



F.No. 36/CE/PW/ES-II/2025 (Vol-II)/ 1157  
अंडमान तथा निकोबार प्रशासन.  
ANDAMAN AND NICOBAR ADMINISTRATION  
मुख्य अभियंता का कार्यालय  
OFFICE OF THE CHIEF ENGINEER  
अंडमान लोक निर्माण विभाग  
ANDAMAN PUBLIC WORKS DEPARTMENT  
निर्माण भवन / NIRMAN BHAWAN

Sri Vijaya Puram, dated 09<sup>th</sup> March, 2026

ENDORSEMENT

A copy of the circulation of DEPwD letter 06.02.2026 issued by the Department of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice and Empowerment, Government of India, as forwarded by the Directorate of Social Welfare, A & N Administration regarding standardization of Certificate regarding Physical Limitation to Write for Persons with Benchmark Disabilities (PwBD) in competitive examination is forwarded herewith.

All concerned Officers/Sections are requested to examine the guidelines carefully and ensure:-

1. Acceptance of the standardized certificate issued in the prescribed format (Annexure-I) within its validity period, without insisting on examination-specific formats; and
2. Clear incorporation of these provisions in all recruitment and examination notifications, wherever applicable.

Encl: As above

To

1. All Superintending Engineer under APWD.
2. All Executive Engineer under APWD
3. The Executive Engineer (E & M) Ptg, CE's Office for uploading the endorsement in the Departmental website.
4. All Section In-charges, CE's Office, APWD.

*Om*  
06/3/26  
Engineering Officer  
To Chief Engineer  
*06/3*



F.No. 8-15/UDID/DSW/2018-19/PF-I / 4173  
अंडमान तथा निकोबार प्रशासन  
ANDAMAN AND NICOBAR ADMINISTRATION  
समाज कल्याण निदेशालय  
DIRECTORATE OF SOCIAL WELFARE  
गोलघार, श्री विजयपुरम  
GOALGHAR, SRI VIJAYA PURAM  
\*\*\*\*\*

Dated 13<sup>th</sup> February, 2026

To,

All Heads of Departments  
Andaman and Nicobar Administration

**Subject:** Circulation of DEPwD letter regarding standardization of "Certificate regarding Physical Limitation to Write" for Persons with Benchmark Disabilities (PwBD) in competitive examinations - reg.

Sir/Madam,

This is to forward a copy of Letter No. 34-04/2022 dated 06th February 2026 issued by the Department of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment, Government of India, regarding the standardization of the "Certificate regarding Physical Limitation to Write" for Persons with Benchmark Disabilities (PwBD) in competitive examinations.

The aforesaid letter refers to the Guidelines for Conducting Written Examination for Persons with Benchmark Disabilities issued by DEPwD vide Office Memorandum dated 29.08.2018 (and subsequent amendments), which provide for facilities such as scribe/reader/lab assistant and other reasonable accommodations during examinations. It has been highlighted that candidates are facing difficulties due to multiple examination-specific formats and repeated requirements for medical certification.

In this regard, DEPwD has standardized the format of the "Certificate regarding Physical Limitation to Write", and the same is enclosed herewith as Appendix-I. All Heads of Departments are requested to examine the contents of the said letter carefully and ensure:

1. Acceptance of the standardized certificate issued in the prescribed format (Annexure-I) within its validity period, without insisting on examination-specific formats; and
2. Clear incorporation of these provisions in all recruitment and examination notifications, wherever applicable.

Encl: 1. Letter No. 34-04/2022 dated 06th February 2026  
2. Guidelines for Conducting Written Examination for Persons with Benchmark Disabilities (including Appendix-I)

Yours faithfully,

Director (SW)

Copy To:

1. The Sr. PS to Commissioner-cum-Secretary (SW), Andaman & Nicobar Administration for kind information.
2. The Sr. PS to Secretary (Personnel), Andaman & Nicobar Administration for kind information.
3. The Sr. PS to Secretary (SW) Andaman & Nicobar Administration for kind information.
4. The PA to Director (SW).

Director (SW)

DSB @ #07/12 SC (UP) (K)

No (Disability)

Directorate of Social Welfare  
A & N Admin. Port Blair

R.O. No. 860  
Date: 9/2/2020

No. 34-04/2022  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Empowerment of Persons with Disabilities (Divyangjan)  
\*\*\*\*\*

5<sup>th</sup> Floor, B Wing, Pt. Deendayal Antodaya Bhawan,  
CGO Complex, Lodhi Road New Delhi-110003  
Dated: 6 February, 2026

1. The Secretary, All Ministries/Departments (as per standard list)
2. The Principal Secretaries of Departments dealing with disability matters in all States/UTs.

**Subject: Standardization of "Certificate regarding Physical Limitation to Write" for Persons with Benchmark Disabilities (PwBD) in Competitive Examinations.**

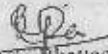
Sir/Madam,

This is in reference to the representation received from Shri Antareep Maity, a Person with Benchmark Disability (PwBD) certified with 70% permanent low vision disability, seeking issuance of a permanent or standardized "Certificate regarding Physical Limitation to Write" to be accepted across examinations conducted by various authorities.

2. In this context, attention is invited to the provisions under the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) and the Guidelines issued by the Department of Empowerment of Persons with Disabilities (DEPwD) vide OM dated 29.08.2018 (for benchmark disabilities) and 10.08.2022 (for below benchmark disabilities). These guidelines stipulate that PwBD/PwD candidates who have physical limitations to write, including those with visual impairments, are entitled to compensatory time not less than 20 minutes per hour of examination, whether using a scribe or not, subject to a certificate from medical board, wherever necessary, as specified in the Guidelines.
3. The validity of such certificates is specified upto 6 months/ as certified by the medical board in terms of the Guidelines issued in 2022. The 2018 Guidelines are however, silent on the period of validity of such certificates. The DEPwD's written exam Guidelines issued on 01.08.2025 (in abeyance till 31.03.2026) prescribes maximum period of validity of such certificate as one year.
4. As brought out in the representation, different examining authorities are issuing varying certificate formats (e.g., Annexure-A/B/C, Type-1/2/3, etc.) for medical boards to certify use of scribe/compensatory time for PwD candidates. Consequently, candidates with benchmark / below benchmark disabilities are compelled to repeatedly approach government hospitals for re-verification and fresh issuance of such certificates. This practice imposes significant hardship, financial strain, and loss of preparation time—particularly affecting candidates employed or residing outside their home districts.
5. To remove this undue hardship, all examining authorities in t/o Central Government and State Government establishments are requested to accept the standardized certificate, within the validity period as mentioned in the certificate, without insisting on exam-specific formats and to

clearly mention these provisions in recruitment and examination notifications. The format of the certificate, as prescribed in the DEPwD's written exam Guidelines dated 01.08.2025 (for competitive public written exams) may be referred as standard format once the abeyance on the applicability of the Guidelines is revoked.

Encl: as above

  
(Debala Bhattacharjee)  
Under Secretary to the Govt. of India  
(Email: debala.joarder@gov.in)

Copy to:

Sh. Antareep Maity,  
76/5, Thakur Ramkrishna Lane,  
Howrah-711104  
E-mail: antareepmaity1996@gmail.com

*SLM*

F. No. 34-02/2015-DD-III  
Government of India  
Ministry of Social Justice & Empowerment  
Department of Empowerment of of Persons with Disabilities (Divyangjan)

\*\*\*

Pt. Deendayal Antyodaya Bhawan,  
C.G.O. Complex, New Delhi -110003  
Dated: the 29<sup>th</sup> August, 2018

Office Memorandum

**Subject:** Guidelines for conducting written examination for Persons with Benchmark Disabilities

The undersigned is directed to say that this Department had issued the guidelines for conducting written examination for persons with disabilities defined in terms of erstwhile Persons with Disabilities (Equal Opportunities, Protection for Rights and Full Participation) Act, 1995 vide OM No. 16-110/2003-DD.III dated 26/02/2013. The Department had constituted a Committee under the Chairmanship of Secretary, DEPwD in March, 2015 to review the said guidelines based on the issues raised by Union Public Service Commission and others. Meanwhile the Central Government enacted the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016 ) which came into force from 19.04.2017. The Act provides for reservation in Government jobs for persons with benchmark disabilities as defined under section 2 (r) of the said Act.

Based on the findings of the Committee, the Central Government hereby lays down the revised guidelines for conducting written examination for persons with benchmark disabilities in supersession of the earlier guidelines issued vide OM No. 16-110/2003-DD.III dated 26/02/2013 as under:

- I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2018".
- II. There should be a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with benchmark disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- III. There is no need for fixing separate criteria for regular and competitive examinations.

IV. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-B/A) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I.

V. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe two days before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

VI. In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.

In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at APPENDIX-II

VII. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.

VIII. Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies

can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.

IX. In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.

X. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.

XI. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

XII. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

XIV. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

XV. As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.

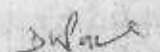
XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

XVII. As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under the administrative control of each Ministry/Deapartment may be advised appropriately to ensure compliance of implementing these guidelines. Action taken in this regard may be intimated to this office.

3. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).

Yours faithfully,

  
(D.K. Panda)

Under Secretary to the Government of India  
Tele. No. 24369059

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Decmed Universities for compliance.
5. Chairman, Railway Board
6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, New Delhi

Copy for information to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name &amp; Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Note:**

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopacdic specialist/PMR).

Letter of Undertaking for Using Own Scribe

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date: