



Housing and Urban Development Corporation Limited New Delhi

GUIDELINES FOR THE VISUALLY HANDICAPPED (VH) AND ORTHOPAEDICALLY HANDICAPPED (OH) CANDIDATE USING THE SERVICE OF SCRIBE/ READER

The Scribe / Reader would be allowed/ provided to Visually Handicapped (VH) and Orthopaedically Handicapped (OH) candidates as per Govt. of India guidelines. The facility of scribe/ reader is meant for only those candidates with disabilities who have physical limitation to use computer. In all such cases where a scribe/ reader is used, the following will be applicable:

- The scribe/ reader should not be a candidate for this current recruitment process.
- Both, the candidate as well as the scribe/ reader will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe/ reader. Further, in case it later transpires that the candidate/scribe has suppressed any material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the test/ examination.
- Any candidate who is not eligible to use scribe/ reader as per the guidelines referred to above, but uses scribe/ reader in the CBT examination shall be disqualified to participate further in the recruitment process. Any candidate who is using scribe/ reader should ensure that he/she is eligible to use scribe/ reader in the examination as per the guidelines. Any candidate using scribe/ reader in violation of the guidelines shall stand disqualified and can be removed from service without notice, if has already joined.
- During the exam, at any stage, if it is found that scribe/ reader is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe/ reader will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe/ reader independently answered the questions.

Please fill up the DECLARATION and submit on the day of the examination.



Housing and Urban Development Corporation Limited New Delhi

DECLARATION BY THE VISUALLY HANDICAPPED (VH) AND ORTHOPAEDICALLY HANDICAPPED (OH) CANDIDATE

I _____ S/o, W/o, D/o _____

R/o _____

Roll Number: _____ for the examination for the post of _____
(Post Code: _____) exam schedule on 13.12.2025 session _____

hereby declared that Mr./Ms. _____ S/o, W/o, D/o _____,

R/o _____ has agreed on my request to act as my
scribe/ reader for the above online computer-based test/examination.

DECLARATION BY THE SCRIBE/ READER

I _____ S/o, W/o, D/o _____

R/o _____

holder of identification _____ have agreed to act as scribe/ reader for

Mr./Ms. _____ S/o, W/o, D/o _____ the

Visually Handicapped (VH) and Orthopaedically Handicapped (OH) candidate having Roll No.

_____ for the examination for the post of _____ (Post Code:
_____) exam scheduled on 13.12.2025 and Session _____.

I declare that my educational qualification as on date _____ is (Tick the box):

Below Metric	Metric	10+2	ITI / Diploma	Graduate	Post Graduate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Space for pasting of
recent passport size
photograph of
Scribe to be cross
self-attested

Space for pasting of
recent passport size
photograph of
Candidate to be
cross self-attested

If the above declaration is found false, I shall be
solely responsible for the consequences and
loss suffered by the candidate.

Signature of Scribe/Reader

If the above declaration is found false, I shall be solely
responsible for the consequences. I am engaging the
above scribe at my own cost and risk.
I understand that if the declaration of the scribe is
found false, I may be debarred from the examination.

**Signature/Thumb Impression of the
VH/OH Candidate**

Note: The candidate & scribe should report at half hour before the normal reporting time at the Exam Centre for this purpose.