

**INSTRUCTIONS FOR PWD CANDIDATES REGARDING WRITTEN TEST/  
TYPING SKILL TEST AND STENOGRAPHY SKILL TEST**

1. The university shall follow the guidelines of GoI/DoPT/Ministry of Social Justice and Empowerment issued from time to time regarding conduct of examinations/test for Persons with Benchmark Disabilities (PwBD).
2. Typing test will be conducted on computer.
3. Visually Impaired (VI) candidates are eligible for scribe/passage dictator.
4. The Scribe/ Passage dictator is identified by the candidate at own cost and as per own choice.
5. The scribe/Passage dictator will read out the passage to VI candidates only within the allotted time.
6. Passage will not be provided in Brail for the VI candidates.
7. A person acting as a Scribe/Passage dictator for one candidate cannot be a Scribe/Passage dictator for another candidate.
8. The scribe/Passage dictator arranged by the candidate should not be the candidate for the same examination.
9. The candidate shall be responsible for any misconduct on the part of the scribe/Passage dictator brought by him during the examination/test.
10. Persons with Disabilities candidates who claim to be permanently unfit to take the Typing test because of a physical disability (not applicable for Visually Impaired and Hearing Impaired (Deaf and Hard of Hearing) may, with the prior approval of the Competent Authority, Central University of South Bihar (CUSB), be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits in the attached format (**Appendix-I**) to the Registrar, CUSB from the competent Medical Authority, i.e. Chief Medical Officer/Civil Surgeon/Medical superintendent of a Government health care institution, declaring him/her to be permanently unfit for the typing test because of a physical disability failing which the exemption shall not be allowed.
11. Candidate as well as the scribe/Passage dictator will have to give a suitable undertaking, in the prescribed format 'Letter of Undertaking for Using Own Scribe/Passage dictator' as **Appendix-II**.
12. Candidates are advised to produce a certificate (wherever applicable) to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf as per attached format (**Appendix-III**) from Chief Medical Officer/Civil Surgeon/Medical superintendent of a Government health care institution.
13. In case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled.
14. Guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.

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