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भारतीय आयुर्विज्ञान परिषद्  
Board of Governors in Super-session of  
MEDICAL COUNCIL OF INDIA

No.MCI-34(1)(UG)(Gen.)/2012-Med./164245.

Date: 29/03/2013

To,

1. The Deans/Principals of all the Medical Colleges/Institutions in India
2. The Directors of Medical Education of all the States in India
3. The Registrars of all the Universities and Deemed Universities in India

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

Sir,

Please find enclosed herewith copy of letter No.10413929/2007/R1685, dated 05.03.2013 alongwith Office Memorandum & letter dated 26.02.2013 issued by Ministry of Social Justice & Empowerment and the order of the Chief Commissioner for Persons with Disabilities dated 23.11.2012 with regard to guidelines for conducting written examination for persons with disabilities.

You are requested to ensure compliance of the guidelines issued by the Ministry of Social Justice & Empowerment, New Delhi.

Yours faithfully,

( Dr. Reena Nayyar )  
Deputy Secretary

**GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH**  
(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph: 0172-2665253-59, Fax: 0172-2609360)  
**ESTABLISHMENT BRANCH-IV**

13919-20



Endst. No. GMCH-E-IV-EA-1(63)-2013/

11 APR 2013

Dated, Chandigarh the,

A copy — is forwarded to the Computer Programmer, GMCH-32, Chandigarh with a request to **e-mail the copy of the same alongwith its enclosures to the followings** for information and necessary action:-

1. The Assistant Registrar (Academic), GMCH-32, Chandigarh.
2. The Office Superintendents (Est.-I, II & III and HA-I & II), GMCH -32, Chandigarh.
3. Spare copy for master file.

  
for Office Superintendent Est. IV  
Additional Director (Admn.)  




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न्याय . . . मुख्य आयुक्त निःशक्तजन  
Court of Chief Commissioner for Persons with Disabilities  
सामाजिक न्याय एवं अधिकारिता मंत्रालय  
Ministry of Social Justice & Empowerment  
निःशक्तता कार्य विभाग / Department of Disability Affairs

F.No 10413929/2007 /R/1685  
65/1041/12-13

Dated : 05.03.2013

To

Director  
Medical Council of India  
Pocket- 14, Sector - 3,  
Dwarka, Phase-1,  
New Delhi - 110077

Subject:- Guidelines for conducting written examination for Persons with Disabilities.

Sir/Madam,

I am directed to say that in compliance of the order of the Chief Commissioner for Persons with Disabilities dated 23.11.2012 in case No.3929/2007 (in the matter of Shri Gopal Sisodia, Indian Association of the Blind Vs. State Bank of India & Others) and in case No.1041/12-13 (in the matter of Score Foundation Vs. Department of Disability Affairs), Ministry of Social Justice & Empowerment, Department of Disability Affairs has issued uniform and comprehensive guidelines for conducting examination for persons with disabilities for compliance by all concerned vide Office Memorandum No.16-110/2003-DD.III dated 26.02.2013. The Ministry has also circulated the guidelines to the State Governments/Union Territories for ensuring compliance of implementing the guidelines by all recruitment agencies, Academics/Examination Bodies, etc. under their control vide letter No.16-110/2003-DD.III dated 26.02.2013

2. A copy each of the Office Memorandum, the letter and the Order of Chief Commissioner for Persons with Disabilities dated 23.11.2012, which are also available in the website of this office, are enclosed.

3. You are requested to ensure compliance of the guidelines and also circulate the said guidelines among the concerned authorities/organizations under your control.

Yours faithfully,

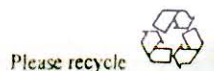
Encls:- As above.

(T.D. Dhariyal)  
Deputy Chief Commissioner

सरोजिनी हाऊस, 6 भगवान दास रोड, नई दिल्ली-110001 / Sarojini House, 6, Bhagwan Dass Road, New Delhi - 110 001

दूरभाष / Tel.: 23386054, 23386154 फैक्स / Fax: 23386006 वेबसाइट / Website : [www.ccdisabilities.nic.in](http://www.ccdisabilities.nic.in) ईमेल / E-mail : [ccpd@nic.in](mailto:ccpd@nic.in)

(कृपया भविष्य में पत्राचार के लिए उपरोक्त फाइल/केस संख्या अवश्य लिखें।)  
(Please quote the above file/case number in future correspondence.)





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F No. 107/2003 DP-III  
Ministry of Labour & Employment  
Department of Disability Affairs

Shastri Bhawan, New Delhi  
Dated: 26<sup>th</sup> February, 2013

Office Memorandum

Subject: Guidelines for conducting written examination for Persons with Disabilities.

The undersigned is directed to say that Chief Commissioner of Persons with Disabilities (CCPD) in its order dated 23.11.2012 in case No. 3929/2007 (in the matter of Shri Gopal Sisodia, Indian Association of the Blind Vs. State Bank of India & Others) and in case No. 65/1041/12-13 (in the matter of Score Foundation Vs. Department of Disability Affairs) had directed this Ministry to circulate guidelines for the purpose of conducting written examination for persons with disabilities for compliance by all concerned. In compliance of the above order, this Ministry hereby lays down the following uniform and comprehensive guidelines for conducting examination for the persons with disabilities as recommended by CCPD:-

- I. There should be a uniform and comprehensive policy across the country for persons with disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- II. There is no need for fixing separate criteria for regular and competitive examinations.
- III. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.
- IV. 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 a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

Recd  
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- XIII. Paper should be prepared preferably on the printed form and should be prepared in a manner that it is easy to read and understand. The marking scheme should be marked accurately and timely supply of supplementary papers should be ensured.
- XIV. 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. with question papers and all other study material should be accessible in accordance with international standards laid down in the agenda.
- XV. 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.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under your administrative control 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,

  
(Jagdish Kumar)

Deputy Secretary to the Govt. of India

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 Deemed Universities for compliance.
5. All National Institutes and RCI under administrative control of Department of Disability Affairs, Ministry of SJ&E, New Delhi

✓ Copy to : CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi with reference to order dated 23.11.2012 in case No. 3929/2007 and in case No.65/1041/12-13.



F.No. 16-110/2003-DD.III  
Government of India  
Ministry of Social Justice & Empowerment  
Department of Disability Affairs

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Shastri Bhawan, New Delhi  
Dated: 26<sup>th</sup> February, 2013

To

Principal Secretary/ Secretary, Social Welfare of States/UTs.  
(As per list attached)

Subject: Guidelines for conducting written examination for Persons with Disabilities.

Sir,

I am directed to say that Chief Commissioner of Persons with Disabilities (CCPD) in its order dated 23.11.2012 in case No. 3929/2007 ( in the matter of Shri Gopal Sisodia, Indian Association of the Blind Vs. State Bank of India & Others) and in case No.65/1041/12-13 ( in the matter of Score Foundation Vs. Department of Disability Affairs) had directed this Ministry to circulate guidelines for the purpose of conducting written examination for persons with disabilities for compliance by all concerned. In compliance of the above order, this Ministry hereby lays down the following uniform and comprehensive guidelines for conducting examination for the persons with disabilities as recommended by CCPD:-

- i. There should be a uniform and comprehensive policy across the country for persons with disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- ii. There is no need for fixing separate criteria for regular and competitive examinations.
- iii. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.

10/3/2013

20/3/13

Though we are sending to all concerns, also for displaying on our notice board.

4/3/13  
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time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis.

- xii. 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.
- xiii. 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.
- xiv. The examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading softwares 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.
- xv. 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.

2. You are requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under your administrative control 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,

J. Kumar

(Jagdish Kumar)

Deputy Secretary to the Govt. of India

✓ Copy to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi with reference to order dated 23.11.2012 in case No. 3929/2007 and in case No.65/1041/12-13.





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न्यायालय मुख्य आयुक्त निःशक्ताजन  
Court of Chief Commissioner for Persons with Disabilities  
सामाजिक न्याय एवं अधिकारिता मंत्रालय  
Ministry of Social Justice & Empowerment  
निःशक्ता कार्य विभाग / Department of Disability Affairs

Dated: 23.11.2012

Case No.3929/2007

In the matter of:

Shri Gopal Sisodia R6527  
General Secretary  
Indian Association of the Blind  
154 C, Delhi Administration Flats,  
Sindhoran Kalan, Delhi-110052.

Complainant

Versus

State Bank of India, Mumbai R6528  
Banking Division, Ministry of Finance, New Delhi. R6529

Respondent No.1

Respondent No.2

Department of Disability Affairs, R6530  
Ministry of Social Justice & Empowerment  
Through : Secretary,  
Shastri Bhawan, New Delhi.

Respondent No.3

Case No. 65/1041/12-13

In the matter of:

Score Foundation R6531  
Through Shri George Abraham, CEO,  
17/107, LGF, Vikram Vihar,  
Lajpat Nagar-4,  
New Delhi-110024.

Complainant

Versus

Department of Disability Affairs,  
Ministry of Social Justice & Empowerment  
Through : Secretary,  
Shastri Bhawan, New Delhi.

Respondent

Date of Hearing : 20.11.2012

Present:-

1. Mr. George Abraham with Neha Saigal on behalf of Complainant (In Case No.65/1041/12-13)
2. None appeared on behalf of Complainant (In Case No.3929/07)
3. Shri K.V.S. Rao, Director on behalf of Respondent

ORDER

Shri Gopal Sisodia, General Secretary, Indian Association of the Blind, the Complainant  
filed a complaint dated 13.5.2007 (Case No. 3929/2007) under the Persons with Disabilities





(Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, hereinafter referred as the 'Act', regarding issuance of comprehensive Policy for conduct of written examinations for persons with disabilities.

2. After two hearings in the case, it was decided to implead Ministry of Social Justice & Empowerment and the following directions were issued:-

- (a) The complainant to submit a draft of the guidelines/provisions that need to be included for the scribe to MSJE by 8<sup>th</sup> November, 2007.
- (b) Ministry of Finance, in consultation with Reserve Bank of India, Indian Bank Association and the other stake holders to submit their views to MSJE by 6<sup>th</sup> November, 2007.
- (c) MSJE with their input, may circulate the draft guidelines/criteria for the scribe to respondent 1 & 2 and other stakeholders and invite their comments and thereafter finalise the guidelines for scribes, preferably within 3 months.

3. During the third hearing on 30.11.2007, the Counsel for the Complainant submitted that any policy regarding facilities to be given to visually impaired and other persons with disabilities for writing the issues should not be finalized without consulting the stakeholders, particularly the beneficiaries of the policy. The representative of the Ministry of Finance submitted that RBI and State Bank of India had submitted their comments which had been forwarded to the Ministry of Social Justice & Empowerment. Ministry of Social Justice & Empowerment informed that a number of suggestions from individuals/organizations had been received which needed to be consolidated and considered. As a considerable period of time had already elapsed, MSJ&E was advised to forward copies of all the suggestions within a week for consideration. A meeting was thereafter convened under the Chairmanship of Chief Commissioner on 19.2.2008 to hear the stakeholders and finalize the recommendations for a policy. After detailed deliberations with the stakeholders, the recommendations were forwarded to Ministry of Social Justice & Empowerment vide letter No. 1-2(Scribe)/ CCD/2007 dated 17.3.2008. After a number of correspondence, Chief Commissioner for Persons with Disabilities vide letter dated 26.9.2011 advised MSJ&E to issue the guidelines within a month of receipt of that letter.

4. In the meantime another complaint dated 6.6.2012 (Case No.65/1041/12-13) was received from Score Foundation, which was also forwarded to the Department of Disability Affairs vide letter dated 31.07.2012 with the request to issue the guidelines within one month from the date of the said letter incorporating the suggestions contained in the letter of Score Foundation dated 6.6.2012.

5. Department of Disability Affairs vide their letter dated 13.09.2012 submitted that they had decided to organize workshops/seminars through its National Institutes to gather views of persons with disabilities for making provision of a scribe before finalizing a uniform policy for persons with disabilities in various examinations. It was further stated that the consultations were

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yet to commence. However, the matter was under active consideration as views of certain National Associations in this field had been received and were being deliberated upon. It was also stated that all efforts to finalize the policy were being made.

6. This Court vide letter dated 04.09.2012 requested Department of Disability Affairs to issue the guidelines on or before 20.09.2012, failing which, it was stated, this Court may be constrained to issue Show Cause Notice. Accordingly, as the guidelines were not issued, a notice of complaint to show cause and hearing was issued on 21.9.2012 with the advice to issue the guidelines by 20.10.2012, else to appear before this Court on 2.11.2012. The matter was re-scheduled for hearing on 20.11.2012 on the request of Department of Disability Affairs.

7. During the hearing on 20.11.2012, the representative of Score Foundation in case No 65/1041/12-13 reiterating his submissions envisaged in his complaint dated 23.4.2012, stressed the need for issuance of uniform and comprehensive guidelines for persons with blindness and persons with low vision as they continue to be routinely subjected to untold hardship and disadvantage for want of such uniform and comprehensive guidelines. He further submitted that the document which has been put together by Score Foundation and others could be circulated to all concerned as guidelines so that these guidelines can be used as a reference by various stake holders for developing their own norms with regard to conduct of examinations as stated above in respect of candidates with disabilities. The complainant further stated that several of the bodies conducting examinations are unaware of ways in which candidates with blindness and/or with low vision can be included in the examination process. He further added that several examination conducting Authorities under-estimate the capabilities of blind and low vision persons to participate in the examination process.

8. The representative of Department of Disability Affairs, Ministry of Social Justice & Empowerment, Government of India submitted that the guidelines forwarded by Chief Commissioner for persons with disabilities were being considered by the Ministry. He added that before taking a final view in the matter, the Ministry had convened a meeting with the recruitment authorities/agencies like Staff Selection Commission, Union Public Service Commission, CBSE and sensitized them about the proposed guidelines. These authorities were requested to send the detailed comments on each of the points made by the Chief Commissioner for persons with disabilities so that their implementation is ensured. While the comments of these authorities/agencies were received, the subsequent meeting to be held with them to finalize the matter could not be held. It was also decided by the Ministry to request the National Institutes working under the Ministry to organize consultations to discuss the guidelines framed by Chief Commissioner for Persons with Disabilities. Even this consultation could not be held so far. Recently, on receipt of a reference from Score Foundation, the matter was again examined at the highest level and it was decided to take action on the guidelines framed by Chief Commissioner for Persons with Disabilities for reaching its logical conclusion. He further stated that a meeting would be convened in the middle of December this year with the relevant recruitment and



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academic bodies. After consulting these bodies, uniform and comprehensive guidelines would be issued to all concerned for compliance.

9. In the light of foregoing, this Court is pleased to observe as follows:-

- (i) That the question of issuance of uniform and comprehensive guidelines in the matter of conduct of all kinds of examinations (both recruitment related and academics related) involving persons with disabilities has been under consideration by the Respondent Department for quite a few years now as can be seen from the relevant Show Cause Notice/Notice of hearing dated 21.9.2012.
- (ii) That it goes without saying that in the absence of such uniform and comprehensive guidelines, persons with disabilities including the persons with blindness and low vision continued to be routinely subjected to prolonged and pervasive hardship and disadvantage with the result that more often than not, many candidates with disabilities have to run from pillar to post getting to fix various problems relating to taking off examinations by them such as issues around amanuenses, use of low vision aids, use of computers, extra time etc. etc.
- (iii) That this Court notes with utter dismay and shock that this matter did not move forward with the Ministry since 2008 and 2009 and it continues to hang fire compounding the hardship, disadvantage and irreparable loss faced by persons with disabilities.
- (iv) That while the instant complaints relate specifically to persons with blindness and low vision, this Court is also equally concerned about the hardships and disadvantage faced by persons belonging to other categories of disabilities as well in the matter of taking examinations.
- (v) That the guidelines put together by the Complainant Score Foundation and other concerned persons with low vision only, and they do not take on board the concerns of persons belonging to other categories of disabilities.
- (vi) That the guidelines put together by the office of the Chief Commissioner for Persons with Disabilities after elaborate consultations with primary and other stake holders including persons with blindness and persons with low vision etc.
- (vii) That this Court acknowledges that developing guidelines and norms in the matter of this ilk has to be an evolving process characterized by reasonable flexibility so as to cater to the exigencies of a given situation and also to take on board the advancement which takes place in the field of science and technology with the efflux of time.

(viii) That in view of the foregoing, the issuance of uniform and comprehensive guidelines as stated above brooks no delay.

10. This Court, therefore, directs the Respondent Department to complete all necessary processes & procedures, finalize and circulate for compliance uniform and comprehensive guidelines to all concerned put together by this Court with or without modifications as may be necessary for conduct of all kinds of examinations within two months from today.

11. Copy of this Order may be posted on the Website of this Court as soon as may be.

( P.K. Pincha )  
Chief Commissioner  
for Persons with Disabilities