GRANT OF SCRIBE AND/OR EXTRA TIME TO PHYSICALLY DISABLED/CHALLENGED CANDIDATES IN COMPANY SECRETARIES EXAMINATIONS

Any Physically Challenged/Disabled Student having a minimum of 40% physical disability or deformity of permanent nature and who wishes to seek writer’s help and/or extra time for the purpose of appearing in Company Secretaries Examination is requested to submit a separate application duly filled in own handwriting in the prescribed format as specified below in addition to submitting his/her online enrolment application for appearing in the examination together with the attested copies of following documents:

(i) Disability Certificate issued by the Medical Board/doctor of not below the rank of Civil Surgeon/ Medical Superintendent of a Central or State Govt. Hospital /Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions.

(ii) Letter of permission issued, if any, by Sr. Secondary Board/ University in 10th, 10+2 or degree examinations in which candidate had appeared.

(iii) Permission granted by other reputed professional Institutes/examining bodies such as — UPSC, SSC, State Public Service Commission, etc., allowing such assistance of a Scribe and/or Extra-time in the earlier examinations.

(iv) Full size latest photograph.

(v) Any other document(s) in support of request for grant of the facility of writer and/or extra time.

Physically disabled candidates who had been granted facility of writer’s help/extra time in the previous CS examination(s) and wish to avail of such concession or assistance for writing the ensuring examination are required to apply again for each session of examination giving reference of communication allowing such facility granted in the past. In such cases, candidates are not required to submit the attested copies of above stated documents and full size photograph.

It is clarified that in case of injuries of disablement of temporary nature such as fracture in the arm, forearm or dislocation of shoulder, elbow, wrist or any other illness, the candidates are not eligible to seek any concession or assistance of writer and/or extra time.

The duly filled in application on the prescribed form alongwith the supporting documents, if any, should be sent to the Institute at the address given below at least 45 days in advance from the date of commencement of examination:

The Joint Secretary
Directorate of Examinations
The Institute of Company Secretaries of India
‘ICSI House’, C-37, Sector-62, Institutional Area
Noida – 201 309 (U.P.)

Communication regarding grant of writer’s help and/or extra time for writing the examinations is normally sent to the respective candidates 5-8 days before the commencement of each session of examination after the issue of Admit Cards/Roll Number.

For quick disposal, the application for grant of writer’s help and/or extra time should not be clubbed with any other query or correspondence.

The prescribed applications form for availing the facility of writer’s help and/or grant of extra time can be downloaded from the website of the Institute: www.icsi.edu at the URL given below:

https://www.icsi.edu/webmodules/scribe_form.pdf