

**वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद**  
**Council of Scientific and Industrial Research**  
**अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110001**  
**Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001**

No. : 5-1(39)/2008-PD

Dated : 04.12.2025

**OFFICE MEMORANDUM**

**Sub : Departmental guidelines for conducting competitive written public examinations (linked to employment or admission to professional or technical courses) for Persons with Disabilities under the Rights of Persons with Disabilities Act, 2016.**

The Department of Empowerment of Persons with Disabilities has issued revised guidelines for competitive examinations for Persons with Disabilities (PwDs) on 01.08.2025 and 10.09.2025 in supersession of its earlier OM's of 2018, 2019, and 2022. The Guidelines have been endorsed by CSIR vide OM's of even number dated 13.10.2025 and 29.10.2025. Apart from these, to emphasize the implementation of the provision of RPwD Act, 2016 and to facilitate the scribe without hinderance to PwD candidate, during Public Examination, it is advised to all CSIR Labs to strictly follow the provisions as recommended vide DEPwD OM dated 01.08.2025. Further guidelines concerned with the competitive written public examinations are provided as under:

- a) **Single-source SOP aligning CSIR/Vendor centre-operations with DEPwD's OM dated 01.08.2025 for scribes/reader and compensatory time; publish a centre-checklist and candidate-facing FAQs.**

While conducting recruitment by CSIR or its constituent labs, the provisions of DEPwD's OM dated 01.08.2025 must be complied with.

- b) **Document-verification protocol:** where a candidate claims originals are on person but momentarily inaccessible or in dispute, the centre shall (i) accept self-undertaking, (ii) verify ID/UDID, (iii) retain photocopies/digital copies, and (iv) allow scribe provisionally; post-facto verification to follow within a fixed timeline.

The concerned candidate shall be provisionally allowed admission with scribe subject to his production of original documents in person at nearest CSIR lab within a reasonable time. Such condition may be incorporated in terms and conditions of advertisement by all CSIR labs.

- c) **Pre-exam readiness for PwBD candidates:** dedicated help-desk slot the day before (virtual/onsite) to validate uploaded scribe forms and clarify doubts, so day-of-exam conflicts are avoided.

After closing of application date for every recruitment, a dedicated grievance redressal officer for both central level and for venue level be nominated for ensuring resolution of all PwBD related issues. Such nomination should be notified for information of candidates.

- d) **Ambient accessibility:** mandatory lighting checklist and workstation magnification settings for VI candidates; record these in the centre log.

To be implemented across CSIR.

- e) **Attendance-sheet printing:** auto-print PwBD flag, sanctioned scribe status, and compensatory time on the candidate's roll sheet to prevent invigilator-level divergence.

To be implemented across CSIR.

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- f) CCTV & incident tracker: preserve entry-desk and verification-desk timestamps for at least 90 days; ensure that the field of view captures document-check counters.

To be implemented across CSIR.

- g) Training: compulsory pre-exam micro-module for supervisors/invigilators on reasonable accommodation and scribe rules; maintain completion rosters.

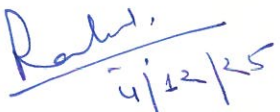
An online training should be arranged on the subject to sensitize personnel dealing with recruitment matters without delay.

- h) Escalation ladder: real-time escalation to CSIR Command Centre during any scribe-verification dispute with a 10-minute resolution SLA; if unresolved, default in favour of the candidate consistent with accommodation principles

After closing of application date for every recruitment, a dedicated grievance redressal officer for both central level and for venue level may be nominated for ensuring resolution of all PwBD related issues.

- i) Post-exam remedial window: where a candidate credibly alleges denial of accommodation, provide a defined remedial pathway (e.g., re-test with scribe) without the candidate bearing cost, consistent with court directions and DEPwD OMs.

The candidate can always escalate the matter to Grievance Redressal Officer (G.R.O.) of CSIR, under the rules, which may be given wider publicity.

  
(Kumar Rahul)  
Deputy Secretary (PD)

Encl. : As above

Copy to:

- 1) The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units
- 2) CSIR Website
- 3) Office copy.