SHRI KRISHNA AYUSH UNIVERSITY KURUKSHETRA

PUBLIC NOTICE

Subject: Facility of Scribe and Extra/Compensatory Time for PwBD Candidates for Written Examination for the posts of Staff Nurse (Advt. No. NT-01/2026), Ayurvedic Pharmacist (Advt. No. NT-02/2026), and Clerk (Advt. No. NT-03/2026).

This is for the information of all Persons with Benchmark Disabilities (PwBD) candidates who have applied for the above-mentioned posts and intend to avail the facility of a **Scribe** and/or **Extra/Compensatory Time** in the written examinations scheduled to be held on **22.11.2026**.

1. Facility of Scribe:

Eligible PwBD candidates who wish to opt for a Scribe must submit the details of the Scribe along with the following documents:

1. Educational Qualification Certificate of the Scribe (must be a currently studying student up to 10+2 level only).
2. Address Proof of the Scribe.
3. Any two valid Identity Proofs of the Scribe (Aadhar Card / Passport / Driving Licence etc.).
4. Recent Passport Size Photograph of the Scribe.
5. Undertaking in the prescribed format by the Scribe, duly verified by the Principal of the Institution in which the student is studying.

2. Extra / Compensatory Time:

An extra / compensatory time **@ 20 minutes per hour** will be allowed in the Written Examination to such eligible Persons with Benchmark Disabilities (Blind and Low Vision, Deaf and Hard of Hearing, or Locomotor Disability), **irrespective of whether they opt for the facility of a Scribe or not**, subject to the production of a valid Medical Certificate issued by the Medical Board constituted by the Chief Medical Officer (CMO) of the concerned District and formal permission issued by the University in this regard.

3. Submission Deadline & Important Instructions:

Eligible candidates seeking the facility of a Scribe and/or Extra/Compensatory Time are required to submit their written request along with the requisite Medical Certificate and the above-mentioned Scribe documents (if applicable) to the University latest by **18.11.2026 up to 04:00 PM** via email at **recruitmentcell@skau.ac.in**.
Requests or documents received after the stipulated date and time will not be entertained, and such candidates will neither be permitted to bring a Scribe nor be granted extra/compensatory time during the examination.
Candidates must bring the exact same Scribe whose details and documents have been submitted to and approved by the University, along with their original Identity Proofs on the day of the examination.
All other terms and conditions mentioned in the respective recruitment advertisements shall remain unchanged.

Dated: 12.11.2026

12/11/26
Registrar

COVERING REQUEST LETTER BY THE CANDIDATE

To
The Registrar,
Shri Krishna Ayush University,
Kurukshetra, Haryana

Email: recruitmentcell@skau.ac.in
Date: _____ [DD/MM/2026]

Subject: Request for availing the facility of a Scribe and/or Extra/Compensatory Time in the Written Examination scheduled on **22.11.2026** for the post of **[Staff Nurse (Advt. No. NT-01/2026) / Ayurvedic Pharmacist (Advt. No. NT-02/2026) / Clerk (Advt. No. NT-03/2026)]** *(retain whichever is applicable).*

Sir/Madam,

With reference to the Public Notice dated 12.11.2026, I respectfully submit that I am an eligible PwBD candidate appearing for the above-mentioned written examination scheduled to be held on **22.11.2026**.

My candidate details are as follows:

Full Name: _____
Father's / Mother's Name: _____
Post Applied For & Advt. No.: _____
Application / Registration No.: _____
Category & Type of Benchmark Disability: _____[e.g., Blind/Low Vision / Deaf/Hard of Hearing / Locomotor Disability]
Percentage of Disability: _____ [e.g., 40% / 50%] as per medical certificate.
Mobile No. _____& Email ID: _____
In accordance with the instructions laid down in the Public Notice, I hereby request permission to avail *(keep the applicable option(s) and strike out the rest)*:

The facility of a Scribe along with **Extra/Compensatory Time (@ 20 minutes per hour).**
Only Extra/Compensatory Time (@ 20 minutes per hour) *(without a Scribe).*
I am enclosing the following self-attested documents for your kind verification and approval:

1. Valid PwBD Medical Certificate issued by the Medical Board constituted by the Chief Medical Officer (CMO), District _____ **[Name of District]**.
2. Duly filled and signed **Undertaking by the Scribe**, verified by the Principal of the institution where the Scribe is currently studying *(if opting for a Scribe).*
3. Educational Qualification Certificate of the Scribe (currently studying up to 10+2 level).
4. Address Proof of the Scribe.
5. Two valid Identity Proofs of the Scribe (**[e.g., Aadhaar Card and School ID / Passport]**).
6. Recent Passport-Size Photograph of the Scribe.

I undertake that I will bring the exact same approved Scribe along with their original Identity Proofs on the day of the examination. Kindly grant me formal permission for the same.

Thanking you.

Yours faithfully,

Signature of the Candidate: _____
Name: _____
Application No.: _____

Enclosures: As listed above

UNDERTAKING BY THE SCRIBE

To
The Registrar,
Shri Krishna Ayush University,
Kurukshetra, Haryana

Subject: Undertaking for acting as a Scribe in the Written Examination scheduled on **22.11.2026** for the post of **[Staff Nurse (Advt. No. NT-01/2026) / Ayurvedic Pharmacist (Advt. No. NT-02/2026) / Clerk (Advt. No. NT-03/2026)]** *(tick/retain whichever is applicable)*.

R/Sir,

I,_____ **[Full Name of Scribe]**, Son/Daughter of Sh. _____ **[Father's Name]**, resident of _____ **[Complete Residential Address]**, aged _____ **[Age]** years, having Date of Birth _____ **[DD/MM/YYYY]**, do hereby solemnly affirm and declare as under:

1. That I am currently a bonafide student studying in Class ____ **[Class, e.g., 10th / 11th / 12th]** at _____ **[Name and Address of School/Institution]**.
2. That I have agreed to act as a Scribe for _____ **[Full Name of Candidate]**, Son/Daughter of Sh. _____ **[Candidate's Father's/Mother's Name]**, Application No. _____ , who is a Person with Benchmark Disability (PwBD) appearing for the above-mentioned written examination on **22.11.2026**.
3. That I am not a candidate for the same recruitment examination (Advt. No. NT-01/2026, NT-02/2026, or NT-03/2026).
4. That I shall strictly abide by all examination rules, guidelines, and instructions issued by Shri Krishna Ayush University, Kurukshetra, and shall not indulge in any unfair means or malpractice during the examination.
5. That I am enclosing self-attested copies of my **Educational Qualification Certificate**, **Address Proof**, **two valid Identity Proofs** (Aadhaar Card / Passport / Driving Licence / School ID), and my **recent passport-size photograph** along with this undertaking.
6. That the particulars furnished by me above are true and correct to the best of my knowledge and belief. In case any information is found to be false or incorrect at any stage, I understand that the candidature of the candidate shall be liable for cancellation and appropriate action may be taken against me.

Signature of the Scribe: _____
Name of the Scribe: _____
Mobile No.: _____

(Paste a recent passport-size photograph of the Scribe here and get it attested by the Principal)

VERIFICATION BY THE PRINCIPAL OF THE INSTITUTION

This is to certify that _____**[Full Name of Scribe]**, S/o/D/o Sh. _____ **[Father's/Mother's Name]**, Date of Birth_____ **[DD/MM/YYYY]**, is a regular, bonafide student of this institution currently studying in Class _____ **[Class]** (up to 10+2 level) during the academic session _____ **[Year, e.g., 2026–27]** under Admission/Roll No. _____ **[School Roll/Admission No.]**.

The particulars, signature, and photograph of the student affixed above are verified and attested as per our institutional records.

Date: _____
Place: _____

Signature of the Principal: _____
Name of the Principal: _____
Official Seal / Stamp of the Institution:

Quick Checklist Before Emailing (Deadline: 18.11.2026, 4:00 PM)

Request Letter: Attach a short covering request letter signed by you (the candidate) requesting the Scribe facility and/or 20 mins/hour extra time.

Medical Certificate: Attach your PwBD Medical Certificate issued by the Medical Board constituted by the concerned District's CMO.

Scribe Documents: Attach the signed & Principal-verified Undertaking, Scribe's educational proof (current school ID/bonafide certificate/previous mark sheet showing up to 10+2 status), address proof, 2 valid ID proofs, and passport-size photo.

Send to: recruitmentcell@skau.ac.in

Would you like me to also draft the **covering request letter** that you (the candidate) need to attach with these documents, or translate this undertaking into **Hindi**?