

**FORMAT FOR SCRIBE**  
**REQUEST LETTER FOR SCRIBE AND EXTRA TIME TO BE PRODUCED BY RELEVANT  
PwD CANDIDATES**

From

Date:

Name of the candidate: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

The Chairman  
HSEE-2019  
Indian Institute of Technology Madras  
Chennai - 36

Dear Sir,

Subject: Requirement of SCRIBE and EXTRA TIME

I am a PwD candidate (Visually impaired/ dyslexic/ disability in the upper limbs or loss of fingers). I would like to use the service of a scribe for writing HSEE-2019. I also request you to provide extra time to complete the paper as per the government norms. Kindly do the needful.

Thanking you,

\_\_\_\_\_  
Signature of the candidate

\_\_\_\_\_  
Signature of the Parent/Guardian  
(Name of the Parent/Guardian)