

## FAQs

IBA vide its circular dated 26<sup>th</sup> April 2017, addressed to banks had identified 11 institutions for providing certification in the areas identified by RBI namely, Treasury Operations, Risk Management, Accounting and Credit Management.

IIBF, being one of the identified institutions, offers courses covering the areas of Treasury Operations, Risk Management, and Credit Management.

In addition to the above courses, RBI, vide its letter dated 31<sup>st</sup> May 2017, addressed to IBA, has mentioned that the course offered by IIBF in association with FEDAI, on “Foreign Exchange Operations” will also be a mandatory qualification, for those who are working or desirous of working in the area of Foreign Exchange Operations, including Treasury operations. Thus, out of the five areas identified by RBI, IIBF offers four courses which meet the certification requirements.

Consequent upon the issue of the above letters, IIBF has been receiving queries from banks seeking clarifications on the above courses offered by the Institute.

The queries concerned have been compiled and the answers thereto are given below for the benefit of banks.

### **Q1 What are the eligibility criteria for appearing in these exams?**

**Ans: The eligibility criteria for the four examinations are given below:**

<b>Certified Credit Officer (CCO)</b>	<b>Certified Treasury Dealer (CTD)</b>	<b>Certificate Examination in Risk in Financial Services (RFS)</b>	<b>Certificate Course in Foreign Exchange (FX)</b>
A graduate in any discipline. Members of the Institute, preferably CAIIB.	A graduate in any discipline. Members of the Institute.	Employees of banks and financial institutions, who are members of the Institute.	Open for employees working with Authorised Dealer (AD) Member Banks of FEDAI.

### **Q2 What will be the process for registration and enrolment for these courses?**

Ans. Candidates will have to register online through Institute’s website [www.iibf.org.in](http://www.iibf.org.in) by making payment through Debit/Credit card or internet banking. The open period of registration is given with the schedule of examinations.

**Q3 What is the Registration Fees for each of the courses?**

<b>Certified Credit Officer (CCO)</b>	<b>Certified Treasury Dealer (CTD)</b>	<b>Certificate Examination in Risk in Financial Services (RFS)@@</b>	<b>Certificate Course in Foreign Exchange (FX)</b>
Examination Fees; Level I (online exam by IIBF) Rs.6000 plus taxes for first two attempts and Rs.3000 plus taxes for subsequent attempt.	Examination Fees: Level I (online exam by IIBF) Rs.6000 plus taxes for first two attempts and Rs.3000 plus taxes for subsequent attempt.	Examination Fees: Level-I (IIBF) Rs.2500 plus taxes, for first attempt and Rs.2500 plus taxes for subsequent attempt. For Level-II (CISI) £105 for 1st attempt and £55 for 2nd attempt, which is to be paid to CISI on registration	Examination Fees is Rs. 1,000 plus taxes.
Level II (Training by IIBF) Class room learning fee including learning kit is Rs. 15,000 plus taxes (5 days non-residential).	Level II (Training by IIBF) Class room learning fee including learning kit is Rs.10000 plus taxes (3 days non-residential).		There is no training component.

@@ The Institute will be introducing a training for the candidates who have successfully completed the level I examination conducted by IIBF. When the same is finalised, the details will be placed on our website.

**Q4 Do individuals have to register themselves or can the Banks register, enrol and sponsor their candidates for these courses?**

Ans. Individuals have to register themselves. There is no provision for banks to register the candidates.

**Q5 Do the staff members who are already posted in the departments need to undergo the certification process?**

Ans. In the Institute's opinion, candidates who are already posted in the departments concerned but have not obtained the required certifications, should undergo the certification process. This will be mutually beneficial for the banks and candidates.

Further, in the Institute's opinion, for example, the certified treasury dealer course should not only be taken by the front desk personnel but also the personnel posted at the mid office and back office of the treasury department.

**Q6 What will be the nature of Academic support by IIBF for these courses?**

Ans. The Institute has prepared a dedicated courseware for its examinations on Certified Credit Officer, and Risk in Financial Services (Level 1). For the level II examination on Risk in Financial Services, courseware will be provided by Chartered Institute for Securities & Investment (CISI), London.

For the examination on Certified Treasury Dealer, apart from the Institute's course ware, selected chapters from the book "The Hand Book of Fixed Income Securities by Frank J Fabozzi and Steven V Mann" also form part of the course ware.

For the Certificate Course in Foreign Exchange, the exam is offered in association with FEDAI. The course materials prepared by FEDAI will be course wares for this subject. Candidates need to contact FEDAI (Foreign Exchange Dealers Association of India) office through their bank branch / office and place order for study material. The same will be sent to the respective bank branch / office. Candidates can also buy the same by personally visiting the FEDAI office and on production of ID card.

For the convenience of the candidates, select RBI Master Circulars/ Master Directions have been placed on the Institute's website. Besides, the direct links to the Master Circulars / Master Directions of RBI have also been provided on the Institute's website. The Institute also brings out a monthly newsletter "IIBF Vision" and a quarterly publication "Bank Quest".

Candidates are advised to make full use of the courseware. However, as banking and finance fields are dynamic, rules and regulations witness rapid changes. Therefore, the courseware

should not be considered as the only source of information while preparing for the examinations. Candidates are advised to go through the updates placed on the IIBF's website from time to time, go through Master Circulars / Master Directions, Circulars issued by RBI and publications of IIBF like IIBF Vision, Bank Quest, etc. All these sources are important from the examination point of view. Candidates should also visit the websites of organizations like SEBI, BIS, IRDAI, FEDAI, etc., besides going through other books & publications covering the subject / exam concerned etc. Questions based on current developments relating to the subject / exam may also be asked.

**Q7 What are the Cut-off Date of Guidelines /Important Developments for these examinations?**

Ans. The Institute has a practice of asking questions in each exam about the recent developments / guidelines issued by the regulator(s) in order to test if the candidates keep themselves abreast of the current developments. However, there could be changes in the developments/guidelines from the date the question papers are prepared and the dates of the actual examinations. In view of the same, the Institute shall consider the following pattern of cut-off dates of guidelines/developments for the Examinations:

<b>Examinations Period</b>	<b>Cut-off date of Guidelines/Important Developments for Examinations</b>
For examinations to be conducted by the Institute for the Period from February 2017 to July 2017	<b>31<sup>st</sup> December, 2016</b>
For examinations to be conducted by the Institute for the period from August 2017 to January 2018	<b>30<sup>th</sup> June, 2017</b>

**Q8 Who are the publishers for the recommended courseware of these Exams?**

Ans. The courseware (books) prepared by the Institute will be available at outlets of publisher/s viz. Macmillan and Taxmann. The candidates are requested to visit IIBF website [www.iibf.org.in](http://www.iibf.org.in) under the menu Examination - Publication - Address of publisher/s outlets.

**Q9 What will be the pattern of the Examination?**

Ans. Question Paper will contain 100 objective type, multiple choice questions including situation analysis / problem based questions for a total of 100 marks and the examination will be held in Online Mode only. There will not be any negative marking for wrong answers.

**Q10 What is the passing criteria for these exams?**

<b>Certified Credit Officer</b>	<b>Certified Treasury Dealer</b>	<b>Certificate Examination in Risk in Financial Services@@</b>	<b>Certificate Course in Foreign Exchange</b>
Level I: Minimum marks for pass in the subject is 50 out of 100 for online examination	Level I: Minimum marks for pass in the subject is 50 out of 100 for online examination	Level I: Minimum marks for pass in the subject is 50 out of 100 for online examination by IIBF	Minimum marks for pass in the subject is 50 out of 100 for online examination
Level II: Minimum 25 marks for pass out of 50 marks (in the Classroom learning.)	Level II: Minimum 25 marks for pass out of 50 marks (in the Classroom learning.)	Level II: Minimum marks for pass in the subject is 70 out of 100 for online examination by CISI.	

@@ The Institute will be introducing a training for the candidates who have successfully completed the level I examination conducted by IIBF. When the same is finalised, the details will be placed on our website.

**Q11 When will the results of these examinations be declared?**

Ans. Normally, a maximum of 30 days' time from the date of examination.

**Q12 Will IIBF provide or arrange for contact classes for pre exam support?**

Ans. Presently, the Institute does not conduct any contact classes for the said four courses. However, depending upon the emerging requirements, the Institute may consider conducting contact classes provided there are 30 or more candidates in each location.

**Q13 What will be the duration, fees, location/centres for the contact classes?**

Ans. In case the Institute decides to conduct the contact classes, the details thereof will be published on our website.

**Q14 What is the arrangement for Classroom Training post results of these examinations?**

Ans. In respect on the courses on Certified Credit Officer and Certified Treasury Dealer, once the results for Level I are declared, the Institute, normally, within 10 days thereof, will place on its website, the schedule for conducting the Training Programmes and the candidates who have passed the level I exam will be given a period of 21 days for deciding his/her centre of choice for training. The training will commence within a period of 1 month from the date of announcement of results.

**Q15 The classroom trainings will be conducted in which centres?**

Ans. The classes will be held at our Leadership Centre (Corporate Office), Mumbai and the three Professional Development Centres at New Delhi, Chennai and Kolkata. In case, the number of candidates from any other particular centre is large (more than 20), the Institute may consider conducting training classes at that centre too.

**Q16 Is the classroom training optional or mandatory, post successful completion of the Examination?**

Ans. The classroom training is mandatory post successful completion of the on line examination.

**Q17 When will the certificates be issued for the courses?**

Ans. Normally, certificate will be issued to candidates within 2 months on successful completion of the course. For the course on Risk in Financial Services, on passing of both Level - I and Level - II examination, candidates will be awarded certificate having passed "Certificate Examination in Risk in Financial Services" jointly by IIBF and CISI.

No separate certificate will be issued on passing Paper-I alone, in respect of the three courses, namely, Certified Credit Officer; Certified Treasury Dealer and Risk in Financial Services.

**Q18 Does the Certification have any validity or is it perpetual?**

Ans. Certificates are valid permanently. However, candidates, in their own interests, can enrol for the Continuing Professional Development Programme offered by the Institute.

The details of the Continuing Professional Development Programme can be accessed by the candidates at the link [http://iibf.org.in/iib\\_certificateincpd.asp](http://iibf.org.in/iib_certificateincpd.asp)

**Q19 Can the list of candidates who have enrolled and passed be shared with the respective Banks?**

Ans. Yes, details of candidates enrolled, passed etc can be shared with banks.

In case, there are some additional queries on which banks need clarifications, a mail may be sent to any one of the following officers. All the queries will be promptly attended.

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