



Certified Treasury Dealer Course

Rules & Syllabus 2015

Introduction :

Currently, the dealers are provided with hands on training within the organization followed by bourse programmes conducted by training bodies. It is also noticed that in the absence of an appropriate course, the competence level of the dealers vary significantly which at times impact the overall dealing functioning in the financial sector. The Institute has therefore launched a blended certificate programme in this area which will address the issues related to dealing comprehensively and help to bring about standardization and uniformity among the market players.

Objectives :

- To create a cadre of well trained dealers to handle the front office operations in the integrated dealing rooms in banks / financial institutions

Coverage :

The course will cover the dealing functions in detail under seven modules, as annexed.

Target group :

- Newly posted officers in the dealing room
- Persons identified for posting in the dealing room
- People aspiring to become dealers in future

Methodology :

Course has two components viz.,

- a) Online examination for 100 marks based on a specially designed courseware on Treasury Dealer
- b) Classroom Learning for 3 days in Mumbai or at pre-announced centres.

For details of Classroom Learning , Course Structure & Delivery, refer page 3.

Eligibility :

The examination is open to :

- A graduate in any discipline
- Members of the Institute

Subject of Online Examination :

Treasury Dealing Function

Examination Fees / Registration Fees :

	For members and Non-members
First two attempts	₹6,000/-*
Subsequent each attempt	₹3,000/-*

*Plus Service Tax as applicable (Reg. No. AAATT3309DSD002)

Medium of Examination :

Examination will be conducted in English only

Pattern of Examination :

- (i) Question Paper will contain approximately 100 objective type multiple choice questions including situation analysis / problem based questions for a total of 100 marks.
- (ii) Examination will be of 2 hours duration.
- (iii) Examination will be held in Online Mode only.

Periodicity and Examination Centres :

The Examination will be conducted normally twice a year in June and December on a Sunday.

List of Centres will be available on the web site.

PASSING CRITERIA :

- 50 or more marks out of 100 marks in the online examination.
- 25 or more marks out of 50 marks in the Classroom learning.

PROCEDURE FOR APPLYING FOR EXAMINATION :

Application for examination should be made through online from the Institute's website www.iibf.org.in. Online Application will be activated on the Institute's web site before last date for applying which is normally 3 to 4 months before the date of examination. For details they may visit web site of the Institute.

PROOF OF IDENTITY

Non-members applying for Institute's exams / courses are required to submit a copy of any one of the following documents along with Examination Application Form. Forms without the same shall be liable to be rejected.

- 1) Photo i/card issued by Employer or 2) PAN Card or 3) Driving License or 4) Election Voter's i/card or 5) Passport or 6) Aadhaar Card

STUDY MATERIAL / COURSEWARE :

The Institute is in the process of developing courseware for the examination. In the meantime books are recommended for preparing for the examination.

Candidates are advised to make full use of the recommended books and also the updates put on the IIBF website from time to time. However, as banking and finance fields are dynamic, rules and regulations witness rapid changes. Hence, candidates should keep themselves updated on latest developments by going through Master Circulars issued by RBI, visiting the websites of organizations like RBI, FIMMDA, SEBI, BIS, IBA etc. Recommended books for the examination are given after the syllabus below.

COURSE STRUCTURE & DELIVERY

Certified Treasury Dealer Course has two parts viz. written examination and class room learning. To be declared successful, a candidate has to secure a minimum of 50% marks in the online examination and 50% in class room learning. The steps in completing the course are as under :

1. Study :

A minimum 3 months study of the stipulated courseware is envisaged. Institute will accept application for examination up to a certain date before the dates of announced exams so as to ensure that the study period is adhered to.

2. Examination :

Candidates will have to appear first for the online examination conducted by IIBF (Multiple Choice Questions mode) and pass the examination.

3. Classroom Learning :

Candidates passing the written examination has to undergo class room learning. For this purpose, he/she needs to log on to IIBF website - www.iibf.org.in and select his/her convenient slot for class room learning (3 days) from the dates and venue at select centres announced by the Institute by paying prescribed fees.

Classroom learning will include mock dealing sessions covering forex and Fixed Income bonds. It will also cover exercises, case studies to evaluate the understanding and application of concepts covered in the written examinations. Inputs on various trading techniques, Technical analysis by industry experts, Interpretation of market / economic data, Fundamental Analysis and Technical Analysis.

During the class room learning, candidates will be assessed (Internal assessment) for class room performance for a total of 50 marks. Marks for class room learning will be awarded by faculty based on classroom participation, analytical skills, case discussions, dealing ability etc. Candidates who obtain 25 or more marks will be declared as successful.

4. Time Limit for Classroom Learning :

Classroom learning is required to be completed within 15 months from the date of declaration of the online examination results in which the candidate passes.

In case a candidate fails to complete the Class Room Learning either on account of not able to successfully complete the Class Room Learning or by not attending the training for Class Room Learning within the stipulated period of 15 months, the candidate would be required to RE-ENROLL himself for the Online examination foregoing credit for the subject/s passed in the Online examination earlier in case he wants to complete the course.

Classroom Learning fee :

Class room learning including learning kit (3 days Non-residential)	₹11,400/-* (₹10,000 + ₹1,400)
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* Inclusive of 14% Service Tax (Reg. No. AAATT3309DSD002)

Refund of fee :

Examination fee is not refundable. For refund of classroom learning fee, application for the same giving sufficient reason/s should reach the Institute one month in advance and in case the refund is effected 25% will be deducted towards administrative charges.

Award of Certificate :

Certificate will be issued to candidates by IIBF jointly with FIMMDA within 6 months on successful completion of both online examination and classroom learning. No certificate will be issued for passing only the online examination.

Code of Conduct :

All the successful candidates will be encouraged to adhere to a code of conduct which will be issued along with the Certificate.

For Registration of Classroom Learning visit www.iibf.org.in or Contact :

Dr. Rekha Rani Singh

e-mail : training@iibf.org.in

Joint Director (Training)

Tel: 022-25039746 / 25039604 / 25039907

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Kurla (West), Mumbai - 400 070

CONTACT PROGRAMMES :

IIBF will arrange contact classes subject to availability of sufficient candidates in select centres across the country. For further details candidates may get in touch with Zonal Office or logon to the Institute's website www.iibf.org.in.

SYLLABUS

The details of the prescribed syllabus which is indicative are furnished in the booklet. However, keeping in view the professional nature of examinations, all matters falling within the realm of the subject concerned will have to be studied by the candidate as questions can be asked on all relevant matters under the subject. Candidates appearing for the Examination should particularly prepare themselves for answering questions that may be asked on the latest developments taking place under the various subjects of the said examination although those topics may not have been specifically included in the syllabus. The Institute also reserves to itself the right to vary the syllabus / rules / fee structure from time to time. Any alterations made will be notified from time to time. Further, questions based on current developments in banking and finance may be asked. Candidates are advised to refer to financial news papers / periodicals more particularly "IIBF VISION" and "BANK QUEST" published by the Institute.

SYLLABUS FOR ONLINE EXAMINATION

Module - I : Financial Markets and Role of Treasury

Financial markets, participants and Instruments, operating environment, regulations and practices. Need for treasury and centralization Treasury management, Treasury organization - Front Office, Back Office and Mid Office. Dealing systems and treasury operations, Treasury as Profit Centre.

Module - II : Money Market Operations

Fund management, CRR maintenance, liquidity management, money market operations, need for centralized funding operations, managing banks' surplus funds, bank level ALM and maturity gap analysis. Market quotes in money market products, trading opportunities in Money market, Repo trading. Arbitrage by running maturity mismatches - role of Treasury in resource mobilizations - Overnight call money market. Repos and Reverse repos, CBLOs, Marginal Standing Facilities, Certificate of Deposits, Inter-Bank Participation Certificate, Refinance as source of funding, export refinance, NABARD refinance, SIDBI refinance.

Module - III : Investments

Objectives of investments, Types of investments, Coupon and YTM concepts, Bond market basics, bond pricing and yield calculation, accrued interest, clean and dirty price, interest rate risk measures like Duration, PV01 and Convexity and hedging products. Trading strategies and portfolio management. Dealing platforms and settlement systems. Regulatory guidelines, maintenance of SLR, investment classifications, valuations and provisioning.

Module - IV : Forex Dealings

Exchange rates and linkage to macroeconomic factors like Balance of Payment, Current Account Deficit, Inflation, Interest Rate etc. Foreign exchange market participants, market quotes - direct and indirect quotations, One way quote and both way quotes, Dealing terminologies, Cash, Spot and forward rates, Concept of premium and discount in currency forward market, handling merchant transaction, cover operations, open positions, gap limits. Arbitrage through currency swaps operations. Dealing platforms and settlement procedures. Currency trading strategies, fundamental analysis, interpretation of market data, technical analysis. Role of brokers. Valuation of forex positions and gaps. Risk management in forex operations observance of NOOP limits, Gap limits, limits on overseas investments / borrowings, funding rupee gaps through currency swaps, central bank intervention in Forex market.

Module - V : Derivatives

Derivative: Nature, types, fundamentals, forwards, currency futures and options, interest rate swaps and futures, concept of margins, Interest rate swaps and FRAs. Basic understanding of duration, PV01 of swaps, Option Greeks. Use of derivatives to hedge currency and interest rate risks. Valuation of derivative products, Hedge accounting and Trading position in Derivatives. Credit derivatives - basic concepts and products. Risk managements of Derivative product, current exposure, potential future exposures, hedge effectiveness, RBI / FIMMDA guidelines.

Module - VI :Model Code and Dealing Ethics

Dealer's code of conduct, dealing through brokers, model market practices, dealing ethics. Customer suitability and appropriateness. Code of conduct for contribution to financial benchmarks, Code of Conduct for dealing on NDS-OM and the role of FEDAI and FIMMDA.

Module - VII : Time Value of Money and Interest Rate Calculations

Calculation of present value, future value, discounting, compounding, simple interest, day count conventions, money market and bond market basis, Forward rates, yield curves - YTM, par yield curve.

Recommended reading (Compulsory)			
No.	Title	Authored by	Published by
1.	Treasury Management	Indian Institute of Banking & Finance	Macmillan ₹385/-
2.	The Handbook of Fixed Income Securities	Frank J. Fabozzi	Tata McGraw Hill ₹2,765/-
Additional readings (Optional)			
No.	Title	Authored by	Published by
1.	Treasury Management	Steven M. Bragg	
2.	Currency Exposures and Derivatives	A. V. Rajwade	McGraw Hill
3.	Treasury Management in India	V. A. Avadhani	Himalaya Publishing House
4.	Options, Futures and Other Derivatives	John C. Hull	Prentice Hall India ₹350/-
5.	Technical Analysis Explained	Martin J. Pring	McGraw Hill ₹1075/-
6.	Security Analysis and Portfolio Management	Falguni H. Pandya	Jaico ₹525/-
7.	Commodity Derivatives	Indian Institute of Banking & Finance	Macmillan ₹345/-
8.	Fixed Income Securities : Valuation, Risk and Risk Management	K. N. Mukherjee	NIBM, 2014
9.	Emerging Money Market in India : Instruments, Participants and Regulatory Framework	S. V. Kuvalekar	NIBM, 2007

COURSES OF IIBF

A. Flagship Courses (for Members*)

- ☞ JAIB
- ☞ CAIB
- ☞ Diploma in Banking & Finance (Only for Non-Members)

B. Specialised Diploma Courses (for Members* and Non-Members**)

- ☞ Diploma in Treasury, Investment and Risk Management
- ☞ Diploma in Banking Technology
- ☞ Diploma in International Banking and Finance
- ☞ Advanced Diploma in Urban Co-operative Banking
- ☞ Diploma in Commodity Derivatives for Bankers
- ☞ Advanced Wealth Management Course
- ☞ Diploma in Home Loan Advising

C. Certificate Courses (for Members* and Non-Members**)

- ☞ Certificate in Trade Finance
- ☞ Certified Information System Banker
- ☞ Certificate in Anti-Money Laundering / Know Your Customer
- ☞ Certificate in Quantitative Methods for Bankers
- ☞ Certificate in Credit Cards for Bankers
- ☞ Certificate Examination in Banking Oriented Paper in Hindi
- ☞ Certificate Examination in SME Finance for Bankers
- ☞ Certificate Examination in Customer Service & Banking Codes and Standards
- ☞ Certificate Examination in CAIB - Elective Subjects
- ☞ Certificate Examination in Basics of Banking / Credit Card Operations / Functions of Banks for employees of IT Companies
- ☞ Certificate Course for Business Correspondents / Business Facilitators
- ☞ Certificate Examination for Debt Recovery Agents
- ☞ Certificate Examination in IT Security
- ☞ Certificate Examination in Rural Banking Operations for RRB Staff
- ☞ Certificate Examination in Prevention of Cyber Crimes and Fraud Management
- ☞ Certificate Examination in Foreign Exchange Facilities for Individuals
- ☞ Certificate Examination in Microfinance

D. Specialised Blended Certificate Courses

- ☞ Certified Bank Trainer
- ☞ Certified Banking Compliance Professional
- ☞ Certified Credit Officer
- ☞ Certified Treasury Dealer
- ☞ Project Finance Management with IFMR, Chennai

E. Management Courses

- ☞ Advanced Management Program
- ☞ CAIB linked MBA with IGNOU.

Educational support :

- ☞ Publishing specific courseware for each paper / examination and Workbooks etc.
- ☞ Classroom learning through Accredited Institutions, Video Classes, e-learning through Portal, Contact Classes or Campus Training - Model Questions and subject updates on the net

Other activities :

- ☞ Research, Seminars, Conferences, Lectures, etc.
- ☞ Publications of books, Daily e-newsletter, monthly newsletter and quarterly journal
- ☞ Training & Consultancy and Financial Education

* Members are employees of Banks and Financial Institutions who have enrolled as members of IIBF.

** Non-Members are eligible candidates for each course / examination without IIBF Membership.

The Rules & Syllabus and other information pertaining to the examinations are available with Institute's Offices at Mumbai, Chennai, New Delhi, Kolkata and also at such other centers / offices as may be notified from time to time. The same is also available at our website www.iibf.org.in.

ADDRESSES FOR CONTACT

Corporate Office :

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Northern Zonal Office :

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