



INDIAN INSTITUTE OF BANKING & FINANCE

Notice

Schedule for DRA/DRA-TC Examination Jan-Feb-Mar-2021.

Schedule for DRA/DRA-TC exam scheduled in Jan-Feb-Mar-2021 (Centre based physical classroom environment following COVID-19 protocol)

The below tentative schedule is considering COVID-19 environment. **Candidates are advised to read the Guidelines to be followed during the Examinations under COVID-19 environment provided in Annexure – I.**

Sr. no	EXAM NAME	Scheduled Date	Period for Registration
1	Debt Recovery Agents/ DRA Tele-callers	23-Jan-2021	23-Dec-20 to 6-Jan-21
2	Debt Recovery Agents/ DRA Tele-callers	20-Feb-2021	20-Jan-21 to 3-Feb-21
3	Debt Recovery Agents/ DRA Tele-callers	20-Mar-2021	20-Feb-21 to 3-Mar-21

Candidates are required to co-operate with the examination conducting authorities for conducting the examination smoothly under COVID-19 environment.

Mumbai: 8-Dec 2020

Jt. Director (Examinations)

Annexure – I

Important Instructions to the candidates

Guidelines to be followed by the candidates during the Examinations under COVID-19 Pandemic environment.

1. As a precautionary measure against COVID-19, candidates should reach the exam centre before the reporting time mentioned in the admit letter, to avoid any delay and crowding at the exam centre at the time of entry and to maintain social distancing.
2. Candidates should bring the printed admit letter along with hard copy valid photo identity proof (in original) along with duly completed Self Declaration Form given in Annexure – A.
3. The Self-Declaration Form printed and duly completed should be submitted to the Invigilator.
4. Candidates must maintain social distancing & wear mask starting from point of entry in the exam venue till the candidates exit from the exam venue. Candidates must follow the guidelines issued by Ministry of Health & Family Welfare, Govt of India from time to time relating to Covid-19 Pandemic.
5. The body temperature of the candidates will be checked at the entrance of the exam venue using Thermal Gun and candidates who are detected with high body temperature may not be allowed entry for the examination.
6. Candidates will be frisked using a Handheld Metal Detector but no contact with the body would be ensured.
7. Candidates need to maintain a space of at least 01 meter from each other at all the time after reporting to exam venue and make use of Hand sanitizers and/or Hand Wash made available at the venue during the entire exam process and follow the instructions provided by centre staff.
8. Do NOT bring any prohibited items (electronic gadget, mobile phone, scientific/financial calculator, metal instrument or any other unauthorized devices etc) to exam centre as there are no arrangements available for safe keeping of your belongings.
9. Candidates are advised to use stairs instead of lifts to avoid any risk of contact at the Examination Centre.
10. Candidates would NOT be provided with any blank A4 size sheets for rough work at the exam centre, to avoid any risk due to contact with an infected person. However, the candidates may use the online rough sheet on the exam screen to do any rough work/ calculations during the examination.
11. Please note that candidates would NOT be provided with any hard copy Scorecard printout at the exam venue, after the examination. The scorecard will only be sent over mail to the registered e-mail ID of the candidate's within 03 / 04 working days from the exam date.
12. After reporting to their respective desk, before start of exam, during exam and after completion of the exam, candidates must not leave their seats without the permission of the invigilator/centre staff. They must wait for the instructions.
13. Candidates are required to co-operate with the examination conducting authorities for conducting the examination smoothly under COVID-19 Pandemic environment.

SELF DECLARATION

(Duly filled Self-Declaration form to be submitted to the invigilator/centre staff)

In the interest of your well-being and that of everyone at the venue. I declare the following:

1. I am not experiencing any of the below issues/symptoms:

- Fever Sore throat/Runny Nose Cough
Body/Chest pain Breathlessness

2. I have not been in closed contact with a person suffering from Covid-19

3. I am not under mandatory quarantine
(Due to close contact with a person suffering with Covid-19)

Candidate Name	
Membership No.	
Subject/Module Name.	
Date/Time of Exam	
Name of the Exam Centre/Venue	
Exam City	

I may be subject to legal provisioning's/action's as applicable for hiding any facts on Covid-19 infections related to me and causing health hazards to others.

I acknowledge that the information given above is accurate, complete and to the best of my knowledge.

Date: _____

Signature: _____

Mobile no.: _____