



Notice

Schedule of Certificate Examination on 31-Jan-2021 (For the candidates registered for the Certificate examination scheduled in the months Apr-2020 and who did not switchover to RP exam mode) (Centre based physical classroom environment following COVID-19 protocol)

The 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.	EXAMINATION	SCHEDULED DATE	EXAM POSTPONED/ CANCELLED	REVISED EXAM DATE/ SCHEDULE
1	CERTIFIED CREDIT PROFESSIONAL	25-Apr-2020	POSTPONED	31-Jan-2021
2	ANTI-MONEY LAUNDERING AND KNOW YOUR CUSTOMER	25-Apr-2020	POSTPONED	31-Jan-2021
3	CUSTOMER SERVICE & BANKING CODES AND STANDARDS	25-Apr-2020	POSTPONED	31-Jan-2021
4	CERTIFIED TREASURY PROFESSIONALS	25-Apr-2020	POSTPONED	31-Jan-2021
5	CERTIFICATE COURSE IN FOREIGN EXCHANGE	25-Apr-2020	POSTPONED	31-Jan-2021
6	CERTIFICATE IN RISK IN FINANCIAL SERVICES	25-Apr-2020	POSTPONED	31-Jan-2021
7	CERTIFIED INFORMATION SYSTEM BANKER	25-Apr-2020	POSTPONED	31-Jan-2021
8	CERTIFICATE COURSE IN DIGITAL BANKING	25-Apr-2020	POSTPONED	31-Jan-2021
9	CERTIFICATE COURSE ON MSME	25-Apr-2020	POSTPONED	31-Jan-2021
10	CERTIFICATE IN INTERNATIONAL TRADE FINANCE	25-Apr-2020	POSTPONED	31-Jan-2021
11	CERTIFIED ACCOUNTING & AUDIT PROFESSIONAL	25-Apr-2020	POSTPONED	31-Jan-2021
12	CERTIFICATE EXAMINATION IN IT SECURITY	25-Apr-2020	POSTPONED	31-Jan-2021
13	PREVENTION OF CYBER CRIMES AND FRAUD MANAGEMENT	25-Apr-2020	POSTPONED	31-Jan-2021

- The Candidates who have registered for exam which was scheduled in Apr-2020 and who did not switchover to RP exam mode need not register again, they are made eligible for 31-Jan 2021 exam. No fresh registration is required.
- The Centre/Venue selected by the candidate at the time of registration for April 2020 examinations might have been changed due to COVID-19 protocol/social distancing norms. Revised, admit letter will be emailed to the candidates and will also be made available on the Institute's website for download from 8-Jan-2021.
- The Centre/Venue selected by the candidate at the time of registration for April 2020 examinations may not be valid for 31-Jan-2021 examination. Therefore, all the candidates will be provided an option to change the Centre/venue and exam batch. Once they exercise the option they will get revised Admit letter.
- If the candidate changes the Centre/Venue/Batch a revised Admit letter will be regenerated. The revised admit letter can be downloaded by the candidate. (option can be exercised only once) It will also be available under the candidate's login profile.
- **Note:**
 1. Change of the Centre/Venue/Batch is subject to availability of seats and is available on first-come-first-serve basis.
 2. The Centre/Venue change link is active from 8-Jan-2021 to 14-Jan-2021.

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

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.: _____