



INDIAN INSTITUTE OF BANKING & FINANCE
ISO 21001:2018 Certified

User Manual for NCVET Candidate Enrollment

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USER MANUAL – NCVET ENROLLMENT FORM

Apply For NCVET Course

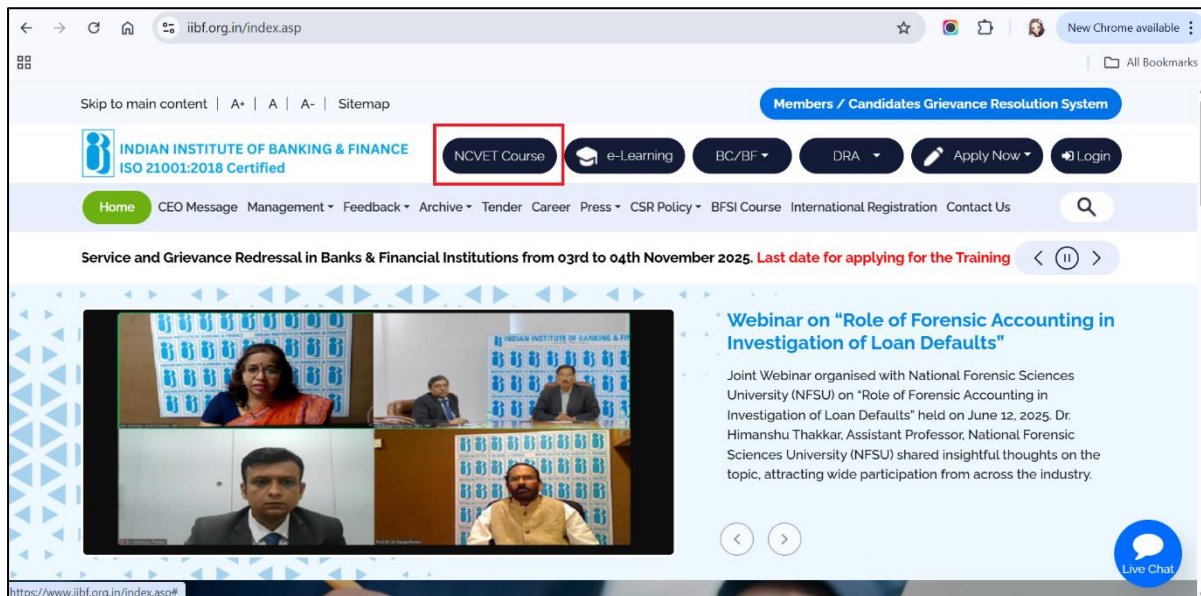


Figure 1: IIBF Website-Apply for NCVET Course Button

- Step 1. User will enter following IIBF website link: <https://www.iibf.org.in/>
- Step 2. Click on the NCVET Course Menu from the top menu list.
- Step 3. Screen with NCVET Course details will open. Refer Figure 2.
- Step 4. User can view the details of the NCVET course with below menu highlighted on the right side.
 - Important/Recent Updates
 - Rules & Syllabus
 - User Manual for Enrollment
 - Enrollment Link
 - Candidate Profile
 - Contact Details



NCVET – Admission cum Enrollment Form (Fundamentals of Retail Banking)

Candidates are requested to go through the detailed Rules and Syllabus available at <https://www.iibf.org.in/NCVET.asp> before filling up/submitting the enrollment form.

Basic Details

Candidate Name (Salutation) *	First Name *	Middle Name	Last Name
Select Salutation *	First Name *	Middle Name	Last Name
	Note: Please enter only 20 characters	Note: Please enter only 20 characters	Note: Please enter only 20 characters
Gender *	Full Name		
Select Gender *	Full Name		
Guardian Name (Salutation) *	Father/Mother/Guardian's Name *		
Select Salutation *	Guardian Name *		
	Note: Please enter only 80 characters		

Address for Communication

Address for Communication : Please do not repeat the name of Applicant, only Address to be typed

Address Line-1 *	
Address Line-1 *	
Note: Please enter only 75 characters	
Address Line-2	
Address Line-2	
Note: Please enter only 75 characters	
Address Line-3	
Address Line-3	
Note: Please enter only 75 characters	
Select State *	City *
Select State *	Select City
District *	Pincode *
District *	Pincode *
Note: Please enter only 30 characters	

Permanent Address Details

Permanent Address same as Address for Communication ☐

Address Line-1 *	
Address Line-1 *	
Note: Please enter only 75 characters	
Address Line-2	
Address Line-2	
Note: Please enter only 75 characters	
Address Line-3	
Address Line-3	
Note: Please enter only 75 characters	
Select State *	City *
Select State *	Select City
District *	Pincode *
District *	Pincode *
Note: Please enter only 30 characters	

Other Details

Eligibility *	
Select *	
Email id *	Mobile Number *
Email id *	Mobile Number *
Note: Please enter only 80 characters	Note: Please enter only 80 characters
Date of Birth *	Age *
Date of Birth	Age
Note: Please Select date of birth before 2007-10-13 date.	
APAAR ID/ABC ID *	Upload APAAR ID/ABC ID *
APAAR ID/ABC ID *	Upload APAAR ID/ABC ID
	Note: Please select only .jpg, .jpeg, .png, .pdf file upto 5MB.
Aadhar Number *	Upload Aadhar Card *
Aadhar Number *	Upload Aadhar Card
Note: Please enter aadhar number like: 666635870783	Note: Please select only .jpg, .jpeg, .png, .pdf file upto 5MB.
Upload Passport-size Photo *	Upload Signature of the Candidate *
Upload Photo	Upload Signature
Note: Please select only .jpg, .jpeg, .png file upto 5MB.	Note: Please select only .jpg, .jpeg, .png file upto 5MB.

Disability

Person with Benchmark Disability ☐ Yes ☒ No

Declaration

☐ I hereby declare all the information provided above is true, correct and complete. I understand in the event of any information being found false or incorrect subsequent to allotment of enrolment number, my candidature is liable to be cancelled

Code *
Code *
8 C P L P H
Preview Details
Reset

Figure 3: NCVET Candidate Enrolment Form (Fundamentals of Retail Banking)

Reference to Figure 3.

Step 1: User clicked on the Enrollment Link

Step 2: The user is redirected to the **Enrollment Form for NCVET** and fills in the following details.

Step 3: Basic Details Section

1. **Candidate Name (Salutation):** Select the appropriate salutation from the dropdown (Mr., Ms., Mrs.).
2. **First Name:** Enter your first name.
3. **Middle Name:** Enter your middle name.
4. **Last Name:** Enter your last name.
5. **Full Name:** Automatically generated after entering first, middle, and last names.
6. **Gender:** Select gender from the dropdown (Male, Female, Other).
7. **Guardian Name (Salutation):** Select salutation from the dropdown (Mr., Ms., Mrs.).
8. **Father/Mother/Guardian's Name:** Enter the guardian's name.

Step 4: Address for Communication

9. **Address Line 1:** Enter address details.
10. **Address Line 2:** Enter address details.
11. **Address Line 3:** Enter address details.
12. **State:** Select the state from the dropdown.
13. **City:** Select the city from the dropdown.
14. **District:** Enter the district name.
15. **Pin Code:** Enter the pin code.

Step 5: Permanent Address Details

16. **Same as Communication Address:**
 - Select the checkbox if the permanent address is the same as the communication address.
 - If selected, the communication address will auto-fill in the permanent address fields.
 - If not selected, manually enter the permanent address details as below:
17. **Address Line 1:** Enter address details.
18. **Address Line 2:** Enter address details.
19. **Address Line 3:** Enter address details.
20. **State:** Select the state from the dropdown.
21. **City:** Select the city from the dropdown.
22. **District:** Enter the district name.
23. **Pin Code:** Enter the pin code.

Step 6: Other Details

24. **Eligibility:** Select **one eligibility option** from the four available choices in the dropdown.
 - a) **12th Pass with 1.5 years of experience in BFSI (not pursuing graduation/post-graduation):**
 - **Experience More than 1.5 Years in BFSI:** Select Yes or No.
 - If **No:** The user cannot proceed further; must choose another eligibility.
 - If **Yes:** Upload required documents as per the following:
 - **Upload 12th Pass Certificate**
 - **Upload Experience Certificate**
 - **State of Working:** Select from dropdown.
 - b) **Pursuing Graduation:**

- Select semester from dropdown.
- Enter Name of College / Academic Institution.
- Enter Name of University.
- Upload Institute ID as per format.
- Select **State of College / Academic Institution** from dropdown.

c) Graduate not pursuing Post-Graduation:

- Upload Degree Certificate / Provisional Degree Certificate.
- Select **State of Degree College** from dropdown.

d) Pursuing Post-Graduation:

- Select semester from dropdown.
- Enter Name of College / Academic Institution.
- Enter Name of University.
- Upload Institute ID as per format.
- Select **State of College / Academic Institution** from dropdown.

25. Email ID:

- Enter your valid email address and click **Get OTP** to receive a one-time password on the entered email ID.
- **Enter OTP:** Enter the OTP received in your email and click **Verify OTP** to validate.
- **Resend OTP:** Click **Resend OTP** if the OTP has expired or not received.

26. Mobile Number:

- Enter your 10-digit mobile number and click **Get OTP** to receive an OTP on your phone.
- **Enter OTP:** Enter the OTP received on your mobile and click **Verify OTP**.
- **Resend OTP:** Click **Resend OTP** if the OTP has expired or not received.

27. Date of Birth:

- Select your Date of Birth from the date picker.
- **Age:** Automatically filled based on the selected Date of Birth.
- **Note:** Only candidates aged **18 years or above** are eligible to apply.

28. APAAR ID / ABC ID:

- Enter your valid **APAAR/ABC ID** (12 digits).
- **Note:** If you don't have an APAAR ID, create one on the official **ABC Portal** before proceeding.

29. Upload APAAR / ABC ID: Upload the ID in the prescribed format.

30. Aadhaar Number: Enter your valid 12-digit Aadhaar Number.

31. Upload Aadhaar Card: Upload the Aadhaar card in the prescribed format.

32. Upload Passport-size Photo: Upload a recent passport-size photo in the prescribed format.


33. Upload Signature: Upload your signature in the prescribed format.

Step 7: Disability Section

34. Person with Benchmark Disability: Select **Yes** or **No**.

- If **Yes:** Upload the relevant disability certificate as per the selected category.
 - **Visually Impaired:** Select Yes/No and upload certificate if Yes.
 - **Orthopedically Handicapped:** Select Yes/No and upload certificate if Yes.
 - **Cerebral Palsy:** Select Yes/No and upload certificate if Yes.

Step 8: Declaration Section

35. **Declaration Form:** If you are a student pursuing graduation or post-graduation, then download the declaration form and fill it appropriately and upload it.
36. **Declaration Checkbox:**
- Select the checkbox to confirm:
"I hereby declare that all the information provided above is true, correct, and complete..."
 - **Note:** This field must be checked to submit the form.
36. **Captcha Code:**
- Enter the code displayed in the image.
 - Click the **Refresh** () icon to generate a new Captcha if required.
37. **Preview Button:**
- Click **Preview** to view all entered details in **view-only mode** before submission.
38. **Reset Button:**
- Click **Reset** to clear all entered data and re-enter if needed.

Reference to Figure 4 and Figure 5: Payment and Confirmation Process

Step 1: Click the **Proceed to Payment** button to navigate to the **Payment Page** and complete the **online payment process** through the integrated payment gateway.

Step 2: The user is **redirected to the Payment Page** where the payment can be made using available online options (e.g., debit/credit card, net banking, UPI, etc.).

Once the payment is successfully completed, redirects the user to the confirmation screen.

Step 3: If the user wishes to make any changes before payment, click the **Back to Form** button to **return to the enrollment form** and make the necessary edits.

Step 4: After successful payment, a **Success Message** is displayed on the screen containing the following details:

- **Login Credentials (Username and Password)**
- **A link to the Candidate Profile Page**

The user can click the link to directly access their profile.



Preview Form

Basic Details

Candidate Name (Salutation)	First Name	Middle Name	Last Name
Ms.	Shweta		
Gender	Full Name		
Female	SHWETA		
Guardian Name (Salutation)	Guardian Full Name		
Mr.	Vijay Pingale		
Date of Birth	Age	Mobile Number	Email Id
2007-10-10	18	9763430995	pingaleshweta10@gmail.com

Contact Details

Communication Address	Permanant Address
Address Line-1	Address Line-1
Makhamalabad	Makhamalabad
<small>Note: Please enter only 75 characters</small>	<small>Note: Please enter only 75 characters</small>
Address Line-2	Address Line-2
<small>Note: Please enter only 75 characters</small>	<small>Note: Please enter only 75 characters</small>
Address Line-3	Address Line-3
<small>Note: Please enter only 75 characters</small>	<small>Note: Please enter only 75 characters</small>
State	State
MAHARASHTRA	MAHARASHTRA
City	City
Nashik	Nashik
District	District
Nashik	Nashik
<small>Note: Please enter only 30 characters</small>	<small>Note: Please enter only 30 characters</small>
Pincode	Pincode
422003	422003

Other Details

Eligibility	State
Graduate not pursuing Post Graduation	MAHARASHTRA
Aadhar Card Number	APAAR ID/ABC ID
767878798989	345678765432
Person with Benchmark Disability	Visually impaired
No	No
Orthopedically Handicapped	Cerebral Palsy
No	No

Upload Documents

Uploaded Qualification Certificate	Upload Aadhar Card
Upload Aadhar Card	Uploaded Passport-size Photo
Upload Candidate Signature	

Proceed To Payment

Back to Form

Figure 4: Preview Form

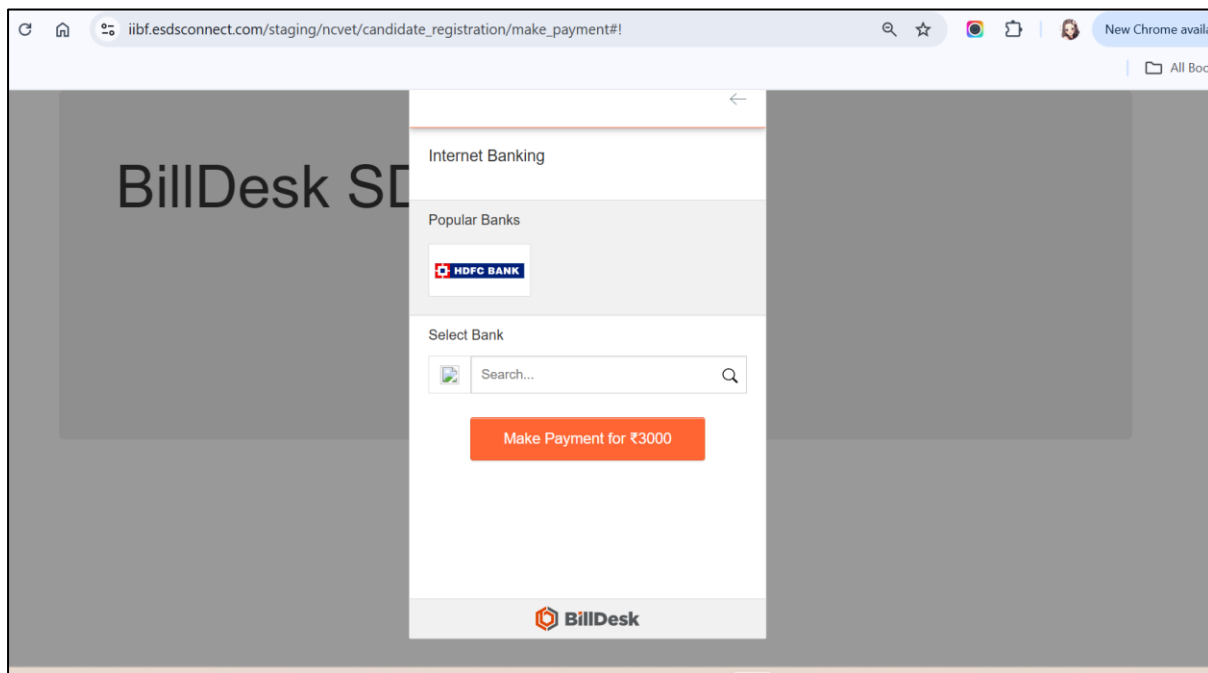


Figure 5: Payment through Online Payment Gateway

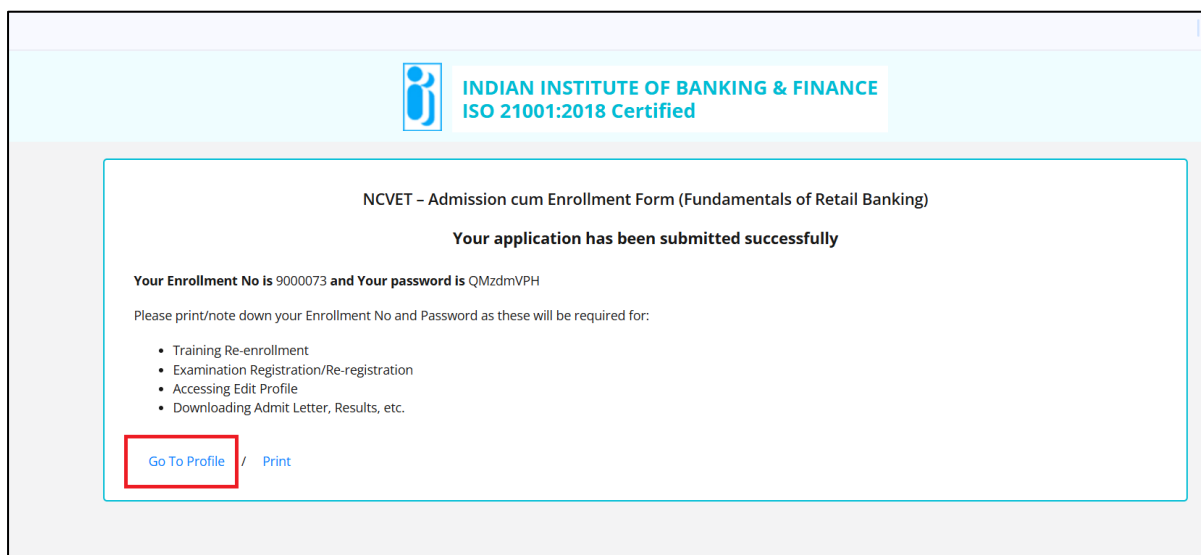


Figure 6: Candidate Enrollment Completed

Reference to Figure 6: Post-Enrollment Confirmation and Profile Access

Step 1: Click the **Candidate Profile** link to navigate to your **Candidate Profile page**, where you can view and manage your enrollment details, update your profile, and access related modules.

Step 2: Click the **Print** link to **print or save the confirmation details**—including your **Enrollment Number** and **Password**—in **PDF format** for future reference.

Step 3: After successful submission, the candidate will also **receive an email notification** containing:

- **Login credentials (Username and Password)**
- **A direct link to the Candidate Profile page**
- **The invoice** for the payment made during enrollment

Step 4: When the candidate clicks on the **Candidate Profile** link, the system **redirects to the Candidate Login page**, where the candidate can log in using the credentials received via email.

Enrollment Number *

9000073

Password *

Code *

WG3KQF

W G 3 K Q F

Login

Figure 7: Candidate Login

Reference to Figure 7: Candidate Login Process


Step 1: The user accesses the system by entering the provided login link in the web browser.

Step 2: On the Login Page, the user enters the following details:

- **Username**
- **Password**
- **Captcha Code** (for security verification)

Step 3: After entering the required details, the user clicks the Login button.

The system validates the credentials, and upon successful verification, the user is redirected to their Candidate Profile page to view and manage their information.


Welcome Candidate

Dashboard
Profile
E-Learning/Virtual Training
Training Re-Registration
Exam Registration
Admit Card
Marksheet
Transaction Details
Change Password
Log out

Profile

Dashboard / Profile

Basic Details

Enrollment Number *
9000073

Training ID *

Candidate Name (Salutation) *
Ms.

First Name *
Shweta

Middle Name

Last Name

Gender *
Female

Date of Birth *
2007-10-10

Age *
18

Guardian Name (Salutation) *
Mr.

Father/Mother/Guardian Name *
Vijay Pingale

Mobile Number *
9763430995

Email id *
pingaleshweta10@gmail.com

Contact Details

Communication Address

Permanant Address

Address Line-1 *
Makhmalabad

Address Line-2
Address Line-2

Address Line-3
Address Line-3

State *
MAHARASHTRA

City *
Nashik

District *
Nashik

Pincode *
422003

Address Line-1 *
Makhmalabad

Address Line-2
Address Line-2

Address Line-3
Address Line-3

State *
MAHARASHTRA

City *
Nashik

District *
Nashik

Pincode *
422003

Other Details

Eligibility *
Graduate not pursuing Post Graduation

State of Degree College *
MAHARASHTRA

Aadhar Card Number *
767878798989

APAAAR ID/ABC ID *
345678765432

Person with Benchmark Disability *
☐ Yes ☒ No

Upload Documents

Uploaded Degree Certificate/ Provisional degree certificate


Uploaded APAAR ID/ABC ID


Uploaded Aadhar Card


Uploaded Passport-size Photo


Uploaded Candidate Signature


Figure 8: Candidate Profile

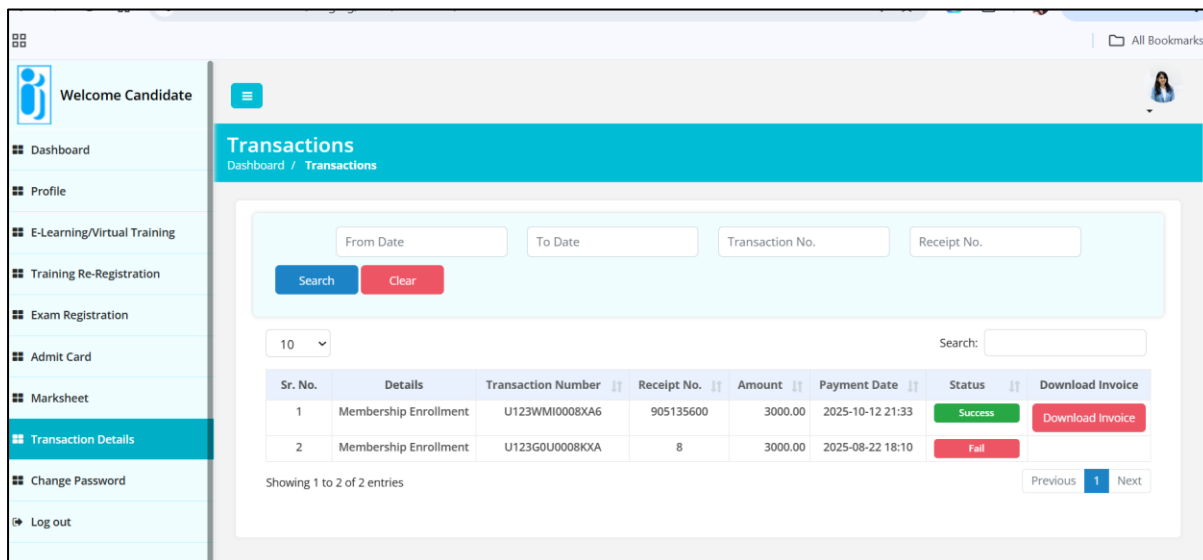


Figure 9: Transaction Details

Reference to Figure 9: Viewing Transaction Details

Step 1: Click on the **Transaction Details** option from the menu.

Step 2: The user can view the list of all **transaction records** and use available filters to search specific transactions.

Filters Section

1. **From Date / To Date:** Select the start and end dates to view transactions within the selected period.
2. **Transaction No.:** Enter a specific transaction number to search for a particular record.
3. **Receipt No.:** Enter the receipt number to locate a specific transaction receipt.
4. **Search Button:** Click **Search** to filter and display results based on the entered criteria.
5. **Clear Button:** Click **Clear** to reset all filters and display the complete list of transactions.

Listing Section

1. **Details:** Displays the purpose of the transaction (e.g., *Membership Enrollment*).
2. **Transaction Number:** Shows the unique reference number generated for each payment.
3. **Receipt No.:** Displays the system-generated receipt number for each transaction.
4. **Amount:** Indicates the total amount paid for the transaction.
5. **Payment Date:** Displays the date and time when the payment was made.
6. **Status:** Indicates the payment status:
 - **Success:** Payment completed successfully.
 - **Fail:** Payment was unsuccessful.
7. **Download Invoice:** Available for successful transactions only. Click the **Download Invoice** button to download and save the invoice in **PDF format**.

Step 3: The user can **view and filter** the transaction details listing as per the applied criteria.

Figure 10: Change Password

Reference to Figure 10: Change Password Process

Step 1: Enter your **Current Password** in the provided field.

- This step is mandatory to verify your identity before creating a new password.
- If the field is left blank, the system will display the message: *“Please enter the Current Password.”*

Step 2: Enter your **New Password** in the next field.

- The password must be between **8 and 20 characters** in length.
- Use a combination of **letters, numbers, and special characters** for enhanced security.

Step 3: Re-enter the **New Password** in the **Confirm Password** field to confirm it.

- This ensures the new password matches and there are no typing errors.

Step 4: Click the **Update Password** button to save the new password.

- If all fields are valid, a **success message** will be displayed confirming that the password has been updated.
- The user must log in again using the **new password**.