

IMPORTANT RULES/INFORMATION FOR CANDIDATES OF JAIIB/DB&F/CAIIB/DIPLOMA & CERTIFICATE EXAMINATIONS

1. Examination Schedule:

Examination schedule is given on the website www.iibf.org.in. Institute reserves the right to change the Examination schedule already announced for any valid reason and said changes will be notified on our website. In such case/s Candidates are required to appear for the examination as per the revised schedule. Please note that candidate/s will neither be entitled for Refund of examination fees already paid nor adjustment of fees so paid against any future examinations of the Institute.

2. Eligibility:

Eligibility is governed by rules published in the Rules and Syllabus of examination. Candidates are required to register for the examination through online during the open period of registration as mentioned in the time table of the Examination. Application will not be accepted after the last date.

3. Examination Fees:

First attempt fee	₹3,000
2nd attempt fee	₹1,300
3rd attempt fee	₹1,300
4th attempt fee	₹1,300

* Plus convenience charges and Taxes as applicable

4. Examination centres :

Candidates should appear for the examination only at the centre where they are working provided there is an examination centre at such place and if there is no examination centre, they should appear at the nearest examination centre. Result of candidate violating this rule or giving wrong information is liable for cancellation.

- While registering for the examination/course candidates will have provision to choose venue and examination time slot of his/her choice for each subject as per their preference on first-cum-first-serve basis.
- Candidates are required to take utmost care and precaution in selecting Centre, Venue and Time slot, as there is no provision to change the Centre, Venue and Time slot in the system. Hence no request for change of centre, venue and time slot will be entertained for any reason.

The Institute reserves the right to close any of the existing centre/s on account of less number of candidates appearing from that centre or any other reason which it may think fit. In such case, candidate will be advised to appear at the examination from the nearest available centre.

5. Timings to be adhered by the candidates:

Activities & Timings	Batch 1	Batch 2	Batch 3
Candidate Reporting at the venue of examination	8.00	10.45	1.30
Candidate Entry to computer Lab	8.00 to 8.15	10.45 to 11.00	1.30 to 1.45
Gate Closing	8.15	11.00	1.45
Candidate Login start time for sample test	8.20	11.05	1.50
Exam Start Time	8.30	11.15	2.00
Exam Close Time	10.30	1.15	4.00

- a. Candidates are advised to report to the Examination Venue as per the timing mentioned above. **No candidate/s will be permitted to enter the Examination Venue/hall after the reporting time.**
- b. **No candidate will be permitted to leave the hall in the first 60 minutes from the scheduled start time of the examination.**

6. Frisking:

Examination conducting authorities may do the frisking of candidates before entry to the examination hall/venue, to ensure that candidates do not carry items like mobile phone, any electronic/smart gadgets, other items which are not allowed in the examination hall. Candidates are required to co-operate with the examination conducting authorities. **Candidates who do not co-operate for frisking activity will be denied entry to the examination hall/venue.**

7. Admit letter of examinations:

- a. After successful registration of examination, real time admit letter will be generated for the candidate/s. Candidate/s will be able to save, download and print admit letter. Admit letter will be emailed to the candidates in their email id registered with the Institute, 10 days before the examination date.
- b. Admit letter of all eligible candidates will be hosted on Institute's website www.iibf.org.in under the menu 'Examination /Courses>Admit Letter, 1 week before the examination date.
- c. For downloading and printing of admit letter from the above mentioned website, candidates will have to enter the following:
 - i. Membership or registration number as **login id**
 - ii. Edit profile password.
 - iii. If candidates do not remember their Edit profile password, they have to click on the 'Forgot password/Get Password' button after entering the Membership or Registration number. On clicking fresh edit profile password will be sent to their registered email id.
- d. Candidates are required to **produce hard copy of admit letter** along with Membership identity card or any other valid photo ID card in Original (Aadhaar card/ Employer's card/PAN Card/Driving License/Election voter's card/Passport etc.) at the examination venue.
- e. **In the absence of hard copy of Admit Letter and Photo Identity Card, candidates will be denied permission to write Examination.**

8. Mobile Phones:

- a. Mobile phones and other electronic/smart gadgets (except calculator as permissible) are not allowed in the examination hall. It is clarified that mere possession of mobile phone and other electronic/smart gadgets in the examination hall whether in switch

off mode or silent mode shall also be deemed to be resorting to adoption of unfair means in the examination.

9. Use of calculator:

- a. Candidates will be allowed to use battery operated portable calculator in the examination. The calculator can be of any type up to 6 functions, 12 digits.
- b. Attempt to use any other type of calculator not complying with the specifications indicated above or having more features than mentioned above shall tantamount touse of unfair means. Scientific calculator is not allowed.

10. Medium of examination:

Examination will be conducted in English and Hindi only.

11. Mode of examination:

Institute will conduct examination in On-line mode only.

12. Other Rules/Information:

- a. Candidates should ensure that they sign the Attendance Sheet.
- b. Candidates are advised to reach the Examination Venue before the reporting time mentioned in the admit letter. No candidate/s will be permitted to enter the Examination Venue after the gate closing time mentioned in the admit letter. No candidate will be permitted to leave the examination venue in the first 60 minutes from the scheduled start time of the examination.
- c. Candidates would be able to login to the system only with the password mentioned in this Admit Letter. This password should not be disclosed to others. Keep it safe to avoid the possible misuse.
- d. If the examination could not commence on scheduled time or there is delay due to Failure of power, Technical snag of whatsoever nature or for any such reason having bearing upon the conduct of examination; candidates have to:
 - i. Wait till resumption of power supply/solving of technical snag.
 - ii. Take-up the examination at other venue arranged by the examination conducting authority.
 - iii. Follow instructions given by the examination conducting authority.
- e. Candidates are required to strictly follow all the instructions given by the examination conducting authority during the examination and adhere to Rules of the examination.
- f. Violation of any of the Rules / Instructions, misuse of the Admit Letter will be considered to be an act of serious misconduct and the Institute will take action as per the Rules of the examination, which will also be reported to the employer of the candidate.

13. Rules, Penalties for Misconduct / Unfair Practices:

- a. Communication of any sort between candidates or with outsiders is not permitted and complete silence should be maintained during the examination.
- b. Copying answers from other candidates/other printed/Electronic material or permitting others to copy or consultation of any kind will attract the rules relating to unfair practices in the examination.
- c. No candidate shall impersonate others or allow others to impersonate himself/herself at the examination.
- d. No candidate shall misbehave/argue with the Examination Conducting Authorities at the centre.
- e. Candidates have to compulsory return any papers given including that given for rough work to invigilator.
- f. Candidates should not possess and / or use books, notes, periodicals, etc. in the examination hall at the time of examination / or use mathematical tables, slide rules, stencils etc. during the examination.

If any candidate violates any of the above rules, it will be considered to be an act of misconduct and he/she will be liable for punishment.

14. Penalties for misconduct/unfair practices:

The Institute shall have the right to impose penalties on any candidate for committing an act of misconduct/unfair practice in respect of any matter affecting the Institute or in respect of any examination conducted by the Institute or disqualifying any candidate who, they have reason to believe has received or given unfair assistance at the examination, and

- (i) to cancel the result of such candidate in all or any of the subjects of the examination at which he/she may have appeared;
- (ii) to exclude him/her from future examinations either permanently or for a specified number of examinations;
- (iii) to report his/her name to his/her employer and
- (iv) to take such other action against him/her as the Institute shall in their sole discretion deem fit and the decision of the Institute shall be final and binding on the candidate concerned.

The Institute shall also have right to cancel results of any subsequent examination at which the candidate may have appeared, if such examination falls within the exclusion period in the penalty, as by reason of imposition of such a penalty of exclusion from the future examination, the candidate would not have been eligible to appear at such subsequent examinations.

In the event of any dispute between the Institute and the member, only Competent Courts in Chennai, Kolkata, New Delhi and Mumbai alone have the jurisdiction to entertain the dispute.

PLEASE REFER INSTITUTE'S WEBSITE UNDER THE MENU "EXAM RELATED" FOR DETAILS OF DEBARMENT PERIOD FOR UNFAIR PRACTICES ADOPTED BY CANDIDATES DURING CONDUCT OF INSTITUTE'S EXAMINATIONS.

15. Multiple Choice Questions (MCQs) and Answers:

The Institute conducts its examinations through Multiple Choice Questions (MCQs). These MCQs are part of the Question Bank of the Institute and its Intellectual Property. As a matter of policy, these MCQs and their answers will not be shared by the Institute with the candidates or others and no correspondence in this regard will be entertained.

16. Facility for verification of marks:

Facility of verification of marks will not be available for Objective Type (Multiple Choice Questions) Online examinations.

17. Result Advice/Consolidated Mark sheet/Final Certificate:

- a. Result Advice of candidates will be hosted on Institute's website on declaration of result, which can be downloaded by the candidates.
- b. Consolidated mark sheet for candidates completing examination having more than one subject, will be available on the Institute's website after the declaration of results. Candidates can download the same after entering login credentials using their membership number and edit profile password.\
- c. The Certificate will be emailed to the email id of the candidate registered with the Institute within 2 months of the declaration of results.

18. Use of Scribe:

For Visually impaired & Orthopedically Challenged candidates, for using Scribe at the examinations of the Institute, refer the Rules/Guidelines available on the web site of the institute at www.iibf.org.in. They are required to submit application to the respective Zonal Office of the Institute for granting permission for use of scribe in the prescribed format at least 30 days before the commencement of the examination.

19. Study Material:

Examination fee does not include cost of study material. Please refer Rules & Syllabus of

the examination at www.iibf.org.in

The Institute has developed a courseware to cover the syllabus. Candidates are advised to make full use of the courseware 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, SEBI, BIS etc. Please refer “Pattern of Examination” given in Rules & Syllabus of the examination at www.iibf.org.in

20. Contact Details:

Register your queries through website www.iibf.org.in > Members/Candidates Support Services(HELP)

Member Support Service Office: Indian Institute of Banking & Finance 191-F, Maker Towers, 19th Floor, Cuffe Parade, Mumbai - 400 005 Tel. : 022-2218 3302 / 2218 5134 Email : care@iibf.org.in

For training/contact classes related queries contact:Leadership Centre Indian Institute of Banking & Finance Kohinoor City, Commercial-II, Tower-I, 3rd Floor, Kirol Road, Off L.B.S.Marg, Kurla West, Mumbai 400 070. Tel : 022 25039746 / 9604 / 9907 Email : training@iibf.org.in

PROFESSIONAL DEVELOPMENT CENTRES:

South Zone	North Zone	East Zone
Indian Institute of Banking & Finance No.94, Jawaharlal Nehru Road, (100 Feet Road), Opp.Hotel Ambica Empire, Vadapalani, Chennai – 600 026. Tel:044 24722990/24727961 Email: iibfsz@iibf.org.in	Indian Institute of Banking & Finance 102-113, Vikrant Towers, 1 st Floor, 4 Rajendra Place, New Delhi – 110 008. Tel: 011 25752191/92 Email: iibfnz@iibf.org.in	Indian Institute of Banking & Finance Hindusthan Building (Annexe), 7 th Floor, 4, C.R.Avenue, Kolkatta 700 072. Tel: 033 22124992 Email: iibfez@iibf.org.in

Corporate Office : Indian Institute of Banking & Finance, Kohinoor City, Commercial-II, Tower-1, 2nd Floor, Kirol Road, Kurla (West), Mumbai - 400 070 Tel : 022-2503 9746 / 9604 / 9907

Please quote your membership/registration number in all your emails.

For more details, updates and instructions please refer Rules and Syllabus Booklet or visit Institute's Website – www.iibf.org.in.