



INDIAN INSTITUTE OF BANKING & FINANCE

DIPLOMA IN BANKING & FINANCE EXAMINATION

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. Application Form once submitted cannot be withdrawn and fees will not be refunded / adjusted. Eligibility is governed by rules published in the Rules and Syllabus Booklet.
2. Application form should reach the Institute's Zonal Office on or before the last date of receipt of Examination Application Form mentioned in the time table of the examination. Application form received after this date will be treated for next examination. Application forms found defective / incomplete will be rejected.
3. **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 the 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

4. **SUBJECTS :**

- 1) Principles & Practices of Banking
- 2) Accounting & Finance for Bankers
- 3) Legal & Regulatory Aspects of Banking

5. **EXAMINATION FEES / REGISTRATION FEES :**

a)

First Block of 2 attempts	3200/-@
Second Block of 2 attempts	2100/-

@ includes registration fees of Rs. 500/-, CBS learning and exam fee for first block of 2 attempts

b) Members may opt any of the following modes for submission of application and making payment of fees:

- 1) Payment by cash in any of the AXIS or SBI Branch, using the payment challan, mentioning the Membership Number and Examination for which applied. Payment challan can be printed from our web site www.iibf.org.in under Courses/Examinations and also available on request at the Zonal Offices. Each payment challan downloaded/obtained from the Zonal Offices can only be used by a single candidate for single payment as each challan is having a unique pay-in-slip Number. Photo copies are not valid.
- 2) Payment by Demand Draft / Payorder in favour of INDIAN INSTITUTE OF BANKING & FINANCE and made payable at Mumbai, Chennai, Kolkata or New Delhi (depending upon the zonal office to which the member belongs). Members are also requested to write their Membership Number & Name on back side of the Demand Draft / Payorder.

6. **STUDY MATERIAL:**

Examination fees do not include cost of study material. For further details please refer to Rules & Syllabus Booklet.

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.

7. **EXAMINATION CENTRES :** (Refer Centre list attached)

(i) Candidates are requested to submit their application forms along with payment to the respective Zonal Office to which they belong. The address of Zonal Offices are as follows :

1. Eastern Zonal Office :

Indian Institute of Banking & Finance, 408, "Anandlok", 'A' Block, 4th Floor, 227, Acharya J. C. Bose Road, Kolkata - 700 020.
Tel. : 033-2280 9681/82/83 Fax : 033-2280 9680 E-mail : iibez@iibf.org.in

2. Northern Zonal Office :

Indian Institute of Banking & Finance, 109-113, Vikrant Towers, 1st Floor, 4, Rajendra Place, New Delhi-110 008.
Tel. : 011-25752191-92 Fax : 011-25752193 E-mail : iibnz@iibf.org.in

3. Southern Zonal Office :

Indian Institute of Banking & Finance, No. 94, Jawaharlal Nehru Road, (100 Feet Road) Opp. to Hotel Ambica Empire, Vadapalani, Chennai - 600026. Tel. : 044-24722990, 24727961 Fax : 044-24726966 E-mail : iibsz@iibf.org.in

4. Western Zonal Office :

Indian Institute of Banking & Finance, 191-F, Maker Towers, 19th Floor, Cuffe Parade, Mumbai - 400 005.
Tel. : 022-2218 3302 / 2218 5134 Fax : 022-22180845 E-mail : iibwz@iibf.org.in

(ii) Candidates should appear for the examination only at the centre which they have opted in the examination form.

(iii) The venue for the examination will be advised while issuing the Examination Admit Letter.

(iv) Request for change in centre due to any valid reason should reach the Institute 45 days before the commencement of the examination. Any request received thereafter will not be entertained.

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, candidates will be advised to appear at the examination from the nearest available centre.

8. **MODE OF EXAMINATION:**

Examination will be conducted in offline mode only.

9. Candidates are requested to read the instructions / information about ON-LINE / OFF-LINE examination before appearing for the examinations. The instructions are available on the homepage of Institute's website 'www.iibf.org.in' under the link "INSTRUCTIONS / INFORMATION ABOUT ON-LINE / OFF-LINE EXAMINATIONS OF THE INSTITUTE"

10. Candidates who have exhausted the first block of two attempts, should necessarily submit the examination application form Immediately for the second block of two attempts, without any gap. If they do not submit the examination application form Immediately after exhausting the first block, the examination/s conducted will be counted as attempt/s of the second block for the purpose of time limit for passing as prescribed in the rules of the examination.

11. ADMIT LETTER:

- i) The Institute's Zonal Office will issue Examination Admit Letter containing details of venue and time of the examination.
- ii) Photo Identity Card is issued by the respective Zonal Office at the time of Registration.
- iii) The Examination Admit Letter alongwith the Photo Identity Card should be produced to the Examination Authority in the examination venue for identification.
- iv) In absence of the Examination Letter / Photo Identity Card, the candidate is liable to be denied permission in the examination venue.
- v) **Admit letter will be available on our website www.iibf.org.in one week before the date of examination. Candidates who do not receive the admit letter by post may download it from the website.**

12. DECLARATION OF RESULTS:

The final result of the examination along with the marks secured will normally be communicated to candidates appeared within Two months after conclusion of the examination.

13. FACILITY FOR VERIFICATION OF MARKS:

Facility of verification of marks will not be available for Objective Type (Multiple Choice Questions) examinations. For Descriptive Type examinations, if any candidate requires their marks to be verified, they may request the respective Zonal Office. Such verification will cover whether all answers have been valued. The request for verification of marks must be received in the Institute's respective Zonal Office within one month from the date of the examination results. The Candidate will have to pay a sum of Rs. 150/- per subject for verification of marks. The payment should be made by means of Demand Draft drawn in favour of "INDIAN INSTITUTE OF BANKING & FINANCE" and made payable at the place of the Institute's Zonal Office. The candidates should write their membership number, name and subject name/s on the reverse of the draft.

14. ISSUE OF CERTIFICATES:

Candidates who complete the examination will receive a Certificate within six months after the Examination.

15. CONDUCT AND DISCIPLINE IN THE EXAMINATION HALL :

- (i) Candidates should be present at the examination venue at least 15 minutes before the commencement of the examination. No candidate shall be permitted to enter the examination hall after the expiry of 15 minutes from the commencement of the examination.
- (ii) Candidates should ensure that they sign the Attendance Sheet.
- (iii) Candidates should not possess and / or use books, notes, periodicals etc. in the examination hall at the time of the examination /or use mathematical tables, slide rules, stencils etc. during the examination. They should hand them over to the Hall Superintendent before the commencement of the examination. **Mobile phones are strictly prohibited in the examination hall.** A candidate found in possession of such unauthorised material during the examination is liable to be proceeded against for adoption of unfair means in the examination in addition to reporting the matter to his/her employers for disciplinary proceedings for the misconduct.
- (iv) Candidates will be permitted to use calculators while appearing for the Examination subject to the following:
Calculators should :
 - a) be of pocket size and fully portable
 - b) be silent while in operation
 - c) be battery operated
 - d) not be capable of being programmed by the insertion of tapes or otherwise
 - e) not have print out facilities
 - f) be of the type upto 6 functions and 12 digits
 - g) not be capable of retaining / storing data in memory when the same is switched offCalculators which do not comply with the above conditions and found in possession of candidate during the examination will be confiscated by Examination Supervisors and returned to the candidate at the end of the examination. In case a candidate is found using the calculator not complying with the above conditions in the course of the examination, it will amount to adoption of unfair practice at the examination by the candidate concerned and the Institute shall take such action against the candidate as may be deemed appropriate.
- (v) Communication of any sort between candidates or with outsiders is not permitted and complete silence should be maintained during the examination.
- (vi) No candidate shall impersonate others or allow others to impersonate himself/herself at the examination.
- (vii) No candidate shall misbehave/argue with the Examination Conducting Authorities at the centre.

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 mentioned below.

16. 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 candidate, only competent Courts in Chennai, Kolkatta, New Delhi or Mumbai alone have the jurisdiction to entertain the dispute

17. PASSING CRITERIA :

- i) Pass: minimum marks for pass in every subject - 50 out of 100 marks.
- ii) Candidate securing at least 45 marks in each subject with an aggregate of 50 marks in all subjects of the examination in a single attempt will also be declared as having completed the Examination. The benefit will not be available to candidates availing the facility of credit transfer as they would not be passing the examination as single attempt.
- iii) First Class: 60% or more marks in aggregate and pass in all the subject in first attempt.
- iv) First class with distinction: Candidates securing 70% or more marks in aggregate and 60 or more marks in each subject in the first physical attempt.
- v) Candidates will be allowed to retain credits for the subject they have passed in one attempt till the expiry of the **time limit for passing the examination.**

For more details and instructions please refer Rules and Syllabus Booklet or visit institute's website www.iibf.org.in



INDIAN INSTITUTE OF BANKING & FINANCE

TIME TABLE FOR THE DIPLOMA IN BANKING & FINANCE EXAMINATION

MAY - 2012 UNDER OFFLINE MODE ONLY

Last Date for receipt of
Examination Application
Form at the Zonal Office

29th FEBRUARY 2012

Examination DATE	TIME	SUBJECT
13/05/2012 Sunday	1.30 p.m. to 4.30 p.m.	Principles & Practices of Banking
20/05/2012 Sunday	1.30 p.m. to 4.30 p.m.	Accounting & Finance for Bankers
27/05/2012 Sunday	1.30 p.m. to 4.30 p.m.	Legal & Regulatory Aspects of Banking

The Examination venue and time will be advised to individual candidates by a separate communication.

IMPORTANT NOTE FOR CANDIDATES DESIROUS TO APPLY FOR MORE THAN ONE EXAMINATION :

Institute is conducting certain examinations simultaneously on the same day. Candidates are, therefore, requested to see the time table carefully and apply for only one examination scheduled to be conducted on a date given in the time table.

Admit Letter will be available on our Website www.iibf.org.in one week before the date of examination. Candidates who do not receive the Admit Letter by post may download it from the website.

EXAMINATION CENTRES AND THEIR CODE NUMBERS

Centre No.	Name of the Centre	Centre No.	Name of the Centre	Centre No.	Name of the Centre	Centre No.	Name of the Centre		
NORTHERN ZONE		PUNJAB		EASTERN ZONE					
CHANDIGARH		386 ABOHAR	536 MEERUT CANTT.	056 TEZPUR		
603 CHANDIGARH	387 AMRITSAR CITY	539 MORADABAD	057 TINSUKIA		
DELHI		390 BHATINDA	540 MUZAFFARNAGAR	058 GOALPARA		
610 NEW DELHI	392 FEROZEPUR	550 SAHARANPUR	059 BONGAIGAON		
HARYANA		394 HOSHIARPUR	551 SHAHJAHANPUR	BIHAR			
130 AMBALA CITY	395 JALANDHAR	555 VARANASI	063 ARRAH		
131 AMBALA CANTT	397 LUDHIANA	556 DEORIA	064 BEGUSARAI		
134 FARIDABAD	398 MANSA					066 BHAGALPUR
136 GURGAON	401 PATHANKOT					070 DALMIANAGAR
137 HISSAR	402 PATIALA	072 DARBHANGA	082 MONGHYR		
140 KARNAL	406 SANGRUR	083 MUZAFFARPUR	084 NAWADAH		
145 ROHTAK	UTTARANCHAL		085 PATNA	086 PURNEA		
150 YAMUNANAGAR	514 DEHRADUN	088 SAHARSA	089 SAMASTIPUR		
HIMACHAL PRADESH		526 HARDWAR	090 SASARAM	094 MOTIHARI		
159 HAMIRPUR	541 NAINITAL					JHARKHAND	
163 MANDI	UTTAR PRADESH						068 BOKARO STEEL CITY
165 PALAMPUR	501 AGRA	071 DALTONGANJ	073 DHANBAD		
166 SIMLA	502 ALIGARH	077 HAZARIBAGH	078 JAMSHEDPUR		
JAMMU & KASHMIR		503 ALLAHABAD	079 JHUMRI-TELAIYA	087 RANCHI		
174 ANANTNAG	505 AZAMGARH	093 DEOGHAR	095 SAHIBGANJ		
175 BARAMULLA	508 BAREILLY					MANIPUR	
176 DODA	516 ETAH					338 IMPHAL
177 JAMMU	517 ETAWAH						
178 KATHUA	518 FAIZABAD						
179 LEH	521 GHAZIABAD						
180 POONCH	522 GHAZIPUR						
181 RAJOURI	523 GONDA						
182 SRINAGAR	524 GORAKHPUR						
183 UDHAMPUR	528 JAUNPUR						
		529 JHANSI						
		530 KANPUR						
		533 LUCKNOW						

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Centre No.	Name of the Centre
MEGHALAYA	
344	SHILLONG
345	TURA
MIZORAM	
351	AIZAWL
NAGALAND	
357	KOHIMA
358	MOKOK CHUNG
359	TUENSANG
ORISSA	
365	BALASORE
368	BERHAMPUR (Ganjam)
369	BHAWANIPATNA
370	BHUBANESHWAR
372	CUTTACK
375	KORAPUT
379	ROURKELA
380	SAMBALPUR
SIKKIM	
448	GANGTOK
TRIPURA	
495	AGARTALA
496	KAILASHAHAR
WEST BENGAL	
562	ASANSOL
565	BARRACKPORE
567	BURDWAN
568	KOLKATA
570	COOCHBEHAR
577	MALDA
578	MIDNAPORE
581	SERAMPORE
582	SILIGURI

WESTERN ZONE

CHHATTISGARH	
253	AMBIKAPUR
256	BHILAI
258	BILASPUR
270	JAGDALPUR
278	RAIGARH
279	RAIPUR
GOA	
618	MARGAO
619	PANAJI
GUJARAT	
098	AHMEDABAD
100	VADODARA
101	BHAVNAGAR
102	BHUJ (Dist. Kutch)
110	JAMNAGAR
111	JUNAGADH
118	PORBANDAR
119	RAJKOT
120	SURAT
651	VAPI

Centre No.	Name of the Centre
MADHYA PRADESH	
254	BALAGHAT
257	BHOPAL
259	CHHATARPUR
260	CHHINDWARA
265	GUNA
266	GWALIOR
268	INDORE
269	JABALPUR
272	KHANDWA
273	KHARGONE
281	RATLAM
282	REWA
283	SAUGOR
284	SATNA
286	SHAHDOL
289	UJJAIN
295	SIDHI
MAHARASHTRA	
296	AHMEDNAGAR
297	AKOLA
300	AMRAVATI
301	AURANGABAD
303	VASAI
306	MUMBAI
307	BULDHANA
308	CHANDRAPUR
309	DHULE
311	JALGAON
313	KALYAN
314	KOLHAPUR
316	LATUR
317	NAGPUR
318	NANDED
319	NASHIK
321	PARBHANI
322	PUNE
323	RATNAGIRI
324	SANGLI
326	SATARA
327	SOLAPUR
329	THANE
330	ULHASNAGAR
334	NAVI MUMBAI (VASHI)
RAJASTHAN	
413	AJMER
414	ALWAR
415	BANSWARA
418	BHILWARA
419	BIKANER
425	GANGANAGAR (Sriganganagar)
428	JAIPUR
429	JAISALMER
433	JODHPUR
434	KOTAH
437	SAWAI MADHOPUR
438	SIKAR
442	UDAIPUR

Centre No.	Name of the Centre
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SOUTHERN ZONE

ANDHRA PRADESH	
001	ADILABAD
002	ADONI
004	ANANTAPUR
006	CHITTOOR
007	CUDDAPAH
008	ELURU
011	GUNTUR
012	HINDUPUR
013	HYDERABAD
014	KAKINADA
015	KARIMNAGAR
016	KHAMMAM
018	KURNOOL
020	MAHBOOBNAGAR
021	MASULIPATNAM
022	NALGONDA
024	NELLORE
025	NIZAMABAD
026	ONGOLE
027	PALAKOL
029	RAJAHMUNDRY
031	SECUNDERABAD
032	SRIKAKULAM
034	TIRUPATI
035	VIJAYAWADA
036	VISAKHAPATNAM
037	VIZIANAGARAM
038	WARANGAL
KARNATAKA	
190	BAGALKOT
191	BANGALORE
192	BELGAUM
193	BELLARY
194	BIDAR
195	BIJAPUR
199	DAVANGERE
200	DHARWAR
203	GULBARGA
204	HASSAN
207	HUBLI
209	KOLAR
212	MADIKERI
214	MANGALORE
216	MYSORE
218	RAICHUR
221	SHIMOGA
KERALA	
233	KOZHIKODE
234	CANNANORE
236	ERNAKULAM
239	KOTTAYAM

Centre No.	Name of the Centre
243	QUILON
244	THIRUVALLA
246	TRICHUR
247	THIRUVANAN- THAPURAM
LAKSHDWEEP	
625	KAVARATTI
PONDICHERRY	
633	PONDICHERRY
TAMILNADU	
457	COIMBATORE
462	ERODE
465	KARUR
467	CHENNAI
468	MADURAI
472	OOTACAMUND
477	SALEM
479	THANJAVUR
480	TIRUCHIRAPALLI
481	TIRUNELVELI
483	TIRUPUR
487	VELLORE