

**INDIAN INSTITUTE OF BANKING & FINANCE
(ISO 9001-2000 Organization)**

**Diploma in Banking & Finance (DBF)- An entry level Professional
Qualification**

FAQs

1. What is this course?

DBF is Diploma in Banking & Finance. It is a course for those aspiring to make career in Banking & Finance

2. What is the eligibility for this course?

Final Year Graduate & Graduates/post-graduates of any discipline is eligible for the course. For Final year graduate students DBF certificate will be issued after passing graduation

3. Is there any age limit for the course?

There is no age limit stipulated for the course

4. What is the period of this course & when the exams are held?

This is a six month distance learning course. Exam will be held twice a year in June and December

5. What is the procedure for enrolment and to pay the fees?

It can be done in 2 steps. Step-1: Submit enrolment form with fee of Rs. 3200/- and send it to Manipal Universal Office Bangalore on the address given on the backside of the form After this candidate will be issued Registration no, Photo I/card & Exam application form. Step 2. Exam application form to be submitted by stipulated date with Fee of Rs. 1800/- to Manipal Universal banglore Office. Candidates will be issued admit card indicating venue of exam 15 days before exam.

6. Where do we pay the fees?

Fees can be paid in cash in Axis Bank branches or by way of DD drawn In favour of “Indian Institute of Banking & Finance”, Payable Bangalore. Online registration can be done by using credit card

7. Why is this called an entry level qualification?

Banking industry has been looking for graduates with professional qualification in Banking & Finance. DBF course is well focused on this need and also provides exposure to banking processes. After passing this course chances of employment in banks get enhanced.

8. How is DBF different from University degree in Banking?

DBF course contents are designed by IIBF with the help of practitioners and experts in banking industry. It is highly relevant and gives knowledge and input to the student to become industry ready from day one of his joining the bank

9. What are the subjects and main coverage of DBF course?

There are three subjects covering industry relevant topics as shown below:-

Paper I - Principals & practices of Banking

Coverage:-

Module A - Indian Financial System

Module B - Functions of banks

Module C - Banking Technology

Module D - Marketing Banking Services/products

Paper II - Accounting & Finance for Bankers

Coverage:-

Module A - Basics of Business Mathematics

Module B - Accounting in Banks /branches

Module C - Bank Accounting and Balance Sheet

Module D - Computerized Accounting

Paper III - Legal & Regulatory Aspects of Banking

Coverage:-

Module A - Regulations and Compliance

Module B - Legal Aspects of Banking Operations

Module C - Banking Related Laws

Module D - Commercial Laws with reference to banking operations

10. After qualifying DBF can I get job directly in Bank?

After qualifying DBF your chances of employment in banks get enhanced. A candidate has to undergo a process of recruitment as prescribed by each bank e.g. Written test, interview etc

11. Since DBF is equivalent to Jaiib can DBF holder get Jaiib certificate?

On joining the bank and becoming a member of IIBF the Jaiib certificate will be issued.

12. What is the type of exam?

This is an objective type online/offline exam

13. What will be type of questions?

Question Paper will contain multiple-choice questions with three difficulty levels viz. basic, intermediate and advanced level are designed to test

- (i) Knowledge
- (ii) Conceptual grasp
- (iii) Decision making & problem solving and
- (iv) Case analysis

There will be a few case study based questions (See sample on: iibf.org.in)

14. What will be the duration of exam and total marks?

Duration will be 120 minutes with approximately 120 questions for 100 marks in each paper

15. **Is there any negative marking?**

Yes. For wrong answers at half of inverse proportion. e.g. 1 mark question with 4 choices will have $\frac{1}{8}$ as negative marks if answered wrongly

16. **What is the passing criteria?**

To pass the exam minimum 50% or more marks in aggregate with 45% or more in individual subject for first class 70% or more, for distinction 80% or more. First class and distinction is awarded to only those students who complete the examination in single attempt.

17. **What happens if candidate fails in some of the subjects?**

He will be treated as repeater & in such case candidate has to pay exam fee of Rs.1800/- and again appear all 3 subjects.

18. **Are repeaters required to pay enrolment fee again?**

No. Only exam fee is required to be paid by repeater for each subsequent attempt. Enrolment fee is valid for a period of 2 years from enrolment.

19. **What options are available to submit the forms with fee?**

Three options available.

- (i) Pay fee in cash in any of Axis bank Branches by using pay Slip with enrolment form. Attach the stamped pay slip with form and send it
- (ii) Draw a DD of Rs 3200/- in favour of "Indian Institute of Banking & Finance" payable Bangalore and send it.
- (iii) visit website go to apply online menu. Fill up the form and pay fee using your credit card and submit the form online.

Application with fees paid for (i) & (ii) should be sent to :

Officer in Charge,
DBF Examination of IIBF,
MUL, C/o. MeritTrac services Pvt. Ltd.
No 86, "Sahana",
Gandhi Bazaar Main Road,
Basanvangudi, Bangalore - 560 004.

20. Why to Manipal Universal Learning Pvt. Ltd. ?

They are our partners for conducting DBF examination. On submission of application for enrolment and exam, they will provide services on queries relating to these activities. They also offer educational support services, interactive virtual online tutorial classroom via internet

21. What is the schedule for submission of enrolment fee and examination fee ?

Enrolment for the course could be done at any time of the year. Early enrolment will give the candidate advantage to study and prepare for the examination. Normally last dt for submission of exam for June is 31 January and for December it is 31 July

22. What happens if examination form is not submitted after enrolment?

In such case candidate can submit exam application form for subsequent exam as earlier paid enrolment fee would be valid for 2 years

23. Which are the centres for exam?

List of exam centres is available on our website: www.iibf.org.in
Exam will be held at these centres subject to minimum 25 candidates enroll for exam from that centre

24. What happens if a candidate pays exam fee and remains absent?

In such case fees cannot be refunded nor carried forward.

25. What will be the medium of examination?

Examination will be conducted only in English

26. What is the period required for preparation of exam?

Exams are held twice a year i e June & December. After enrolment a candidate can take up immediate next exam. We recommend that Arts, Science and Technical graduates may study for 6 months before taking up the exam

27. What study support is available for the course?

-Self Study material (3 Books set provided after enrolment)

- Live Interactive Virtual Online Tutorial Classes-at additional Fee Rs.1500/- to Manipal Universal Learning. Total 42 sessions of 1-1/2 hours duration. Batch timing will be displayed on our website around two months before exam

- Soft copy of job-cards giving information on banking processes is provided free of cost. Model questions also provided for information

- Candidates will be offered test questions on website free of cost

28. What kind of support will be available for getting employment?

IIBF will host a brief resume with photograph of all successful candidates on its website and make it available to our 650 institutional member banks. These include Public Sector Banks, Private sector Banks, Co-operative Banks,, Financial Institutions, NBFCs, & BPO Companies. IIBF would request them to consider DBF holders for appointment. They would give preference to DBF holders.

29. Whether IIBF is a Govt or private body?

IIBF is a professional body of banks and financial institutions in the country with Heads of all major banks on its Governing Council

30. Are there any other courses for non-members?

Some of the courses are as under:

- Certified Information system banker (CeISB)
- Certificate in Trade Finance (CTF)
- Certificate in AML (Anti Money laundering/KYC (Know Your Customer)
- Certificate in “Basics of Banking and Credit Card or Home Loans” for DSA/DMA
- Certificate on Banking for BPO and IT Companies

For Information what are the contact details of Institute’s offices

Contact details are as under-

Corporate Office Mumbai Tel: 022-22155089, 22187003-05 , E mail: [dbf @iibf.org.in](mailto:dbf@iibf.org.in)

Zonal Offices

Mumbai Tel : 022-22183302/22185134, E mail: iibwz@iibf.org.in

Kolkata Tel : 033-22809681/82/83, E mail: <mailto:iibez@iibf.org.in>

New Delhi Tel : 011-23354921,23354316, Email : <mailto:iibnz@iibf.org.in>

Chennai Tel : 044-2474 6961, 24715990, E mail: iibsz@iibf.org.in

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