

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

1. 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.**

2. 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.**

3. ADMIT LETTER OF EXAMINATIONS :

- a. 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 'Exam Related', 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 printed copy of admit letter** along with Membership identity card or any other valid photo ID card (Aadhaar card/ Employer's card/PAN Card/Driving License/Election voter's card/Passport etc.) at the examination venue.
- e. **In the absence of printed copy of Admit Letter and Photo Identity Card, candidates will be denied permission to write Examination.**

4. 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.

5. 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 to use of unfair means. Scientific calculator is not allowed.

6. Other Rules/Information

- a. Candidates should ensure that they sign the Attendance Sheet.
- b. 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.
- c. 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.
- d. 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.
- e. 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.

7. 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.

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.

8. Result Advice/Consolidated Marksheet/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. Final certificates will be sent by speed post within 2 months after the declaration of result.

9. 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. <u>Tel:044 24722990/24727961</u> 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.