

**INSTRUCTIONS / INFORMATION
ABOUT OFF-LINE
EXAMINATIONS OF THE
INSTITUTE**



INDIAN INSTITUTE OF BANKING & FINANCE

(AN ISO 9001:2008, CERTIFIED ORGANISATION)

**KOHINOOR CITY, COMMERCIAL-II, TOWER-1, 2ND FLOOR, KIROL ROAD,
OFF-L.B.S MARG, KURLA (WEST), MUMBAI- 400 070.**

INSTRUCTIONS/ INFORMATION ABOUT OFF-LINE EXAMINATIONS OF THE INSTITUTE

Introduction :

This handout contains details pertaining to various aspects of the examination you are going to take and important instructions about the related matters. A computerized machine will do the assessment of the answer sheet, hence you should carefully read instructions regarding handling of the answer sheet and method of marking answers. You are advised to study this handout carefully as it will help you in preparing for the examination.

General Instructions :

Even though you are fully aware of rules and syllabus of the Examinations, you had applied, we highlight some of the rules / instructions to be observed by you while appearing at the examination (fully objective type).

1. Approximate no. of questions for Examination would be between 90 to 125.
2. Questions based on case study would be asked for certain examination like CAIIB.
3. **Particulars to be noted :**
Please note carefully your membership/registration number, seat number, date, time, and venue for the examination given in the admit letter/ ID card.
4. **Punctuality in attendance :**
You should be present in the examination hall 30 minutes before the commencement of the examination. Candidates arriving late will not be permitted to enter the examination hall.

Candidates are prohibited from appearing at the examination at the centre other than the one opted by them at the time of applying for examination, provided they are specifically permitted to do so.
5. **Specimen answer sheet and how to fill in Bio-data information on it :**
You will get an answer sheet in the examination hall, the assessment for which will be done through a computerized machine. The last two Pages of this handout is a sample of the answer sheet. Fill in your personal information on this answer sheet for your practice.
6. **Compliance with instructions :**
You should scrupulously follow instructions given by the Examination Centre Superintendent / invigilator at the venue throughout the examination. If you violate instructions, you will be disqualified/may also be asked to leave the examination hall.
7. **Use of books, notes and calculators :**
No books, periodicals, slide rules, written notes will be allowed inside the examination hall. However, candidates will be permitted to use calculators while appearing for the examination as per guidelines given in rules and syllabus of the examination.
8. **Copying or receiving or giving assistance strictly prohibited :**
Any candidate who is found either copying or receiving or giving assistance will be considered to have adopted an act of unfair practice and he / she will be disqualified / liable for punishment as per rules governing the examination.

Communication of any sort between candidate or with outsiders is not permitted and complete silence should be maintained during the examination.

Copying answers from answer sheets of other candidates or permitting others to copy from one's answer sheet will attract rules relating to unfair practices in the examination.

No candidate should leave the examination hall without handing over the answer sheet and question booklet to the hall supervisor/invigilator. Once the answer sheet/question booklet is handed over to the hall supervisor/invigilator the same cannot be taken back by the candidate. No candidate shall impersonate others or allow others to impersonate him/her at the examination. Any candidate who violates any of the above rules will be considered to have adopted an act of unfair practice and he / she will be disqualified / liable for punishment as per rules governing the examination.

9. Candidates are not permitted to bring mobile phones into the examination hall.

10. Use of HB pencil and ball pen :

You should bring with you two commonly available HB pencils, a pencil sharpener, an eraser and a ball point pen. Two pencils are advised to avoid mending a pencil during the examination as you may lose time. All the answers on side 2 also should be marked by using HB pencil only.

11. Handling answer sheet :

Please handle your answer sheet carefully. Keep it dust free. If it is mutilated, torn, folded, wrinkled, rolled or dusty it may not be valued. Similarly if you do not write your membership number and test form number in the respective columns, your answer sheet will not be assessed.

12. Rough work to be done on the booklet :

You should do all the necessary rough work on the examination booklet / question paper itself only in the blank space provided. You should not do your rough work on answer sheet or any other paper. If any rough work is done on the answer sheet your answer sheet will not be assessed.

13. Write Membership/Registration number on the test booklet (Question Paper) :

You should write your membership/registration number in the space provided on the cover page.

14. How to mark your answers :

How to mark your answers in Box No. 16 of the answer sheet at the examination is explained in detail as below. The specimen of the answer sheet is given in the last two pages of this handout.

Each question is followed by answers which are numbered 1, 2, 3 and 4. Select the correct answer. Then by using HB pencil, blacken the oval bearing the correct answer against the serial number of the question. (Refer to the specimen answer sheet.) Please note that the oval should be dark enough and should be filled in completely. For example, if the answer to question number 2 is answer No. 4, it is marked as below.

Q.2



Do not use ball pen or ink pen to mark answers

Please note that you should not use H, 2H/HH, 3H type of pencils. The marks made by such hard pencils will be too light and will not be read by the computerized machine. So such hard pencils are not to be used. If you use soft pencils like 2B/Bb, 3B etc. your marks will be too dark, so when you want to change your answer by erasing the first one, there will be smudges or dark marks in place of the erased answer and around. So soft pencils are also not to be used. **THEREFORE, USE ONLY HB PENCILS.**

Some Wrong methods of marking answers

Please **DO NOT** mark your answers or fill UP information by using different methods of marking illustrated below :

| | | | | |
|--|--|--|--|---|
| | | | | <input type="text" value="Use of Tick mark"/> |
| | | | | <input type="text" value="Use of Cross mark"/> |
| | | | | <input type="text" value="Use of line mark"/> |
| | | | | <input type="text" value="Half marked oval"/> |
| | | | | <input type="text" value="Mark out side the oval"/> |

In all the above cases, though you may have marked your answer, it may not be read by the machine because of wrong method of marking the answer.

Correct method of marking answers - Very Important

Answer marked only by blackening an oval by HB pencil will be accepted.

Please note that the oval should be dark enough and should be filled in as completely as possible. You need not make special efforts to darken any oval artistically.

How to change your answers

If you wish to change your answer, **ERASE COMPLETELY** the already darkened oval by using good quality eraser and then blacken the new oval bearing your revised answer number. While changing the answer, erasing the earlier answer completely is extremely essential. If it is not erased completely, smudges will be left on the erased ovals and the question will be read as having two answers and will be ignored for giving any mark/s.



(Smudge left in oval number 3 due to bad eraser and fresh answer in oval number 4 will be read as two answers, 3 and 4 and therefore no marks will be given if the answer number 4 happens to be the correct answer.)

15. How to fill up Personal Information

Important

1. The information is to be filled in by you in box. 1 to 8 and 10 to 15 on the front page of answer sheet, and in box 16 on back page of the answer sheet.
2. You have to fill in information in boxes 1 to 8 by using ballpoint pen.
3. Information in boxes 10 to 15 on the front page and 16 on back page are to be filled in by using HB pencil only.

How to fill In the information is explained with the help of an example given below :

(Information in Sr. No. 1 to 4 to be filled as it appears in the Admit Letter)

1. Name of the Candidate : Sanjay Agarwal
2. Date of examination : 18.01.2004

| | | |
|--|---|------------|
| 3. Centre of Examination | : | Pune |
| Centre Code so. | : | 322 |
| 4. Membership / Registration number of the candidate | : | 1000012345 |
| 5. Test Booklet serial No. | : | 123456 |
| 6. Test Battery No. | : | 3456789 |
| 7. Test Form No. | : | 999 |

Now please refer to pages of the specimen answer sheet while reading the following description.

Page - 1

Information (Box Nos. 1 to 4)

You will find that the information asked for in the boxes from 1 to 4 can be filled in easily. Fill in this information as it appears in the Admit Letter by using ball-point pen.

Test Booklet Serial Number, Test Battery Number and Test Form Number (Box Nos. 5 to 7)

The above information is printed on the Test Booklet (Question Paper). You have to copy the number using ball-point pen from the test booklet you will receive at the time of examination.

Candidate's Signature (Box No. 8)

The candidate should sign in this box in front of the invigilator with ball-point pen only.

Invigilators Signature (Box No. 9)

To be signed by the room invigilator

Candidate's Name (Box No. 10)

Write your name as it appears in the Admit Letter in the row of boxes entering one letter in each box. Below each box, darken the oval that corresponds to the alphabet of your name. If your name contains more than 20 letters write only the first 20 letters which you can accommodate in the boxes provided.

Candidate's Membership / Registration Number (Box No. 11)

There is a row of boxes provided to write the membership / registration number. Just below each box there are 10 ovals numbered from 1 to 9 and 0. Write your membership/ registration number in the boxes entering one digit in each box by using HB pencil and blacken the appropriate oval under each box.

Test Form Number (Box No.12)

You will have to write the test form number (3 digits) under the item 12. Write each of the digits in the boxes provided and blacken the appropriate ovals by HB pencil.

Seat Number (Box No. 13)

You will have to write the seat number.

Exam Centre Code No. (Box No. 14)

Please write the examination centre code no. and darken the appropriate ovals correctly. If the number happens to be single digit or two digits you should indicate this by adding zero before the digit / s.

Date of Examination (Box No. 15)

Please write the date of examination and darken ovals with the help of HB pencil.

Page - 2

Membership / Registration Number (Box No. 17)

You should write your membership / registration number by Ball Point Pen in this box at the left- hand bottom corner of back side of the answer sheet.

Bank's Name (Box No. 18)

You should write your Bank's name for whom you are employed.

Office use only (Box No. 19)

Leave it blank



इण्डियन इन्स्टिट्यूट ऑफ बैंकिंग एण्ड फायनान्स

INDIAN INSTITUTE OF BANKING & FINANCE

कोहिनूर सिटी, कॉमर्शियल - II, टावर - प्रथम, द्वितीय और तृतीय मंजिल, किरोल रोड, ऑफ - एल. बी. एस. मार्ग, कुर्ला (पश्चिम), मुम्बई - 400 070
Kohinoor City, Commercial - II, Tower - 1st, 2nd & 3rd Floor, Kiro Road, Off - L.B.S. Marg, Kurla (West), Mumbai - 400 070

उत्तर पत्र - 01 / 13

जे.ए.आई.आई.बी. / सी.ए.आई.आई.बी. परीक्षा

JAIB/CAIB EXAMINATION

ANSWER SHEET - 01 / 13

नीचे दिये गये खाना क्र. 1 से 9, 17 और 18 में सभी जानकारी बाल फ्लॉयट पेन से भरिये तथा खाना क्र. 10 से 16 में एच.बी. पेन्सिल से ही लिखिये।
IN THE BOXES FROM 1 TO 9, 17 AND 18 BELOW ENTER ALL THE INFORMATION BY BALL POINT PEN AND FROM 10 TO 16 BY H.B. PENCIL ONLY.

| | | | | | | | |
|-------------------------|---|--|--|---|--|---|--|
| USE BALL POINT PEN HERE | 1 परीक्षा पत्र के अनुसार परीक्षार्थी का नाम अंग्रेजी के बड़े अक्षरों में CANDIDATE'S NAME IN ENGLISH IN CAPITAL LETTERS (AS IT APPEARS IN THE ADMIT-LETTER) | | | 1A बेंच क्रमांक SEAT NUMBER | | | |
| | 2 परीक्षा तिथि DATE OF EXAM. D D M M Y Y Y Y | | | 3 परीक्षा केंद्र CENTRE OF EXAM कोड नं. CODE NO. | | 5 प्रश्न पुस्तिका अनुक्रमांक TEST BOOKLET SERIAL NO. | |
| | 6 प्रश्न मालिका क्रमांक TEST BATTERY NO. | | | 7 प्रारूप क्रमांक TEST FORM NO. | | 8 परीक्षार्थी के हस्ताक्षर CANDIDATE'S SIGNATURE | |
| | 9 परीक्षार्थी के हस्ताक्षर CANDIDATE'S SIGNATURE | | | 10 पर्यवेक्षक के हस्ताक्षर INVIGILATOR'S SIGNATURE | | | |
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परीक्षार्थियों के लिये अनुदेश : (अत्यंत महत्वपूर्ण)

(कृपया ध्यान से अनुसरण करें)

- नीचे दिये गये खानों तथा पृष्ठ 2 पर स्थित खाना क्रमांक 17 और 18 को छोड़कर सभी खानों में एच.बी. पेन्सिल से ही अंकन करना है।
- आपका अंकन इतना गहरा होना चाहिये कि जिससे अंडाकृति के भीतर का अक्षर/अंक दिख न पाये।
- कृपया ध्यान में रखें कि (क) यदि आप क्रमशः खाना नं. 11 और 12 में अपनी सदस्यता संख्या और प्रारूप क्रमांक नहीं लिखते। (ख) यदि आप खाना 11 और 12 में अक्षरों को HB पेन्सिल से सही तरह काला नहीं करते हैं। (ग) यदि आप अण्डाकृत को काला करने के लिए एच.बी. पेन्सिल के अलावा किसी अन्य साधन का उपयोग करते हैं, तो आपकी उत्तर-पुस्तिका का **मूल्यकित** नहीं किया जाएगा।

INSTRUCTIONS TO THE CANDIDATES : (Very Important)

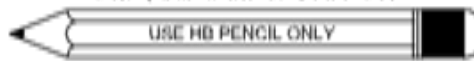
(Please follow carefully)

- All entries in the boxes below and on Slide 2 except box no. 17 and 18 must be made by HB pencil only.
- Marking should be dark and fill the ovals completely so that the letter / number inside the oval is not visible.
- Please note that your answer sheet **will not be assessed**, (a) if you do not write your Membership Number and Test Form Number in box No. 11 and 12 respectively, (b) **if you do not darken the ovals correctly in Box No. 11 and 12 with HB Pencil** (c) if you use any means other than HB pencil to darken the ovals.

उत्तरांकन की पद्धति
METHOD OF MARKING ANSWER

① ② ● ④

केवल एच.बी. पेन्सिल का उपयोग करें।



केवल कार्यालय उपयोग हेतु
FOR OFFICE USE ONLY

| | | | | | | | | | |
|--------------------|---|--|--|--|--|--|--|--|--|
| USE HB PENCIL HERE | 10 परीक्षार्थी का नाम : खाने क्र. 1 के पहले बीस अक्षर CANDIDATE'S NAME : FIRST TWENTY LETTERS OF BOX NO. 1 | | | 11 सदस्यता संख्या MEMBERSHIP NO. A-Z जैसे सदस्यता संख्या नं. 1234 5678 9, यहाँ से लिखना शुरू करें। Begin here with first digit of your Membership No. | | | 12 प्रारूप क्रमांक TEST FORM NO. | | |
| | | | | 13 बेंच क्रमांक SEAT NUMBER | | | 14 परीक्षा केंद्र कोड नं. EXAM. CENTRE CODE NO. | | |
| | | | | 15 परीक्षा तिथि DATE OF EXAM | | | | | |
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