



Certified Treasury Professional

Rules & Syllabus 2018

Introduction :

Currently, the Treasury Professional are provided with hands on training within the organization followed by bourse programmes conducted by training bodies. It is also noticed that in the absence of an appropriate course, the competence level of the Treasury Professional vary significantly which at times impact the overall Treasury functioning in the financial sector. The Institute has therefore launched a blended certificate programme in this area which will address the issues related to Treasury Professional comprehensively and help to bring about standardization and uniformity among the market players.

Objectives :

- To create a cadre of well trained Treasury Professional to handle the front office treasury operations in banks / financial institutions

Coverage :

The course will cover the treasury functions in detail under seven modules, as annexed.

Target group :

- Newly posted officers in the Treasury department
- Persons identified for posting in the Treasury department
- Persons aspiring to become Treasury professionals in future

Methodology :

Course has two components viz.,

- Online examination for 100 marks based on a specially designed courseware on Treasury Operations.
- Classroom Training for 3 days at pre-announced centres.

For details of Classroom Training, Course Structure & Delivery, refer page 4.

Eligibility :

1. Members and Non-Members of the Institute
2. Candidates must have passed the 12th standard examination in any discipline or its equivalent.

Subject of Online Examination :

Treasury Operations

Examination / Training Fees :

| Sr. No. | Particulars | Examination Fee | Training Fee** | Total Examination + Training Fee |
|---------|--|---------------------|---------------------|----------------------------------|
| 1. | Virtual training mode | Rs.6,000/- plus GST | Nil | Rs.6,000/- plus GST |
| 2. | Physical classroom training mode at Mumbai, Delhi, Chennai and Kolkata centres** | Rs.6,000/- plus GST | Rs.5,000/- plus GST | Rs.11,000/- plus GST |
| 3. | Physical classroom training mode at other centres | Rs.6,000/- plus GST | Rs.9,000/- plus GST | Rs.15,000/- plus GST |

Please Note : Candidates are required to Register for every attempt separately.

**Presently, Physical classroom training is held only at Mumbai.

The fee once paid will **NOT** be refunded or adjusted on any account.

- ** Training fees are to be paid after the candidate clears the online examination conducted by the Institute.
- Candidates, who do not pass the online examination in their first attempt, need to enrol for the second attempt by paying a nominal fee of Rs.200.
 - Candidates who do not pass the online examination in their second attempt, need to enrol again by paying a fee of Rs.6,000/-.
 - If a candidate fails in the classroom training, he/she need to enrol for the subsequent attempt by paying the training fees again.
 - If a candidate fails in the virtual classroom training, he/she can enrol for the second attempt by paying a fee of Rs.1000/- plus GST.

Medium of Examination :

Examination will be conducted in English only

Pattern of Examination :

- Question Paper will contain 100 objective type multiple choice questions / Case based questions for 100 Marks.
- The examination will be held in Online Mode only
- There will NOT be negative marking for wrong answers.

PASSING CRITERIA :

- 50 or more marks out of 100 marks in the online examination.
- 25 or more marks out of 50 marks in the Classroom Training.

DURATION OF EXAMINATION :

The duration of the examination will be of 2 hours.

PERIODICITY AND EXAMINATION CENTRES :

- Examination will be conducted on pre-announced dates published on IIBF Web Site. Institute conducts examination on half yearly basis, however periodicity of the examination may be changed depending upon the requirement of banking industry.
- List of Examination centers will be available on the website. (Institute will conduct examination in those centers where there are 20 or more candidates.)

PROCEDURE FOR APPLYING FOR EXAMINATION

Application for examination should be registered online from the Institute's website www.iibf.org.in. The schedule of examination and dates for registration will be published on IIBF website.

PROOF OF IDENTITY

Non-members applying for Institute's examinations / courses are required to attach / submit a copy of any one of the following documents containing Name, Photo and Signature at the time of registration of Examination Application. Application without the same shall be liable to be rejected.

- 1) Photo I / Card issued by Employer or 2) PAN Card or 3) Driving Licence or 4) Election Voter's I / Card or 5) Passport 6) Aadhaar Card

STUDY MATERIAL / COURSEWARE

Candidates will be required to refer to the following while preparing for the examination :

| Module | Topics | Books and Units / Chapters |
|--------|--|---|
| 1. | Financial Market and Role of Treasury | Units 1, 2 and 3 of Treasury Management book of IIBF* |
| 2. | Money Market Operations | Units 4, 5 and 6 of Treasury Management book of IIBF* |
| 3. | Investment and Fixed Income Securities | (1) Units 7,8,9,14,15,16,22,23,24,25 and 26 of Treasury Management book of IIBF* (2) Chapter 1, 2, 7, 8 and 16 of Fixed Income Securities by FABOZZI.*** |
| 4. | Forex Dealings | Units 10,17,18,19 and 21 of Treasury Management book of IIBF* |

| 2Module | Topics | Books and Units / Chapters |
|---------|--|--|
| 5. | Derivatives | (1) Units 11, 12 and 13 of Treasury Management book of IIBF* (2) Chapters 59, 61, 62, 64, 65 and 66 of Fixed Income Securities by FABOZZI.*** |
| 6. | Model Code and Dealing Ethics | Unit 20 and Appendix A,B,C and D of Treasury Management book of IIBF* |
| 7. | Time Value of Money and Interest Rate Calculations | Chapter 6 of Fixed Income Securities by FABOZZI.*** |

*** The Hand Book of Fixed Income Securities by Frank J Fabozzi and Steven V Mann (Eight Edition, McGraw Hill Education (India) Edition 2013).

* Treasury Management, IIBF, published by Macmillan India Ltd.

As banking and finance fields are dynamic, rules and regulations witness rapid changes. Therefore, the books as mentioned above should not be considered as the only source of information while preparing for the examinations.

Candidates are advised to go through the updates put on the IIBF website from time to time and go through Master Circulars / Master Directions issued by RBI and publications of IIBF like IIBF Vision, Bank Quest, etc. All these sources are important from the examination point of view. Candidates are also to visit the websites of organizations like RBI, SEBI, BIS, IRDAI, FEDAI etc. besides going through other books & publications covering the subject/exam concerned etc. Questions based on current developments relating to the subject/exam may also be asked.

Cut-off Date of Guidelines /Important Developments for Examinations

The Institute has a practice of asking questions in each exam about the recent developments / guidelines issued by the regulator(s) in order to test if the candidates keep themselves abreast of the current developments. However, there could be changes in the developments / guidelines from the date the question papers are prepared and the dates of the actual examinations.

In order to address these issues effectively, it has been decided that:

- In respect of the examinations to be conducted by the Institute for the period February to July of a calendar year, instructions / guidelines issued by the regulator(s) and important developments in banking and finance up to 31st December will only be considered for the purpose of inclusion in the question papers".
- In respect of the examinations to be conducted by the Institute for the period August to January of a calendar year, instructions / guidelines issued by the regulator(s) and important developments in banking and finance up to 30th June will only be considered for the purpose of inclusion in the question papers.

The table given below further clarifies the situation.

| Particulars Developments for Examination/s | Cut-off Date of Guidelines / Important Developments for Examination/s |
|--|--|
| For the examinations to be conducted by the Institute for the period February 2018 to July 2018 | 31st December 2017 |
| For the examinations to be conducted by the Institute for the period August 2018 to January 2019 | 30th June 2018 |

TUTORIAL / CONTACT PROGRAMMES

Tutorial / Contact programmes may be organized by the Institute at various centres.

For details in this regard candidates may visit Institute's website www.iibf.org.in.

COURSE STRUCTURE & DELIVERY

Certified Treasury Professional Course has two parts viz. written examination and class room learning. To be declared successful, a candidate has to secure a minimum of 50% marks in the online examination and 50% in class room training. The steps in completing the course are as under :

1. Study :

A minimum 3 months study of the stipulated courseware is envisaged. Institute will accept application for examination up to a certain date before the dates of announced exams so as to ensure that the study period is adhered to.

2. Examination :

Candidates will have to appear first for the online examination conducted by IIBF (Multiple Choice Questions mode) and pass the examination.

3. Classroom Training :

Candidates passing the written examination has to undergo class room training. For this purpose, he/she needs to log on to IIBF website - www.iibf.org.in and select his/her convenient slot for class room training (3 days) from the dates and venue at select centres announced by the Institute by paying prescribed fees.

Classroom training will include mock dealing sessions covering forex and Fixed Income bonds. It will also cover exercises, case studies to evaluate the understanding and application of concepts covered in the written examinations. Inputs on various trading techniques, Technical analysis by industry experts, Interpretation of market / economic data, Fundamental Analysis and Technical Analysis.

During the class room training, candidates will be assessed (Internal assessment) for class room performance for a total of 50 marks. Marks for class room training will be awarded by faculty based on classroom participation, analytical skills, case discussions, dealing ability etc. Candidates who obtain 25 or more marks will be declared as successful.

4. Time Limit for Classroom Training :

Classroom training is required to be completed within 15 months from the date of declaration of the online examination results in which the candidate passes.

In case a candidate fails to complete the Class Room Training either on account of not able to successfully complete the Class Room Training or by not attending the training for Class Room Training within the stipulated period of 15 months, the candidate would be required to RE-ENROLL himself for the Online examination foregoing credit for the subject/s passed in the Online examination earlier in case he wants to complete the course.

Award of Certificate :

Certificate will be issued to candidates by IIBF jointly with FIMMDA within 2 months on successful completion of both online examination and classroom training. No certificate will be issued for passing only the online examination.

Code of Conduct :

All the successful candidates will be encouraged to adhere to a code of conduct which will be issued along with the Certificate.

SYLLABUS FOR ONLINE EXAMINATION

The details of the prescribed syllabus which is indicative are furnished in the booklet. However, keeping in view the professional nature of examinations, all matters falling within the realm of the subject concerned will have to be studied by the candidate as questions can be asked on all relevant matters under the subject.

Candidates appearing for the examination should particularly prepare themselves for answering questions that may be asked on the latest developments taking place under the various subject/s of the said examination although those topics may not have been specifically included in the syllabus. The Institute also reserves to itself

the right to vary the syllabus / rules / fee structure from time to time. Any alterations made will be notified from time to time. Further, questions based on current developments in banking and finance may be asked.

Candidates are advised to refer to financial news papers / periodicals more particularly "IIBF VISION" and "BANK QUEST" published by the Institute.

Module - I : Financial Markets and Role of Treasury

Financial markets, participants and Instruments, operating environment, regulations and practices. Need for treasury and centralization Treasury management, Treasury organization - Front Office, Back Office and Mid Office.

Dealing systems and treasury operations, Treasury as Profit Centre.

Module - II : Money Market Operations

Fund management, CRR maintenance, liquidity management, money market operations, need for centralized funding operations, managing banks' surplus funds, bank level ALM and maturity gap analysis. Market quotes in money market products, trading opportunities in Money market, Repo trading. Arbitrage by running maturity mismatches - role of Treasury in resource mobilizations - Overnight call money market. Repos and Reverse repos, CBLOs, Marginal Standing Facilities, Certificate of Deposits, Inter-Bank Participation Certificate, Refinance as source of funding, export refinance, NABARD refinance, SIDBI refinance.

Module - III : Investments

Objectives of investments, Types of investments, Coupon and YTM concepts, Bond market basics, bond pricing and yield calculation, accrued interest, clean and dirty price, interest rate risk measures like Duration, PV01 and Convexity and hedging products. Trading strategies and portfolio management. Dealing platforms and settlement systems. Regulatory guidelines, maintenance of SLR, investment classifications, valuations and provisioning.

Module - IV : Forex Dealings

Exchange rates and linkage to macroeconomic factors like Balance of Payment, Current Account Deficit, Inflation, Interest Rate etc. Foreign exchange market participants, market quotes - direct and indirect quotations, One way quote and both way quotes, Dealing terminologies, Cash, Spot and forward rates, Concept of premium and discount in currency forward market, handling merchant transaction, cover operations, open positions, gap limits. Arbitrage through currency swaps operations. Dealing platforms and settlement procedures. Currency trading strategies, fundamental analysis, interpretation of market data, technical analysis.

Role of brokers. Valuation of forex positions and gaps. Risk management in forex operations observance of NOOP limits, Gap limits, limits on overseas investments / borrowings, funding rupee gaps through currency swaps, central bank intervention in Forex market.

Module - V : Derivatives

Derivative: Nature, types, fundamentals, forwards, currency futures and options, interest rate swaps and futures, concept of margins, Interest rate swaps and FRAs. Basic understanding of duration, PV01 of swaps, Option Greeks. Use of derivatives to hedge currency and interest rate risks. Valuation of derivative products, Hedge accounting and Trading position in Derivatives. Credit derivatives - basic concepts and products. Risk managements of Derivative product, current exposure, potential future exposures, hedge effectiveness, RBI / FIMMDA guidelines.

Module - VI : Model Code and Dealing Ethics

Dealer's code of conduct, dealing through brokers, model market practices, dealing ethics. Customer suitability and appropriateness. Code of conduct for contribution to financial benchmarks, Code of Conduct for dealing on NDS-OM and the role of FEDAI and FIMMDA.

Module - VII : Time Value of Money and Interest Rate Calculations

Calculation of present value, future value, discounting, compounding, simple interest, day count conventions, money market and bond market basis, Forward rates, yield curves - YTM, par yield curve.

IMPORTANT RULES / INFORMATION FOR CANDIDATES

1. ADMIT LETTER OF EXAMINATIONS :

- a. 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.
- b. **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.**
- c. 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 letters will also be emailed to the candidates in their email id registered with the Institute.
- d. Admit letter will be also hosted on Institute's website www.iibf.org.in
- e. 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.
- f. 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.
- g. **In the absence of printed copy of Admit Letter and Photo Identity Card, candidates will be denied permission to write Examination.**

2. 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.

3. 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.

4. 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.**

- c. **No candidate will be permitted to leave the examination venue in the first 60 minutes from the scheduled start time of the examination.**
- d. 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.
- e. 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.
- f. 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.
- g. 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.

5. 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.

6. 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.

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."

CONTACT DETAILS :

Register your queries through website www.iibf.org.in > Members / Candidates Support

Services (Help)

or

Email all your queries to care@iibf.org.in

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

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

E-mail : 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. : 044-2472 2990 / 2472 8587 E-mail : iibfsz@iibf.org.in | Indian Institute of Banking & Finance 102-113, Vikrant Towers, 1st Floor, 4 Rajendra Place, New Delhi – 110 008. Tel. : 011-2575 2191 / 92 E-mail : iibfnz@iibf.org.in | Indian Institute of Banking & Finance Hindusthan Building (Annexe), 7th Floor, 4, C. R. Avenue, Kolkatta – 700 072. Tel. : 033-2212 4992 E-mail : iibfez@iibf.org.in |

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Commercial-II, Tower-1, 2nd Floor, Kirol Road, Kurla (West), Mumbai - 400 070

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