



INDIAN INSTITUTE OF BANKING & FINANCE

An ISO 9001: 2000 Organisation

'THE ARCADE', WORLD TRADE CENTRE, EAST WING, CUFFE PARADE, MUMBAI - 400 005.

APPLICATION FORM FOR DIPLOMA IN BANKING & FINANCE EXAMINATION

(Please read the important instructions given in attached sheet before filling up this form)

EXAMINATION APPLIED FOR : MAY/JUNE: NOV/DEC: (Tick in appropriate box)

REGISTRATION NUMBER :

(For repeaters only)

Sex (M/F) : _____

NAME (Capital Letters) : (Mr./Ms.) _____

ADDRESS FOR : _____

COMMUNICATION

(Please inform change of address, if any in future, to the Institute)

PIN CODE : _____
(Compulsory)

DATE OF BIRTH** :
(Compulsory) D D M M Y Y Y Y

QUALIFICATION** : Final Year Graduate Graduate Post Graduate

** Attested Certificate to be enclosed for Date of Birth and Qualification

MOBILE / TEL.NO.(with STD Code) : _____

(Compulsory)

FAX NO. (with STD Code) : _____ E-MAIL : _____

(Compulsory)

CENTRE CODE : CENTRE NAME: _____

(Please refer to instruction No. 6)

FOR EXAMINATION FEE / PAYMENT DETAILS: Refer instruction NO.4:

FOR payment by **DEMAND DRAFT / PAY ORDER**:

DD NUMBER	DD DATE	AMOUNT	DRAWEE BANK & BRANCH

FOR payment by **CASH AT AXIS BRANCHES** (please enclose part of challan for IIBF containing receipt stamp of AXIS Bank)

SLIP NUMBER	DATE	AMOUNT	BANK & BRANCH ADDRESS

DECLARATION

I wish to enroll as a candidate for the above mentioned examination. I confirm having read Rules and Regulations and other instructions governing the above examination of the Institute. I hereby agree to abide by all the said Rules, Regulations and other instructions of the Institute. I declare that I have not been debarred/ disqualified from appearing at the Institute's examination/s at the time of submitting this application. I further declare that in case of dispute, I hereby agree that any legal proceedings shall be instituted only in courts at New Delhi, Kolkata, Chennai and Mumbai as the case may be; in whose jurisdiction the application is submitted by me and not in any other court.

PLACE:

DATE:

SIGNATURE OF THE APPLICANT

— ✂ CUT HERE — — — — —

PART 'B'

REGISTRATION NUMBER :

(For repeaters only)

NAME : (Mr./Ms.) _____

(Capital Letters)

Passport size
Black & White
Photograph of
Candidate to be
pasted here

SPECIMEN SIGNATURES OF THE CANDIDATE



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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 Application form once submitted cannot be withdrawn and fees will not be refunded / adjusted.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 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. **SUBJECTS:**

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

4. **EXAMINATION FEES / REGISTRATION FEES:**

a)

	For Members
1st attempt**	Rs. 3200/-
2nd attempt**	Rs. 800/-

** Includes registration fee, CBS Learning 1st attempt examination fee.

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 Branch, using the payment challan, mentioning the Membership Number and Examination for which applied.
- 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 the Membership Number & Name on back side of the Demand Draft / Payorder.
- 3) For online submission of application form and payment through our web-site www.iibf.org.in, please follow the instructions therein for the purpose.

5. **STUDY MATERIAL:**

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

6. **EXAMINATION CENTRES:** (Refer Centre list enclosed)

(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. **Northern Zonal Office:**

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

2. **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

3. **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

4. **Southern Zonal Office:**

Indian Institute of Banking & Finance, No. 94, Jawaharlal Nehru Road, (100 Feet Road) Opp. to Hotel Ambica Empire, Vadapalani, Chennai - 600 026. Tel.: 044-24722990,24727961 Fax:044-24726966 E-mail: iibsz@iibf.org.in

(ii) Candidates should appear for the examination only at the centre where they are working provided there is an examination centre at such place and if there is no examination centre, they should appear at the nearest examination centre.

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

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

(v) No change of centre request will be accepted for personal reasons. All the requests in case of change of centre due to transfer, training and deputation etc. should be accompanied by employer's authentication.

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.

7. **MODE OF EXAMINATION:**

Examination will be conducted in offline mode only.

8. **FACILITY FOR VERIFICATION OF MARKS:**

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 declaration of the examination results. The Candidate will have to pay 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.

9. **ADMIT LETTER:**

- i) Institute's Zonal Offices 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 in one week before the date of examination. Candidates who do not receive the admit letter by post may download it from the website.**

10. **DECLARATION OF RESULTS:**

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

11. **ISSUE OF CERTIFICATES:**

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

12. **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 off.Calculators 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.

13. **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 member, only Competent Courts in Chennai, Kolkatta, New Delhi and Mumbai alone have the jurisdiction to entertain the dispute.

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 Examination. The benefit will not be available to candidates availing the facility of credit transfer as they would not be passing the examination in single attempt.
- iii) First Class: 60% or more marks in aggregate and pass in all the subject in the first attempt.
- iv) First Class with Distinction: 75% or more marks in any individual subject and 60% or more marks in the aggregate and pass in all subjects in the first 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/JUNE-2010 UNDER OFFLINE MODE ONLY

Last Date for receipt of
Examination Application
6th March, 2010

Subject	Time	Date
Principles & Practices of Banking	1.30 p.m. to 4.30 p.m.	23/5/2010 Sunday
Accounting & Finance for Bankers	1.30 p.m. to 4.30 p.m.	30/5/2010 Sunday
Legal & Regulatory Aspects of Banking	1.30 p.m. to 4.30 p.m.	6/6/2010 Sunday

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

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.

OFFLINE EXAMINATION CENTRES WITH 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							
CHANDIGARH		402	PATIALA	593	TAWANG	093	DEOGHAR
603	CHANDIGARH	406	SANGRUR	594	TEZU	095	SAHIBGANJ
DELHI		UTTARANCHAL		ASSAM		MANIPUR	
610	NEW DELHI	514	DEHRADUN	044	DHUBRI	338	IMPHAL
HARYANA		526	HARDWAR	045	DIBRUGARH	MEGHALAYA	
130	AMBALACITY	541	NAINITAL	046	DIPHU	344	SHILLONG
131	AMBALA CANTT	UTTAR PRADESH		048	GUWAHATI	345	TURA
134	FARIDABAD	501	AGRA	049	HAFLONG	MIZORAM	
136	GURGAON	502	ALIGARH	050	JORHAT	351	AIZAWL
137	HISSAR	503	ALLAHABAD	051	KOKRAJHAR	NAGALAND	
140	KARNAL	505	AZAMGARH	052	NORTH LAKHIMPUR	357	KOHIMA
145	ROHTAK	508	BAREILLY	053	NOWGONG	358	MOKOKCHUNG
150	YAMUNANAGAR	516	ETAH	054	SIBSAGAR	359	TUENSANG
HIMACHAL PRADESH		517	ETAWAH	055	SILCHAR	ORISSA	
159	HAMIRPUR	518	FAIZABAD	056	TEZPUR	365	BALASORE
163	MANDI	521	GHAZIABAD	057	TINSUKIA	368	BERHAMPUR (Ganjam)
165	PALAMPUR	522	GHAZIPUR	058	GOALPARA	369	BHAWANIPATNA
166	SIMLA	523	GONDA	059	BONGAIGAON	370	BHUBANESHWAR
JAMMU & KASHMIR		524	GORAKHPUR	BIHAR		372	CUTTACK
174	ANANT NAG	528	JAUNPUR	063	ARRAH	375	KORAPUT
175	BARAMULLA	529	JHANSI	064	BEGUSARAI	379	ROURKELA
176	DODA	530	KANPUR	066	BHAGALPUR	380	SAMBALPUR
177	JAMMU	533	LUCKNOW	070	DALMIANAGAR	SIKKIM	
178	KATHUA	536	MEERUT CANTT.	072	DARBHANGA	448	GANGTOK
179	LEH	539	MORADABAD	082	MONGHYR	TRIPURA	
180	POONCH	540	MUZAFFARNAGAR	083	MUZAFFARPUR	495	AGARTALA
181	RAJOURI	550	SAHARANPUR	084	NAWADAH	496	KAILASHAHAR
182	SRINAGAR	551	SHAHJAHANPUR	085	PATNA	WEST BENGAL	
183	UDHAMPUR	555	VARANASI	086	PURNEA	562	ASANSOL
PUNJAB		556	DEORIA	088	SAHARSA	565	BARRACKPORE
386	ABOHAR	EASTERN ZONE		089	SAMASTIPUR	567	BURDWAN
387	AMRITSAR CITY	ANDAMAN & NICOBAR ISLANDS		090	SASARAM	568	KOLKATA
390	BHATINDA	597	PORT BLAIR	094	MOTIHARI	570	COOCHBEHAR
392	FEROZEPUR	598	CAR NICBAR	JHARKHAND		577	MALDA
394	HOSHIARPUR	ARUNACHAL PRADESH		068	BOKARO STEEL CITY	578	MIDNAPORE
395	JALANDHAR	589	ALONG	071	DALTONGANJ	581	SERAMPORE
397	LUDHIANA	590	NAHARLAGUN (Itanagar)	073	DHANBAD	582	SILIGURI
398	MANSA	591	ZIRO	077	HAZARIBAGH	<i>Cont'd</i>	
401	PATHANKOT	592	PASIGHAT	078	JAMSHEDPUR		
				079	JHUMRI-TELAIYA		
				087	RANCHI		

Centre No. Name of the Centre

WESTERN ZONE

CHHATTISGARH

253 AMBIKAPUR
256 BHILAI
258 BILASPUR
278 RAIGARH
279 RAIPUR

GOA

618 MARGAO
619 PANAJI

GUJARAT

098 AHMEDABAD
100 VADODARA
101 BHAVNAGAR
102 BHUJ (Dist. Kutch)
110 JAM NAGAR
111 JUNAGADH
118 PORBANDAR
119 RAJKOT
120 SURAT

MADHYA PRADESH

254 BALAGHAT
257 BHOPAL
259 CHHATARPUR
260 CHHINDWARA
265 GUNA
266 GWALIOR
268 INDORE
269 JABALPUR
270 JAGDALPUR
272 KHANDWA
273 KHARGONE
281 RATLAM
282 REWA
283 SAUGOR
284 SATNA
286 SHAH DOL
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 Rt.RBHANI

Centre No. Name of the Centre

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

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 KARIM NAGAR
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

Centre No. Name of the Centre

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
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