



INDIAN INSTITUTE OF BANKING & FINANCE

CERTIFICATE EXAMINATION IN OPTIONAL SUBJECT OF CAIIB

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 Application form once submitted cannot be withdrawn and fees will not be refunded/adjusted.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. For members while applying Examination, Membership Subscription should not be in arrears.
2. Application form should reach the Institute's Zonal Office on or before the last date of receipt of Examination Application 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:** Candidate can appear for only **one paper at a time**, as the examination of all optional subject will be conducted simultaneously.

Candidates not mentioning the subject in the column provided for, his/her application form will not be accepted.

SUBJECTS :

1. Corporate Banking
2. Rural Banking
3. International Banking
4. Retail Banking
5. Co-operative Banking
6. Financial Advising
7. Human Resources Management
8. Information Technology
9. Risk Management
10. Central Banking
11. Treasury Management

4. EXAMINATION FEES:

1st attempt	Rs 1000/-
Subsequent attempt	Rs 1000/-

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 or SBI Branches, using the payment challan, mentioning the Membership Number and Examination for which applied. Payment challan can be printed from our web site www.iibf.org.in under Courses/Examinations and also available on request at the Zonal Offices. Each payment challan downloaded/obtained from the Zonal Offices can only be used by a single candidate for single payment as each challan is having a unique pay-in-slip Number. Photo copies are not valid.
 - 2) Payment by Demand Draft / Payorder in favour of INDIAN INSTITUTE OF BANKING & FINANCE and made payable at Mumbai, Chennai, Kolkata & New Delhi (depending upon the Zonal Office to which the member belongs). Members are also requested to write their 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 fee does not include cost of study material. Please refer Rules & Syllabus of the Examination (Visit www.iibf.org.in to know further details.)

The Institute has developed a courseware to cover the syllabus. Candidates are advised to make full use of the courseware and also the updates put on the IIBF website from time to time. However, as the banking and finance fields are dynamic, rules and regulations witness rapid changes. Hence, candidates should keep themselves updated on latest developments by going through Master Circulars issued by RBI, visiting the websites of organizations like RBI, SEBI, BIS etc.

6. EXAMINATION CENTRE (Refer Centre List) :

- (i) Candidates are requested to refer to the list of Examination Centres attached with the Examination Application Form to know the centres falling under each Zone and forward their Application Forms accordingly. Addresses of Zonal Offices are given below:

1. Eastern Zonal Office:

Indian Institute of Banking & Finance, 408, "Anandlok", 'A' Block, 4th Floor, 227, Acharya J.C. Bose Road, Kolkata-700 020.
Telephone: 033-22809681/82/83 Fax: 033-22809680 E-mail: iibez@iibf.org.in

2. Northern Zonal Office:

Indian Institute of Banking & Finance, 109-113, Vikrant Towers, 1st Floor, 4, Rajendra Place, New Delhi-11 0008.
Telephone: 011-25752191/92 Fax: 011-25752193 E-mail: iibnz@iibf.org.in

3. 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. Telephone: 044-24722990/24727961 Fax: 044-24726966 E-mail: iibsz@iibf.org.in

4. Western Zonal Office:

Indian Institute of Banking & Finance, 191-F, Maker Towers, 19th Floor, Cuffe Parade, Mumbai-400 005.
Telephone: 022-22183302/22185134 Fax: 022-22180845 E-mail: iibwz@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. Result of candidate violating this rule or giving wrong information is liable for cancellation.
- (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, candidate will be advised to appear at the examination from the nearest available centre.

7. MODE OF EXAMINATION:

Examination will be conducted under offline mode only.

8. In the absence of a clear indication about the medium opted by the candidate, English will be presumed as the medium.

9. Candidates are requested to read the instructions / information about ON-LINE / OFF-LINE examination before appearing for the examinations. The instructions are available on the homepage of Institute's website 'www.iibf.org.in' under the link "INSTRUCTIONS/INFORMATION ABOUT ON-LINE/OFF-LINE EXAMINATIONS OF THE INSTITUTE"

10. ADMIT LETTER

i) Institute's Zonal Office will send 'Examination Admit Letters' containing venue details, etc. The Examination Admit Letters will also be available on our website www.iibf.org.in for download ONE week before the examination date.

ii) Permanent Membership Identity Card is issued by the Zonal Office at the time of admission as a member or renewal of membership or on receipt of Examination Application Form whichever is earlier.

iii) The Examination Admit Letter alongwith Permanent Membership Identity Card should be produced to the Examination Authority each time in the examination venue for identification.

iv) In absence of Examination Admit Letter/ Permanent Membership 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 one week before the date of examination. Candidates who do not receive the admit letter by post may download it from the website.**

vi) Examination schedule is given in the Examination Application Form and on website www.iibf.org.in

11. 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 from the date of conclusion of the examination.

12. FACILITY FOR VERIFICATION OF MARKS

Facility of verification of marks will not be available for Objective Type (Multiple Choice Questions) examinations. For Descriptive Type examinations, 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 a 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.

13. ISSUE OF CERTIFICATES :

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

14. CONDUCT AND DISCIPLINE IN THE EXAMINATION HALL

(i) Candidates should be present at the examination venue at least 30 minutes before the commencement of the examination. No candidate shall be permitted to enter the examination hall after the expiry of 30 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 unauthorized 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, 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) Copying answers from answer books of other candidates or permitting others to copy from one's answer book will attract the rules relating to unfair practices in the examination.

(vii) No candidate shall impersonate others or allow others to impersonate himself/herself at the examination.

(viii) No candidate shall misbehave/argue with the Examination Conducting Authorities at the centre.

(ix) Candidates have to compulsory return all the Test Material to Invigilator.

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.

15. 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, Kolkata, New Delhi and Mumbai alone have the jurisdiction to entertain the dispute.

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

SCHEDULE FOR OPTIONAL SUBJECT OF CAIB EXAMINATION MAY - 2012

Last Date for receipt of Examination Application Form at the Zonal Office

29th FEBRUARY 2012

Examination DATE	TIME	SUBJECT
27/05/2012 Sunday	1.30 A.M. to 4.30 P.M	Corporate Banking
		Rural Banking
		International Banking
		Retail Banking
		Co-operative Banking
		Financial Advising
		Human Resources Management
		Information Technology
		Risk Management
		Central Banking
		Treasury Management

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

IMPORTANT NOTE FOR CANDIDATES DESIROUS TO APPLY FOR MORE THAN ONE EXAMINATION :

Institute is conducting certain examinations simultaneously on the same day. Candidates are, therefore, requested to see the time table carefully and apply for only one examination scheduled to be conducted on a date given in the time table.

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				ARUNACHAL PRADESH		JHARKHAND	
CHANDIGARH				589	ALONG	068	BOKARO STEEL CITY
603	CHANDIGARH	397	LUDHIANA	590	NAHARLAGUN (Itanagar)	071	DALTONGANJ
DELHI				591	ZIRO	073	DHANBAD
610	NEW DELHI	398	MANSA	592	PASIGHAT	077	HAZARIBAGH
HARYANA				593	TAWANG	078	JAMSHEDPUR
130	AMBALA CITY	401	PATHANKOT	594	TEZU	079	JHUMRI-TELAIA
131	AMBALA CANTT	402	PATIALA	ASSAM		087	RANCHI
134	FARIDABAD	406	SANGRUR	044	DHUBRI	093	DEOGHAR
136	GURGAON	UTTARANCHAL		045	DIBRUGARH	095	SAHIBGANJ
137	HISSAR	514	DEHRADUN	046	DIPHU	MANIPUR	
140	KARNAL	526	HARDWAR	048	GUWAHATI	338	IMPHAL
145	ROHTAK	541	NAINITAL	049	HAFLONG	MEGHALAYA	
150	YAMUNANAGAR	UTTAR PRADESH		050	JORHAT	344	SHILLONG
HIMACHAL PRADESH				501	AGRA	345	TURA
159	HAMIRPUR	502	ALIGARH	503	ALLAHABAD	MIZORAM	
163	MANDI	505	AZAMGARH	508	BAREILLY	351	AIZAWL
165	PALAMPUR	508	ETAH	516	ETAH	NAGALAND	
166	SIMLA	517	E TAWAH	517	E TAWAH	357	KOHIMA
JAMMU & KASHMIR				518	FAIZABAD	358	MOKOK CHUNG
174	ANANTNAG	521	GHAZIABAD	521	GHAZIABAD	359	TUENSANG
175	BARAMULLA	522	GHAZIPUR	522	GHAZIPUR	ORISSA	
176	DODA	523	GONDA	523	GONDA	365	BALASORE
177	JAMMU	524	GORAKHPUR	524	GORAKHPUR	368	BERHAMPUR (Ganjam)
178	KATHUA	528	JAUNPUR	528	JAUNPUR	369	BHAWANIPATNA
179	LEH	529	JHANSI	529	JHANSI	370	BHUBANESHWAR
180	POONCH	530	KANPUR	530	KANPUR	372	CUTTACK
181	RAJOURI	533	LUCKNOW	533	LUCKNOW	375	KORAPUT
182	SRINAGAR	536	MEERUT CANTT.	536	MEERUT CANTT.	379	ROURKELA
183	UDHAMPUR	539	MORADABAD	539	MORADABAD	380	SAMBALPUR
PUNJAB				540	MUZAFFARNAGAR	SIKKIM	
386	ABOHAR	540	MUZAFFARNAGAR	540	MUZAFFARNAGAR	448	GANGTOK
387	AMRITSAR CITY	550	SAHARANPUR	550	SAHARANPUR	TRIPURA	
390	BHATINDA	551	SHAHJAHANPUR	551	SHAHJAHANPUR	495	AGARTALA
392	FEROZEPUR	555	VARANASI	555	VARANASI	496	KAILASHAHAR
394	HOSHIARPUR	556	DEORIA	556	DEORIA	<i>Cont'd...</i>	
395	JALANDHAR	EASTERN ZONE		ANDAMAN & NICOBAR ISLANDS			
				597	PORT BLAIR		
				598	CAR NICOBAR		

Centre No.	Name of the Centre
WEST BENGAL	
562	ASANSOL
565	BARRACKPORE
567	BURDWAN
568	KOLKATA
570	COOCHBEHAR
577	MALDA
578	MIDNAPORE
581	SERAMPORE
582	SILIGURI

WESTERN ZONE

CHHATTISGARH	
253	AMBIKAPUR
256	BHILAI
258	BILASPUR
270	JAGDALPUR
278	RAIGARH
279	RAIPUR

GOA	
618	MARGAO
619	PANAJI

GUJARAT	
098	AHMEDABAD
100	VADODARA
101	BHAVNAGAR
102	BHUJ (Dist. Kutch)
110	JAMNAGAR
111	JUNAGADH
118	PORBANDAR
119	RAJKOT
120	SURAT
651	VAPI

MADHYA PRADESH	
254	BALAGHAT
257	BHOPAL
259	CHHATARPUR
260	CHHINDWARA
265	GUNA
266	GWALIOR
268	INDORE
269	JABALPUR
272	KHANDWA
273	KHARGONE
281	RATLAM
282	REWA
283	SAUGOR
284	SATNA
286	SHAHDOL
289	UJJAIN
295	SIDHI

MAHARASHTRA	
296	AHMEDNAGAR
297	AKOLA
300	AMRAVATI
301	AURANGABAD
303	VASAI
306	MUMBAI
307	BULDHANA
308	CHANDRAPUR
309	DHULE

Centre No.	Name of the Centre
311	JALGAON
313	KALYAN
314	KOLHAPUR
316	LATUR
317	NAGPUR
318	NANDED
319	NASHIK
321	PARBHANI
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	KARIMNAGAR
016	KHAMMAM
018	KURNOOL
020	MAHBOOBNAGAR
021	MASULIPATNAM
022	NALGONDA
024	NELLORE
025	NIZAMABAD
026	ONGOLE
027	PALAKOL
029	RAJAHMUNDRY

Centre No.	Name of the Centre
031	SECUNDERABAD
032	SRIKAKULAM
034	TIRUPATI
035	VIJAYAWADA
036	VISAKHAPATNAM
037	VIZIANAGARAM
038	WARANGAL

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	KOZHICODE
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