



INDIAN INSTITUTE OF BANKING & FINANCE

JAIIB/CAIIB EXAMINATION

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

- VALIDITY OF APPLICATION:** Application form should be submitted to the respective Zonal Offices of the Institute and not to the Corporate Office. The handwritten/typed of the prescribed application form will not be accepted.
- ELIGIBILITY:** Eligibility is governed by rules published in the Rules and Syllabus of JAIIB/CAIIB Examination. For applying JAIIB/CAIIB, membership subscription should not be in arrears. Candidates must quote their membership number correctly in spaces provided in application form.

3. **SUBJECTS:**

JAIIB:	CAIIB:
1. Principles & Practices of Banking	1. Risk Management
2. Accounting & Finance for Bankers	2. Financial Management
3. Legal & Regulatory Aspects of Banking	3. General Bank Management

4. **EXAMINATION FEES:**

- a) For the examination centres in India.

JAIIB

First block of 2 attempts	Rs. 1500/-
Second block of 2 attempts	Rs. 1500/-

CAIIB

First block of 2 attempts	Rs. 1800/-
Second block of 2 attempts	Rs. 1800/-

- b) Members may opt any of the following modes for submission of application and making payment of fees:

- Payment by cash in any of the AXIS Branch, using the payment challan, mentioning the membership number and examination for which applied.
- 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 membership number & name on back side of the Demand Draft / Payorder.
- 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. Please visit www.iibf.org.in to know further details.

6. **EXAMINATION CENTRE:** Candidates are requested to refer to the list of examination centres enclosed 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:

- 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
- 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
- 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
- Southern Zonal Office: Indian Institute of Banking & Finance**, No. 94, Jawaharlal Nehru Road, (100 Feet Road) Opp. to Hotel Ambica Empire, Vadapalani, Chennai - 600026. Tel.: 044-24722990,24727961 Fax:044-24726966 E-mail: iibsz@iibf.org.in

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.

Candidates will have to appear at the centre which they choose while applying for the examination first time and for the subsequent examinations also. The venue for the examination will be advised while issuing the examination admit letter.

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.

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:**

Institute will conduct its CAIIB examination under offline mode only.

For JAIIB it will be conducted in online mode and offline mode. Refer Center List for details.

- In the absence of a clear indication about the medium opted by the candidate, English will be presumed as the medium.
- Candidates who have exhausted the first block of two attempts, should necessarily submit the examination application form immediately for the next attempt, without any gap. If they do not submit the examination form immediately after exhausting the first block, the examination conducted will be counted as attempts of the second block for the purpose of time limit for passing as prescribed in the rules of the examination.**
- Application forms 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.
- As regards candidates appearing at overseas centres:**
 - There should be minimum five candidates applying for examination at any overseas centre, for conduct of JAIIB/CAIIB Examination at that centre.
 - The Examination Fee is US \$125 per attempt.
 - The payment of examination fees must be made by a draft in US Dollars. Such candidates have to apply afresh for each attempt.
 - Candidates should send the examination forms to the Western Zonal Office (address given on backside of the syllabus booklet) of the Institute at least three months before the examination date.

12. FACILITY FOR VERIFICATION OF MARKS

Facility of verification of marks will not be available for ONLINE examination since evaluation is computerized. 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. ADMIT LETTER

- i) Institute's zonal offices will send 'Examination Admit Letter' containing venue details, etc.
- ii) Permanent Membership Identity Card is issued by the respective 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 the Permanent Membership Identity Card should be produced to the Examination Authority each time in the examination venue for identification.
- iv) In absence of the Examination Letter / Permanent Membership Identity Card, the candidate is liable to be denied permission in the examination venue.

Examination schedule is given in the examination form and at our website www.iibf.org.in

14. 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.

ISSUE OF CERTIFICATES

Candidates who complete JAIIB / CAIIB will receive a Certificate within six months after the Examination

15. 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 JAIIB/CAIIB 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 offCalculators 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) 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.

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.

16. 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 JAIIB/CAIIB EXAMINATION MAY/JUNE-2010

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

Examination DATE	TIME	EXAM	SUBJECT
23/05/2010 SUNDAY	9.00A.M. to 12 Noon	JAIIB	Principles & Practices of Banking
	1.30 P.M. to 4.30 P.M.	CAIIB	Risk Management
30/05/2010 SUNDAY	9.00A.M. to 12 Noon	JAIIB	Accounting & Finance for Bankers
	1.30 P.M. to 4.30 P.M.	CAIIB	Financial Management
06/06/2010 SUNDAY	9.00A.M. to 12 Noon	JAIIB	Legal & Regulatory Aspects of Banking
	1.30 P.M. to 4.30 P.M.	CAIIB	General Bank Management

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.**

ONLINE EXAMINATION CENTRES WITH THEIR CODE NUMBERS – JAIIB ONLY

Institute is in the process of improving the technology and necessary infrastructure to facilitate online examinations in a better way. In view of this May/June'10 JAIIB examination in online mode will be available in Chennai and Delhi Centers only.

Centre No.	Name of the Centre
467	CHENNAI
610	NEW DELHI

The schedule for JAIIB Online examination is the same that of JAIIB Offline examination.

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

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Centre No.	Name of the Centre	Centre No.	Name of the Centre	Centre No.	Name of the Centre	Centre No.	Name of the Centre
ORISSA		281 RATLAM	006 CHITTOOR	TAMILNADU	
365 BALASORE	282 REWA	007 CUDDAPAH	457 COIMBATORE
368 BERHAMPUR (Ganjam)	283 SAUGOR	008 ELURU	462 ERODE
369 BHAWANIPATNA	284 SATNA	011 GUNTUR	465 KARUR
370 BHUBANESHWAR	286 SHAH DOL	012 HINDUPUR	467 CHENNAI
372 CUTTACK	289 UJJAIN	013 HYDERABAD	468 MADURAI
375 KORAPUT	295 SIDHI	014 KAKINADA	472 OOTACAMUND
379 ROURKELA	MAHARASHTRA		015 KARIM NAGAR	477 SALEM
380 SAMBALPUR	296 AHMEDNAGAR	016 KHAMMAM	479 THANJAVUR
SIKKIM		297 AKOLA	018 KURNOOL	480 TIRUCHIRAPALLI
448 GANGTOK	300 AMRAVATI	020 MAHBOOBNAGAR	481 TIRUNELVELI
TRIPURA		301 AURANGABAD	021 MASULIPATNAM	483 TIRUPUR
495 AGARTALA	303 VASAI	022 NALGONDA	487 VELLORE
496 KAILASHAHAR	306 MUMBAI	024 NELLORE		
WEST BENGAL		307 BULDHANA	025 NIZAMABAD		
562 ASANSOL	308 CHANDRAPUR	026 ONGOLE		
565 BARRACKPORE	309 DHULE	027 PALAKOL		
567 BURDWAN	311 JALGAON	029 RAJAHMUNDRY		
568 KOLKATA	313 KALYAN	031 SECUNDERABAD		
570 COOCHBEHAR	314 KOLHAPUR	032 SRIKAKULAM		
577 MALDA	316 LATUR	034 TIRUPATI		
578 MIDNAPORE	317 NAGPUR	035 VIJAYAWADA		
581 SERAMPORE	318 NANDED	036 VISAKHAPATNAM		
582 SILIGURI	319 NASHIK	037 VIZIANAGARAM		
WESTERN ZONE		321 Rt.RBHANI	038 WARANGAL		
CHHATTISGARH		322 PUNE	KARNATAKA			
253 AMBIKAPUR	323 RATNAGIRI	190 BAGALKOT		
256 BHILAI	324 SANGLI	191 BANGALORE		
258 BILASPUR	326 SATARA	192 BELGAUM		
278 RAIGARH	327 SOLAPUR	193 BELLARY		
279 RAIPUR	329 THANE	194 BIDAR		
GOA		330 ULHASNAGAR	195 BIJAPUR		
618 MARGAO	334 NAVI MUMBAI (VASHI)	199 DAVANGERE		
619 PANAJI	RAJASTHAN		200 DHARWAR		
GUJARAT		413 AJMER	203 GULBARGA		
098 AHMEDABAD	414 ALWAR	204 HASSAN		
100 VADODARA	415 BANSWARA	207 HUBLI		
101 BHAVNAGAR	418 BHILWARA	209 KOLAR		
102 BHUJ (Dist. Kutch)	419 BIKANER	212 MADIKERI		
110 JAM NAGAR	425 GANGANAGAR (Sriganganagar)	214 MANGALORE		
111 JUNAGADH	428 JAIPUR	216 MYSORE		
118 PORBANDAR	429 JAISALMER	218 RAICHUR		
119 RAJKOT	433 JODHPUR	221 SHIMOGA		
120 SURAT	434 KOTAH	KERALA			
MADHYA PRADESH		437 SAWAI	233 KOZHIKODE		
254 BALAGHAT	MADHOPUR		234 CANNANORE		
257 BHOPAL	438 SIKAR	236 ERNAKULAM		
259 CHHATARPUR	442 UDAIPUR	239 KOTTAYAM		
260 CHHINDWARA	SOUTHERN ZONE		243 QUILON		
265 GUNA	ANDHRA PRADESH		244 THIRUVALLA		
266 GWALIOR	001 ADILABAD	246 TRICHUR		
268 INDORE	002 ADONI	247 THIRUVANAN- THAPURAM		
269 JABALPUR	004 ANANTAPUR	LAKSHDWEEP			
270 JAGDALPUR	PONDICHERY		625 KAVARATTI		
272 KHANDWA			PONDICHERY			
273 KHARGONE			633 PONDICHERY		