

**INDIAN INSTITUTE OF BANKING & FINANCE  
JAIIB EXAMINATION - Nov/Dec. 2012**

**IMPORTANT INSTRUCTIONS TO THE CANDIDATES**

**ELIGIBILITY:** Eligibility is governed by rules published in the Rules and Syllabus of JAIIB Examination. For applying JAIIB, membership subscription should not be in arrears. Candidates must quote their membership number correctly in spaces provided in application form.

**SUBJECTS: JAIIB**

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

**EXAMINATION FEES:**

First block of 2 attempts	Rs 2100/-
Second block of 2 attempts	Rs 2100/-

**STUDY MATERIAL:** Examination fee does not include cost of study material. Please refer Rules & Syllabus of the examination at [www.iibf.org.in](http://www.iibf.org.in). **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 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.**

**EXAMINATION CENTRE**

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) 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.**

**MODE OF EXAMINATION:**

Institute will conduct its JAIIB examination under off line mode and in online mode at selected centres.

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 second block of two attempts, without any gap. If they do not submit the examination application form immediately after exhausting the first block, the examination/s conducted will be counted as attempt/s 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 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.

For Visually impaired & Orthopedically Challenged candidates, for using Scribe at the examinations of the Institute, refer the Rules/Guidelines available on the web site of the institute at [www.iibf.org.in](http://www.iibf.org.in)

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](http://www.iibf.org.in) under the link "INSTRUCTIONS/ INFORMATION ABOUT ON-LINE/ OFF-LINE EXAMINATIONS OF THE INSTITUTE".

**ADMIT LETTER:**

- i) Institute will send 'Examination Admit letters' containing venue details, etc. The Examination Admit Letters will also be available on the Institute's website [www.iibf.org.in](http://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.
- iii) The Examination Admit letter along with Permanent Membership Identity Card should be produced to the Examination Authority each time in the examination venue for identification.
- iv) In the absence of Examination Admit letter/Permanent Membership Identity Card, the candidate is liable to be denied permission in the examination venue.

Examination schedule is given on the website [www.iibf.org.in](http://www.iibf.org.in)

**DECLARATION OF RESULTS:**

- 1. Printed result advices (original as well as duplicate) will not be sent but the same will be available on Institute's website '[www.iibf.org.in](http://www.iibf.org.in)', in printable form. Candidates are requested to download the same.
- 2. Candidates who have passed all subjects of JAIIB/CAIIB Examination, printed consolidated mark sheet cum completion memorandum will be dispatched within 1 month from the respective Zonal Offices of the Institute. Final certificates will be sent within 6 months by registered post from the Corporate Office at Mumbai.

**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'. Zonal Office. Candidates should write their membership number, name and subject name/s on the reverse of the draft.

**ISSUE OF CERTIFICATES:**

**Candidates who complete JAIIB will receive Certificate within six months after the Examination.**

**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 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 employer for disciplinary proceedings for the misconduct.
- (iv) Candidate will be permitted to use calculators while appearing for the JAIIB 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 up to 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 compulsorily 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.**

**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](http://www.iibf.org.in)**

**SCHEDULE FOR JAIIB - EXAMINATION NOV/DEC 2012**

Examination DATE	TIME	SUBJECT
11/11/2012 SUNDAY	9.00A.M. to 12.00 Noon	Principles & Practices of Banking
18/11/2012 SUNDAY	9.00A.M. to 12.00 Noon	Accounting & Finance for Bankers
02/12/2012 SUNDAY	9.00A.M. to 12.00 Noon	Legal & Regulatory Aspects of Banking

Last Date for receipt of Examination Application Form <b>24th AUGUST 2012</b>
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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](http://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.**