

Notice

The Institute conducts examinations for its flagship courses, namely Junior Associate of Indian Institute of Bankers (JAIIB), Certified Associate of Indian Institute of Bankers (CAIIB), Diploma in Banking & Finance (DB&F), and various Diploma/Certificate programmes, twice a year on a half-yearly basis.

Since the registration process for these examinations commences approximately three months prior to the examination date, there are instances where candidates get officially transferred to a different location during this intervening period. To address such genuine cases, the Institute has introduced a provision for change of examination centre on such grounds.

Candidates may apply for a change of examination centre by uploading a copy of their official Transfer Letter issued from HR, duly attested by the Branch/Bank Manager with the Bank seal/stamp affixed on it.

The facility for centre change will be made available through the candidate's login profile during the period notified for each examination cycle and notice regarding the same will be displayed on Institute's website. Any request received after the close of the center change window will not be considered.

Candidates will be intimated via email regarding the approval or rejection of their request. If approved, the updated examination centre will reflect on the Admit Letter, which will be released 10 days before the examination.

Note:

1. Applications for change of centre will be accepted **only through the designated online link** within the notified period.
2. Requests made through **email or other modes** will not be entertained.
3. Applications citing reasons **other than official bank transfer** will not be considered.
4. The Institute reserves the right to **accept or reject** any application based on scrutiny and eligibility.

Dated: 14-10-2025

Joint Director
(Examination)