



Committed to  
professional excellence

# Capacity Building in Banks



3 Courses offered by  
**INDIAN INSTITUTE OF BANKING  
& FINANCE (IIBF)**

identified for certification vide IBA  
Circular dt 26/04/2017 as per advice of RBI

Additional examination dates offered for  
convenience of members.

For details, please visit

[http://www.iibf.org.in/specialized\\_certificate\\_exam\\_schedule.asp?tab=3](http://www.iibf.org.in/specialized_certificate_exam_schedule.asp?tab=3)

**Certified  
Treasury  
Dealer**



**Risk in  
Financial  
Services**



**Certified  
Credit  
Officer**



# **COURSES IDENTIFIED & THEIR OBJECTIVES**

## **Certified Treasury Dealer**

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To create a cadre of well-trained dealers to handle the front office operations in the integrated dealing rooms in banks/financial institutions.

## **Risk In Financial Services**

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To enable bankers to gain expertise in the area of Risk Management in Financial Services.

## **Certified Credit Officer**

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To develop a cadre of credit officers in banks to perform different credit functions across banks and to inculcate advanced skills for handling credit management issues.

(IIBF will be introducing a course shortly on **"Accounting & Audit"** covering preparation of financial results and audit function, which is the fourth area identified by RBI for certification.)

# Highlights of the courses

- Specialized courses.
- Imparts sound theoretical and practical knowledge in the specialized areas.
- Syllabus framed by the experts in the field and approved by the Board of the Institute.
- The courses are blended. There is an online examination followed by practical training for candidates who pass the on-line exam.
- The fees for the courses are reasonable.
- Each of the exams has dedicated courseware.
- Periodical updates on the subjects placed on the website of the Institute.
- Examinations for all the courses are in online mode and in Multiple Choice Question pattern.
- Examinations normally conducted twice in a year in July and January.
- An additional exam on all the three courses will also be held in September / October 2017 for the benefit of banks and candidates.

## Overview of the Courses

### Certified Treasury Dealer

1. Course is offered in collaboration with FIMMDA (Fixed Income Money Market and Derivatives Association of India)
2. Course has two components viz.
  - a) Online examination for 100 marks based on a specially designed courseware and selected chapters from the book on Fixed Income Securities by Frank J Fabozzi (Level-I).
  - b) Classroom Learning for 3 days in Mumbai or at pre-announced centres.

3. Level - I examination will be held in online mode at different centres on pre-announced dates.
4. Examination Fees for Level-I: ₹ 6000 plus taxes for first attempt and ₹2000 plus taxes for each subsequent attempt. Classroom learning fee including learning kit is ₹ 10000 plus taxes (3 days non-residential).
5. Minimum marks for pass in the subject for Level-I is 50 out of 100. Level-II: 25 or more marks out of 50 marks in the classroom learning.
6. Examination of 2 hours' duration will be conducted in English medium only.
7. On passing of both Level- I and Level- II examination, candidates will be awarded certificate having passed "Certified Treasury Dealer" jointly by IIBF and FIMMDA. No separate certificate will be issued on passing Level-I alone.
8. For the detailed rules and syllabus of the course, please follow the link given below.

<http://iibf.org.in/documents/RulesSyllabus/2017/CeTDC-Low.pdf>

## **Risk In Financial Services**

1. Course is offered in collaboration with Chartered Institute for Securities & Investment (CISI), London.
2. The examination has two parts – one covering Indian scenario and the other dealing with the international scenario. Both parts of the examination will be conducted separately and the successful candidates will be awarded a certificate.
3. Level - I examination will be held in online mode at different centres on pre-announced dates. A training programme of 3 days is being introduced from the examination to be held during January 2018 onwards. Level-II examinations will be held in online mode only at 8 centres throughout the year (excluding Saturdays / Sundays). Candidates will have to make it convenient to appear the Level - II

examination at any one of the 8 centres. Level II will be conducted by CISI.

4. Examination Fees for Level-I is ₹ 2500 plus taxes for every attempt. For Level-II fees is £105 for 1<sup>st</sup> attempt and £55 for 2<sup>nd</sup> attempt, which is to be paid to CISI on registration.
5. Exemption from Level-I Examination: Members of IIBF who have passed
  - a) DTIRM examination or
  - b) CAIIB with elective subject 'Risk Management' or
  - c) CAIIB holders who have passed Certificate in Risk Management as separate elective are eligible to take Level-II examination directly without passing Level-I examination. However, they are required to register for the Level-I examination by paying the required fees of ₹ 2500 plus applicable taxes to be eligible to apply for exemption.
6. Minimum marks for pass in the subject is 50 out of 100 and 25 or more marks out of 50 marks in the class room learning (Level-I).
7. Examination of 2 hours' duration will be conducted in English medium only.
8. On passing of both Level - I and Level - II examination, candidates will be awarded certificate having passed "Certificate Examination in Risk in Financial Services" jointly by IIBF and CISI. No separate certificate will be issued on passing Level-I alone.
9. For the detailed rules and syllabus of the course, please follow the link given below.

<http://iibf.org.in/documents/RulesSyllabus/2017/CeRFS-Low.pdf>

## **Certified Credit Officer**

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1. Course has two components viz.
  - a) Online examination for 100 marks based on a specially designed courseware (Level-I).

- b) Classroom Learning for 3 days in Mumbai, Delhi, Chennai, Kolkata and in other major centres at pre - announced dates.
2. Level - I examination will be held in online mode at different centres on pre-announced dates.
  3. Examination Fees for Level-I: ₹ 6000 plus taxes for every attempt which includes online examination fee and training fee.
  4. Minimum marks for pass in the subject for Level-1 is 50 out of 100. Level-II: 25 or more marks out of 50 marks in the classroom learning.
  5. Examination of 2 hours' duration will be conducted in English medium only.
  6. On passing of both Level - I and Level – II examination, candidates will be awarded certificate having passed "Certified Credit Officer". No separate certificate will be issued on passing Level-I alone.
  7. For the detailed rules and syllabus of the course, please follow the link given below.  
**[http://iibf.org.in/documents/Rules Syllabus/2017/CeCOC-Low.pdf](http://iibf.org.in/documents/Rules%20Syllabus/2017/CeCOC-Low.pdf)**

**One More  
Course Added**

## **CERTIFICATE COURSE IN FOREIGN EXCHANGE**



RBI, vide its letter dated 31<sup>st</sup> May 2017, addressed to IBA and copy endorsed to IIBF had stated that the Certificate Course in Foreign Exchange offered by IIBF in association

with FEDAI will be a **mandatory** qualification for all bank employees who are working or desirous of working in the area of Foreign Exchange Operations including treasury operations.

### **Salient Features of the Course**

1. The course is open for employees working with Authorised Dealer (AD) Member Banks of FEDAI.
2. Subject of examination: Foreign Exchange Operations.
3. Minimum marks for pass in the subject is 50 out of 100.
4. Examination fees for the exam is ₹1000/= plus taxes for each attempt.
5. Examination of 2 hours' duration will be conducted online and in English medium only.
6. The courseware prepared by FEDAI will be the study material. Candidates to contact FEDAI office through their bank branch / office and place order for study material. The same will be sent to the respective bank branch / office. Candidates can also buy the same by visiting personally the office of FEDAI on production of ID card. Candidates should not deposit cash directly in the account of FEDAI.
7. For the detailed rules and syllabus of the course, please follow the link given below [http://iibf.org.in/documents/Rules Syllabus/2017/Foreign%20Exchange-Low.pdf](http://iibf.org.in/documents/Rules%20Syllabus/2017/Foreign%20Exchange-Low.pdf)

### **Contact Details:**

#### **Register your queries through website:**

<www.iibf.org.in> Members / Candidates Support Services (Help) or Email all your queries to **care@iibf.org.in**

#### **Member Support Service Office**

Indian Institute of Banking & Finance  
191-F, Maker Towers, 19<sup>th</sup> Floor, Cuffe Parade,  
Mumbai - 400 005.

Tel.: 022-2218 3302 / 2218 5134

#### **Corporate Office**

Indian Institute of Banking & Finance  
Kohinoor City, Commercial-II, Tower-I, 2<sup>nd</sup> Floor,  
Kirol Road, Off L.B.S. Marg, Kurla West,  
Mumbai 400 070.

Tel.: 022-25039746 / 9604 / 9907

## **Professional Development Centres:**

### **South Zone**

#### **Indian Institute of Banking & Finance**

No.94, Jawaharlal Nehru Road,  
(100 Feet Road), Opp.Hotel Ambica  
Empire, Vadapalani, Chennai - 600 026.

Tel.: 044-24722990/24727961

***Email:iibfsz@iibf.org.in***

### **North Zone**

#### **Indian Institute of Banking & Finance**

102-113, Vikrant Towers,  
1<sup>st</sup> Floor, 4 Rajendra Place,  
New Delhi - 110 008.

Tel.: 011-25752191/92

***Email:iibfnz@iibf.org.in***

### **East Zone**

#### **Indian Institute of Banking & Finance**

Hindusthan Building (Annexe),  
7<sup>th</sup> Floor, 4, C.R. Avenue,  
Kolkatta - 700 072.

Tel.: 033-22124992

***Email:iibfez@iibf.org.in***