

Notice

The below mentioned is tentative exam schedule considering COVID-19 environment. Candidates are advised to read the Guidelines to be followed during the Examinations under COVID-19 environment provided in Annexure – I. (Centre based physical classroom mode)

The DIPLOMA / CERTIFICATE examinations (half yearly) scheduled to be held on 2nd, 9th and 22nd January- 2022 are re-scheduled in February / March 2022 as under:

Sr.	EXAM NAME	SUBJECT NAME	REVISED DATE
1	DIPLOMA IN BANKING TECHNOLOGY	Information Technology, Data Communications And Electronic Banking	20-Feb-22
2	DIPLOMA IN INTERNATIONAL BANKING & FINANCE	International Banking Operations	20-Feb-22
3	CERTIFIED BANK TRAINER	Human Resource Management	20-Feb-22
4	CERTIFIED BANKING COMPLIANCE PROFESSIONAL	Risk, Regulation & Governance	20-Feb-22
5	CARD OPERATIONS	Card Operations	20-Feb-22
6	CERTIFICATE EXAMINATION IN INTRODUCTION TO BANKING (FOR SUB-ORDINATE STAFF OF BANKS)- IN ENGLISH AND HINDI MEDIUM	Introduction To Banking	20-Feb-22
7	DIPLOMA IN TREASURY, INVESTMENT & RISK MANAGEMENT (REVISED SYLLABUS)	Investment & Treasury Management	20-Feb-22
8	ADVANCED WEALTH MANAGEMENT (REVISED SYLLABUS)	Introduction To Financial Planning	20-Feb-22
9	CERTIFICATE EXAMINATION IN RURAL BANKING OPERATIONS	Rural Banking Operations	20-Feb-22
10	EITHICS IN BANKING	Ethics In Banking	20-Feb-22
11	DIPLOMA IN BANKING TECHNOLOGY	Design, Development & Implementation Of Information Systems	27-Feb-22
12	DIPLOMA IN INTERNATIONAL BANKING & FINANCE	International Banking - Legal & Regulatory Aspects	27-Feb-22
13	CERTIFIED BANK TRAINER	Training	27-Feb-22
14	CERTIFIED BANKING COMPLIANCE PROFESSIONAL	Compliance In Banks	27-Feb-22
15	FUNCTIONS OF BANK	Functions Of Bank	27-Feb-22
16	DIPLOMA IN TREASURY, INVESTMENT & RISK MANAGEMENT (REVISED SYLLABUS)	Risk Management	27-Feb-22
17	ADVANCED WEALTH MANAGEMENT (REVISED SYLLABUS)	Risk Analysis, Insurance And Retirement Planning	27-Feb-22
18	DIPLOMA IN URBAN CO-OP BKG	Co-Operative Banking: Principles, Laws & Practices	27-Feb-22
19	DIPLOMA IN RETAIL BANKING	Retail Liability Products And Other Related Services	27-Feb-22

20	CERT.COURSE FOR NBFCs	Cert. Course For NBFC	27-Feb-22
21	DIPLOMA IN BANKING TECHNOLOGY	Securities In Electronic Banking	06-Mar-22
22	DIPLOMA IN INTERNATIONAL BANKING & FINANCE	International Corporate Finance	06-Mar-22
23	BASICS OF BANKING	Basics Of Banking	06-Mar-22
24	CERTIFICATE EXAMINATION IN FOREIGN EXCHANGE FACILITIES FOR INDIVIDUALS	Foreign Exchange Facilities For Individuals	06-Mar-22
25	CERTIFICATE EXAMINATION IN MICROFINANCE	Microfinance	06-Mar-22
26	ADVANCED WEALTH MANAGEMENT (REVISED SYLLABUS)	Investment Planning, Tax Planning And Estate Planning	06-Mar-22
27	DIPLOMA IN URBAN CO-OP BKG	Management And Operations Of Co-Op Banks	06-Mar-22
28	DIPLOMA IN RETAIL BANKING	Retail Asset Products And Other Related Services	06-Mar-22
29	CERT.COURSE FOR SFBS	Operations Of Small Finance Banks	06-Mar-22

Registration dates:

04-Jan-2022 to 10-Jan-2022 (week 1)	Normal fees
11-Jan-2022 to 17-Jan-2022 (week 2)	Normal fees + Rs.100/-
18-Jan-2022 to 24-Jan-2022 (week 3)	Normal fees + Rs.200/-

“The cut-off date of guidelines / instructions issued by the regulator(s) and important developments in banking and finance up to 30th June, 2021 will only be considered for the purpose of inclusion in the question papers.”

Candidates are advised to check Institute's Website, frequently as well as, a day before the Examination Date, for any Information/Notice or Change in Examination Venue/Batch etc.

Candidates are required to co-operate with the examination conducting authorities for conducting the examination smoothly under COVID-19 environment.

Mumbai
15-Nov-2021

Additional Director - Examinations

Annexure – I

Important Instructions to the candidates

Guidelines to be followed by the candidates during the Examinations under COVID-19 environment.

1. As a precautionary measure for COVID-19, candidates should reach the centre before the reporting time mentioned in the admit card to avoid any crowding at the centre at the time of entry and to maintain social distancing.
2. Candidates should bring the printed admit card along with valid photo identity proof, and duly completed Self Declaration Form given in Annexure – A.
3. Candidates must maintain social distancing & wear mask starting from point of entry in the exam venue till the candidates exit from the exam venue. Candidates must follow the guidelines issued by Ministry of Health & family Welfare, Govt of India time to time for Covid-19.
4. Temperature of the candidates will be checked at the entry of exam venue via Thermal Gun.
5. Candidates having High Temperature will not be allowed entry into the exam venue
6. Candidates will be frisked by a Handheld Metal Detector without touching the body.
7. Candidates need to maintain a space of at least 01 meter from each other at all the time after reporting to exam venue and make use of Hand sanitizers and/or Hand Wash made available at the venue during the entire exam process and follow the instructions provided by centre staff.
8. Do not bring prohibited items (electronic gadget, mobile phone, scientific/financial calculator, metal instrument or any other unauthorized devices etc) to exam centre as there are no arrangements available for safe keeping your belongings.
9. Please bring duly filled self-declaration form and this should be submitted to the invigilator.
10. Candidates are advised to use stairs instead of lifts to avoid any risk of contact at the Examination
11. Candidates would not be provided with blank A4 size sheets for rough work to avoid any risk due to contact with an infected person and the candidates may use the online rough sheet to do any rough work/ calculations during the examination.
12. Candidates would not be provided any hard copy Scorecard printout at the exam venue after the examination. The scorecard will be emailed to the candidate's email ID in 3 / 4 working days from the exam date.
13. After completion of the exam, candidates must not leave their seats without the permission of the invigilator/centre staff. They must wait for instructions.
14. Candidates are required to co-operate with the examination conducting authorities for conducting the examination smoothly under COVID-19 environment.

SELF DECLARATION

(Duly filled Self-Declaration form to be submitted to the invigilator/centre staff)

In the interest of your well-being and that of everyone at the venue. I declare the following:

1. I am not experiencing any of the below issues/symptoms:

- Fever Sore throat/Runny Nose Cough/Runny Nose
Body/Chest pain Breathlessness

2. I have not been in closed contact with a person suffering from Covid-19

3. I am not under mandatory quarantine
(Due to close contact with a person suffering with Covid-19)

Candidate Name	
Membership No.	
Subject/Module Name.	
Date/Time of Exam	
Name of the Exam Centre/Venue	
Exam City	

I may be subject to legal provisioning's/action's as applicable for hiding any facts on Covid-19 infections related to me and causing health hazards to others.

I acknowledge that the information given above is accurate, complete and to the best of my knowledge.

Date: _____

Signature: _____

Mobile no.: