

**IMPORTANT RULES/INFORMATION FOR CANDIDATES OF JAIIB/DB&F/CAIIB/DIPL & CERTIFICATE EXAMINATIONS**

**1. ADMIT LETTER OF EXAMINATIONS :**

- a. Admit letter will be emailed to the candidates in their email id registered with the Institute, 10 days before the examination date.
- b. Admit letter of all eligible candidates will be hosted on Institute's website [www.iibf.org.in](http://www.iibf.org.in) under the heading 'Exam Related', 1 week before the examination date.
- c. For downloading and printing of admit letter from the above mentioned website, candidates will have to enter the following:
  - i. Membership or registration number as **login id**
  - ii. **Edit profile password.**
  - iii. If candidates do not remember their Edit profile password, they have to click on the 'Forgot password/Get Password' button after entering the Membership or Registration number. On clicking fresh edit profile password will be sent to their registered email id.
- d. Candidates are required to **produce hard copy of admit letter** along with Membership identity card or any other valid photo ID card at the examination venue.
- e. **In the absence of printed copy of Admit Letter and Photo Identity Card, candidates will be denied permission to write Examination.**

**2. Mobile Phones**

- a. Mobile phones and other electronic gadgets (except calculator as permissible ) are not allowed in the examination hall. It is clarified that mere possession of mobile phone in the examination hall whether in switch off mode or silent mode shall also be deemed to be resorting to adoption of unfair means in the examination.
- b. **Institute will not make any arrangement for safe keep of Mobile phones, electronic gadgets, bags or any other item pertaining to the candidates.**

**3. Use of calculator**

- a. Candidates will be allowed to use battery operated portable calculator in the exam. The calculator can be of any type upto 6 functions, 12 digits.
- b. Attempt to use any other type of calculator not complying with the specifications indicated above or having more features than mentioned above shall tantamount to use of unfair means. Scientific calculator is not allowed.

**4. Other Rules/Information**

- a. **Candidates are not permitted to logout/switch-off the computer for the sake of going to washroom and if they log out/switch-off NO re-login, will be permitted. Further the candidate's are advised that the time taken for going to the washroom would be inclusive of the duration of two hours permitted to them to answer the question paper.**
- b. Candidates should ensure that they sign the Attendance Sheet.
- c. Candidates are advised to reach the Examination Venue at least 30 minutes before commencement of the examination.
- d. No candidate will be permitted to enter the Examination Venue/hall after expiry of 15 minutes and to leave the hall in the first 30 minutes from the scheduled commencement of the examination.
- e. Candidates would be able to login to the system only with the password mentioned in this Admit Letter. This password should not be disclosed to others. Keep it safe to avoid the possible misuse.

- f. If the examination could not commence on scheduled time or there is delay due to Failure of power, Technical snag of whatsoever nature or for any such reason having bearing upon the conduct of examination; candidates have to :-
  - i. Wait till resumption of power supply/solving of technical snag.
  - ii. Take-up the examination at other venue arranged by the examination conducting authority.
  - iii. Follow instructions given by the examination conducting authority.
- g. Candidates are required to strictly follow all the instructions given by the examination conducting authority during the examination and adhere to Rules of the examination.
- h. Violation of any of the Rules / Instructions, misuse of the Admit Letter will be considered to be an act of serious misconduct and the Institute will take action as per the Rules of the examination, which will also be reported to the employer of the candidate.

**5. Rules, Penalties for Misconduct / Unfair Practices :**

- a. Communication of any sort between candidates or with outsiders is not permitted and complete silence should be maintained during the examination.
- b. Copying answers from other candidates/other printed/Electronic material or permitting others to copy or consultation of any kind will attract the rules relating to unfair practices in the examination.
- c. No candidate shall impersonate others or allow others to impersonate himself/herself at the examination.
- d. No candidate shall misbehave/argue with the Examination Conducting Authorities at the centre.
- e. Candidates have to compulsorily return any papers given including that given for rough work to invigilator.
- f. Candidates should not possess and / or use books, notes, periodicals, etc. in the examination hall at the time of examination / or use mathematical tables, slide rules, stencils etc. during the examination.

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.

**6. Completion Memorandum/Marksheet/Final Certificate**

- a. The practice of issuing Completion Memorandum to JAIIB/CAIIB candidates is discontinued from Nov/Dec'15 examination.
- b. Consolidated mark sheet for candidates completing JAIIB & CAIIB examination, will be available on the Institute's website after the declaration of results. Candidates can download the same after entering login credentials using their membership number and edit profile password.
- c. Final certificates will be sent by speed post within 2 months after the declaration of result.

**7. Contact Information**

Register your queries through website [www.iibf.org.in](http://www.iibf.org.in) > Members/Candidates Support Services(Help)

or

Email all your queries to [care@iibf.org.in](mailto:care@iibf.org.in)

**Member Support Service Office:**

Indian Institute of Banking & Finance  
191-F, Maker Towers, 19th Floor,  
Cuffe Parade, Mumbai - 400 005  
Tel. : 022-2218 3302 / 2218 5134

**For training/contact classes related queries contact:**

Leadership Centre  
Indian Institute of Banking & Finance  
Kohinoor City, Commercial-II, Tower-I, 3<sup>rd</sup> Floor,  
Kiroi Road, Off L.B.S.Marg, Kurla West, Mumbai 400 070.  
Tel : 022 25039746 / 9604 / 9907  
Email : training@iibf.org.in

**PROFESSIONAL DEVELOPMENT CENTRES:**

<b>South Zone</b>	<b>North Zone</b>	<b>East Zone</b>
Indian Institute of Banking & Finance No.94, Jawaharlal Nehru Road, (100 Feet Road), Opp.Hotel Ambica Empire, Vadapalani, Chennai – 600 026. <a href="tel:04424722990">Tel:044 24722990/24727961</a> Email:iibfsz@iibf.org.in	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	Indian Institute of Banking & Finance Hindusthan Building (Annexe), 7 <sup>th</sup> Floor, 4, C.R.Avenue, Kolkatta 700 072. Tel: 033-2254 0008 / 0009 / 0010, 033-22124992 Email:iibfez@iibf.org.in

**Corporate Office** : Indian Institute of Banking & Finance, Kohinoor City, Commercial-II, Tower-1, 2nd Floor, Kiroi Road, Kurla (West), Mumbai - 400 070 Tel : 022-2503 9746 / 9604 / 9907