



INDIAN INSTITUTE OF BANKING & FINANCE®

Admit Letter for Online CERTIFICATE EXAMINATION FOR BUSINESS CORRESPONDENT

Candidate Details

Membership / Registration No. :

DOB: 01-01-1970



MOBILE/ELECTRONIC/SMART
GADGETS ARE NOT ALLOWED
IN EXAMINATION HALL



Subject Name	Medium	Date	Exam Time®	Venue Code	Seat Number *
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@ No candidate/s will be permitted to enter the Exam Venue/Hall later than the time mentioned above for any reason whatsoever."

Below the exam time/reporting time table

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

Venue Code	Venue Address#
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In case of any technical issues, please dial 89566 84119 (available on exam day and previous day only). For all other queries email to iibfexam@cscacademy.org

(Your Admit Letter consists of 2 pages which include Important Instruction. Kindly go through the instructions carefully, print both pages and carry the same to the examination venue)

Login Credentials:
LOGIN ID : Your Membership/Registration No. as mentioned above.
Exam Password :

IMPORTANT INSTRUCTIONS FOR CANDIDATES

1. ADMIT LETTER OF EXAMINATIONS :

- a. Candidates are required to **produce printed copy of admit letter** along with Membership identity card or any other valid photo ID card (Aadhaar card/ Employer's card/PAN Card/Driving License/Election voter's card/Passport etc.) at the examination venue.
- b. **In the absence of printed copy of Admit Letter and original Photo Identity Card, candidates will be denied permission to write Examination.**
- c. Admit letter is valid only for the examination, date/s and centre/venue mentioned in the admit letter.

2. Mobile Phones :

- a. Mobile phones and other electronic/smart gadgets (except calculator as permissible) are not allowed in the examination hall. It is clarified that mere possession of mobile phone and other electronic/smart gadgets 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/smart 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 examination. The calculator can be of any type up to 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/Financial calculator is not allowed.

4. Rules, Penalties for Misconduct / Unfair Practices :

- a. Candidates are advised to reach the Examination Venue at least 30 minutes before commencement of the examination.
- b. 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.
- c. 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.
- d. Candidates should ensure that they sign the Attendance Sheet.
- e. 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.
- f. 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 candidates 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.
- g. 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.
- h. Communication of any sort between candidates or with outsiders is not permitted and complete silence should be maintained during the examination.
- i. 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.
- j. No candidate shall impersonate others or allow others to impersonate himself/herself at the examination.
- k. No candidate shall misbehave/argue with the Examination Conducting Authorities at the centre.
- l. Candidates have to compulsorily return any papers given including that given for rough work to invigilator.
- m. 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.
- n. For all Examinations printed result advices (original as well as duplicate) will not be issued but the same will be available on the Institute's website www.iibf.org.in in printable form once the results are declared. Candidates are requested to download the same.

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.

PLEASE REFER INSTITUTE'S WEBSITE UNDER THE MENU "EXAM RELATED" FOR DETAILS OF DEBARMENT PERIOD FOR UNFAIR PRACTICES ADOPTED BY CANDIDATES DURING CONDUCT OF INSTITUTE'S EXAMINATIONS.