USER MANUAL

BANKING CORRESPONDENT/FACILITATOR EXAM REGISTRATION

HOW TO REGISTER

1) VISIT TO DIGITAL SEVA PORTAL

2) SEARCH "EXAMINATION FEES"

FILL YOUR DETAILS CAREFULLY

https://iibf.esdsconnect.com/CSCNonreg/member/?Mtype=Tk0=&ExId=OTkx

INDIAN INSTITUTE OF BANKING & FINANCE
(An ISO 9001:2015 Certified)

Examination Application(Registration) for Non-Member category candidates
(Please read "Instructions to Applicants" before filling up the form)

Pl note that if you have already registered for any examination under Non-member Category in the past, the same Registration Number allotted to you can be used for registering for other examinations(other than DB&F Exam) applicable for Non-members as per the eligibility criteria given. Already Registered candidates has to apply for examinations by login using their USER ID and PASSWORD already provided - Click here for Login
Enter your details carefully, correction may not be possible later.

Basic Details

First Name *	Select ∨	First Name	(Max 30 Characters)
Middle Name		Middle Name	(Max 30 Characters)
Last Name		Last Name	(Max 30 Characters)

Contact Details

Office/Residential Address for communication (Pl do not repeat the name of the Applicant, Only Address to be typed)

| Address line1 * | Address line1 | (Max 30 Characters) |

FILL YOUR CONTACT DETAILS CAREFULLY

https://iibf.esdsconnect.com/CSCNonreg/member/?Mtype=Tk0=&ExId=OTkx

Contact Details

Office/Residential Address for communication (Pl do not repeat the name of the Applicant, Only Address to be typed)

Address line1 *	Address line1	(Max 30 Characters)
Address line2	Address line2	(Max 30 Characters)
Address line3	Address line3	(Max 30 Characters)
Address line4	Address line4	(Max 30 Characters)
District *	District	(Max 30 Characters)
City *	City	(Max 30 Characters)

State * Select   Pincode/Zipcode * Pincode/Zipcode
(Max 6 digits)

Date of Birth * Day   Month   Year

Gender * ○ Female ● Male

Qualification * ○ Under Graduate ○ Graduate ○ Post Graduate

UPLOAD YOUR DOCUMENTS PHOTO SIGATURE

https://iibf.esdsconnect.com/CSCNonreg/member/?Mtype=Tk0=&ExId=OTkx

Email * Email

(Correct/Active E-mail address is mandatory for receipt of Admit Letter and other communication/s through e-mail)

Phone STD Code STD Code **Phone No** Phone No

Mobile * Mobile

Aadhar Card Number Aadhar Card Number

Upload your scanned Photograph ** Browse... No file selected.

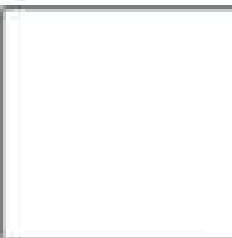**Upload your scanned Signature Specimen**** Browse... No file selected.

Select id Proof *
- ⦿ Driving License
- ○ ID Card issued by Employer(with Photo and Signature of Employee)
- ○ Pan card
- ○ Passport

ID No. * ID No.

UPLOAD YOUR DOCUMENTS

https://iibf.esdsconnect.com/CSCNonreg/member/?Mtype=Tk0=&ExId=OTk=

Upload your id proof **   Browse...   No file selected.

Note   1. Pl ensure all images are clear, visible and readable after uploading, if not do not submit and upload fresh set of images.

2. Images format should be in JPG 8bit and size should be minimum 8KB and maximum 20KB.

3. Image Dimension of Photograph should be 100(Width) * 120(Height) Pixel only

4. Image Dimension of Signature should be 140(Width) * 60(Height) Pixel only

5. Image Dimension of ID Proof should be 400(Width) * 420(Height) Pixel only. Size should be minimum 8KB and maximum 25KB.

Exam Details:

Exam Name	CERTIFICATE EXAMINATION FOR BUSINESS CORRESPONDENT
Fee Amount	select center first
Exam Period	June-2019

SELECT EXAM CENTRE, VENUE, DATE AND TIME

https://iibf.esdsconnect.com/CSCNonreg/member/?Mtype=Tk0=&ExId=OTkx

Exam Details:

Exam Name	CERTIFICATE EXAMINATION FOR BUSINESS CORRESPONDENT
Fee Amount	select center first
Exam Period	June-2019
Medium *	Select
Centre Name *	Select

Inclusive Banking*	Venue*	Date*	Time*	Seat(s) Available*
	Select	Select	Select	-

Centre Code *	
Exam Mode *	
Scribe required?	☐

➡ The candidate should send a separate application along with the DECLARATION as given in the Scribe Application Form (available in our website) completed to the MSS Department about such requirement for obtaining permission much before

READ INSTRUCTIONS AND PROVIDE SECURITY CODE AND PROCEED FOR PAYMENT

https://iibf.esdsconnect.com/CSCNonreg/member/?Mtype=Tk0=&ExId=OTíoї

Scribe required? ☐

▸▸ The candidate should send a separate application along with the DECLARATION as given in the Scribe Application Form (available in our website) completed to the MSS Department about such requirement for obtaining permission much before the commencement of the examination (This application is required to make suitable arrangements at the examination venue).Candidate is required to follow this procedure for each attempt of examination in case the help of scribe is required. For more details please refer to the guidelines for use of scribe, given in the website.

Declaration:

1. I declare that I have submitted my Aadhar Card Number and Proof of my Identity : Driving License/ID Card issued by Employer / Pan Card / Passport as specified above..
2. I hereby declare that all the information given in this application is true, complete and correct. I understand that in the event of any information being found false or incorrect subsequent to allotment of registration No, my registration No is liable to be cancelled / terminated.
3. I further declare that I have not at any time been a member of the Institute/applied earlier for membership of the Institute.
4. I confirm having read and understood the rules and regulations of the Institute and I hereby agree to abide by the same. In case I am desirous of instituting any legal proceedings against the Institute I hereby agree that such legal proceedings shall be instituted only in courts at Mumbai, New Delhi, Kolkata and Chennai in whose Jurisdiction Zonal office/s of the Institute is situated and my application thereto pertains and not in any other court.

☐ I Accept

Security Code * [   ]   d 9 6 g t   Change Image

Preview and Proceed for Payment   Reset

DO'S FOR CANDIDATES

1) REGISTRATION:
CANDIDATE SHOULD FILL THE FORM PROPERLY WHILE REGISTERING FOR THE IIBF EXAM.UPLOAD PHOTO/ID CARD AND SIGNATURE PROPERLY.CHOOSE CSC WALLET OPTION, OTHERS WILL NOT BE ENTERTAINED

2) PROFILE DATA VERIFICATION:
CANDIDATE SHOULD ENSURE THAT ALL THE DETAILS REGISTERED WITH IIBF SHOULD MATCH WITH THE ORIGINAL ID CARD.

3) EXAM TIMINGS:
CANDIDATE SHOULD FOLLOW THE EXAM TIMINGS AND HE/SHE SHOULD REPORT AT CENTER 15 MINUTES PRIOR TO EXAM. CANDIDATE APPEARING AFTER THE EXAM TIME SCHEDULED WILL NOT BE ALLOWED TO APPEAR FOR THE EXAM. ALLOWED TIME IS 10 AM TO 4 PM.

4) ID PROOF:
CANDIDATE SHOULD PRESENT / SHOW ORIGINAL ID PROOF (AADHAR CARD / PAN CARD / DRIVING LICENCE) AT THE TIME OF EXAM

5) READ AND UNDERSTAND THE EXAM RULES:
CANDIDATE SHOULD READ AND FOLLOW THE GUIDELINES/INSTRUCTIONS PROVIDED BY SUPERVISOR /APPROVER/PROCTOR.

6) DO NOT LEAVE THE SEAT.
DO NOT LEAVE THE SEAT WITHOUT ASKING PERMISSION FROM PROCTOR.

SEAT PROPERLY INFRONT OF CAMERA.

DON'TS FOR CANDIDATES

1) YOUR BEHAVIOUR
- DO NOT TALK TO ANYONE DURING THE EXAM.
- ADDITIONAL PEOPLE ARE NOT ALLOWED IN EXAM HALL DURING THE EXAM.
- CANDIDATE SHOULD PRESENT ORIGINAL ID PROOF WHILE APPEARING FOR THE EXAM.
- CANDIDATE SHOULD PRESENT HIS ADMIT CARD WHILE APPEARING FOR THE EXAM.

2) YOU MUST VERIFY YOUR IDENTITY USING A PHOTO ID THAT HAS YOUR NAME AND PHOTO ON THE SAME SIDE. THE NAME MUST MATCH THE FULL NAME YOU USE IN YOUR EDX.ORG ACCOUNT. YOU CAN CHANGE YOUR NAME IN YOUR EDX ACCOUNT.

3) YOU MUST DRESS AS THOUGH YOU WERE IN A PUBLIC SETTING.

4) YOU MUST NOT USE HEADPHONES, EAR BUDS, OR ANY OTHER TYPE OF LISTENING EQUIPMENT.

5) YOU MUST NOT COMMUNICATE WITH ANY OTHER PERSON BY ANY MEANS.

6) YOU MUST NOT USE A PHONE FOR ANY REASON.

7) YOU MUST NOT LEAVE THE ROOM DURING THE EXAM FOR ANY REASON, UNLESS POSTED RULES FOR THE EXAM SPECIFICALLY PERMIT YOU TO DO SO.

8) CHECK YOUR WORK BEFORE YOU SUBMIT IT.

ENSURE THAT YOU HAVE ATTEMPTED EVERY QUESTION. REVIEW THE ACCURACY OF YOUR ANSWERS.

THANK YOU
FOR YOUR ATTENTION