



# INDIAN INSTITUTE OF BANK MANAGEMENT

"A Centre of Excellence in the Service of Banks, FIs and their Customers"  
(An Institute sponsored by RBI, NABARD and six PSU Banks)

## Training Programme for BC Certification

**Indian Institute of Bank Management (IIBM)**, Guwahati is an **accredited institution** for imparting BC Certification training. It is a National level Bank Training Institute sponsored, governed and managed primarily by **Reserve Bank of India**. The other co-sponsors are **NABARD, SBI, Union Bank, Indian Bank, UCO Bank, Central Bank of India and Punjab National Bank**. **Dr. M. D. Patra, Dy. Governor of RBI is Chairman** of the Governing Board of IIBM, Guwahati and **Shri Eugene E. Karthak, Ex-Executive Director of RBI is IIBM's Director**.

### Objective:

- To improve functional knowledge of the participants in the areas of banking products, policies, processes and procedures,
- To develop competency and soft skills.
- To bridge the knowledge gap of the BCs about the bank products / policies / procedures and to sharpen the skill sets in banking and financial services etc., as well as inter personal behavioural areas issues.
- The training provided by IIBM to the participants is aimed at not only enabling them to pass the Certificate Examination conducted by IIBF but also in providing guidance and direction in the practical field.

### For Whom:

- **Basic Certification:** This certification is to be undertaken by the BC Agents who handle only basic transactions like payment transactions, cash-in-out, remittances, etc.
- **Advance Certification:** This certification is to be undertaken by BC Agents who will be acting as full-fledged BCs covering all the activities as prescribed by the regulator.

### Mode & Duration of Training:

- **Basic Certification:** The training will be for 28 hours to be covered in minimum 4 working days and maximum 15 working days.
- **Advance Course:** The training will be for 42 hours to be covered in minimum 6 working days and maximum 21 working days.

### Training Fees (excluding IIBF examination fees):

- **Basic Certification:** Online Training at Rs 1800/- plus GST and Offline at Rs 2,700/- plus GST.
- **Advance Certification:** Online Training at Rs. 2,700/- plus GST and Offline at Rs. Rs. 4000/- plus GST.

### Eligibility Criteria:

- Candidate must have completed 18 years of age on the date of application for training.
- The candidate should be minimum Class X passed.

### Courseware:

Study materials on the topics discussed will be shared with the participants. Along with it the participants are requested to buy Inclusive Banking Through Business Correspondents (Advanced/ Basic) latest edition book recommended by IIBF through IIBF authorized publisher, Taxmann Publications.

### Documents required:

At the time of admission, the participants are requested to submit the following documents jpg. format as per the size mentioned:

- ID Proof(Pan Card/DL/ADHAAR/Passport) any one (75-100KB)
- Last Education Qualification Certificate (75-100KB)
- Passport size photo (14-20KB)
- Scanned Signature (14-20KB)

### Validity:

The candidates can make maximum three attempts to clear the Final Exam conducted by IIBF within a maximum period of nine month from the date of completion certificate.

For more details kindly, contact the undersigned:

### Contact person:

Programme Co-ordinator:

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### NB:

- Please note the fees paid is only for training & non-refundable.
- Participants with a minimum attendance of 75% or above will be issued the training completion certificate with training ID.
- The training will be from 10 am to 5.30 PM (excluding Saturday, Sunday & holidays)
- Registration for the certification exam is to be done by the participant directly at IIBF portal.
- Training for each batch will commence after registration by 35 candidates.
- For detailed information about BC/BF certification please visit IIBF website.