



Institute of Finance, Banking & Insurance

IFBI

ADMISSION GUIDELINES BOOKLET

1. ELIGIBILITY CRITERIA

Program	Academic Qualification	Age	Work Experience
Post Graduate Diploma in Financial planning & Relationship Management (PGDFPRM)	Graduate with $\geq 50\%$ marks	≤ 26 YEARS	0-2 years
Post Graduate Diploma in Insurance & Relationship Management with Specialisation in General Insurance (PGDIRM - GI)	Graduate with $\geq 50\%$ marks	≤ 26 YEARS	0-2 years
Post Graduate Diploma in Banking Operations (PGDBO)	Graduate with $\geq 50\%$ marks	≤ 26 YEARS	0-2 years

** Specific eligibility criteria & Terms of employment may vary based on the background of the applicant.

2. THE IFBI ADMISSION PROCESS

- a. Candidates who apply for IFBI Programs have to go through the IFBI Admission Process.
- b. The admission process consists of:
 - i. Preparatory Seminar for Admissions.
 - ii. Online test- IFBI Common Entrance Test (ICET).
 - iii. Personal Interview.
- c. Attendance to Preparatory Seminar for Admissions is compulsory
- d. Candidates who clear ICET will be required to appear for the personal interview.
- e. Thus admission to all IFBI programs is based on attendance to Preparatory Seminar for Admissions, clearance of ICET & Personal Interview.

3. HOW TO APPLY

All candidates seeking admissions for IFBI Programs need to apply in the prescribed Application Form.

Application Form can be obtained from any IFBI center or can be downloaded from www.ifbi.com.

Candidates can fill up Application Form collected from the center or downloaded from IFBI website or also can apply online by going to www.ifbi.com

4. STEPS TO APPLY ONLINE

Candidate also has the option of applying online by following the steps below:

- a. Log on to www.ifbi.com and go to the link at www.ifbi.com/admissionzone.asp
- b. Fill up the Application Form
- c. Indicate mode of Payment
- d. Make Note of the Application ID for all future references.
- e. Submit Application form on the web.
- f. Take print out of the filled Application Form

5. IMPORTANT DOCUMENTS TO BE SUBMITTED

Candidate filling form at the center or downloaded from website or online, need to submit the Application Form along with the following documents by reaching them to their preferred IFBI center.

- a. Three Copies of passport-sized photographs
- b. Photocopies of Class X, XII & Graduation Mark Sheet, Graduation Degree Certificate, PG mark sheet & PG Certificate (If applicable)
- c. Proof of Date of Birth
- d. Application fees of Rs. 500.00 (Rupees five hundred only) through Cash, Credit /Debit card, Cheque or Demand Draft.
Cheque/DD should be in favour of "NIIT institute of Finance Banking and Insurance Training Ltd."

6. HOW TO SUBMIT APPLICATION FORM?

Candidates who have filled up Application Form, in writing or taken print out of online filled form, need to physically submit IFBI Application Form, along with the photocopies of the required documents and the Fee, using one of the three methods as mentioned below:

- a. Visit the IFBI centre personally and submit Application Form along with the enclosures mentioned above.
The Application Fees should be paid in Cash, Credit /Debit card, Cheque or Demand Draft.
- b. Send a representative on behalf and submit Application Form along with the enclosures mentioned above.
The Application Fees should be paid in Cash, Credit /Debit card, Cheque or Demand Draft.
- c. Send it through Courier/Speed Post/Post to IFBI centre where the candidate wishes to pursue the program with the enclosures mentioned above. The application fees can be paid by a Cheque/Demand Draft
 - The Cheque/Demand Draft should be made in favor of “NIIT Institute of Finance Banking and Insurance Training Ltd“ payable in the same city as the IFBI centre where the candidate wishes to enroll.
 - Candidates must ensure that they prima-facie fulfill the stated eligibility requirements.

7. LAST DATE TO SUBMIT THE APPLICATION FORM

Completed IFBI Application Form must be submitted at IFBI centres before 6.00 PM on _____

8. PREPARATORY SEMINAR FOR ADMISSIONS

You will be required to attend the “Preparatory Seminar on Admissions”.

- (a) It will orient you with the admission process and Opportunities in industry.
- (b) It would offer you an opportunity to know IFBI, Programs and interact with students /industry experts.
- (c) The date & venue of the same will be communicated to you by the centre.
- (d) The attendance is mandatory.

9. ADMIT CARD FOR PREPARATORY SEMINAR, IFBI COMMON ENTRANCE TEST (ICET) & INTERVIEW

- a. On physical submission of the Application Form the candidate will be issued an admit card for the IFBI Common Entrance Test (ICET) at the centre.
- b. The admit card will mention details of venue, date and time of ICET, and date of ICET results declaration.
- c. For those Application Forms which are received through Courier/Speed Post/Post, the admit card will be emailed to the candidate. Please ensure the correct email id is provided in the Application Form.
- d. All Candidates applying Online will receive the admit card as an email.
- e. Candidates will also get Preparatory Seminar passes along with the admit card. The seminar would be a day before the ICET. It would be half a day activity.
- f. Preparatory Seminar would be focusing on BFSI Industry, Opportunities, Jobs, IFBI, Details on the Partner Organizations, Job Profile & remuneration, Admission Process, ICET and Interviews. The tentative duration of the Seminar would be for two and half hours.
- g. It is mandatory to attend the preparatory seminar and maximum three passes can be issued to each candidate.

10. ABOUT IFBI COMMON ENTRANCE TEST (ICET)

- a. The entrance aptitude test is known as the IFBI Common Entrance Test (ICET).
- b. The duration of ICET is 55 minutes. This test requires no separate preparation. However it is preferable that the candidates are familiar with the pattern of the question paper.

- c. Application Form of the candidates who fail to be present at the stipulated time & venue for the ICET will be nullified and the candidate will have to apply fresh.
- d. Since the ICET is an on-line test, candidates are advised to practice their keyboard skills and become familiar with on line tests by taking an online practice test at IFBI's web site - www.ifbi.com

11. ICET RESULT DECLARATION + PERSONAL INTERVIEW

- a. Candidates IFBI Common Entrance Test (ICET) results will be declared within 2 days of taking ICET test. Only those candidates who clear the test would be called for interview.
- b. The candidate is required to carry the following Original documents for the interview:
 - i. Proof of Date of Birth
 - ii. Original Mark Sheet of Class 10th, 12th & Graduation and Degree Certificate
 - iii. Post Graduation Certificate & Mark sheet (If Applicable)
- c. All Candidates who clear the ICET will be required to clear one round of personal interview with IFBI faculty/representative of Partner Organization.
- d. During the personal interview the candidate will be asked to confirm the preferences indicated at the time of applying to IFBI.
- e. The candidate will be informed of his selection for the Program that he has opted for at the conclusion of the interview.
- f. Selected candidates should confirm their acceptance by paying nonrefundable Admission Fees of Rs. 6000/-.
- g. The Admission Fees can be paid in Cash, Credit /Debit card, Cheque or Demand Draft favouring **NIIT Institute of Finance Banking and Insurance Training Ltd**, payable at the preferred city location as chosen in IFBI application form

12. FEES STRUCTURE OF IFBI PROGRAMS

PGDFPRM	Rs.66,000/- + applicable levies
PGDIRM-GI	Rs. 66,000/- + applicable levies
PGDBO	Rs. 66,000/- + applicable levies

13. PLACEMENT

- a. Candidates who are selected for the employment offer at the time of enrollment will receive their offer letter within 45 days of batch commencement.
- b. Candidates who have opted for placement assisted programs shall have to go through the selection process of IFBI's Partner Organizations and their selection will be based on their performance in the same.
- c. Candidates who have qualified for the HDFC PGDBO Program shall have to undergo an HDFC Specific module at one of the following 5 locations: Delhi, Mumbai, Chennai, Kolkata or Hyderabad for duration of 15 - 20 days.
- d. The candidate is expected to make his own stay arrangements during this period and bear the boarding and lodging costs.

14. LOAN FACILITY

- a. For availing the Education Loan Scheme for any of the PG Programs at IFBI the candidate should submit the completed Loan Application Form to the Admissions Executive on the day of interview.
- b. IFBI's role is limited to overall scheme formulation and general facilitation. The processing, sanction and disbursement of loans is at the discretion of the Bank, subject to mutually acceptable terms and conditions between the student and the bank.
- c. It is the candidate's responsibility to ensure alternate arrangements are made to pay the program fee in case the loan is not sanctioned.
- d. Failure to adhere to the payment dead line will lead to cancellation of admission.

15. IMPORTANT DATES FOR ADMISSION

LAST DATE/COMMENCEMENT DATE	DATE
LAST DATE FOR SUBMITTING APPLICATION FORM	
ICET TEST DATE	
LAST DATE OF REGISTRATION FEES	
BATCH COMMENCEMENT DATE	

IMPORTANT DOCUMENTS

Please don't forget to bring following the original documents at the time of Interview:

1. Three Copies of passport-sized photographs
2. Photocopies of Class X, XII & Graduation Mark Sheet, Graduation Degree Certificate, PG mark sheet & PG Certificate (If applicable)
3. Proof of Date of Birth
4. Application fees of Rs. 500.00 (Rupees five hundred only) through Cash, Credit /Debit card, Cheque or Demand Draft.
Should be in favour of "NIIT Institute of Finance Banking and Insurance Training Ltd" payable at the preferred city location as chosen in IFBI application form.

THINGS TO REMEMBER:-

- Please refer to the Sample test attached in the application form before appearing for the main test.
- On submission of Application Form along with the relevant documents, a log in id will be assigned to the candidate
- This login id would be the registration number generated while submitting the form.
- Candidate can login to IFBI student zone on www.ifbi.com and practice sample test, talk to alumni, put queries to existing students, see results, etc.

Candidates are recommended to take the online test on www.ifbi.com so that they get familiar with keyboard & mouse and online testing procedures.

Sample Questions

The following sentence is an incomplete sentence. Beneath each sentence, you will see four words or phrases marked (A), (B), (C), (D). Choose the one word or phrase that best completes the sentence.

Questions 1: Global warming is becoming a constant _____ :

Options:

- worriiness for environmentalists in all the worlds.
- worrying cause for all.
- worrier for all environment.
- cause of worry for all.

Directions for Question 2: The following sentence has four underlined words or phrases. The four parts are marked (A), (B), (C), (D). Identify the one underlined word or phrase that must be changed in order for the sentence to be correct

Question 2: The government in its hurry to privatize rail-based container operations, having forgotten to lay down FDI norm

Options:

- in its
- hurry to
- having
- lay down

Direction for Question 3: The given pair of words contains a specific relationship to each other. Select the best pair, which expresses the same relationship as the one given

Question 3: WORDS : PHRASE ::

Options:

- sentence : paragraph
- paragraph : phrase
- chapter : paragraph
- pearl : necklace

Directions for Question 4: Choose the word which is opposite in meaning to the word given.

Question 4 :DOCILE

Options:

- | | |
|-------------|-------------|
| a. painful | b. hesitant |
| c. obdurate | d. silent |

Directions for Question 5: Choose the word which is opposite in meaning to the word given.

Question 5 : Buddhism was introduced to Japan from India via China and Korea around the middle of the sixth century. After gaining imperial patronage, Buddhism was propagated by the authorities throughout the country. In the early ninth century, Buddhism in Japan entered a new era in which it catered mainly to the court nobility. In the Kamakura period (1192-1338), an age of great political unrest and social confusion, there emerged many new sects of Buddhism offering hope of salvation to warriors and peasants alike. Buddhism not only flourished as a religion but also did much to enrich the country's arts and learning.

Options:

- Buddhism was adopted by the court nobility at the urging of the emperor
- The introduction of Buddhism to Japan led to great political unrest and social confusion
- Buddhism replaced the Shinto religion which had previously been followed in Japan
- Japanese arts and culture were greatly enriched by the introduction of Buddhism

Question 6: Ajay, Bony and Chetan are three persons who go to buy six items — P, Q, R, S, T and U. Each one of them buys only two items in such a way that if Ajay buys R, then Bony buys neither P nor S. If Bony buys Q, then Chetan buys neither U nor T.

Question 6 : If Bony buys Q and S, then Ajay must buy

Options :

- | | |
|------------|------------|
| a. P and R | b. T and U |
| c. P and T | d. R and U |

Question 7: Ten candidates appear for an interview and six of them are selected. There are two M.A.'s, two M.B.A.'s, two M.C.A.'s and four B.Tech's among the candidates. If at least one M.B.A. candidate is selected, then exactly two B.Tech candidates must be selected and vice versa. Of the six selected candidates, exactly one must be an M.A. candidate. If exactly three B.Tech's are selected, then one each of the other candidates must be selected.

Question 7: Which of the following statements is definitely True if two B.Tech candidates are selected?

Options:

- | | |
|---------------------------------------------|-------------------------------------------------------|
| a. Two M.C.A.'s and two M.A.'s are selected | b. only two M.B.A.'s and only one M.C.A. are selected |
| c. one M.B.A. and two M.A.'s are selected | d. none of these |

Question 8: Festive eating can ruin your healthy diet. Be selective in your food and choose salads rather than sweets and starchy foods. Try and limit your drinks to water-based sherbets rather than fizzy soft drinks. Hence it can be concluded that

Options:

- Soft drinks increase the appetite so they make a person healthy.
- Festive should not be avoided as festivals take place once a year.
- Festive food is more delicious than diet food so more delicious.
- Fizzy soft drinks and festive food ruin a healthy diet so should be avoided.

Question 9 : $(5x + 33y - 2z)/2 = 4x - y$. The value of y expressed in terms of the other quantities is

Options:

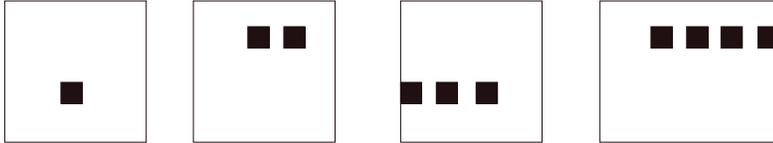
- | | |
|-------------------|-------------------|
| a. $(3x + 2z)/35$ | b. $(3x - 2z)/30$ |
| c. $(5x + 4z)/25$ | d. $(3x + 2z)/30$ |

Question 10 :Shyam walks along the sides of a rectangular park of dimensions 40 m and 30 m, to reach from one corner to another. Ram walks along the diagonal to do the same. Find the ratio of the distance covered by Shyam and Ram.

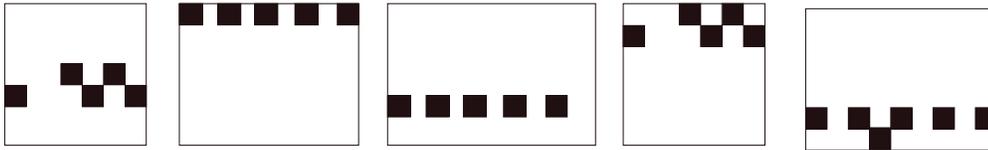
Options:

- | | |
|----------|----------|
| a. 7 : 5 | b. 4 : 7 |
| c. 3 : 2 | d. 8 : 9 |

Question 11: Which Box will come next?



Option:



Question 12 : ABCDAFGHARSTAU

Question: In the above series of Alphabets how many times “A” is repeated

Option :

- | | |
|------|------|
| a. 1 | b. 2 |
| c. 3 | d. 4 |

Question 13: Identify the option identical to the given sequence

Question : JWHWRF

Option:

- | | |
|-----------|-----------|
| a. JWHRHF | b. JWHRWF |
| c. JWHWRF | d. JFWHRW |

Question 14: 56932099

Option:

- | | |
|-------------|-------------|
| e. 56932099 | f. 56923099 |
| g. 56930299 | H. 56392099 |

For further details Log on to www.ifbi.com

North and East Regions: Call 1800 180 6448 (For BSNL Users), 1800 1020 448 (For Airtel users); **West and South Regions:** Call 1800 209 7050

Or SMS IFBI to 56161 or email: ifbi@niit.com

IFBI CENTRES: **Ahmedabad:** 303, 3rd Floor, 3rd eye Building, Panchsheel Road, Ahmedabad – 380006; **Bangalore:** 1st Floor, No 74-2, Sanjana Plaza, Elephant Rock Road, 3rd Block, Jayanagar, Bangalore - 560011; **Bhopal:** Mezzanine Floor, 132, Zone - II, M.P. Nagar, Bhopal. Pin - 4 62011; **Bhubaneswar:** 2nd Floor, 610, Sahid Nagar, Bhubaneswar - 751007; **Chandigarh:** SCO 156 - 157, 2nd Floor, Sector 34 A, Chandigarh; **Chennai:** 1st Floor, 27 & 28 Dowlani Towers, Dr R K Salai Road, Mylapore, Chennai - 600004; **Delhi NCR Admission Office:** G1 &2, Chiranjiv Tower, Nehru Place, New Delhi - 110019; **Delhi - Study Centers:** Nehru Place, Rajouri Garden, Gurgaon; **Hyderabad:** 2nd Floor, 205 & 206, Babukhan Estate, Basheerbagh, Hyderabad - 500002; **Jamshedpur:** 122, Yashkamal Complex, Bistupur, Jamshedpur-831001; **Kolkata:** 3rd Floor, 3A Shakespeare Sarani, Beside AC Market, Theater Road, Kolkata - 700071 **Lucknow:** Upper Ground Floor, Raja Ram Kumar Plaza, 76 Hazrat Ganj, Lucknow-226001; **Ludhiana:** Sco No: 37, Sector 32/a, Urban Estates, Samrala Road, Ludhiana - 141010; **Mumbai (Bandra):** C3, Ground Floor, Balrama Building, Bandra Kurla Complex, Bandra East, Mumbai – 40005. **Mumbai (Church Gate)** Maker Bhavan No2, 18 New Marine Lines, Sir Vithaldas Thackersey Marg, Mumbai - 400 020; **Mysore:** PDR ATRIUM, #CH 19/1(1028), 2nd Floor (Above MY STORE), Jayalaxmi Vilasa Road, Chamaraja Mohalla, Mysore; **Nagpur:** 3rd Floor, Bajaj Wing, Mangalwari Complex, Sadar, Nagpur – 440 001; **Patna:** Below NIIT Ashok Rajpat centre, Naveen Khoti, 1st Floor, Opp. Khuda Baksh Library, Ashok Rajpath, Patna – 800004; **Pune:** 6th Floor, Karan Selene, Above Yes Bank, Near Kamla Nehru Park, Bhandarkar Road, Pune 411004.; **Vizag:** 10-4-22, Near Hotel Meghalaya, Aslimetta Vishakhapatnam - 530003.

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