

# **Insolvency and Bankruptcy Board of India**

## **Recruitment of Officer Grade A (Assistant Manager)**

### **I. NOTICE:**

1. Insolvency and Bankruptcy Board of India (IBBI), is a statutory body established in accordance with the Insolvency and Bankruptcy Code, 2016.
2. IBBI invites applications from Indian citizens for filling up the posts of Officer Grade A (Assistant Manager). IBBI reserves the right to terminate this process at any stage and accordingly, the applicants shall have no right to participate further in the selection process.
3. Number of posts:
  - General -11
  - Other Backward Classes -4
  - Scheduled Castes -2
  - Scheduled Tribes -1
  - Total -18**

One post will be reserved for a person with disability suffering from Locomotor disability or cerebral palsy.

Sr. No.	Activity	Date
1	Opening of application link and payment of fees	22.2.2018
2	Closing of application link and payment of fees	14.3.2018

4. Age Limit as on 01.03.2018\*  
General: 28 years (candidates should have been born not earlier than 02.03.1990)  
OBC (Non-Creamy Layer): 31 years  
(candidates should have been born not earlier than 02.03.1987)  
SC/ST: 33 years  
(candidates should have been born not earlier than 02.03.1985)
5. Qualification as on 01.03.2018  
  
CA / CS / CMA / LL. B. / MBA with Finance / Masters in Economics /Masters in Commerce  
Preference: (a) Pass in Limited Insolvency Examination; (b) Higher Qualification than Essential Qualification; (c) Two or more of the essential qualifications;  
  
These must be from a Recognised University / Institution.
6. Candidates applying would be expected to be computer literate and conversant with MS Office, Word and Excel Applications.

\* (i) Candidates belonging to 'Non-Creamy Layer ' are eligible to apply under OBC Category. The OBC candidates who belong to 'Creamy Layer' are not entitled to apply under OBC Category. Candidates may please note that the non-creamy layer certificate issued before 1st January, 2018, will be treated as outdated and such applications will be liable to be rejected, even though they may belong to OBC (NCL).

(ii) Relaxation of 10 (ten) years for PWD candidates (OH).

(iii) Relaxation of 5 (five) years for \*Ex-servicemen (Maximum age limit as on 01.03.2018 - 33 years)

(iv) Relaxation of 5 (five) years for candidates ordinarily domiciled in the State of Jammu and Kashmir between January 1, 1980 and December 31, 1989 (Maximum age limit as on 01.03.2018 - 33 years).

[\*Ex-servicemen include Emergency Commissioned Officers/Short Service Commissioned Officers, who have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or/on account of physical disability or have been released/discharged on account of physical disability attributable to Military Service or on invalidment. Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment.]

**Note:** No cumulative age relaxation will be available to any applicant, save as provided above.

## II. MODE OF SELECTION:

Mode of selection will be On-Line Examination, Group Discussion and Interview as under:

1. **On-Line Examination:** An online examination of Objective type (Multiple Choice- 5 options' pattern) for 150 marks will be held during the month of March/April 2018 There will be 1/4<sup>th</sup> penalty for wrong answers Test will be bilingual (Hindi & English) except for English language test. Duration of the test will be 120 minutes. Each question will carry 1 mark.

The examination will consist of tests for-	Questions and Marks
i) English Language	30 Questions and marks
ii) Quantitative Aptitude	20 Questions and marks
iii) Reasoning Ability	20 Questions and marks
iv) General Awareness	20 Questions and marks
v) Economy/Financial Sector Awareness	30 Questions and marks
vi) Insolvency and Related Laws	30 Questions and marks.

Candidates would have to secure minimum marks separately for each test.

2. **Group discussion & Interview:** On fulfilling the criteria of minimum cut off marks in each subject, candidates will be shortlisted for Group discussion and interview.
3. List of candidates shortlisted for group discussion and interview will be made available on IBBI website. Only the shortlisted candidates will be called for group

discussion and interview. Application fee shall not be refunded. IBBI reserves the right to modify the selection procedure, if deemed fit.

### **III. SERVICE CONDITIONS/ PAY AND ALLOWANCES:**

1. Pay: The incumbent will be on a scale of pay of Officer Grade A in the scale of Rs.28150-1550(4)-34350-1750(7)-46600-EB-1750(4)-53600-2000(1)-55600(17 years).
2. Benefits: Other benefits including House Allowance, Transport, LFC and Medical Benefits will be admissible as admissible to an Officer in Grade A in IBBI.
3. Posting: The incumbent may be posted and transferred to any location in India. IBBI's head office is currently in Delhi. While the Insolvency and Bankruptcy Code, 2016 provides for head office of IBBI to be in National Capital Region, it may have other offices across India.
4. The appointment of the selected candidates shall be governed by the Insolvency and Bankruptcy Board of India (Employees' Service) Regulations, 2017 as amended from time to time.

### **IV. EXAMINATION CENTRES:**

The On-Line examination will be held at the following centres:

- a. Delhi-NCR,
- b. Mumbai/Navi Mumbai/Thane/Greater Mumbai,
- c. Kolkata,
- d. Chennai,
- e. Bengaluru,
- f. Hyderabad,
- g. Ahmadabad-Gandhinagar
- h. Patna,
- i. Chandigarh-Mohali,
- j. Jaipur,
- k. Lucknow,
- l. Bhopal,
- m. Guwahati,
- n. Thiruvananthapuram,
- o. Bhubaneshwar and
- p. Dehradun.

### **CENTRE INSTRUCTIONS**

1. The examination will be conducted online in venues given in the respective call letters. The addresses of the venue will be advised in the call letter. Candidates are required to indicate the preferred test centre in the application form. IBBI, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.
2. As far as possible candidates will be allotted to a centre of his/her choice. However, IBBI, reserves the right to allot the candidate to any centre (either within the state or outside the state) other than the one he/she has opted for. In

case a candidate is allotted a test centre other than his preferred centre, he/ she will be intimated of the change in centre by e-mail.

3. No request for change of centre/venue/date/ session for Examination shall be entertained.
4. Choice of centre once exercised by the candidate will be final. If sufficient number of candidates do not opt for a particular centre for "Online" examination, IBBI reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, IBBI reserves the right to allot any other centre (either within the state or outside the state) to the candidate.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and IBBI will not be responsible for any injury or losses etc. of any nature.

#### **V. APPLICATION FEE (NON-REFUNDABLE)**

1. **General / OBC** - Rs.500/- plus GST(presently 18%) as application fee cum intimation charges plus applicable transaction charges
2. **SC/ST/ Persons With Disability (PWD)**-Nil.

#### **VI. NOTE FOR PERSONS WITH DISABILITIES (PWD)**

##### **Definition of Person with Disabilities**

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Government.

The definitions of the categories of disabilities for the purpose of reservation in the employment are as under:

##### **Orthopedically Challenged (OH)**

An Orthopedically Challenged (OH) person is one suffering from locomotor disability or cerebral palsy. Persons who suffer from not less than 40% of relevant disability would be eligible to apply.

"Locomotor disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

"Cerebral Palsy" means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

#### **GUIDELINES FOR PERSONS WITH DISABILITIES**

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment). The above guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time. Candidates with CP or LD are allowed scribe if opted. The candidate will have to arrange his / her own scribe at his/her own cost. The scribe can be from any academic discipline.

Both the candidate as well as scribe will have to give a suitable undertaking in the prescribed format with passport size photograph of the scribe along with call letter at the time of examination confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.

Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.

A person acting as scribe for one candidate cannot be a scribe for another candidate. In addition, the scribe arranged by the Candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.

Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions. Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature

## **VII. GENERAL INSTRUCTIONS:**

1. Candidate, who is eligible and desires to apply for the above post, should submit an ON-LINE application with requisite fee/ intimation charges (wherever applicable).
2. Fees sent in any other manner not prescribed in this advertisement and / or the application submitted without depositing the fee/ intimation charges would be rejected and no correspondence shall be entertained in this regard.
3. Candidates should satisfy themselves strictly about their eligibility for the post applied for.
4. If the candidates are not eligible or have knowingly or wilfully furnished incorrect or false particulars or have suppressed any material information, their candidature will be liable to be cancelled at any stage of the selection process. If the candidate qualifies in the selection process and subsequently it is found that he/she does not fulfil the eligibility criteria, his/her candidature will be cancelled and if appointed, the appointment would be terminated without any notice or compensation.
5. Candidates who are already in service of Govt./ Quasi-Govt. Organizations and Public-Sector Banks Undertakings will have to produce a "No Objection Certificate" from their employer, at the time of Interview. Before appointment in IBBI, a proper discharge certificate from the employer will have to be produced.
6. Outstation candidates called for Interview will be reimbursed single AC Three Tier Class railway fare for the to and fro journey by the shortest route, subject to submission of necessary documentary evidence.
7. IBBI does not assume any responsibility for the candidates not being able to submit their applications within the last date.

8. In all matters regarding eligibility, conduct of examinations, interviews, assessment, prescribing minimum qualifying standards in both the Examination and interview, in relation to number of vacancies and communication of result, IBBI's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard. Further, IBBI reserves the right to relax any of the requirements for the candidates in deserving cases strictly in accordance with the Insolvency and Bankruptcy Board of India (Employees' Service) Regulations, 2017. IBBI also reserves the right to cancel the advertisement, fully or partly on any grounds
9. Canvassing in any form will disqualify the candidate.

### **VIII. HOW TO APPLY:**

Candidates are required to apply on-Line through the website [www.ibbi.gov.in](http://www.ibbi.gov.in) from 22.2.2018 to 14.3.2018 and no other mode of application will be accepted. Candidates need not submit the system generated print out of the ON-LINE application to IBBI's office.

#### **A. APPLICATION REGISTRATION**

##### **1. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should:

- i. Scan his/her photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. The valid personal email ID and mobile no., should be kept active till the completion of this Recruitment Process. IBBI will send call letters for the Interview etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number. Under no circumstances, a candidate should share/mention e-mail ID to/ of any other person.

##### **2. APPLICATION PROCEDURE**

- i. Applicants are first required to go to IBBI's website "[www.ibbi.gov.in](http://www.ibbi.gov.in)" and open the link "Careers". Thereafter, open the Recruitment Notification entitled "IBBI RECRUITMENT EXERCISE FOR OFFICER GRADE A (ASSISTANT MANAGER) - 2017" and click on the option "APPLY ONLINE" which will open a new screen.
- ii. To register application, choose the tab "CLICK HERE FOR NEW REGISTRATION" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- iii. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application, candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
- iv. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the "FINAL SUBMIT" BUTTON.

- v. The Name of the candidate and his/her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
- vi. Validate your details and Save your application by clicking the 'VALIDATE YOUR DETAILS' and 'SAVE & NEXT' button.
- vii. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C" given below.
- viii. Candidates can proceed to fill other details of the Application Form.
- ix. Click on the Preview Tab to preview and verify the entire application form before "FINAL SUBMIT".
- x. Modify details, if required, and click on 'FINAL SUBMIT' only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- xi. Click on 'PAYMENT' Tab and proceed for payment.
- xii. Click on 'SUBMIT' button.

**B. PAYMENT OF FEES**

1. Payment of application fee/ intimation charges has to be done after successful registration of the application else application will be treated as cancelled.
2. Candidates have to pay the requisite fees/intimation charges only through ON-LINE mode.
3. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
4. The payment can be made by using only Debit Cards (Rupay/ Visa/ Master Card/Maestro), Credit cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
5. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
6. On successful completion of the transaction, an e-Receipt will be generated. Candidates are required to take a printout of the e-receipt.
7. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
8. Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same cannot be generated, online transaction may not have been successful.
9. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert it to your local currency based on prevailing exchange rates.
10. To ensure the security of your data, please close the browser window once your transaction is completed.
11. There is facility to print application form containing fee details after payment of fees.

**C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

1. In case the face in the photograph or signature is unclear, the application may be rejected. Candidate may edit the application and re-upload the photograph/signature in such case.
2. If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

#### PHOTOGRAPH IMAGE

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white background. Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

#### SIGNATURE IMAGE

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Attendance sheet.
- The Applicant's signature obtained on the call letter and attendance sheet at the time of examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.
- Ensure that the size of the scanned image is not more than 20KB.
- **Candidates should ensure that the signature uploaded is clearly visible.**

#### SCANNING THE PHOTOGRAPH & SIGNATURE

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to "True Color"
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature



- in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option. Please See instructions above for the pixel size in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.
- Procedure for Uploading the Photograph and Signature
- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

#### **D. DOWNLOAD OF CALL LETTERS**

Candidates will have to visit the website [www.ibbi.gov.in](http://www.ibbi.gov.in) for downloading call letters for online examination. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter which should be the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in this advertisement and also specified in the call letter and (iii) Photocopy of the same Photo Identity Proof as brought in original. No physical copy of call letter shall be provided.

#### **F. IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. Biometric finger capture and photo capture shall be done on the day of examination at the centre.

Ration Card and Learner's Driving License will not be considered as valid id proof for identity verification.

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should **exactly** match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter will be prior to the start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 3 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

**G. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT OR ARE INELIGIBLE.**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. Further, candidates who meet all the eligibility criteria only need apply at the time of examination, interview or in a subsequent selection procedure or even after appointment to the post, if a candidate is (or has been) found guilty of:

- i. Using unfair means, or
- ii. Impersonating or procuring impersonation by any person, or
- iii. Not possessing advertised eligibility criteria, or
- iv. Misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose, or
- v. Resorting to any irregular or improper means in connection with his/her candidature, or
- vi. Obtaining support for his/her candidature by any unfair means, or
- vii. Carrying mobile phones or similar electronic devices of communication in the examination/interview hall, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:
  - To be disqualified from the examination for which he/she is a candidate.
  - To be debarred, either permanently or for a specified period, from any examination conducted by IBBI.
  - For termination of service, if he/she has already joined/serving IBBI without notice or compensation at any stage.

**H. GENERAL INFORMATION:**

1. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to

rectify the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of the IBBI in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

2. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
3. IBBI would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IBBI in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IBBI reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
4. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she may not be allowed to appear in any IBBI recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
5. Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

**Notes:**

6. After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure that the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the IBBI.
7. If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
8. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. The IBBI will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
9. An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at

the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.

10. An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
11. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam.
12. IBBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the IBBI.
13. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
14. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/details furnished by him/ her are found to be false at a later stage.
15. All disputes arising out of the selection process shall be subject to the exclusive jurisdiction of Courts at New Delhi only.

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