
Rules and Syllabus

INDIAN INSTITUTE OF BANKING & FINANCE

POST GRADUATE DIPLOMA IN FINANCIAL ADVISING (PGDFA)

RULES AND SYLLABUS

1. ABOUT THE INSTITUTE:

1.1 GENESIS:

Indian Institute of Banking and Finance which is a body of professionals of Banking and Finance Institutions in India, was established at the initiative of few eminent bankers, businessmen and industrialists of India on 30th April 1928, as a Limited Company, under the Indian Companies Act, 1913.

1.2 MISSION:

The mission of the Institute is to develop professionally qualified and competent bankers and finance professionals primarily through a process of education, training, examinations, consultancy/ counselling and continuing professional development programmes.

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1.4 VISION:

The Vision of the Institute is "To be the premier Institute for developing and nurturing competent professionals in banking and financial field".

1.5 ACTIVITIES:

- Design, develop and conduct examinations to test the proficiency of bank / financial sector employees in various areas of operation of banks / financial Institutions and finance-related subjects.
- Award certificates/ diplomas to the successful candidates.
- Provide necessary educational support services such as tutorial classes, contact programs and study materials.
- Dissemination of knowledge on banking and financial services through publication of quarterly journal "Bank Quest", monthly "IIB VISION" and e-newsletter called Fin@quest, organise lectures/ seminars, workshops as a part of continuing professional development programmes.
- Conduct of seminars on financial matters

1.3 OBJECTIVES:

- To facilitate study of theory and practice of banking and finance
- To test and certify attainment of competence in the profession of banking and finance
- To collect, analyze and provide information needed by professionals in banking and finance
- To promote Continuous Professional Development
- To promote and undertake research relating to Operations, Products, Instruments, Processes, etc., in Banking and Finance and to encourage innovation and creativity among finance professionals so that they could face competition and succeed.

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across the country for the benefit of members.

- Any other activity incidental to and facilitating the achievement of the basic objectives of the Institute.

2. EXAMINATIONS:

The Institute conducts following examinations:

A) For Members

1) Associate Examination: JAIIB/ CAIIB

2) Certificate Examination in Banking Oriented Paper in Hindi (BOPH)

B) For Non-Members:

Diploma in Banking & Finance (DBF)

(Pre-entry level examination)

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C) For Members / Non-Members:

- 1) Diploma in Banking Technology (DBT)
- 2) Diploma in Treasury, Investment and Risk Management (DTIRM)
- 3) Diploma in International Banking and Finance (DIBF)
- 4) Post Graduate Diploma in Financial Advising (PGDFA)
- 5) Certificate Examination in Trade Finance (CTF)

D) Insurance Sector: Pre-licensing examinations (approved**by IRDA)**

- 1) Certificate Examination in Life Insurance (CeLI)
- 2) Certificate Examination in Bancassurance (Life) (CeBA)
- 3) Certificate Examination in Bancassurance (Non-Life) (CeBA)
- 4) Certificate Examination in General Insurance (CeGI)

The syllabi and other information pertaining to the examinations are available at the Institute's offices at Mumbai, Chennai, New

sors / counselors in the country

- To provide candidates with competencies required to act as an INDEPENDENT FINANCIAL ADVISOR
- To enable candidates to possess the needed skills and knowledge to understand clients' needs, attitudes and fears
- To enable candidates to design appropriate finance planning strategies suitable to individual clients
- To enable candidates to meet the clients' wealth creation and wealth protection needs
- To enable candidates to attain high ethical and professional standards

2.3 COLLABORATION:

This program has been introduced with technical support from the Securities Institute, Australia, a pioneer in the area of financial counseling and advising.

2.4 STRUCTURE OF THE EXAMINATION:

The examination contains six papers to be passed within a time limit of three years (six attempts).

SUBJECTS OF PAPERS

Delhi and Kolkata and at the sub centres of the Institute and at **www.iibf.org.in**.

**POST GRADUATE DIPLOMA IN
FINANCIAL ADVISING (PGDFA)**

2.1 BACKGROUND:

The PGDFA course has been introduced, with technical support from the Securities Institute, Australia, a pioneer in the area of financial counseling and advising, to create a cadre of financial advisors in the financial sector with the following objectives.

2.2 OBJECTIVES OF THE COURSE:

This course covers the entire spectrum of financial services

products from banking, insurance, pension fund, mutual fund,

derivatives, debt market to micro credit. This comprehensive course

aims as under :-

· To create a cadre of competent practitioners of financial advi-

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1. Introduction to Financial Planning

2. Managing and Marketing of Financial Services

3. Securities Markets and Products

4. Insurance Products (including Pension Products)

5. Mutual Funds - Products and Services

6. Banking Products and Services

2.5 FOR WHOM:

· Bank Employees

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- Insurance Professionals
- People intending to be Financial Counselors/ Advisors/ Planners

2.6 ELIGIBILITY:

A Graduate of any recognised University will be eligible for admission.

2.7 PERIODICITY OF EXAMINATION:

The Examination will be held normally twice a year in June and December on Sundays (Two papers on each Sunday)

2.8 REGISTRATION:

Candidates are required to fill in the Examination Application Form as per the format given in the annexure and send it to respective zonal office of the Institute along with the stipulated examination/registration fee.

Applications for registering for the examination to be held will be accepted as below:

**For Examination Last Date of Receipt of
to be held in Examination Forms**

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register forgoing credits for subjects passed earlier.

2.10 EXAMINATION / REGISTRATION FEES:

Examination fee is Rs.10,000/- (excluding the cost of study kit)

Registration Fee (payable only by non-members)

One time registration fee of Rs. 300/- should be paid alongwith examination fee by non-members.

Examination/Registration Fee should be paid by means of a crossed demand draft/pay order drawn in favour of "Indian Institute of Banking & Finance" and made payable at the place of the respective Zonal Office of the Institute.

2.11 DELIVERY:

The programme will be delivered through a comprehensive course material, through distance learning mode. Even though the courseware is comprehensive to cover the syllabus, candidates are advised to update themselves by referring to economic dailies/periodicals and other related publications.

June 31st January

December 31st July

In no case, applications received after above dates shall be considered for the particular examination. Such late applications shall be

considered for the subsequent examination. Registration / Examination form is attached to this booklet at the end.

2.9 TIME LIMIT:

Candidates will have to pass all papers within a period of **three years** to get the "Post Graduate Diploma in Financial Advising". The registration would be valid for a duration of 3 years. If candidates do not pass in all subjects during the 3 years period, they will have to re-

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dates and time as well as User ID, password to be used while appearing at the

2.12 EXAMINATION CENTRES:

The examination will be held on-line at following 6 centres provided there are 10 or more candidates for the examination.

1)Hyderabad(013) 2)Bangalore(191) 3) Mumbai(306)

4)Chennai(467) 5)Kolkata(568) 6)New Delhi (610)

2.13 EXAMINATION ADMIT CARD / MEMBERSHIP IDENTITY CARD:

1) The Institute will issue Examination Photo Identity Card/Membership Identity Card. This card will be valid for the period mentioned therein.

2) The Institute will issue Examination Admit Card before every examination containing details of venue, examination

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als.

examination.

3) Both Examination Admit Card and the Photo Identity Card

should be produced to the Examination Authority each time

in the examination venue for identification.

4) In absence of the Admit Card / Photo Identity Card, the candidate is liable to be denied permission in the examination venue.

5) Candidates will have to appear at the Centre, which they choose while applying for the examination first time and for the subsequent examinations also. In case candidate wants to change centre for examination due to transfer or any other valid reason, he/she should inform the Institute well in advance (at least one and half month before the commencement of the examination) to enable the Institute to arrange for the same.

2.14 MEDIUM OF EXAMINATION:

Examination will be conducted in English only.

2.15 MODE, PATTERN AND DURATION OF EXAMINATION:

Examinations will be held only in Online mode. Candidates should have familiarity with the use of computer. Approximately

The Accredited Institutions of the Institute would provide classroom training, provided sufficient number of candidates are available for the same.

Online Tutorial:

The faculty of the Institute would be available on e-mail to sort out

problems and clarify doubts of candidates.

Other educational/ information facilities offered

Bank Quest:

The Institute publishes a quarterly magazine called 'Bank Quest', covering various aspects of banking and allied subjects. This is a priced publication. The annual subscription for 'Bank Quest' is Rs. 140/- for four issues for the present.

IIB Vision:

The Institute also publishes a monthly newsletter covering news on latest developments in banking and finance and same is supplied to all registered members free of cost.

E-Newsletter: (Fin@Quest)

The Institute brings out a daily e-newsletter through its portal, covering various aspects of banking and finance and its subscription

150 choice objective questions for 100 marks will be asked. The examination will be for a duration of two and half hours.

The examination will have a system of **negative marking** for wrong answers given to the multiple-choice questions. **Negative marks** will be awarded in the inverse proportion of number of options given in the question i.e. in case there are four options given for the question and the question carries 1 mark, the wrong answer will fetch (-) 0.25 marks. If the same question carries 2 marks, it will fetch (-) 0.50 marks for the wrong answer and so on.

2.16 EDUCATIONAL SUPPORT:

The programme is delivered through comprehensive course materi-

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rate is Rs.500/- per annum. This newsletter will be sent to the e-mail address of the subscriber on a daily basis.

2.17 PASSING CRITERIA:

Since the examination will be conducted on-line, provisional results will be provided to candidates immediately after closure of each examination.

Candidates have to secure 50% or more marks in each paper to pass.

2.18 DECLARATION OF RESULTS:

Results of the examination will be intimated to candidates individu-

ally within one month from the date of the examination.

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2.19 CONDUCT AND DISCIPLINE IN THE EXAMINATION HALL:

1. No candidate shall be permitted to enter

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6. Communication of any sort between candidates or with outsiders is not permitted and complete silence should be maintained during the examination.

the examination hall after the expiry of 15 minutes from the commencement of the examination and no candidate shall be permitted to leave the hall before the expiry of one hour from the commencement of the examination. Candidates should be present at the examination venue at least 15 minutes before the commencement of the

examination.

2. Candidates should ensure that he/she signs the Attendance Sheet.

3. Candidates should not possess and/or use books, notes, periodicals etc. in the examination hall at the time of the examination /or use mathematical tables, slide rules, stencils etc. during the examination. They should hand them over to the Hall Superintendent before the commencement of the examination.

A candidate found in possession of such unauthorised material during the examination is liable to be proceeded against for adoption of unfair means in the examination in addition to reporting the matter to his/her employer for disciplinary proceedings for the misconduct.

4. Candidates appearing for the PGDFA examination of the Institute are permitted the use of calculator subject to the following,

Calculators must:-

7. Copying answers from other candidates or permitting others to copy will attract rules relating to unfair practices in the examination.

8. No candidate shall impersonate others or allow others to imper-

sonate himself at the examination.

9. No candidate shall misbehave/ argue with the Examination conducting authorities at the centre.

If any candidate violates any of the above rules it will be considered to be an act of misconduct and he/she will be liable for punishment mentioned herein under.

2.20 PENALTIES FOR MISCONDUCT / UNFAIR PRACTICES:

The Institute shall have the right to impose penalties on any member/ candidate for committing an act of misconduct/ unfair practice in respect of any matter affecting the Institute or at or in respect of any examination conducted by the Institute or disqualifying any candidate who, they have reason to believe has received/ adopted or given unfair assistance at the examination and

a) to cancel the result of such candidate of the examination at which he/she may have appeared

- a) be of pocket size and fully portable.
- b) be silent while in operation.
- c) be battery operated.
- d) not be capable of being programmed by insertion of tapes or otherwise.
- e) not have print out facilities.
- f) be of the types upto 6 functions and 12 digits.
- g) not be capable of retaining / storing data in memory when the calculator is switched off.

5. Candidates are not permitted to carry mobile phone in the examination hall.

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- b) to exclude him/her from future examinations either permanently or for a specified number of examinations

- c) to report his/her name to his/her employer and

- d) to take such other action against him/her as the Institute shall

in their sole discretion deem fit and the decision of the Institute shall be final and binding on the candidate concerned.

The Institute shall also have a right to cancel results of any subsequent examination at which the candidate may have appeared, if such examination falls within the exclusion period in the penalty, as

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by reason of imposition of such a penalty of exclusion from the future examination, the candidate would not have been eligible to appear at such subsequent examinations.

2.21 FACILITY FOR VERIFICATION

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- Investment Products
- Taxation _ Part 1
- Taxation _ Part 2

OF MARKS:

The facility of verification of marks is not allowed since the examination is conducted on-line and evaluation is computerised.

2.22 ISSUE OF CERTIFICATES:

Certificate will be issued for passing the Examination.

2.23 LEGAL PROCEEDINGS:

In case of any legal dispute in relation to the examination, the proceedings shall be instituted in the courts at Chennai, Kolkata, New Delhi, Mumbai only depending upon the place at which the application is submitted by the candidate and not in any other court.

3. SYLLABUS IN BRIEF

POST GRADUATE DIPLOMA IN FINANCIAL ADVISING (PGDFA)

1) INTRODUCTION TO FINANCIAL PLANNING

- ABC of the Indian Financial and Investment Industry
- Participants in the Indian Finance System
- Indian Economic Environment
- Indian Social Environment & Financial

- Estate Planning

- Towards a Financial Plan

2) MANAGING AND MARKETING OF FINANCIAL SERVICES

- Strategic Business Planning
- Marketing _ The Starting Point
- Marketing _ Segmentation and Product Development
- Marketing _ Communications
- Marketing _ Distribution and Pricing
- Organizational Behaviour and Human Resource Management
- Communication
- Conflict Resolution
- Team Leadership
- Case Study

3) SECURITIES MARKET & PRODUCTS

a) Securities Market & Products

- Investment Concept and Approaches

Planning

- Effective Communication in Financial Counseling
- Introduction to Investments
- Meeting Clients need through Financial Planning
- Recommending Financial Planning Strategies to Investors
- Regulation of the Indian Financial System
- Risk Management and Insurance Products
- Fundamental Investment Concepts
- The Economic Environment
- Asset Classes

- Asset Classes
- Statistical Tools
- Risk and Return
- Efficient Market Theory
- Portfolio Analysis and Selection
- Securities Market/Equity Market
- Depository
- Regulatory Framework

b) Technical & Fundamental Analysis of Companies

- Investment decision making process
- Introduction to Efficient Market Hypothesis
- Introduction to Technical & Fundamental Analysis
- Economic Analysis
- Industry Analysis

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- Company Analysis

- Valuation

- Technical Analysis

c) Bond & Money Markets

- Debt-Instruments - Concepts

- Indian Debt Market

- Government Securities

- Treasury Bills

- State Govt. Bonds

- Call Money Market

- Corporate Debt

- Commercial Paper : Certificate of Deposit

- Secondary markets for Government Securities

- Bond Market Indices and Benchmarks

- Ready Forward Contracts (Repos)

- Secondary Market and Trading in Govt. Securities

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- Marine Insurance

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- General insurance and its practice in India

- Risk Management & Financial planning with insurance

- Marketing and selling of insurance

- Insurance business environme

b) Pension products

- Need for Retirement Planning

- Measuring Needs

- Pension Schemes in India

- Investing your Savings

- Taxation

- Pension Reforms in Organised Sector.

5) MUTUAL FUNDS PRODUCTS & SERVICES

- Mutual Funds - Concept and role

- Mutual Fund Industry

- Regulatory and Procedural Aspects
- Yield Curve
- Bond Valuation
- Duration
- Fixed Income Derivatives

4) INSURANCE PRODUCTS (INCLUDING PENSION PRODUCTS)

a) Insurance products

- Introduction to insurance and its fundamental principles
- Insurance organization structure and functions
- Regulation and legislation applicable to insurance
- Life insurance and its practice in India
- Group Life Products
- Rural
- Social
- Insurance
- Theory and Practice of Banking

- Formation and Organization
- Fund Accounting and Valuation
- Portfolio Management: Managing Unit holder's money
- Performance Measurement and Evaluation of Mutual Fund Schemes
- Mutual Fund as an investment
- Developing a Model Portfolio for the investor
- Unit holders Protection

6) BANKING PRODUCTS & SERVICES

- Introduction
- Types of Deposit Accounts
- Modes of Creating Charge on secured advances
- Retail Banking
- Wealth Management
- Banking Products

NOTE: For detailed syllabus please refer the study kit.

- Liability Insurance
- Health
- Motor
- Fire Insurance

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4. LIST OF OFFICES OF THE INSTITUTE

Northern Zonal Office

Indian Institute of Banking & Finance

11th Floor, Atmaram House,

Tolstoy Marg,

New Delhi - 110 001.

Telephone : 011 _ 2335 4921 / 2335 4316

Fax : 011 - 23351165

Email : iibnz@iibf.org.in

Post Graduate Diploma in Financial Advising (PGDFA)

Southern Zonal Office

Indian Institute of Banking & Finance

76, Arya Gowda Road,

West Mambalam

Chennai - 600 033.

Telephone : 044 - 2474 6961, 24715990

Fax : 044 - 2474 6966

Email : iibchen@vsnl.net

Corporate Office

Eastern Zonal Office

Indian Institute of Banking & Finance

3rd Floor, Anand Lok,

227, Acharya J.C.Bose Road,

Kolkata - 700 020.

Telephone : 033 _ 2280 9681 / 2280 9682 /
2280 9683

Fax : 033 _ 2280 9680

Email : iibez@iibf.org.in

Western Zonal Office

Indian Institute of Banking & Finance

19th Floor, Maker Towers, 'F' Wing,

Cuffe Parade,

Mumbai - 400 005.

Telephone : 022-2218 3302/ 2218 5134

Fax : 022-22180845

Email : iibwz@iibf.org.in

Indian Institute of Banking & Finance

"The Arcade" World trade Centre,

East Wing, Cuffe Parade,

Mumbai - 400 005.

Telephone : 022-2218 7003/ 2218 7004 /
2218 7005

Fax : 022-2218 5147

Email : iibgen@bom5.vsnl.net.in

Website : www.iibf.org.in

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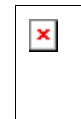
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World Trade Centre, Cuffe Parade, Mumbai-
400 005.

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