



BIRD (LKO)/ 177 /C-PEC/ CPCB-L1-10/2018-19

26 April 2018

To,

- 1) The Chief General Manager /Officer-in-Charge, NABARD, All ROs
- 2) The Managing Director/CEO – All St CBs, All DCCBs
- 3) The Managing Director, NAFSCOB & Secretary, NCCT
- 4) Principals/Directors, All CTI's
- 5) All Individual Members

Dear Sir,

**Professionalization in Cooperatives- Certification of Staff –  
Announcement of course – “Certified Professional in Cooperative  
Banking (CPCB) Level I”- 2018-19 Batch**

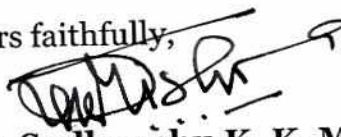
As you are aware, C-PEC has taken up several initiatives and programmes in the direction of its mandate, these include the Accreditation of Cooperative Training Institutions, Certification of Cooperative Professionals, Conceptualisation of Capacity Building Initiatives, Organisation of Seminars and Workshops, Standardisation of various Training Programmes, conduct of Trainers' Training etc.

The certificate courses being conducted by C-PEC are a means to inculcate professionalism in the individuals in cooperative system. Such certification makes available trained and professionally qualified human resources to cooperative banks leading to better performance. Under this initiative, C-PEC has been conducting 'Certified Trainers for Financial Cooperatives (CTFC)' Course for trainers of Cooperative Training Institutes since 2009-10. In 2016-17, C-PEC launched two new courses for the first time viz. 'Certified PACS Secretary (CPS)' for secretaries/ CEOs of PACS and Certified Professional in Cooperative Banking (CPCB – Level II) for the successfully passed CPCB level I candidates.

We have also successfully completed 03 Batches of 'Certified Professional in Cooperative Banking (CPCB) – Level I'. To continue with this, we are pleased to announce fourth batch i.e. 2018-19 batch of CPCB Level-I. A detailed write-up on the coverage, eligibility criteria, examination form, examination schedule and other terms and conditions is enclosed.

You are requested to give it wide publicity and encourage staff of cooperatives to avail the certification from C-PEC.

Yours faithfully,

  
(Dr. Sudhanshu K. K. Mishra)  
Deputy General Manager

Encls: As above

**Bankers Institute of Rural Development**  
(An autonomous Society Promoted by NABARD)

बंकर ग्रामीण विकास संस्थान  
(नाबार्ड द्वारा स्थापित एक स्वायत्त संस्था)

सेक्टर एच, एलडीए कालोनी, कानपुर रोड, लखनऊ - 226012 | टेली : +91 522 2421187, 2425917 | फैक्स : +91 522 2421006 | ई-मेल : bird@nabard.org  
Sector H, LDA Colony, Kanpur Road, Lucknow - 226012 | Tel : +91 522 2421187, 2425917 | Fax : +91 522 2421006 | E-mail : bird@nabard.org



NB.BIRD (LKO)/8205 /C-PEC/ CPCB-L1-10/2018-19

26 April 2018

सेवा में,

- 1) मुख्य महाप्रबंधक / अधिकारी-प्रभारी, नाबार्ड, सभी क्षेत्रीय कार्यालय
- 2) प्रबंध निदेशक / सीईओ - सभी राज्य सहकारी बैंक, सभी जिला सहकारी बैंक
- 3) प्रबंध निदेशक, NAFSCOB
- 4) सचिव, एनसीसीटी
- 5) प्रिंसिपल / निदेशक, सभी सहकारिता प्रशिक्षण संस्थान [सीटीआई]

श्रीमान,

**सहकारी समितियों में व्यावसायिकरण- स्टाफ का प्रमाणन- पाठ्यक्रम की घोषणा-“ सहकारी बैंकिंग में प्रमाणित पेशेवर(सीपीसीबी) स्तर I”- 2018-19 बैच**

जैसा कि आप जानते हैं, सी-पेक ने अपने जनादेश की दिशा में कई पहलों और कार्यक्रमों को उठाया है, इनमें सहकारी प्रशिक्षण संस्थानों का मान्यता, सहकारी पेशेवरों का प्रमाणीकरण, क्षमता निर्माण पहल की अवधारणा, सेमिनार और कार्यशालाओं का संगठन, मानकीकरण, विभिन्न प्रशिक्षण कार्यक्रम, प्रशिक्षकों के प्रशिक्षण आदि शामिल हैं।

सी-पेक द्वारा आयोजित प्रमाणपत्र पाठ्यक्रम सहकारी प्रणाली में व्यक्तियों में व्यावसायिकता पैदा करने का माध्यम हैं। इस तरह के प्रमाणीकरण सहकारी बैंकों को प्रशिक्षित और व्यावसायिक रूप से योग्य मानव संसाधन उपलब्ध कराते हैं जिससे बैंक अपनी कार्य क्षमता को बढ़ा कर बेहतर प्रदर्शन कर पाता है। इस पहल के तहत, सी-पेक 2009-10 से सहकारी प्रशिक्षण संस्थानों के प्रशिक्षकों के लिए 'वित्तीय सहकारी समितियों (सीटीएफसी) पाठ्यक्रम के लिए प्रमाणित प्रशिक्षकों का आयोजन कर रहा है। 2016-17 में, सी-पेक ने पहली बार दो नए पाठ्यक्रम (सीपीसीबी - स्तर II) तथा प्रमाणित पीएसीएस सचिव (सीपीएस) की शुरुआत की।

हमने सहकारी बैंकिंग (सीपीसीबी) - स्तर I' में प्रमाणित प्रोफेशनल के 03 बैचों को भी सफलतापूर्वक पूरा कर लिया है। इसके साथ जारी रखने के लिए, हम सीपीसीबी लेवल -I के चौथे यानी 2018-19 बैच की घोषणा करते हुए प्रसन्न हैं। कवरेज, योग्यता मानदंड, परीक्षा फॉर्म, परीक्षा कार्यक्रम और अन्य नियमों और शर्तों पर एक विस्तृत लेखन इस पत्र के साथ पायें।

आपसे अनुरोध है कि इसे व्यापक प्रचार दें और सहकारी समितियों के कर्मचारियों को सी-पेक से प्रमाणन प्राप्त करने के लिए प्रोत्साहित करें।

आपका आभारी,

(डॉ सुधाशु के के मिश्रा)

उप महाप्रबंधक/ सी-पेक प्रभारी

संलग्न: ऊपरोक्त अनुसार

**बैंकर ग्रामीण विकास संस्थान**

(नाबार्ड द्वारा स्थापित एक स्वायत्त संस्था)

**Bankers Institute of Rural Development**

(An autonomous Society Promoted by NABARD)

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# **Certified Professional in Cooperative Banking**

**(Level - I)**



**CENTRE FOR PROFESSIONAL EXCELLENCE IN COOPERATIVES  
(C-PEC)**

**BANKERS INSTITUTE OF RURAL DEVELOPMENT (BIRD)  
LUCKNOW**

**DISTANCE LEARNING COURSE FOR  
CERTIFIED PROFESSIONAL IN COOPERATIVE  
BANKING**

**(CPCB : LEVEL - I )**

**I. “CPCB” - Target Group and purpose**

The 6-month distance learning ‘CPCB’ programme is aiming at working employees of District Central Cooperative Banks (DCCBs) and State Cooperative Banks (SCBs) across all states. Basic function of staff in Cooperative Banks is to be able to cater to banking needs of its customers and members on a sustainable basis in a purely professional manner. The CPCB, with two levels, has been designed with a view to provide conceptual knowledge to the learner pertaining to all the functional aspects of banking with special reference to cooperative banking in level – I and advanced aspects of bank management including developments in ICT in level –II. Targeted clientele is described as under:

**For CPCB – Level-I**

- ✚ All the existing employees of member institutions
- ✚ All existing trainers of member institutions
- ✚ Open candidates having graduate degree in any discipline from a recognized university

**II. Objectives**

After successful completion of the course, the participants will be able to:

- ✚ Appreciate the importance of professional banking in the Cooperative sector.
- ✚ Understand the existing practices and latest developments in the area of banking in general and the Cooperative banking in particular.
- ✚ Perform the banking functions in an efficient and effective manner to achieve the organizational goals.

**III. For CPCB ( level-I) , the following four papers have been prescribed :**

**CPCB - Level I**

- Paper 01* : Indian Financial System and Cooperative Credit Structure
- Paper 02* : Bank Management
- Paper 03* : Business Management
- Paper 04* : Accounting and Audit

#### **IV. Details of Units – paper-wise**

##### **PAPER – 01 : INDIAN FINANCIAL SYSTEM AND COOPERATIVE CREDIT STRUCTURE**

Unit 01	Indian Economy
Unit 02	Indian Financial System
Unit 03	Cooperative Credit Structure
Unit 04	Recommendations of Select Committees
Unit 05	Important Provisions of Select Acts

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##### **PAPER – 02 : BANK MANAGEMENT**

Unit 01	Role & Responsibilities
Unit 02	Organizational Behaviour
Unit 03	Profit Planning and Business Development
Unit 04	Introduction to Computers

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##### **PAPER 03 : BUSINESS MANAGEMENT**

Unit 01	Resource Mobilization
Unit 02	Deployment of Funds
Unit 03	Legal Aspects of Lending
Unit 04	NPA and Recovery Management
Unit 05	Non Fund Based Business
Unit 06	Expansion of Credit - Important Developmental Schemes

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##### **PAPER 04 : ACCOUNTING AND AUDIT**

Unit 01	Accounting System
Unit 02	Analysis and Interpretation of Financial Statements
Unit 03	Audit, Inspection and Compliance

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### **V.1. EXAMINATION: MARKS AND PASSING CRITERIA**

1. Candidate shall be required to pass each level within 4 consecutive attempts. First attempt shall be counted from the date of examination for which the candidate becomes eligible irrespective of whether he / she appears for examination or not.
2. Candidate not able to pass the examination within a stipulated block of 4 consecutive attempts (appeared or not) in each level shall be required to enroll afresh. No credit/s for subject (s) passed shall be carried over on re-enrollment.
3. Minimum pass marks in each subject shall be 50 out of 100 marks. Candidate securing at least 45 marks in each subject with an aggregate of 50 per cent marks in all subjects shall be declared as having passed the examination. Candidate scores 60 % marks and above in aggregate will be awarded "First Class" and 75 % marks and above in aggregate will be awarded "Distinction".

***Following shall be allotment of marks for CPCB level I.***

<b>Sr.No.</b>	<b>Subjects /Papers/Modules</b>	<b>Marks</b>
1	Indian Financial System and Cooperative Credit Structure	100
2	Bank Management	100
3	Business Management	100
4	Accounting and Audit	100
	TOTAL	400

### **V.2. EXAMINATION: GENERAL GUIDELINES**

#### **V.2 (a) ENROLMENT FOR EXAMINATION:**

1. C-PEC programmes are open to members only.
2. Enrollment form may be downloaded from the website of C-PEC, BIRD (<http://bird-cpec.in/>) or shall also be made available at C-PEC, BIRD Campus, Sector-H, LDA Colony, Lucknow, (Uttar Pradesh) or at such centers /offices as may be notified from time to time.
3. Duly filled in enrolment forms with requisite fees should be submitted to C-PEC. Incomplete forms are liable to be rejected.

### **V.2(b) CONTACT PROGRAMME:**

1. C-PEC may arrange contact classes through accredited training institutions at approved rates on request from candidates.
2. The dates of the contact classes shall be informed well in advance to the candidate.
3. The contents, coverage, scheduling and location of contact programme shall be decided by the concerned accredited training institute in consultation with BIRD.

### **V.2 (c) EXAMINATION AND EVALUATION**

1. Candidate shall be eligible to take the examination after completion of minimum six months from the date of enrolment
2. C-PEC shall conduct examination at identified centers that will be informed well in advance.
3. The duration of examination for each paper shall be of two hours and two examinations shall be conducted in a day.
4. There shall be four papers carrying 100 marks each. There shall be 100 questions of multiple choice pattern for each paper.
5. There will be no system of negative marking.
6. Admit cards for examination shall be issued by C-PEC mentioning venue, time and date of examination.
7. Permanent Membership Identity Card issued at the time of obtaining membership shall have to be produced along with the admit card at the examination centre for identification, failing which entry to the examination hall will be denied.
8. Request for change of examination centre due to valid reason should reach the C-PEC 30 days before the commencement of the examination. Any request received thereafter for change of examination centre shall not be entertained.
9. The candidates shall have to appear in the examination in English.
- 10. Examination application form for second/third/fourth attempt may be downloaded from the website of C-PEC, BIRD (<http://bird-cpec.in/>) or shall also be made available at C-PEC, BIRD Campus, Sector-H, LDA Colony, Lucknow, (Uttar Pradesh) or at such centers /offices as may be notified from time to time. [Note: if the hard copy of the enrollment form does not reach C-PEC, BIRD, enrolled for re-attempt will NOT be considered]**
11. Duly filled in application forms for examination with requisite fees should be submitted to C-PEC well in time. Incomplete forms and forms received late are liable to be rejected.
12. The final result of the examination along with the marks secured in each subject shall be communicated to the candidates normally with in two month of conduct of examination.

## VI. FEE STRUCTURE

Particulars	Fees
Registration and Examination (First Attempt)	Rs. 2000/-
Examination- Second Attempt	Nil
Examination- Third and Fourth Attempts	Rs. 250/- per subject (only reappearing)
Re-enrollment	Rs.2000/-

Fee can be paid by at par Cheques/Demand Draft drawn in favor of Bankers Institute of Rural Development, Lucknow or through NEFT transfer as per the following details:

**Account Name:** Bankers Institute of Rural Development, Lucknow  
**Bank:** Kotak Mahindra Bank Ltd. Ashiyana Branch, Lucknow,  
**Bank A/C No. :** 5411848265,  
**IFSC Code:** KKBK0005199,  
**Branch Code** 05199

**IMPORTANT NOTE:** Candidates are advised to send details of remittance of membership fees/examination fees, if remitted through NEFT to C-PEC quoting UTR No., candidates name and membership number by e-mail at [cpcbleveli2018@gmail.com](mailto:cpcbleveli2018@gmail.com), immediately after transfer of money.

In case the candidates do not inform and send hard copy of the enrollment form, C-PEC shall not be responsible for non-registration of candidates for examination and also refund of fees in such cases. Candidates are requested to adhere to the last date indicated below.

## VII. PROGRAMME SCHEDULE

Particulars	Deadline
Enrolment for the Programme & Last Date of receipt of hard copy of 'Enrollment-cum-Examination Form'	22 <sup>nd</sup> June 2018
Supply of Study Material by C-PEC in Soft Form	2 <sup>nd</sup> July 2018
Examination of 04 Modules ( 2 session per day)	10 <sup>th</sup> & 11 <sup>th</sup> January 2019

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**Centre for Professional Excellence in Cooperatives (C-PEC)**  
**BANKERS INSTITUTE OF RURAL DEVELOPMENT (BIRD)**



सैक्टर - एच, एल डी ए कॉलोनी, कानपुर रोड, लखनऊ - 226 012 (उत्तर प्रदेश) दूरभाष : 0522- 2421799  
 फ़ैक्स : 2421006, 2421176; ई-मेल : cpecforccs@gmail.com

**Certified Professional in Cooperative Banking (CPCB)- Level I- (2018-19 Batch)**  
**Examination Enrollment Form**

{Please read 'Course Schedule' and 'Instructions' before filling up this form}

**Medium of the Course: ENGLISH**

First Attempt  Second Attempt   
 Third Attempt  Fourth Attempt

Affix Passport  
size photo

Individual C-PEC Membership Number :  -

**A : Personal Details**

**- CAPITAL LETTERS ONLY -**

First Name																				
Middle Name																				
Last Name																				
Mobile No.	0																			
Landline No.	STD Code :	0																		
Personal e-mail ID (all communication will be done on this e-mail ID)																				

**B : Employer Details**

Name of CTI / SCB / DCCB / any other organization presently working in (with complete address)																				
City / Town																				
State																				
Pin Code																				
Phone No.																				
Institute's E-mail ID																				

**N.B.:** The Completely filled Examination Enrolment Form must be sent in hard form to "The Director, Bankers Institute of Rural Development (BIRD)", BIRD Campus, Sector-H, LDA Colony, Kanpur Road, Lucknow-226012.

If case of non- receipt of hard copy of the form, enrollment will not be considered for the said course.

**C : Examination Fee**

Draft/ Cheque/ UTR No.	Date of Transaction	Amount	Total Amt.	In Favor of	Payable at	Drawee Bank	Drawee Branch
				BIRD	Lucknow		

**NEFT Transfer Details:**

**Account Name:** Bankers Institute of Rural Development, **Bank:** Kotak Mahindra Bank Ltd. Ashiyana Branch, Lucknow, **Bank A/C No. :** 5411848265, **IFSC Code:** KKBK0005199, **Branch Code** 05199.

(\*\*Note: No fees for Second attempt candidates and Rs. 250 per paper for Third/Fourth Attempt candidates)

**D : Reappearing Paper Details** (for Second, Third & Fourth Attempt Candidates only)

Please tick against the name of reappearing paper/module		
Module 1	Indian Financial System and Cooperative Credit Structure	
Module 2	Bank Management	
Module 3	Business Management	
Module 4	Accounting & Audit	
	Submit Assignment	

**DECLARATION BY CANDIDATE**

I am a member of C-PEC and I have read all Rules and Regulations and other instructions governing above examination. I agree to abide by the said Rules, Regulations and Instructions. I declare that I have not been debarred / disqualified by C-PEC.

Place	Date	Name	Signature (inside box only)

**RECOMMENDATION FROM EMPLOYER**

I certify that Shri / Smt. / Ms. \_\_\_\_\_ is working as \_\_\_\_\_ in our organization. He/She fulfills the laid down eligibility criteria for CPCB Level-I. He/she has our permission to enroll for 6-month distance learning CPCB Level-I course with C-PEC.

\_\_\_\_\_  
Name & Designation of  
the Head of the Institution  
With seal of the Institute/Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**N.B.: The Completely filled Examination Enrolment Form must be sent in hard form to "The Director, Bankers Institute of Rural Development (BIRD)", BIRD Campus, Sector-H, LDA Colony, Kanpur Road, Lucknow-226012.**

**If case of non- receipt of hard copy of the form, enrollment will not be considered for the said course.**