

राष्ट्रिय बाणिज्य बैंक लिमिटेड

तह १० मुख्य प्रबन्धक (प्रशासन सेवा र प्रशासन समूह) पदको खुला प्रतियोगितात्मक लिखित परीक्षाको पाठ्यक्रम

Syllabus for Chief Manager, Level 10, Open Competition

पत्र	विषय	पूर्णाङ्क	समय	परीक्षाको किसिम	उत्तर दिनु पर्ने प्रश्न संख्या र अंक
प्रथम	बैंकिङ्ग, लेखा, वित्तीय विश्लेषण र आर्थिक नीति (Banking, Accounting, Financial Analysis & Economic Policy)	१००	३ घण्टा	विषयगत	प्रत्येक समूहबाट १/१ गरी जम्मा ५ प्रश्नहरू सोधिनेछन् र सबै प्रश्नको उत्तर अनिवार्य छ। सबै प्रश्नको अंक समान रहने छ।
द्वितीय	अर्थ, मुद्रा, व्यवस्थापन, रणनीतिक योजना तथा समस्याको पहिचान र समाधान (Economy, Money, Management, Strategic Planning, Problem Identification & Solution)	१००	३ घण्टा	विषयगत	प्रत्येक समूहबाट १/१ गरी जम्मा ५ प्रश्नहरू सोधिनेछन् र सबै प्रश्नको उत्तर अनिवार्य छ। सबै प्रश्नको अंक समान रहने छ।

पाठ्यक्रमको बिस्तृत विवरण :

प्रथम पत्र : बैंकिङ्ग, लेखा, वित्तीय विश्लेषण र आर्थिक नीति

पूर्णाङ्क -१००

First Paper : Banking, Accounting, Financial Analysis & Economic Policy

(क) बैंकिङ्ग (Banking)

- (१) बैंकिङ्ग अवधारणा र विकास
- (२) नेपालमा बैंकिङ्ग विकास र हालको अवस्था एवं चुनौतीहरू (Banking Development in Nepal, Recent Status and challenges)
- (३) Competition and Governance of Banking Sector.
- (४) ग्राहकमुखी बैंकिङ्ग सेवा
- (५) ग्राहक संरक्षण सिद्धान्त (Client Protection Principle)
- (६) Financial Sector Reform Programme.
- (७) नेपालमा बैंकिङ्ग क्षेत्रका अवसर र चुनौतिहरू (Opportunities & Challenges of Banking Sector in Nepal)
- (८) Risk Management: Risk Management Guidelines, Measures & Control Modalities of Various Risks Application in the Banking Business.
- (९) Risk Controls in Credit Operations: Front Office, Back Office and Risk Limits, Internal Control Mechanism in Risk Management, Flow of Documents and Processing for Approval, Loan Documentations,
- (१०) मुद्रा तथा पुँजी बजार, नेपालमा यसको विकास, वर्तमान अवस्था एवं चुनौतीहरू (Money and Capital Market, its Development, Present status and Challenges in Nepal)
- (११) शाख श्रृजना र यसमा बाणिज्य बैंकको भूमिका (Credit Creation and Role of Commercial Bank)
- (१२) नेपाल राष्ट्र बैंकद्वारा बैंक तथा वित्तीय संस्थाहरूका लागि जारी गरिएका निर्देशनहरू (Regulations and Directives Issued by NRB for Commercial Banks.)
- (१३) Merger, Acquisitions and Corporate Restructuring Bank and Financial Institutions in Nepal: Recent Experience and Development .
- (१४) Institutional Infrastructures in Managing Risk: Concept of Asset Management, Credit Rating Agency, Discount Houses, Factoring Agencies, Debt Recovery Tribunal, Credit Information Bureau, Deposit and Credit Guarantee Fund, Insurance Companies, Commercial Bench, Valuators, Trustees.

(ख) बैंक तथा वित्तीय संस्था सम्बन्धी ऐन, नियमहरू

- (१) नेपाल राष्ट्र बैंक ऐन, २०५८ (Nepal Rastra Bank Act, 2058)
- (२) बैंक तथा वित्तीय संस्था सम्बन्धी ऐन, २०६३ (Bank and Financial Institution Act, 2063)
- (३) बैंकिङ्ग कसूर तथा सजाय ऐन, २०६४ (Banking Offence and Punishment Act, 2064)
- (४) सम्पत्ति शुद्धीकरण(मनी लाउन्डरिङ्ग) निवारण ऐन, २०६४ (Anti Money Laundering Act, 2064)
- (५) विनिमय अधिकारपत्र ऐन, २०३४ (Negotiable Instrument Act, 2034)
- (६) कम्पनी ऐन, २०६३ (Company Act, 2063)
- (७) आयकर ऐन, २०५८ र आयकर नियमावली, २०५९
- (८) विद्युतीय कारोवार ऐन, २०६३

- (९) सुरक्षित कारोवार ऐन, २०६३
- (१०) विदेशी विनिमय (नियमित गर्ने) ऐन, २०१९
- (११) धितोपत्र सम्बन्धि ऐन, २०६३
- (१२) बैंक तथा वित्तीय संस्थाको ऋण असुली ऐन, २०५८

(ग) लेखा तथा लेखापरीक्षण (Account and Auditing)

- (१) Concept of Accounting
- (२) Preparation and Analysis of Financial Statements
- (३) Cost Volume Profit Analysis
- (४) बाह्य तथा आन्तरिक लेखापरीक्षण प्रणाली (External and Internal Audit System)
- (५) आन्तरिक नियन्त्रण प्रणाली/जोखिम व्यवस्थापन तथा विश्लेषण (Internal Control System/Risk Management & Analysis)
- (६) Nepal Financial Reporting Standards (NFRS)
- (७) BASEL Core Principals and Capital Adequacy Framework
- (८) बैंक तथा वित्तीय संस्थाको लेखाप्रणाली

(घ) सूचना प्रविधि तथा वित्तीय विश्लेषण (Information Technology and Financial Analysis)

- (१) NRB IT policy and Guidelines 2012.
- (२) IT Development in Nepal : Issues and Chalanges .
- (३) परियोजना विश्लेषण तथा मूल्याङ्कन (Project Analysis and Evaluation)
- (४) Portfolio Management
- (५) बजेटका सिद्धान्त, प्रकार, महत्व र ब्यवहारिकता (Principles and types of Budgeting, its Importance and Practices.)
- (६) Capital Budgeting (Discounted Cash Flow Methods)
- (७) Profitability and Liquidity Management, Assets and Liability Management, Lending Principles and its Management, Determination of Interest Rates.
- (८) Business Environment Analysis : SWOT, PEST and ETOP etc.
- (९) Financial Forecasting; Techniques of Financial Forecasting, Forecasting under Inflationary Pressure, Volatilities in Sales and Marker Growth,
- (१०) Ratio Analysis : Interpretation and use in decision making.

(ङ) आर्थिक नीति (Economic Policy)

- (१) वित्त नीति (Fiscal Policy)
- (२) मौद्रिक नीति (Monetary Policy)
- (३) वाणिज्य नीति (Commercial Policy)
- (४) औद्योगिक नीति (Industrial Policy)
- (५) वैदेशिक लगानी नीति (Foreign Investment Policy) , बिप्पा सम्भौता ।
- (६) नेपालमा योजनाबद्ध विकास (Planned Economic Development in Nepal)
- (७) विश्वव्यापीकरण र नेपालको अर्थतन्त्रमा यसको प्रभाव (Globalization & its Impact on Nepalese Economy & Challenges.)

तह १० मुख्य प्रबन्धक (प्रशासन सेवा र प्रशासन समूह) पदको खुला प्रतियोगितात्मक लिखित परीक्षाको पाठ्यक्रम

द्वितीय पत्र : अर्थ, मुद्रा, व्यवस्थापन, रणनीतिक योजना तथा समस्याको पहिचान र समाधान:

पूर्णाङ्क -१००

Second Paper : Economy, Money, Management, Strategic Planning, Problem Identification & Solution

(A) Economy and Money :

1. National Income Accounting , GDP Measurement and GDP Computation in Nepal and its Problem,
2. Macro Economic Indicators (Economic Growth & Price, Public Finance, Money & Banking,)
3. Development Economy : Structure and Characteristics of Developing Economy..
4. Foreign Exchange Management Policy, Practices and Regulations in Nepal.
5. Money Supply : Defination, Factors affecting Money Supply, High Power Money and Money Multiplier.
6. Inflation : Concept ,Causes , Measurement and Consequences of Trade between Inflation and Unemployment.
7. Bank Risks Management Including BASEL II and Related NRB Directives.
8. WTO, Nepal's Accession, Opportuynities and Challenges
9. Privatization, Recent developments and challenges in Nepal
10. International Organizations - I.M.F., World Bank, A.D.B., I.F.C. and BRICS
11. Regional Trading Arrangement like NAFTA, SAPTA, SAFTA, BIMSTEC.
- 12 Hydro power potentiality in Nepal.
- 13 Government Budgetary System.
- 14 Foreign Trade, Import and Export, Emerging Role of Remittances, Balance of Payments Analysis,

(B) Human Resource Management :

1. Concept, Meaning, Objective and Functions of HRM .
2. Performance Appraisal and Reward System.
- 3 Supervision, Monitoring and Control .
4. Compensation, Labours Relations and Grievances.
5. HRM System in Nepalese Organization.
6. Recruitment, Selection and Socialization.
7. Personality, Behaviours, Allienation and Frustration.
8. Perception, Learning and Conflict Management.
9. Total Quality Management and Quality Circle.
10. Career Planning.

(C) Management :

1. Principles of Management and its Functions.
2. Decision Making Process, Importance and Factors Affecting Decision Making Process.
3. Change Management & Factors Contributing to Change.
4. Leadership and Contemporary Issue in Leadership.
5. Motivations and Job Satisfaction.
6. Importance of Information and Communication System in Management.
7. Implementation of Plan and its Supervision and Evaluation.
8. Good Governance, Corporate Governance and Corporate Social Responsibility.

(D) Preparation of Strategic Plan : Candiates will have to prepare a Short Strategic Plan related to Budgeting, Monitoring and Evaluation, HR Development, Marketing .

(E) Problem Identification and Solution : Candidates are required to analyze the problems and provide suggestions to solve the problem on different issues related to Economy, Monetary, Management and Banking Sector.

द्रष्टव्य :

- (१) परीक्षाको माध्यम नेपाली वा अंग्रेजी भाषामा हुनेछ ।
- (२) यस पाठ्यक्रममा जेसुकै लेखिएको भएता पनि प्रत्येक बिषयमा परेको ऐन नियमहरु परीक्षाको मितिभन्दा ३ (तीन) महिना अगाडि संशोधन भएको र खारेज भएको जतिको हकमा संशोधन वा खारेज भई कायम रहेकोलाई यस पाठ्यक्रममा परेको सम्भन्नु पर्नेछ ।
- (३) लिखित परीक्षाको प्रत्येक पत्रमा न्यूनतम ४० (प्रतिशत) अङ्क प्राप्त गर्नु पर्नेछ ।