

राष्ट्रिय बाणिज्य बैंक लिमिटेड

तह ७ उप-प्रबन्धक (प्रशासन सेवा र प्रशासन समूह) पदको खुला प्रतियोगितात्मक लिखित परीक्षाको पाठ्यक्रम

Syllabus for Deputy Manager, Level 7, Open Competition

| पत्र | विषय | पूर्णाङ्क | समय | परीक्षाको किसिम | उत्तर दिनु पर्ने प्रश्न संख्या र अंक |
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| 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) तहगत बैंकिङ्ग प्रणाली (क, ख, ग, घ वर्गीकरण)
- (४) ग्राहकमुखी बैंकिङ्ग सेवा
- (५) ग्राहक संरक्षण सिद्धान्त (Client Protection Principle)
- (६) ग्राहक पहिचान
- (७) नेपालमा बैंकिङ्ग क्षेत्रका अवसर र चुनौतिहरू (Opportunities & Challenges of Banking Sector in Nepal)
- (८) निक्षेपका प्रकार एवं परिचालन विधि (Types of Deposit and Mobilization Procedure)
- (९) मुद्रा तथा पूँजी बजार, नेपालमा यसको विकास, वर्तमान अवस्था एवं चुनौतीहरू (Money/Capital Market, its Development, Present status and Challenges in Nepal)
- (१०) शाख श्रृजना र यसमा राष्ट्रिय बाणिज्य बैंकको भूमिका (Credit Creation and Role of Rastriya Banijya Bank)
- (११) नेपाल राष्ट्र बैंकद्वारा बैंक तथा वित्तीय संस्थाहरूका लागि जारी गरिएका नियमन तथा निर्देशनहरू (Regulations and Directives Issued by NRB for Commercial Banks.)
- (१२) Merger, Acquisitions and Corporate Restructuring in Nepal: Recent Experience and Development .
- (१३) Institutional Infrastructures in Managing Risk: Asset Management Company, Credit Rating Agency, Discount Houses, Factoring Agencies, Debt Recovery Tribunal, Secured Transaction Offices, Credit Information Bureau, Credit Guarantee Corporation, Insurance Companies, Commercial Bench, Valuators, Trustees.

(ख) बैंक तथा वित्तीय संस्था सम्बन्धी ऐन, नियम तथा नियमनहरू

- (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) विनिमेय 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
- (१०) विदेशी विनिमय (नियमित गर्ने) ऐन, २०१९

(ग) लेखा तथा लेखापरीक्षण (Account and Auditing)

- (१) Concept of Accounting
- (२) Preparation and Analysis of Financial Statement (Income Statement, Balance Sheet, Cash Flow Statement and Ratio Analysis)
- (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 Chalanges and Issues.
- (३) परियोजना विश्लेषण तथा मूल्याङ्कन (Project Analysis and Evaluation)
- (४) Portfolio Management
- (५) बजेटका सिद्धान्त, प्रकार, महत्व र व्यवहारिकता (Principles and types of Budgeting, its Importance and Practices.)
- (६) Capital Budgeting (Discounted Cash Flow Methods)
- (७) पूँजीको श्रोत र उपयोग (Sources and uses of Fund)
- (८) Profitability and Liquidity Management, Assets and Liability Management, Lending Principles and its Management, Determination of Interest Rates.
- (९) Business Environment Analysis : SWOT, PEST and ETOP etc.

(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) नेपालमा योजनाबद्ध विकास (Planned Economic Development in Nepal)
- (६) विश्वव्यापीकरण र नेपालको अर्थतन्त्रमा यसको प्रभाव (Globalization & its Impact on Nepalese Economy & Challenges.)

तह ७ उप-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. International Trade and Investment.
4. Development Economy : Structure and Characteristics of Developing Economy..
5. Foreign Exchange Management Policy, Practices and Regulation in Nepal.
6. Money Supply : Definition, Factors affecting Money Supply, High Power Money and Money Multiplier.
7. Inflation : Concept ,Causes , Measurement and Consequences Trade off between Inflation and Unemployment.
8. Bank Risks Management Including BASEL II and Related NRB Directives.
9. WTO, Nepal's Accession, Opportunity and Challenges
10. Privatization, Recent developments and challenges in Nepal
11. International Organizations - I.M.F. World Bank, A.D.B., I.F.C.
12. Regional Trading Arrangement like NAFTA, SAPTA, SAFTA, BIMSTEC.
13. Hydro electricity Potentials in Nepal.
14. Government Budgetary Operation.

(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, Labour Relations and Grievances.
5. HRM System in Nepalese Organization.
6. Recruitment, Selection and Socialization.
7. Personality, Behaviours, Alienation 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. Management of Commercial Bank
3. Decision Making Process, Importance and Factors Affecting Decision Making Process.
4. Change Management & Factors Contributing to Change.
5. Leadership and Contemporary Issue in Leadership.
6. Motivations and Job Satisfaction.
7. Importance of Information and Communication System in Management.
8. Implementation of Plan and its Supervision and Evaluation.
9. Good Governance, Corporate Governance and Corporate Social Responsibility.
10. General Knowledge in Computer Operations.

(D) Preparation of Strategic Plan : Candidates 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 (Note) :

(१) परीक्षाको माध्यम नेपाली वा अंग्रेजी भाषामा हुनेछ ।

(1) The medium of presentation would be English or Nepali Language.

(२) यस पाठ्यक्रममा जेसुकै लेखिएको भएता पनि प्रत्येक विषयमा परेको ऐन नियमहरू परीक्षाको मितिभन्दा ३ (तीन) महिना अगाडि संशोधन भएको र खारेज भएको जतिको हकमा संशोधन वा खारेज भई कायम रहेकोलाई यस पाठ्यक्रममा परेको सम्झनु पर्नेछ ।

(2) Unless otherwise stated above the Acts and Regulations prescribed will be as amended or repeated three months prior to the examination date.

(३) लिखित परीक्षाको प्रत्येक पत्रमा न्यूनतम ४० (प्रतिशत) अङ्क प्राप्त गर्नु पर्नेछ ।

(3) The minimum marks to be obtained in each paper will be at list 40% (Forty Percent).