

राष्ट्रिय बाणिज्य बैंक लिमिटेड

तह ८, प्रवन्धक (सूचना प्रविधि) (प्रशासन सेवा र सूचना प्रविधि समूह) पदको खुला प्रतियोगितात्मक लिखित परीक्षाको

पाठ्यक्रम

पत्र	विषय	पूर्णाङ्क	समय	परीक्षाको किसिम	उत्तर दिनु पर्ने प्रश्न संख्या र अंक	
प्रथम	बैंकिङ्ग, लेखा, आर्थिक नीति र व्यवस्थापन	१००	३ घण्टा	विषयगत	प्रत्येक समूहबाट १/१ प्रश्न गरी जम्मा ५ प्रश्नहरू सोधिनेछन् र सबै प्रश्नको उत्तर अनिवार्य छ।	सबै प्रश्नको अंक समान रहनेछ।
द्वितीय	सूचना तथा प्रविधि	१००	३ घण्टा	विषयगत	प्रत्येक समूहबाट १/१ प्रश्न गरी जम्मा ५ प्रश्नहरू सोधिनेछन् र सबै प्रश्नको उत्तर अनिवार्य छ।	सबै प्रश्नको अंक समान रहनेछ।

पाठ्यक्रमको विस्तृत विवरण :

प्रथम पत्र : बैंकिङ्ग, लेखा, आर्थिक नीति र व्यवस्थापन

पूर्णाङ्क -१००

समूह (क) बैंकिङ्ग

- (१) बैंकिङ्ग अवधारणा र विकास
- (२) नेपालमा बैंकिङ्ग विकास र हालको अवस्था एवं चुनौतीहरू
- (३) तहगत बैंकिङ्ग प्रणाली (क,ख,ग,घ वर्गीकरण)
- (४) ग्राहकमुखी बैंकिङ्ग सेवा
- (५) ग्राहक संरक्षण सिद्धान्त (Client Protection Principle)
- (६) ग्राहक पहिचान
- (७) राष्ट्रिय अर्थतन्त्रमा वित्तीय संस्थाहरूको भूमिका, अवसर एवं चुनौतीहरू
- (८) बैंकको निक्षेप परिचालन र कर्जा प्रवाहको स्थिति एवं चुनौतीहरू
- (९) आर्थिक विकासमा मुद्रा तथा पूँजी बजारको भूमिका र महत्व
- (१०) राष्ट्रिय बाणिज्य बैंकको उद्देश्य, प्रमुख कार्यहरू, आर्थिक विकासमा यसको योगदान, हालसम्मका उपलब्धी र चुनौतिहरू
- (११) साख सृजना र यसमा राष्ट्रिय बाणिज्य बैंकको भूमिका
- (१२) नेपाल राष्ट्र बैंकले बैंक तथा वित्तीय संस्थाहरूलाई जारी गरेका नियमन तथा निर्देशनहरू

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

- (१) नेपाल राष्ट्र बैंक ऐन, २०५८
- (२) बैंक तथा वित्तीय संस्था सम्बन्धी ऐन, २०६३
- (३) कम्पनी ऐन, २०६३
- (४) सम्पत्ति शुद्धीकरण(मनी लाउण्डरिङ्ग) निवारण ऐन, २०६४
- (५) आयकर ऐन, २०५८ तथा आयकर नियमावली २०५९
- (६) बैंकिङ्ग कसुर तथा सजाय ऐन, २०६४
- (७) सुरक्षित कारोवार ऐन

समूह (ग) लेखा

- (१) Preparation and Analysis of Financial Statement (Income Statement, Balance Sheet, Cash Flow Statement and Ratio Analysis)
- (२) Cost Volume Profit Analysis
- (३) बैंक सञ्चालनमा आन्तरिक तथा बाह्य लेखापरीक्षण र निरीक्षणको महत्व र भूमिका
- (४) Bank Performance Indicators

समूह (घ) आर्थिक नीति तथा अवस्था :

- (१) उदार तथा खुला आर्थिक नीति
- (२) मौद्रिक नीति
- (३) वित्त नीति
- (४) नेपालको योजनाबद्ध आर्थिक विकास
- (५) नेपाल सरकारको वार्षिक बजेट र यसका उद्देश्यहरू एवं कार्यान्वयन स्थिति
- (६) पूँजीको श्रोत र उपयोग
- (७) कार्यक्रम मूलक बजेटको सिद्धान्त र उपादेयता
- (८) Major Economic Indicators (Economic Growth & Pricing, Public Finance, Money & Banking, International Trade & Payment)

समूह (ङ) व्यवस्थापन :

- (१) व्यवस्थापनका सिद्धान्तहरू
- (२) व्यवस्थापनमा प्रभावशाली नेतृत्वको महत्व र भूमिका
- (३) बैकिङ्ग व्यवस्थापन
- (४) कर्मचारीको कार्य सम्पादन, मनोबल र उत्प्रेरणामा प्रभाव पार्ने तत्वहरू
- (५) व्यवस्थापनमा सूचना तथा संचार प्रणालीको भूमिका
- (६) परिवर्तित व्यवस्थापन र परिवर्तनका लागि संवाहक तत्वहरू
- (७) मानव संसाधन व्यवस्थापन र विकास
- (८) निर्णय प्रकृया, महत्व र निर्णय प्रकृत्यामा प्रभाव पार्ने तत्वहरू

द्वितीय पत्र : सूचना तथा प्रविधि

पूर्णाङ्क -१००

समूह - क :

Basic Knowledge on :

Low Level/High Level Programming Language, Data Structure, Operating System, Applied electronics, Digital Logic Design, RDBMS, Data encoding scheme: ASCII, EBCDIC and Unicode, Communication & Networking, Internet, Web Technologies, Basic Principle of Information Security .

System Analysis , Design and MIS

Information systems and modern systems analysis techniques, Organization structures analysis, Systems overview and life cycle. MIS.

समूह - ख :

Computer Programming:

Types of programming languages and their binding policies, Structured programming, Programming Languages C, Software Requirement Specification, Implementation issues, Software testing, verification and validation techniques, Software reliability, quality and maintenance, Object oriented programming, Inheritance, encapsulation and Phrasing, Code generation and optimization, Visual Modeling with UML.

Computer to computer communication:

Telephone Modems and remote network access: Different kinds of modems, speed, standards, Error Detection and correction techniques, Data compression techniques, communication software, Local area network. Topology., Token-ring, Starnet and ARCnet, Transmission media of LAN, Network operating system, Wide area networks: Bridge, routers, gateways TCP/IP, ISO's OSI models, Concept of packet switching and Circuit Switching, Email System, Basic Concept of Internet. Data Encryption, Digital Signature, Virtual Private Network.

समूह - ग :

Computer Organization:

General principles of computer organization and design aspect. Von Neumann machine architecture, CPU and ALU design, instruction set formal, Addressing mode, memory systems: Main, virtual cache, Reduced instruction set computers : RISC chips and implementation, 8086 family assembly language programming, Interrupts.

Digital electronics:

Bipolar transistor switching characteristics, MOS transistor switching characteristics, TTL logic circuits, NMOS family of logic circuits, Memory: RAM, DRAM, PROM. EPROM.

समूह - घ :

Parallel processing:

Multiplicity of functional units, Parallelism and pipelining with CPU, Overlapped with CPU and I/O operation, Multiprogramming and time-sharing, Pipeline computers, Array computers.

Operating System:

Process management and scheduling, Process co-operating, DOS, Windos UNIX operating system, File systems filters pipelines, Reduction C-shell, UNIX system software tools.

Data structure and algorithms :

Linear Data Structure : lists, queues, Search Structure and Algorithm: Binary Search, Hash Tree, Search Trees, Graphs, Priority Queues, Performance of Searching and sorting algorithms, String and list processing, Prefix, Postfix, infix, Recursive expressions.

Database Design and DBMS:

Entity relationship diagram, data flow diagram, Normalization, Structured query languages, Database security and protection, RDBMS, disaster recovery strategies, mitigation strategies, legal and ethical issues in handling disaster.

समूह - ड : IT In Nepal

- IT Development in Nepal : Issues and Chalanges
- विद्युतीय कारोवार ऐन, २०६३
- NRB, IT Policy and IT Guidelines

द्रष्टव्य :

- (१) परीक्षाको माध्यम नेपाली वा अग्रेजी भाषा हुनेछ ।
- (२) यस पाठ्यक्रममा जेसुकै लेखिएको भएता पनि प्रत्येक विषयमा परेका ऐन नियमहरु परीक्षाको मिति भन्दा ३ (तीन) महिना अगाडी संशोधन भएको र खारेज भएको जतिको हकमा संशोधन वा खारेज भई कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनु पर्नेछ ।
- (३) लिखित परीक्षाको प्रत्येक पत्रमा न्यूनतम ४०% (प्रतिशत) अङ्क प्राप्त गर्नु पर्नेछ ।

Rastriya Banijya Bank Limited

Syllabus for Level-6: Assistant Manager (Information Technology)

Open Competition Written Examination.

Paper	Subject	Full Marks	Time	Exam type
First	Banking Economy and Management	150	4 hours	Written
Second	Computer	100	3 hours	Written

First Paper

Full marks: 150

Subject : Banking Management

(A) Banking

1. Development of Banking in Nepal
2. BAFIA, 2063
3. Nepal Rastra Bank Act, 2058
4. Company Act, 2063
5. Income Tax Act, 2058 and Tax Regulations,2059.
6. Types of Banks and Financial Institutions
7. Criteria and Norms for Establishing Banks and Financial Institutions
8. NRB's Directives to Commercial Banks
9. Deposit Mobilization and Credit Creation
10. Money and Capital Market
11. Development of Stock Market
12. Challenges and Opportunities of Banking Sector
13. Financial Sector Reform.
14. Management of Non- Performing Assets (NPA)
15. IMF, World Bank, ADB and WTO
16. Regional Trading Arrangements like SAFTA, BIMSTEC, etc.
17. Privatization and Globalization.
18. Project Analysis, Financial Statement Analysis, Internal Control System, Risk Assessment, External and Internal Audit.

B) Economic Analysis:

- Monetary and Credit Policy; Fiscal Policy; Industrial Policy; Trade and Transit Treaty with India.
- Development Planning and a brief review of the current Plan.
- Major Macroeconomic Performance Indicators
- Role of Remittance Income.

A) Management

1. Management Environment; Principles and Practices of Budgeting. Principles of management; Decision Making Process; Elements of Decision Making; Human Resource Management and Development; Change Management; Conflict Management; Business Strategy and Strategic Planning.
2. A Problem will be given to the candidate & the candidate will have to analyses rigorously on the given problem which will be related with the banking sector & should recommend appropriate solution in relation to the particular problem.

Syllabus for Level-6: Assistant Manager (Information Technology) Open Competition Written Examination.

Second Paper

Full marks: 100

Subject : Computer

1. **Basic knowledge:-** LIS, MSI, VLSI, circuits, Applied Electronics, Digital Logic Design, Low level/High level Programming Languages, Data Structures, Computer Organization / Architecture, Operating system, DBMS, Communication & Networking, Internet/email system, General knowledge on banking software used in Nepalese banking system.
2. **Digital electronics:-** Bipolar transistor, Switching characteristics, MOS transistor switching characteristics, TTL logic circuits, NMOS family of logic circuits, CMOS family of logic circuits, Memory: RAM, DRAM, PROM, EPROM.
3. **Software engineering & Project Management:-** S/w Development Process, S/w Development Life Cycle, S/w Testing Techniques, S/w Project Management, S/w Quality Testing & Management, Capability Maturity model.
4. **Computer Programming:-** Types of Programming languages and their binding polices, Structured programming, Programming languages C/Pascal, Object Oriented Programming, Basics of C++, HTML script & Internet Programming, Compiler Design: lexical analysis, Grammars, Parsing, Code generation and Optimization.
5. **Communication & Network Technologies :-** Data Transmission models, Modems and remote network access, switching technologies, Error detection and correction techniques, Data Compression Techniques, Network Topologies, OSI Layers, TCP/IP, Networking Devices, Internet services, Internet Protocol/addressing, Network security, Encryption/Cryptography, Digital authentication.
6. **Computer Organization:-** General principles of computer organization and design, Fundamental Computer Architectures, Jon Von Neumann machine architectures, CPU and ALU design, Instruction set format, Addressing mode and Program sequencing, memory system: main, cache, Virtual memory, Computer Arithmetic, RISC, CISC, 8086 family, Assembly language programming, Interrupts.
7. **Operating System:-** Operating System designs, Process Management & Scheduling, Deadlock Characterization & Management, Memory management, Virtual Memory, Parallelism and Pipelining with CPU, DOS Operating system, UNIX operating systems/Windows Operating system.
8. **Data Structure & Algorithms:-** Arrays, Lists, linked lists, Stacks, Queues, Graphs, Trees, Searching and sorting algorithms, String and list processing, Prefix, Postfix, Infix, Recursive
9. **Information Systems & Database Design :-** Management Information System, Decision support System, DBMS, Database design methodology, Entity Relationship models, Normalizations, Data models, Structure Query Language, Client/ Server Architecture
10. **Date mining/Warehousing:-** Data warehousing, Process in Data warehousing, OLTP system, OLAP System, Data warehousing Team/Project Implementation, Data mining, Data mining models, Data mining functions/ Techniques
11. Data security, Cyber law and Taxing law related to information Technology in Nepal.

द्रष्टव्य :

- (१) परीक्षा नेपाली तथा अंग्रेजी भाषा दुवै माध्यमबाट दिन सकिनेछ ।
- (२) यस पाठ्यक्रममा जेसुकै लेखिएको भएतापनि प्रत्येक विषयमा परेका ऐन नियमहरु परीक्षाको मिति भन्दा ३ (तिन) महिना अगाडी संशोधन भएको र खारेज भएको जतिको हकमा संशोधन वा खारेज भई कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनु पर्नेछ ।
- (३) लिखित परीक्षाको प्रत्येक पत्रमा न्यूनतम ४०% (प्रतिशत) अङ्क प्राप्त गर्नु पर्नेछ ।