

# NEPAL BANK LIMITED

## Syllabus: Written Examination for Open Competition

Post: Junior Assistant (Gold Tester)

Level: 3

### Course Outline:

The test paper will be of 2.5 hours written examination. The paper will be divided into two groups, Group A and Group B. Group A will consist of 20 multiple choice questions, carrying 2 marks each (all questions should be answered) and Group B will consist of 6 long questions, carrying 10 marks each (all questions should be answered either in English or Nepali language).

Full Marks: 100

Pass Marks: 50

Time: 2.5 hours

### Group A

#### General Knowledge and Current Affairs

#### Multiple Choice (Objective) Questions:

(20 X 2 = 40)

1. General knowledge on Geography, History, Economy, Socio-cultural and Political status of Nepal.
2. Constitution of Nepal 2072
3. Banking history of Nepal, Current status of Banks and Financial institutions in Nepal.
4. Bank and Financial institution Act 2063.
5. Company Act, 2063.
6. Basic knowledge on Gold and Silver.

### Group B

#### Banking, Management Accounting and Customer Handling

#### Long (Subjective) Questions:

(6 X 10 = 60)

1. Role and Functions of Central Bank (Nepal Rastra Bank) and Commercial Bank.
2. Book Keeping and Accounting: Objective, Scope, Function; Double Entry System.
3. Cheque, Draft and Bill Collection: Definition, Types, Handling and Reconciliation.
4. Balance Sheet: Nature, Purpose and its presentation.
5. Letter and Memo Writing, Filing, Indexing.
6. Computer Introduction: Windows, Microsoft Word, Microsoft Excel, MIS.
7. Gold and Silver: Price, Weight, Importance, Quality, Purity and Testing Methods of Precious Metal i.e. Gold and Silver & Ornaments of Gold and Silver.
8. Gold and Silver Loan: Customer Relation, Customer Handling, Margin, Safety/Security of Loan, Loan Bond and Promissory Note.
9. Banking Offence and Punishment Act, 2064.
10. Anti Money Laundering Act, 2064.
11. Management: Concept, Principles and Functions.

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