

Nepal Bank Limited
Senior Assistant (Level – 5)
(Syllabus of Written Examination for Open Competition)

<u>Paper</u>	<u>Subject</u>	<u>Full Marks</u>	<u>Pass Marks</u>	<u>Time</u>
First	Economy, Banking and Accounting	100	50	3:00 hours
Second	Management	100	50	3:00 hours

Course Outline:

Five subjective questions in each paper will be asked carrying 20 marks each and all questions should be answered. At least one question should be answered in English Language.

First Paper

Economy, Banking and Accounting:

1. Macroeconomic indicators: GDP, per capital income, investment, consumption, saving inflation, debt servicing, Population, Export and Import.
2. Challenges of Economic Development in Nepal.
3. Industrial and Commercial Policy of Nepal.
4. Banking in Nepal: Evolution and present scenario, Role and Function of Commercial Banks and Central Bank (Nepal Rastra Bank)
5. Banks and Financial Institutions Act 2073, Company Act of Nepal.
6. Management of Commercial Banks: Deposit Management, Lending Management, Cost Management, Risk Management.
7. Financial Analysis: Income, Fund Flow, Liquidity Ratios, Leverage Ratios, Turnover Ratios, Probability Ratios and Cost-volume-profit analysis.
8. Book keeping and Accounting: Objective, Scope, Function, Entry System, Difference between Book Keeping and Accounting.
9. Cheque, Draft and Bill Collection: Definition, Types, Handling and Reconciliation.
10. Balance Sheet: Nature, Purpose and its Preparation.

Second Paper

Management:

1. Management: concept, principles, functions and emerging challenges.
2. Human Resource Management: Concept, Meaning and Functions, performance appraisal and reward system.
3. Industrial Relations: Concept, Trade unionism, Causes and Settlement of Industrial Disputes, Collective bargaining.
4. Leadership and Communication in Organization: Approaches and Modern views.
5. Supervision, Monitoring and Control: Systems and Techniques.
6. Business Statistics: Describing data using statistics, graphic methods of displaying data, measure of central tendency, the dispersion, methods of sampling, index number simple correlation and regression analysis.
7. Office and Records Management: Modern views, functions, purposes and essentials, Life-cycle of records.
8. Letter and Memo Writing.
9. Customer Relations Service: Importance, Tools and Techniques.
10. Computer Introduction: Windows, Word Processing System, Excel.