

NEPAL BANK LIMITED

Syllabus : Written Examination for Open Competition

Post : Assistant(Contract)

Level : 4

Course Outline:

Ten subjective (short) questions (Five from Group- A and Five from Group- B) carrying equal marks will be asked. All questions must be answered.

Full Marks : 100

Pass Marks : 40

Time : 3 hours

Group– A

Banking and Accounting

1. Banking in Nepal: Evolution and Present scenario, Role and Functions of Commercial banks and Central bank(Nepal Rastra Bank)
2. Bank and Financial Institutions Act.2073.
3. Management of Commercial banks: Deposit management, Lending Management, Cost Management, Risk Management.
4. Book keeping and Accounting: Objective, Scope, Function, Double entry system, Difference between Book Keeping and Accounting.
5. Cheque, Draft and Bill collection: Definition, Types, Handling and Reconciliation.
6. Balance Sheet : Nature, Purpose and its presentation.
7. Customer Relations Service: Importance, Tools and Techniques.

Group– B

Management

1. Management: Concept, Principles, Functions and Emerging challenges.
2. Human Resource Management: Concept, Meaning Functions, Performance appraisal and Reward system.
3. Leadership and Communication in Organization.
4. Supervision, Monitoring and Control.
5. Office and Records Management: Functions, Purposes , Essentials
6. Letter and Memo Writing.
7. Computer Introduction: Windows, Word Processing system, Excel.
