

Nepal Bank Limited
Syllabus for Open Competition Examination

Level: 6

Post: Assistant Manager (IT)

Time: 3 hours

Paper: I

Full Marks: 100

Pass Marks: 40

Five subjective questions will be asked and all questions should be answered. Each question will carry equal marks.

Banking, Management and General IT

1. Functions of Commercial Banks
2. Organization Behavior and Group Dynamics in the Bank
3. Team Work and Project Management
4. Problem Solving and Decision Making Process
5. Time and Stress Management
6. IT Planning Process in Banking Business
7. Management Information System for Banking Industry
8. Business Continuity Planning and Disaster Recovery System for Banks
9. Cyber Crime and Code of Conduct
10. Impacts of Technology on Individual, Group and Society
11. Challenges in IT Service Management
12. Compliance Reports - NRB, Basel-II, CIB
13. Electronic Transaction Act
14. NRB IT Policy 2068
15. National IT Policy 2067
16. MIS/FIS & ICT
17. Electronic Cheque Clearing
18. IT Systems Risks in Banking and Financial System
19. SWIFT Overview
20. Troubleshooting and Maintenance in Bank's ICT System
21. Role of ICT in the Development of Banking and Financial System in Nepal
22. Proper use of ICT for Rationale Decision Making (Decision Support System)
23. Electronic Fund Transfer (Web Remittance)

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Time: 3 hours

Paper: II

Full Marks: 100

Pass Marks: 40

The paper would have two (Subjective and Objective) parts, which should be completed in 3 (three) hours, subjective questions will be of 60% of total marks. There would be 5 (five) subjective questions carrying equals marks and all questions should be answered. Objective questions will cover 40% of total marks. There would be 40 objective questions and all questions should be answered. Each question would carry one (1) mark.

1. Training

- Role of trainer
- Case based training approaches
- Approaches/Methods of IT Training
- Lesson Planning and Achieving Objectives of the IT Training
 - FAQ
 - Managing User Knowledge
 - Developing Community of User
- Developing IT Education and Training Plan
- Measuring User Satisfaction
- IT Training Cycle
 - Pre Training Activities
 - During Training Activities
 - Post Training Activities
 - Training Evaluation and Monitoring
 - Including Demand for Training
 - Documentation Reporting and User Manual Enhancement
 - Change Management and IT
 - Error Identification of Systems and Sub Systems
 - Sub Systems Training Analysis

2. Communication and Motivation Behavior

- Communication Skills
- Perception and Communication
- Motivation
- Principle of Motivation

3. Database Management Systems

- RDBMS

- SQL Queries (Simple, Complex, Nested Queries)
 - Database Backup Methods in Modern RDBMS (Oracle/MSSQL)
 - Database Recovery Methods
4. Software Engineering
- Software Development Life Cycle (SDLC)
 - Software Testing, UAT, Unit Testing, Regression Testing, Software Base Lining and Debugging
 - Process Maturity Levels
 - DFD, ER Diagrams, Context Diagram
 - Documentation and Reporting
5. IT Training Project Management
- Project Life Cycle
 - Project Scheduling
 - IT Risk Analysis
 - Planning the Quality, Time and Estimation
 - Cost Benefit Analysis
6. Business Information System
- Business Process Reengineering
 - Process Maturity Models
 - Role of IT as a business enable
 - User Training for Sustainable Business Growth
 - Training, Mentoring, Coaching and Continuous Education
7. IT Environment Effecting the Core Banking Solution
- Local Area Network and Wide Area Network
 - ICT Infrastructure
 - Electricity, UPS and Power Supply
 - Surge Protectors and Line Conditioning/Earthing
 - ODBC, Linux Systems
