



NCC Bank

नेपाल क्रेडिट एण्ड कमर्स बैंक लि.
Nepal Credit & Commerce Bank Ltd.

INTERNAL MEMORANDUM

To : All the Staff Members of NCC Bank Ltd.

From : Human Resource Department

Date : August 2, 2019

Sub : Announcement of Knowledge Evaluation and Enhancement Test on "Credit Management "

This is to inform all the staff members of NCC Bank Ltd. that the Management has decided to conduct the **Knowledge Evaluation and Enhancement Test** on following subject matter. The details of the test are as follows:

Subject Matter : Credit Management

Start Date : Sunday, August 18, 2019 (Bhadra 1, 2076)

Time : 3:00 pm onward


Closure Date : Sunday, September 15, 2019 (Bhadra 29, 2076)


Study Material : Credit Policy Guidelines (CPG), NPA-NBA Recovery & Sales Directives, Credit Risk Management Policy, Credit Procedural Manual Part - I, Credit Procedural Manual Part - II (Trade Finance Manual), Credit Administration Manual, Credit Risk Management Procedural Guidelines, Internal Credit Risk Rating Guideline, Valuation Guidelines, All Product Papers, NRB Directives related to Credit

Targeted Staff Members for Test: Officer and Assistant Level Staffs (i.e. Senior Executive Officer to Trainee Junior Assistant)

Therefore, all the concerned staff members are advised to find the Study Materials for the above test in the Bank's intranet (<http://10.10.5.2>).

Further, you are advised to refer to Administrative Circular No. 57/2018 regarding "Implementation of online Knowledge Evaluation and Enhancement Program (KEEP)" and "Knowledge Evaluation & Enhancement Program (KEEP) Guidelines - 2018" for the procedural details of the test.


Sarina Pandey 02/08/2019
Chief, Human Resources


Bandana Pathak
Deputy Chief Executive Officer