

प्रथम-पत्र

खण्ड - क : कानून र व्यवस्थापन सम्बन्धी

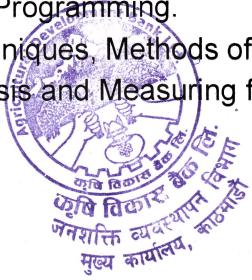
छोटो उत्तर	६ प्रश्न X ५ अंक = ३०
लामो उत्तर	२ प्रश्न X १० अंक = २०

१. संविधान, ऐन तथा कानूनहरु : नेपालमा संवैधानिक विकासक्रम, नेपालको संविधान, बैंक तथा वित्तीय संस्था सम्बन्धी ऐन, २०७३, नेपाल राष्ट्र बैंक ऐन, २०५८, बैंकिङ्ग कसुर तथा सजाय ऐन, २०६४, सम्पति शुद्धीकरण (मनी लाउण्डरिङ्ग) निवारण ऐन, २०६४ तथा नियमावली, २०७३, आयकर ऐन, २०५८ तथा आयकर नियमावली, २०५९, नेपाल राष्ट्र बैंकबाट जारी एकिकृत निर्देशन तथा परिपत्र, बोनस ऐन, २०३० तथा नियमावली, २०३९।
२. **Organization Development:** Organization Theories, Organization Development Process, Organization Development at Group and Inter group level, Changing Organizational Culture.
३. **Strategic Planning:** Formulation, Environmental Scanning, SWOT Analysis, Strategy Formulation, Implementation, Evaluation and Control.
४. Emerging Concepts of Management; Roles of Managers, Skills, Organizational Leadership.
५. **HRM:** Meaning and Approaches to HRM, HR Planning, Performance Management, Compensation, Contemporary Challenge & Problems of Human Resource Management; Labors Relations and Negotiations, Strategic HR Plan and Development.
६. **OB:** Fundamentals of OB; Group Dynamics, Motivation, Communication, Time Management, Conflict Management, Decision making and Problem Solving.
७. **Quality Management:** TQM Techniques, Factors affecting Quality, Benchmarking and Quality Assurance Techniques, Managing Change and Development in Organization.
८. **Risk Management:** Risk Management Guidelines, Measures & Control Modalities of Various Risks Application in the Banking Business.
९. **Risk Controls in Credit Operations:** Front Office, Back Office and Risk Limits, Internal Control Mechanism in Risk Management, Flow of Documents and Processing for Approval, Loan Documentations.
१०. NRB IT policy and IT Guidelines. Cyber Crimes and Cyber Act in Nepal.

खण्ड - ख : वित्त तथा बैंकिङ्ग सम्बन्धी

छोटो उत्तर	२ प्रश्न X ५ अंक = १०
लामो उत्तर	२ प्रश्न X १० अंक = २०
समस्याको पहिचान र समाधान	१ प्रश्न X २० अंक = २०

१. **Capital Budgeting:** Techniques, Significance, Application of the concept, Cohesion among Alternative Proposals, Pay Back Method, Capital Rationing.
२. **Portfolio Management:** Analysis and Selection, Associated Risk Analysis in Portfolio Management.
३. **Profit Management:** Break Even Analysis, Sources and Uses of Funds, Linear Programming and Goal Programming.
४. **Project Appraisal:** Techniques, Methods of Project Evaluation, Analysis of Financial Statements, Ratio Analysis and Measuring for the Performance.



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५. **International Organizations:** World Bank, IMF, ADB, WTO; Regional Economic Cooperation – SAARC, BIMSTEC; EU.
६. **Banking:** History, Role and Functions of Commercial Banks and Central Bank.
७. **Management of Commercial Bank:** Profitability and Liquidity Management; Assets and Liability Management; Lending Principles and its Management.
८. **National Income Accounting:** Concepts of GDP, GDP measurement: expenditure, Income and value added approach. GDP computation in Nepal and associated problems.
९. **Decision making and Problem solving** -Processes; Group decision making; Techniques for stimulating creativity; Information technology in decision making; Quantitative tools for decision making.
१०. Merger, Acquisitions and Corporate Restructuring in Nepal: Experience, Development, Present Scenario of Merger Practices of BFIs, Issues & Challenges.

द्वितीय-पत्र

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१. बैंक तथा वित्तीय संस्थामा कार्यरत कर्मचारीले पालना गर्नुपर्ने आचरण तथा अनुशासन सम्बन्धी जानकारी।
२. Concept and Objectives of Restructuring of Financial Sector in Nepal.
३. नेपालमा योजनाबद्ध आर्थिक विकासका लागि भएका प्रयास, उपलब्धी तथा चुनौतिहरू।
४. Financial Management, Financial System and Market, Capital and Money Market, Securities Market, Financial Derivatives Instruments, Financial Planning, Present Value & Opportunity Cost of Capital, Financial Investment Analysis.
५. Corporate Governance, Ethics and Social Responsibility.
६. BASEL Core Principles and Capital Adequacy Framework.
७. **Sectoral Development:** Agriculture, Industry, Trade and Tourism.
८. IT Concept, Scope and System of Electronic Commerce; Hardware, OS and Software, Software Testing, Database Management System, Database Recovery Method, Documentation and Reporting, IT-Risk Analysis, Database Package, Concept on Communication and Networking, Internet, Intranet, Extranet, and e-mail system, Computer Security, Emerging technologies, General knowledge on banking software used in Nepalese banking system, IT Policy Development in Nepal : Issues and Challenges
९. Concept, Nature and Process of Money Laundering and Financing of Terrorism Suspicious Transactions and Large Transactions -Identification, Reporting and Analysis.
१०. **Concepts of Corporate Law and Nepalese Legal Provisions:**
 - Concepts of Corporate Law.
 - Formation, Capital, Administration and Insolvency of Company.
 - Nepalese Legal Provisions.
 - Corporate regulation of Nepalese Banks and Financial Institutions.



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१. **Institutional Infrastructures in Managing Risk:** Concept of Asset Management, Credit Rating Agency, Discount Houses, Factoring Agencies, Debt Recovery Tribunal, Credit Information Bureau, Deposit and Credit Guarantee Fund, Insurance Companies, Commercial Bench, Valuators, Trustees. Risk Factors and its Analysis in Banking Business.
२. नेपालको वित्त नीति, वैदेशिक लगानी नीति र मौद्रिक नीति सम्बन्धी जानकारी।
३. नेपालको चालु आ.व.को संघीय बजेटको लक्ष्य, मुख्य विशेषता, नीति तथा कार्यक्रमहरु।
४. **Foreign Investment and Technology Transfer in Nepalese Banks and Financial Institutions .**
५. **Privatization, Globalization & its Impact on Nepalese Economy & Challenges.**
६. **Preparation and Analysis of Various Financial Statements & Nepal Financial Reporting Standards (NFRS)** सम्बन्धी जानकारी।
७. कृषि विकास बैंक लि.को समग्र कारोबारको वर्तमान अवस्था, विद्यमान सबल एवं दुर्वल पक्षहरु तथा अवसर र चुनौतिहरु।
८. कृषि विकास बैंक लि.को स्थापना, विकासक्रम, कार्यप्रकृति सम्बन्धमा जानकारी।
९. नेपालको अर्थिक (कृषि, ग्रामीण तथा बैंकिंग) क्षेत्रको विकासमा कृषि विकास बैंकले गरेको योगदान तथा भूमिका संभावना एवं चुनौतिहरु।
१०. **बैंकिङ सेवाहरु :** निक्षेप सेवा, कर्जा सेवा, विप्रेषण, प्रतितपत्र, बैंक जमानत कारोबारको अवधारणा, महत्व र प्रकार, कोष र ग्रैह कोषमा आधारित कारोबारहरु, e-Banking, Any Branch Banking System (ABBS), Mobile Banking, Internet Banking, POS, Financial Literacy, C-ASBA, Bancassurance , e-Commerce सम्बन्धी जानकारी।

