

नेपाल बैंक लिमिटेड
तह ४, सहायक (IT) पदको खुल्लाप्रतियोगितात्मक परीक्षाको पाठ्यक्रम

पाठ्यक्रमको रूपरेखा:- यस पाठ्यक्रमको आधारमानिम्नानुसारका चरणमा परीक्षालिइने छ :

प्रथम चरण :- लिखित परीक्षा

पूर्णाङ्क :- २००

द्वितीय चरण :- अन्तर्वार्ता

पूर्णाङ्क :- ३०

परीक्षा योजना (Examination Scheme)

१. प्रथम चरण : लिखित परीक्षा (Written Examination) पूर्णाङ्क :- २००

पत्र	विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली	प्रश्नसंख्या X अङ्क	समय
प्रथम	Economy, Banking and Management	१००	४०	विषयगत	१० प्रश्न X १० अङ्क = १०० अङ्क	२ घण्टा ३० मिनेट
द्वितीय	Information Technology	१००	४०	विषयगत	१० प्रश्न X १० अङ्क = १०० अङ्क	२ घण्टा ३० मिनेट

२. द्वितीय चरण : अन्तर्वार्ता(Interview) पूर्णाङ्क :- ३०

विषय	पूर्णाङ्क	परीक्षा प्रणाली
व्यक्तिगत अन्तर्वार्ता	३०	मौखिक

द्रष्टव्य :

- लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी अथवा नेपाली वा अंग्रेजी दुवै हुनेछ ।
- प्रथम र द्वितीय पत्रको लिखित परीक्षा छुट्टाछुट्टै हुनेछ ।
- लिखित परीक्षामा यथासम्भव पाठ्यक्रमका सबै खण्डबाट प्रश्नहरु सोधिनेछ ।
- विषयगत प्रश्नमा प्रत्येक पत्र/विषयका प्रत्येक खण्डका लागि छुट्टाछुट्टै उत्तरपुस्तिकाहरु हुनेछन् । परीक्षार्थीले प्रत्येक खण्डका प्रश्नहरुको उत्तर सोही खण्डका उत्तरपुस्तिकामा लेख्नुपर्नेछ ।
- यस पाठ्यक्रम योजना अन्तर्गतका पत्र/विषयका विषयवस्तुमा जेसुकै लेखिएको भएतापनि पाठ्यक्रममा परेका कानून, ऐन, नियम तथा नीतिहरु परीक्षाको मिति भन्दा ३ महिना अगाडि (संशोधन भएका वा संशोधन भई हटाईएका वा थप गरी संशोधन भई) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ ।
- प्रथमचरणको परीक्षाबाट छनौट भएका उम्मेदवारहरुलाई मात्र द्वितीयचरणको परीक्षामा सम्मिलित गराइनेछ ।
- पाठ्यक्रम लागू मिति :- २०७६/०५/२५

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प्रथम पत्र:-

Section (A):Economy& Banking

(5 Questions x 10 Marks =50 Marks)

1. Macroeconomic indicators: GDP, Per Capita Income, Investment, Consumption, Saving, Inflation, Public debt, Export and Import.
2. Challenges of Economic Development in Nepal.
3. Banking in Nepal: Evolution and Present scenario
4. Role and Functions of Commercial Banks and Central Bank (Nepal Rastra Bank)
5. Banks and Financial Institutions Act,2073
6. Concept of Financial Statements of Commercial Bank
7. Knowledge Management: concept, uses and Application in Banking
8. Financial System in Nepal
9. Lending and Deposit Collection System and Procedures in Banking
10. Financial analysis: Funds flow, Liquidity ratios, Leverage ratios, Turnover ratios, Profitability ratio.

Section (B):Management

(5 Questions x 10 Marks =50 Marks)

1. Management: Concept, Principles & Functions
2. Management of Commercial banks: Deposit Management, Lending Management, Cost Management, Risk Management.
3. Emerging Trends in Management
4. Basic Concept of Motivation, Communication and leadership
5. Supervision, Monitoring and Control
6. Human Resource Management: Concept, Meaning &Functions
7. Recruitment & Selection Process
8. Job Description, Job specification, Job rotation
9. Performance Appraisal and Reward system.
10. Concept of Corporate Governance

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द्वितीय पत्र :- Information Technology

Section (A): Computer Related

(5 Questions x10 Marks =50 Marks)

1. Computer Fundamental: Introduction, Types , Characteristics and Applications
2. Computer System: Hardware, Software, Middleware
3. Computer Architecture: Concept, Registers, Memory Hierarchy
4. Hardware Maintenance and Troubleshooting
5. Operating System: Introduction, Components, Types, Functions and Installations
6. Networking: Definition, Types, Topologies, Cabling and Application of Network Utilities, OSI Layers
7. Office Packages(Word, Excel, Powerpoint, Outlook etc.): Uses, Formatting, Header and Footer, Export, Table of Content, Grammar and Auto correct, Mail merge, Function, Formula, Import, Macros, and Presentations
8. Multimedia: Sound, Image, Videos, Animation, Teleconferencing, Data Compression and Data Synchronization, Hyper Media
9. Web Technology: Web pages and Content management, Types of Browsers, HTML, XML, Web server and Web proxy, http, ftp, TCP/IP
10. Internet, Intranet and Extranet
11. Payment and Settlement Bylaw, 2072

Section (B): IT Related

(5 Questions x 10 Marks =50 Marks)

1. Database Management: Concept, Design, Normalization,
2. Query Languages: Concept, Types, and Application
3. Software Engineering: Introduction, Application, Development Life Cycle and reliability, testing and maintenance.
4. Programming Language: Concepts, Types and Application of Structured and object oriented
5. Security of a System: Concepts, System threats (Hacking, Programs, Software-Virus, Worm, Trojan horse etc) and Necessity of system security
6. Information and Communication Technology Act, 2072 & Cyber Law
7. Electronic Transaction Act, 2063.
8. IT policy and development in Nepal
9. IT in Banking: Uses, Need and Development.
10. E-Commerce and E-Banking Services: Scope, Emerging challenges, trend and importance, E-governance
11. Mobile Banking, Cloud Computing, Digital Wallets, Digital payment and Core Banking Solutions
12. Artificial Intelligence (Application, Components, Ethical Aspects)