

/fli6æ aldf sDkgl Inld6ß

tx \$, ; xfos - v (; xfos látlo) kbsf]vfh tyf cGtI/s kltotf]utffds k/Llffsf]nflu kf7ðqmd
Pj -k/Llff of]hgf

!= kyð r/of M- Inlvt k/Llff				koff{ M- @))			
kq	lj ifoj :t'	koff{	pQlOoff{	k/Llff koffnl		kZg; Wof x cÍ	; do
kyð	cy{ lj Q, JoJ :yfkq tyf ; fdfo 1fg / ; fdfo Aff]cs k/Llfof	100	40	j :tut	axj \$Inks kZg	\$) kZg x ! cÍ	@ 306f
				lj ifout	5fðf]kZg nfd]kZg	^ kZg x % cÍ # kZg x !) cÍ	
låtlo	aldf, nYf, sDkoð/ / ; DalGwt sfggx?	100	40	j :tut	axj \$Inks kZg	@) kZg x ! cÍ	@ 306f
				lj ifout	5fðf]kZg nfd]kZg	* kZg x % cÍ \$ kZg x !) cÍ	
@= låtlo r/of M- ; lk k/Llfof / cGtj ff{f{							
lj ifo		koff{	pQlOoff{	k/Llff koffnl			; do
sDkoð/ ; lk k/Llfof		10	-	køf]utffds			!% ldgð
cGtj ff{f{		30	-	df]vs			-

b]6Jo M

!= of]k/Llff of]hgfno{k yd r/of -Inlvt k/Llff_ / látlo r/of -; lk k/Llfof / cGtj ff{f{ u/L b0{r/ofdf
lj efhg ul/Psf]5 .

@= Inlvt k/Llffsf]df]bd efiff gkfnl j f cu]hl cyj f gkfnl / cu]hl bj }xgð .

#= kyd / látlo kqsf]Inlvt k/Llff 5\$5\$}xgð .

\$= Inlvt k/Llffdf oyf; Dej kf7ðqmdsf ; a)Psf0áf6 kZgx? ; flwgð .

%= j :tut axj \$Inks (Multiple Choice) kZgx?sf]unt pQ/ lbPdf k]o\$ unt pQ/ afkt @) kltzt
cÍ s\$ ul/gð . t/ pQ/ glbPdf to; afkt cÍ lb0g]5ð / cÍ s\$ kl g ul/g]5ð .

^= lj ifout kZgdf k]o\$ kq÷lj ifosf k]o\$ v08sf nflu 5\$5\$}pQ/kl:tsfx? xgðg\ . kl/Llffylh]k]o\$
v08sf kZgx?sf]pQ/ ; fl v08sf pQ/kl:tsfdf n]gkgð .

&= o; kf7ðqmd of]hgf cGtu{sf kq÷lj ifosf lj ifoj :tdf h] 5)n]vPsf]ePtiklg kf7ðqmddf k/\$f sfgð,
Pð, lgod tyf glItx? k/Llffsf]ldlt eGb # dlxgf cufl8 -; æflvg ePsf j f ; æflvg e0{x6f0Psf j f yk
u/L ; æflvg e0{ sfod /x\$fnf0{o; kf7ðqmddf k/\$f]; Demg' kbð .

*= kyd r/ofsf]k/Llffaf6 5gð ePsf pDd]j f/x?nf0{dfq látlo r/ofsf]k/Llffdf ; lDdInt u/f0gð .

/fli6a aldf sDkgl lnd6B

**tx \$, ;xfos - v (;xfos lätlo) kbsf]vhf tyf cftl/s kltotf]utfls k/lffsf]nflu
kf7dqml**

k'yd kq

cy{l]Q, Joj:yfkg tyf ;fdfo 1fg / ;fdfo Affs k/lifof

(Economics, Finance, Management and General Knowledge and General Ability Test)

v08 (A): 25 Marks

1. Economics (cy{)

- 1.1 Macroeconomic Indicators: GDP, GNP, per-capita income, investment, consumption, saving, inflation, and public debt management
- 1.2 Fiscal Policy: concept, objectives, role and importance
- 1.3 Monetary Policy: concept, objectives, role and importance of monetary policy
- 1.4 Contemporary Issues of Nepalese Economy: economic growth, economic development and economic welfare

v08 (B): 25 Marks

2. Finance (ljQ)

- 2.1 Financial System: central bank, commercial banks, development banks, other financial institutions and their roles and responsibilities
- 2.2 Financial (Money & Capital) Market: concept, importance, functions, prospects and issues
- 2.3 Business Finance: concept, scope and importance; capital budgeting, cost of capital, financial statement and their analysis
- 2.4 International Organizations: World Bank, ADB, IMF, and WTO

v08 (C): 25 Marks

3. Management (Joj:yfkg)

- 3.1 Management: concept, characteristics, functions, principles and scope
- 3.2 Manager: basic qualities, roles and types; managerial ethics
- 3.3 Managerial Skills: decision making, problem solving and communication
- 3.4 Human Resource Management: acquisition, development, utilization and maintenance
- 3.5 Group dynamics and motivation
- 3.6 Role of administrative management for good corporate governance
- 3.7 Concept and importance of MIS/MICS
- 3.8 Contemporary management: issues and challenges

/fli6α aldf sDkgl Inld6β

v08 (D): 25 Marks

4. General Knowledge and General Ability Test (; fdf6o 1fg / ; fdf6o Af6s k/lf6f)

- 4.1 **General Awareness -; fdf6o 1fg** (!) kZg x ! cÍ =!)_
- 4.1.1 gkfnsf] ef6f]hs, P]t xfl; s, ; fdf]hs, cfly\$, ; f:s[ts / /fhg]ts cj:yf ; Dj Gwl hfgsf/l
- 4.1.2 gkfndf krlnt k6v wdx?, hfthfl, efiffefil, ; :s[t, snf / ; flxto
- 4.1.3 ; 6Qm /fi6α3 / lf6lo ; u7g (SAARC, BIMSTEC, ASEAN, EU)
- 4.1.4 lbuf] lj sf; , j ftj /of, kblf6f, hg; Wof, Zfx/ls/of, aFf0{ /f0{ hn jfo' kl/j t6, h]j s lj lj wtf, bh6 kzk65l / j g:kltx?
- 4.1.5 /fli6o / c6t(fli6o dxlj sf ; d; fdlos 36gf tyf gjlgtd ultlj lwx?
- 4.1.6 gkfnsf]j t6fg ; lj wfg ; Da6wl hfgsf/l
- 4.1.7 ; fj h]gs ; :yfgsf]kl/ro / lsl; d tyf gkfndf ; :yfgsf]ca:yf / lasf;

- 4.2 **General Ability Test -; fdf6o af6s k/lf6f** -!% kZg x ! cÍ =!%_
- 4.2.1 **Verbal reasoning test:-** comprehension, vocabulary, series, analogy, classification, coding-decoding, insert the missing character, common property, matrices, direction and distance sense test, ranking order, assertion and reason, induction, deduction, courses of action
- 4.2.2 **Non-verbal reasoning test:-** series, analogy, classification, Venn diagrams, matrices, construction of squares and triangles, and figure formation and analysis, dot situation, water images, mirror images, embedded figures
- 4.2.3 **Quantitative reasoning test:-** series, analogy, classification, coding, insert the missing character, common property, matrices, data interpretation, data checking, arithmetical reasoning/operation, percentage, fraction, decimal, ratio, average, loss, profit, date/calendar, time and work.

o; kyd kq÷lj ifosf]kf76qmdaf6 oyf; Dej lgDgfg; f/ kZgx? ; flwg\$.

v08	cÍef/	j:tut	lj ifout	
		axj \$lks kZg	5f6f]kZg ; Wof	nfd]kZg ; Wof
A	@%	% kZg x ! cÍ =%	@ kZg x % cÍ =!)	! kZg x !) cÍ =!)
B	@%	% kZg x ! cÍ =%	@ kZg x % cÍ =!)	! kZg x !) cÍ =!)
C	@%	% kZg x ! cÍ =%	@ kZg x % cÍ =!)	! kZg x !) cÍ =!)
D	@%	@% kZg x ! cÍ =@%		
hDdf		\$) kZg x ! cÍ =\$)	^ kZg x % cÍ =#)	# kZg x !) cÍ =#)

tx \$, ; xfos - v (; xfos lātlo) kbsf]v hf tyf cftt/s kltotf]utftds k/lffsf]nflu
kf7δqmd
lātlo kq
aldf, nŷf, sDk6/ / ; Dal0wt sfggix?
(Insurance, Account, Computer, and Related Legislations)

v08 (A): 25 Marks

1. Insurance (aldf)

- 1.1 Historical background of insurance in Nepal
- 1.2 Role and importance of insurance in economic development
- 1.3 Principles of life and non-life insurance
- 1.4 Risks: meaning, types and methods of handling risks
- 1.5 Process of claim and settlement
- 1.6 Agent and brokers
- 1.7 Reinsurance: principles and practices
- 1.8 Rastriya Beema Company Limited: introduction, objectives and importance
- 1.9 Beema Samiti (Insurance Board): introduction, functions, roles and responsibilities
- 1.10 Inter-relation between Banking and Insurance

v08 (B): 25 Marks

2. Accounting (nŷf)

- 2.1 Accounting: concept, meaning, objectives, importance, principles, and conventions
- 2.2 Trial Balance: concept, need, method and format
- 2.3 Financial Statement: concept, objective, need and importance
- 2.4 Cash Flow Statement: meaning, purpose, uses, importance and contains/items-activity wise, structure of the statement of cash flow, and interpreting the statement of cash flow
- 2.5 Bank Reconciliation: meaning, causes of difference in balances, techniques of reconciliation

v08 (C): 25 Marks

3. Computer (sDk6/)

- 3.1 Computer Fundamentals: Characteristics, types and applications of computer; Introduction, types and functions of operating system; Concept of Computer related threats: remedies and protection; Concept of Multimedia; Concept about e-mail / internet / extranet/intranet; IT Development in Nepal and IT Policy
- 3.2 Windows: Introduction to windows platform - concept of desktop, taskbar, icons; Utilities - notepad, word pad, paint, calculator, character map; Files and Folders - creation, copying, deleting
- 3.3 Word Processing: Concept and types of Word Processing; Introduction - word menu, tool bar, status bar, rulers, scrollbars and document (creation, editing, saving, and opening); Text - editing, deleting, inserting, selection, moving, copying, converting case, doing/undoing edits; Formatting documents - paragraph formatting - applying styles, header and footer, line spacing; Page layout - numbering pages - inserting section break - spelling check; Tables - creation, editing, formatting, insertion, document with tables; Printing - print preview, printer settings, printing multiple copies

/fli6α aldf sDkgl Inld6\$

- 3.4 Electronic Spreadsheets: concept and types; spreadsheet features - menu, cells, workbook, and work sheets; Entering data, text, functions - selecting cell, ranges - saving worksheet; Editing worksheet data - copying, cut and paste, inserting, deleting rows, columns, cell ranges - find and replace data - spell check; Charts - types, titles and legends, saving, moving and copying between sheets; Formula functions - entering formula, cell references, date and time formula, working with range names, entering functions
- 3.5 Presentation System: Introduction to PowerPoint (creating, opening, saving slides, formatting slides and slide show setup)

v08 (D): 25 Marks

4. Related Legislations (; Dal0wt sfghx?)

- 4.1 aldf Pgh, @)\$ (
- 4.2 aldf lgodfj nl, @)\$ (
- 4.3 sDkgl Pgh, @)^#
- 4.4 s/f/ Pgh, @)%^
- 4.5 ei6krf/ lgj f/Of Pgh, @)%(
- 4.6 6\$ olgog Pgh, @)\$ (
- 4.7 /fli6α aldf sDkgl Inld6\$sf]k\$0wkq tyf lgodfj nl
- 4.8 aldf ; ldltaf6 hfl/ ul/Psf]; Zf; g lgb]Zsf

o; bf] [kq÷lj ifosf]k7bqmdaf6 oyf; Dej lgDgfg, f/ kZgx? ; flwg\$.

v08	c1ef/	j:tut			lj ifout	
		axj \$lNks kZg	5f0f]kZg ; Wof	nfd]kZg ; Wof		
A	@%	% kZg x ! cÍ=%	@ kZg x % cÍ=!)	! kZg x !) cÍ=!)		
B	@%	% kZg x ! cÍ=%	@ kZg x % cÍ=!)	! kZg x !) cÍ=!)		
C	@%	% kZg x ! cÍ=%	@ kZg x % cÍ=!)	! kZg x !) cÍ=!)		
D	@%	% kZg x ! cÍ=%	@ kZg x % cÍ=!)	! kZg x !) cÍ=!)		
hDdf		@) kZg x ! cÍ=@)	* kZg x % cÍ=\$)	\$ kZg x !) cÍ=\$)		

sDko6/ ; lk k/Lifof

Computer Practical Examination

- | | |
|-------------------------------------|-----------|
| 1. Word Processing | (2 Marks) |
| 2. Electronic Spreadsheet (Excel) | (2 Marks) |
| 3. Presentation System (PowerPoint) | (1 Marks) |
| 4. Typing (English & Nepali) | (5 Marks) |

/fli6æ aldf sDkgl Inld6þ

**tx % ;xfos -s (;xfos kyd) kbsf]vfh tyf cfGtl/s kltoflutfls k/Llffsf]nflu
kf7ðqmd
Pj -k/Llff ofhg**

!= kyð r/of M- Inlvt k/Llff				koff (M- @))			
kq	lj ifoj :t'	koff	pQl0ff	k/Llff koffnl		kzg; wof x cÍ	; do
kyd	cy{ lj Q, JoJ:yfkg tyf ; fdfGo 1fg / ; fdfGo Affjcs k/Llff	100	40	j :tut	axj \$lnks kzg	\$) kzg x ! cÍ	@ 306f
				lj ifout	5fðf]kzg nfdflkzg	^ kzg x % cÍ # kzg x !) cÍ	
låtlo	aldf, nÿf, sDkoð/ / ; DalGwt sfGðx?	100	40	j :tut	axj \$lnks kzg	@) kzg x ! cÍ	@ 306f
				lj ifout	5fðf]kzg nfdflkzg	* kzg x % cÍ \$ kzg x !) cÍ	
@= låtlo r/of M- ; lk k/Llff / cGtj fff{							
lj ifo		koff	pQl0ff	k/Llff koffnl			; do
sDkoð/ ; lk k/Llff		10	-	køflutfls			!% ldgð
cGtj fff{		30	-	dfjvs			-

bj6Jo M

!= of]k/Llff ofhgfnf0{k yd r/of -Inlvt k/Llff / låtlo r/of -; lk k/Llff / cGtj fff{ u/L b0{r/ofdf lje fhg ul/Psf]5 .

@= Inlvt k/Llffsf]dflbd efiff gkfnl j f cuhl cyj f gkfnl / cuhl bj }xgð .

#= kyd / låtlo kqsf]Inlvt k/Llff 5sf5\$}xgð .

\$= Inlvt k/Llffdf oyf; Dej kf7ðqmdsf ; a}Psf0áf6 kzgx? ; flwgð .

%= j:tut axj \$lnks (**Multiple Choice**) kzgx?sf]unt pQ/ lbPdf kfoð unt pQ/ afkt @) kl'tzt cÍ s\$ ul/gð . t/ pQ/ glbPdf to; afkt cÍ lb0g]5ð / cÍ s\$ klg ul/g]5ð .

^= lj ifout kzgdf kfoð kq÷lj ifosf kfoð v08sf nflu 5sf5\$}pQ/kl:tsfx? xgðg\ . kl/lffyl6]kfoð v08sf kzgx?sf]pQ/ ; fl v08sf pQ/kl:tsfdf nlgkgð .

&= o; kf7ðqmd ofhg cGtu{sf kq÷lj ifosf lj ifoj:tdf h} 5}nlpPsf]ePtflkg kf7ðqmddf k/\$f sfGð, Pð, lgod tyf gltx? k/Llffsf]ldlt ebf # dlxf cuf8 -; zflwg ePsf j f ; zflwg e0{x6f0Psf j f yk u/L ; zflwg e0{ sfod /x\$fnf0{o; kf7ðqmddf k/\$f]; Demg' kbð .

*= kyd r/ofsf]k/Llffaf6 5gð ePsf pðdðj f/x?nf0{dfq låtlo r/ofsf]k/Llffdf ; lðdnt u/f0gð .

tx % ;xfos -s (;xfos kyd) kbsf]vhf tyf cf6tl/s kltf6]utftds k/lifsf]nflu
kf7dqnd
kyd kq

cy{ljQ, Joj:yfkg tyf ; fdf6o 1fg / ; fdf6o Aff6s k/lif6f
(Economics, Finance, Management and General Knowledge and General Ability Test)

v08 (A): 25 Marks

1. Economics (cy{

- 1.1 Macroeconomic Indicators: GDP, GNP, per-capita income, investment, consumption, saving, inflation, and public debt management
- 1.2 Fiscal Policy: concept, objectives, role and importance
- 1.3 Monetary Policy: concept, objectives, role and importance
- 1.4 National Planning: objectives, importance and rationale of planning, nature of development planning, Nepal's periodical planning and poverty alleviation
- 1.5 Contemporary Issues of Nepalese Economy: economic growth, economic development and economic welfare

v08 (B): 25 Marks

2. Finance (ljQ)

- 2.1 Financial System: central bank, commercial banks, development banks, other financial institutions, and their roles and responsibilities
- 2.2 Financial (Capital & Money) Market: concept, importance, functions, prospects and issues
- 2.3 Business Finance: concept, scope and importance; capital budgeting, cost of capital, financial statements and their analysis
- 2.4 International Organizations: World Bank, ADB, IMF, and WTO

v08 (C): 25 Marks

3. Management (Joj:yfkg)

- 3.1 Management: concept, characteristics, functions, principles and scope
- 3.2 Manager: basic qualities, roles and types; managerial ethics
- 3.3 Managerial Skills: decision making, problem solving and communication
- 3.4 Human Resource Management: acquisition, development, utilization and maintenance
- 3.5 Group dynamics and motivation
- 3.6 Meaning and principles of administration, distinction between administration and management
- 3.7 Role of administrative management for good corporate governance

- 3.8 Principle of transparency and accountability
- 3.9 Concept and importance of MIS/MICS
- 3.10 Contemporary management: issues and challenges

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v08 (D): 25 Marks

4. General Knowledge and General Ability Test (; fdfco 1fg / ; fdfco Afncs k/Lifof)

4.1 General Awareness -; fdfco 1fg)

(!) kZg x ! cÍ =!)_

4.1.1 gkfnsf] efuf]ns, Pltxf; s, ; fdfhs, cfly\$, ; f:s[ts / /fhg]ts cj:yf ; Dj Gwl hfgsf/l

4.1.2 gkfndf krlnt kdv wdx?, hfthflt, efiffefil, ; :s[t, snf / ; flxTo

4.1.3 ; eQm /fi6α 3 / lfglo ; u7g (SAARC, BIMSTEC, ASEAN, EU)

4.1.4 lbuf] lj sf; , jftfj /of, kplfof, hg; Wof, Zfx/ls/of, aFf0{ /f0{ hnjfo' kl/j tG, h]j s lj ljwtf, bhē kzkG5L / jg:kltx?

4.1.5 /fli6α / cGt{fli6α dxTj sf ; d; fdlos 36gf tyf gjlgtd ultlj lwx?

4.1.6 gkfnsf]j tGfg ; ljwfg ; DaGwl hfgsf/l

4.1.7 ; fj hlgS ; :yfgsf]kl/ro / lsl; d tyf gkfndf ; :yfgsf]ca:yf / lasf;

4.2 General Ability Test -; fdfco Afncs k/Lifof_

-!% kZg x ! cÍ =!%_

4.2.1 **Verbal reasoning test:** comprehension, vocabulary, series, analogy, classification, coding-decoding, insert the missing character, common property, matrices, direction and distance sense test, ranking order, assertion and reason, induction, deduction, courses of action

4.2.2 **Non-verbal reasoning test:** series, analogy, classification, Venn diagrams, matrices, construction of squares and triangles, and figure formation and analysis, dot situation, water images, mirror images, embedded figures

4.2.3 **Quantitative reasoning test:** series, analogy, classification, coding, insert the missing character, common property, matrices, data interpretation, data checking, arithmetical reasoning /operation, percentage, fraction, decimal, ratio, average, loss, profit, date/calendar, time and work

o; kyd kq÷lj ifosf]kf7dqmlaf6 oyf; Dej lgDgfg; f/ kZgx? ; flvg\$.

v08	cÍef/	j:tut	lj ifout	
		axj \$lks kZg	5fg]kZg ; Wof	nfd]kZg ; Wof
A	@%	% kZg x ! cÍ =%	@ kZg x % cÍ =!)	! kZg x !) cÍ =!)
B	@%	% kZg x ! cÍ =%	@ kZg x % cÍ =!)	! kZg x !) cÍ =!)
C	@%	% kZg x ! cÍ =%	@ kZg x % cÍ =!)	! kZg x !) cÍ =!)
D	@%	@% kZg x ! cÍ =@%		
hDdf		\$) kZg x ! cÍ =\$)	^ kZg x % cÍ =#)	# kZg x !) cÍ =#)

/fli6æ aldf sDkgl Inld6B

**tx % ; xfos -s (; xfos kyd) kbsf]vhf tyf cfGtl/s kltoff]utfls k/lffsf]nflu
kf7bqmd**

låtlo kq

aldf, nŷf, sDk66/ / ; Dal0wt sfGgX?

(Insurance, Account, Computer, and Related Legislations)

v08 (A): 25 Marks

1. Insurance (aldf)

- 1.1 Historical background of insurance in Nepal
- 1.2 Role and importance of insurance in economic development
- 1.3 Principles of life and non-life insurance
- 1.4 Risks: meaning, types and methods of handling risks
- 1.5 Process of claim and settlement
- 1.6 Agent and brokers
- 1.7 Reinsurance: principles and practices
- 1.8 Rastriya Beema Company Limited: introduction, objectives and importance
- 1.9 Beema samiti (Insurance Board): introduction, functions, roles and responsibilities
- 1.10 Inter-relation between Banking and Insurance
- 1.11 Emerging Trends of Insurance: problems, prospects and challenges

v08 (B): 25 Marks

2. Accounting (nŷf)

- 2.1 Accounting: concept, meaning, objectives, principle, importance, and conventions
- 2.2 Trial Balance: concept, need, method and format
- 2.3 Financial Statement: concept, objective, need and importance
- 2.4 Cash Flow Statement: meaning, purpose, uses, importance and contains/items-activity wise, structure of the statement of cash flow, and interpreting the statement of cash flow
- 2.5 Bank Reconciliation: meaning, causes of difference in balances, techniques of reconciliation
- 2.6 Auditing: introduction, importance, objectives and types

v08 (C): 25 Marks

3. Computer (sDk66/)

- 3.6 Computer Fundamentals: Characteristics, types and applications of computer; Introduction, types and functions of operating system; Concept of Computer related threats: remedies and protection; Concept of Multimedia; Concept about e-mail / internet / extranet/intranet; IT Development in Nepal and IT Policy
- 3.7 Windows: Introduction to windows platform - concept of desktop, taskbar, icons; Utilities - notepad, word pad, paint, calculator, character map; Files and Folders - creation, copying, deleting
- 3.8 Word Processing: Concept and types of Word Processing; Introduction - word menu, tool bar, status bar, rulers, scrollbars and document (creation, editing, saving, and opening);

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Text - editing, deleting, inserting, selection, moving, copying, converting case, doing/undoing edits; Formatting documents - paragraph formatting - applying styles, header and footer, line spacing; Page layout - numbering pages - inserting section break - spelling check; Tables - creation, editing, formatting, insertion, document with tables; Printing - print preview, printer settings, printing multiple copies

- 3.9 Electronic Spreadsheets: concept and types; spreadsheet features - menu, cells, workbook, and work sheets; Entering data, text, functions - selecting cell, ranges - saving worksheet; Editing worksheet data - copying, cut and paste, inserting, deleting rows, columns, cell ranges - find and replace data - spell check; Charts - types, titles and legends, saving, moving and copying between sheets; Formula functions - entering Formula, cell references, date and time Formula, working with range names, entering functions
- 3.10 Presentation System: Introduction to PowerPoint (creating, opening, saving slides, formatting slides and slide show setup)
- 3.11 Database Management System: Introduction to Data and Database

v08 (D): 25 Marks

4. Related Legislations (; Dal0wt sfghx?)

- 4.1 aldf Pgh, @)\$ (
- 4.2 aldf lgodfj nl, @)\$ (
- 4.3 sDkgl Pgh, @)^#
- 4.4 s/f/ Pgh, @)%^
- 4.5 ei6krf/ lgj f/0f Pgh, @)% (
- 4.6 6\$ olgog Pgh, @)\$ (
- 4.7 /fli6α aldf sDkgl Inld6\$sf]k0wkq tyf lgodfj nl
- 4.8 aldf ; ldltaf6 hfl/ ul/Psf]; zf; g lgb]zsf

o; bf] [kq÷lj ifosf]k7dqmdaf6 oyf; Dej lgDgfg; f/ kZgx? ; flwg\$.

v08	c1ef/	j:tut	lj ifout	
		axj \$llks kZg	5f0f]kZg ; Wof	nfdfl]kZg ; Wof
A	@%	% kZg x ! cÍ=%	@ kZg x % cÍ=!)	! kZg x !) cÍ=!)
B	@%	% kZg x ! cÍ=%	@ kZg x % cÍ=!)	! kZg x !) cÍ=!)
C	@%	% kZg x ! cÍ=%	@ kZg x % cÍ=!)	! kZg x !) cÍ=!)
D	@%	% kZg x ! cÍ=%	@ kZg x % cÍ=!)	! kZg x !) cÍ=!)
hDdf		@) kZg x ! cÍ=@)	* kZg x % cÍ=\$)	\$ kZg x !) cÍ=\$)

sDk06/ ; lk k/lif0f

- | | |
|-------------------------------------|-----------|
| 1. Word Processing | (2 Marks) |
| 2. Electronic Spreadsheet (Excel) | (2 Marks) |
| 3. Presentation System (PowerPoint) | (1 Marks) |
| 4. Typing (English & Nepali) | (5 Marks) |

/fli6æ aldf sDkgl Inld6B

**tx ^, ; xfos Joa:yfks kbsf]vfh tyf cftGt/s kltoflutftds k/Llffsf]nflu kf7dqmd
Pj -k/Llff ofhg**

!= kyð r/of M- Inlvt k/Llff					køff(M- #))		
kq	v08	køff(pQlØff(k/Llff køffnl		kZg; Wof x cÍ	; do
kyð	General Knowledge -; fdf6o 1fg)	100	40	j :tut	axJ \$lNks kZg	@) kZg x @ cÍ	! 306f
	Aptitude Test					@) kZg x @ cÍ	
	English Language Competency Test					!) kZg x @ cÍ	
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					; d:of ; dfwfg	@ kZg x !% cÍ	
t flo	aldf, nlyf / ; Dal6wt sfg6x?	100	40	lj ifout	5f6f]kZg nfd]kZg	^ kZg x % cÍ \$ kZg x !) cÍ	# 306f
					; d:of ; dfwfg	@ kZg x !% cÍ	
@- låtlo r/of M- ; lk k/Llff / cGtj ftf{							
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b]6Jo M

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@- Inlvt k/Llffsf]dfl6d efiff gkfnl j f cu]hl cyj f gkfnl / cu]hl bj }xg5 .

#- kyd, látlo / t flo kqsf]Inlvt k/Llff 5\$5\$}xg5 .

\$- Inlvt k/Llffdf oyf; Dej kf7dqmdsf ; a)Psf06f6 kZgx? ; flwg5 .

%- j :tut axj \$lNks (Multiple Choice) kZgx?sf]unt pQ/ lbPdf k]o\$ unt pQ/ afkt @) kl]tzt cÍ s\$ ul/g5 . t/ pQ/ glbPdf to; afkt cÍ lb0g]56 / cÍ s\$ klG ul/g]56 .

^- lj ifout kZgdf k]o\$ kq÷lj ifosf k]o\$ v08sf nflu 5\$5\$}pQ/kl:tsfx? xg5g\ . kl/Llffyl6]k]o\$ v08sf kZgx?sf]pQ/ ; fl v08sf pQ/kl:tsfdf nlygkG5 .

&- o; kf7dqmd ofhg cGtu{sf kq÷lj ifosf lj ifoj :tdf h] 5)n]VPsf]ePtflG kf7dqmdsf k/\$f sfg6, P6, lgod tyf gltx? k/Llffsf]ldlt e6f # dlxGf cufl8 -; zflwg ePsf j f ; zflwg e0{x6f0Psf j f yk u/L ; zflwg e0{ sfod /x\$fnf0{o; kf7dqmdsf k/\$f]; Demg'kb5 .

*- kyd r/ofsf]k/Llffaf6 5g6 ePsf p6d]hj f/x?nf0{dfq látlo r/ofsf]k/Llffdf ; l6dlnt u/f0g5 .

tx ^, ; xfos Joa:yfks kbsf]vfh tyf cftl/s kltotf]utffds k/Llffsf]nflu kf7bqmd
kyd kq

General Knowledge, Aptitude Test and English Language Competency Test

v08 (A): 40 Marks

1. General Knowledge :-; fdf6o 1fg)

(@) k7g x@c1 = \$) _

- 1.1 gkfnsf]efyflhs, Pltxfl; s, ; fdflhs, cfly\$ / ; f:s[ts cj:yf ; Dj Gwl hfgsf/L
- 1.2 ljZj sf kdv Pltxfl; s 36gfx?
- 1.3 gkfndf krlnt kdv wdx?, hfthfl, effeffil, ; s[t, snf / ; flxTo
- 1.4 lbuf]lj sf; , jftj/of, kplfof, hg; Wof, Zfx/ls/of, aFfo{ /fo{ hnj fo' kl/j t6, hjs lj lwtf, bh6 kzk65l / jg:kltx?
- 1.5 /fli6o / cft{fli6o dxlj sf ; d; fdlos 36gfx?
- 1.6 lj 1fgsf dxlj kof{pknlAwx? ; Dj Gwl hfgsf/L
- 1.7 gkfnsf]j t6fg ; ljwfg ; DaGwl hfgsf/L
- 1.8 gkfnsf]cfly\$ cj:yfM lj sf; sf kj fvf/x? -s[if, pBfu, Jofkf/, ko6g, oftfoft, ; f/, lzlf, :jf:Yo, ljBt_, lj sf; ofhgf, ; ft÷; fwgx?sf] kl/rfng, j[4, lj sf; tyf /fhuf/ ; DaGwl ; jfn÷lj ifox?
- 1.9 gkfnsf]ljZj ; fcsf]cfly\$ ultlj lwx?
- 1.10 ; eOm/fi6α3 / lfql; u7g (SAARC, BIMSTEC, ASEAN, EU)
- 1.11 ; fj hlg; ; yfgsf]kl/ro / lsl; d tyf gkfndf ; yfgsf]ca:yf / lasf;
- 1.12 aldf, aldf sDkgl, a\$ tyf lj Qlo ; yf ; Dj Gwl hfgsf/L

v08 (B): 40 Marks

2. Aptitude Test

20 × 2 = 40 Marks

- 2.1 **Verbal Aptitude:** comprehension, vocabulary, series, analogy, classification, coding-decoding, insert the missing character, common property, matrices, direction and distance sense test, ranking order, assertion and reason, induction, deduction, courses of action, common sense test and logical reasoning
5 × 2 = 10 Marks
- 2.2 **Non-verbal Aptitude:** series, analogy, classification, Venn diagrams, matrices, analytical reasoning, construction of squares and triangles, and figure formation and analysis, dot situation, water images, mirror images, embedded figures
5 × 2 = 10 Marks
- 2.3 **Quantitative Aptitude:** series, analogy, classification, coding, insert the missing character, common property, arithmetical reasoning, percentage, fraction, decimal, ratio, average, loss, profit, date/calendar, time and work, data interpretation (charts, graphs, tables), data checking, data sufficiency
10 × 2 = 20 Marks

3. **English Language Competency Test**

10 × 2 = 20 Marks

3.1 **Comprehension:**

4 × 2 = 8 Marks

Questions will be asked based on the passage given. The questions will try to accommodate the following areas:

- Fact finding, Inferential, Core theme, True/false identification, Issues raised and Language based

3.2 **Vocabulary:**

3 × 2 = 6 Marks

Questions will be asked to assess their grasp on the English language vocabulary. The questions will be of the following nature:

- Meaning of the words (literal /figurative/contextual), single word for expressions, synonyms/antonyms, derivatives and homonyms/homophones

3.3 **Syntactic ability:**

3 × 2 = 6 Marks

Questions will be asked to assess the syntactic ability of the candidates. The questions will be based on the following categories:

- agreement, tense aspect, parallel structures, clauses, modifier, conditionals, phrasal expressions, shifts (tense, number, person), transformations, varieties, prepositions / conjunctions and parts of speech

tx ^, ; xfos Joa:yfks kbsf]vhf tyf cfGtl/s kltofl]utflDs k/lffsf]nflu kf7dqm
låtlo kq

cy{ljQ / Joj:yfkg

(Economics, Finance and Management)

v08 (A): 25 Marks

1. Economics (cy{)

- 1.1 Macroeconomic Indicators: GDP, GNP, per-capita income, investment, consumption, saving, inflation, and public debt management
- 1.2 Fiscal Policy: concept, objectives, role and importance
- 1.3 Monetary Policy: concept, objectives, role and importance
- 1.4 National Planning: objectives, importance and rationale of planning, nature of development planning, Nepal's periodical planning and poverty alleviation
- 1.5 Contemporary Issues of Nepalese Economy: economic growth, economic development and economic welfare
- 1.6 Privatization, Liberalization, Globalization: concept, benefit and defects
- 1.7 Poverty: concept, types, causes and remedies
- 1.8 Economic Inequality : concept, causes and remedies
- 1.9 Challenges of Economic development in Nepal
- 1.10 Industrial Policy and Commercial Policy of Nepal

v08 (B): 25 Marks

2. Finance (ljQ)

- 2.1 Financial System: central bank, commercial banks, development banks, other financial institutions and their roles and responsibilities
- 2.2 Financial Market: concept, importance, functions, prospects and issues
- 2.3 Business Finance: concept, scope and importance; capital budgeting, cost of capital, financial statement and their analysis
- 2.4 Working Capital Management: factors affecting working capital, methods of estimating working capital
- 2.5 Concept of portfolio management and portfolio diversification
- 2.6 International Organizations: World Bank, ADB, IMF and WTO

3. Management (JoJ :yfkG)

- 3.1 Management: concept, characteristics, functions, principles and scope
- 3.2 Manager: basic qualities, role and types; managerial ethics
- 3.3 Managerial Skills: decision making, problem solving and communication
- 3.4 Group dynamics, leadership and motivation
- 3.5 Human Resource Management (HRM): acquisition, development, utilization and maintenance
- 3.6 Role of HRM for effective planning and development
- 3.7 HRM Process: planning, recruitment, selection, training and development, job analysis and manpower forecasting, concept of reward and punishment
- 3.8 Participative management, Strategic management, Time management, Change management, Stress management and Team work
- 3.9 Marketing Management: importance and approaches of marketing, marketing information system, market research and consumer behavior, objectives and importance of service marketing
- 3.10 Corporate Governance: general understanding, objectives and challenges
- 3.11 Concept of corporate social responsibilities
- 3.12 Effective management of insurance company and challenges
- 3.13 Meaning and principles of administration, administrative management for good governance, principle of transparency and accountability, discretionary power, and delegation of authority
- 3.14 MIS/MICS
- 3.15 Emerging Concept and Contemporary Management: issues and challenges

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v08	cÍef/	lj ifout		
		5fDf]kZg ; Wof	nfdF]kZg ; Wof	; d:of ; dfwfg
A	@%	# kZg x % cÍ = !%	@ kZg x !) cÍ = @)	! kZg x !% cÍ = !%
B	@%	# kZg x % cÍ = !%	@ kZg x !) cÍ = @)	! kZg x !% cÍ = !%
C	%)	# kZg x % cÍ = !%	@ kZg x !) cÍ = @)	! kZg x !% cÍ = !%
hDdf		^ kZg x % cÍ = #)	\$ kZg x !) cÍ = \$)	@ kZg x !% cÍ = #)

/fli6a aldf sDkgl Inld6B

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t[lo kq

aldf, nYf / ; DalQwt sfgDx?

(Insurance, Account and Related Legislations)

v08 (A): 30 Marks

1. Insurance (aldf)

- 1.1 Historical background of insurance in Nepal
- 1.2 Role and importance of insurance in economic development
- 1.3 Principles of insurance
- 1.4 Risks: meaning, types and methods of handling risks
- 1.5 Process of claim and settlement
- 1.6 Agent and brokers
- 1.7 Insurance contract
- 1.8 Insurance fraud and remedy
- 1.9 Reinsurance: principles and practices
- 1.10 Bank Assurance: concept, objectives and importance
- 1.11 Rastriya Beema Company Limited
- 1.12 Beema Samiti (Insurance Board)
- 1.13 Emerging Trends of Insurance: problems, prospects and challenges
- 1.14 Micro Insurance: concept, problem, prospects and challenges
- 1.15 Concept of livestock insurance, crop insurance and health insurance

v08 (B): 30 Marks

2. Accounting (nYf)

- 2.1 Accounting: concept, meaning, objectives, principle, importance, and conventions
- 2.2 Trial Balance: concept, need, method and format
- 2.3 Financial Statement: concept, objective, need and importance
- 2.4 Cash Flow Statement: meaning, purpose, uses, importance and contains/items-activity wise, structure of the statement of cash flow, and interpreting the statement of cash flow
- 2.5 Bank Reconciliation: concept, meaning, need and importance; causes of difference in balances; techniques of reconciliation
- 2.6 Insurance Account: commission and discount, reinsurance accounting, feature of general account and insurance account
- 2.7 Auditing: introduction, importance, objectives and types - internal and external audit
- 2.8 Nepal Accounting Standards
- 2.9 Nepal Auditing Standards
- 2.10 Accounting Software

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v08 (C): 40 Marks

3. Related Legislations (; DalGwt sfgjx?)

- 3.1 aldf Pđ, @)\$ (
- 3.2 aldf lgodfj nL, @)\$ (
- 3.3 sDkgl Pđ, @)^#
- 3.4 s/f/ Pđ, @)%^
- 3.5 cfos/ Pđ, @)%*
- 3.6 cfos/ lgodfj nL, @)% (
- 3.7 dNo clej [C s/ Pđ, @)%@
- 3.8 dNo clej [C s/ lgodfj nL, @)%#
- 3.9 ei6krf/ lgj f/Of Pđ, @)% (
- 3.10 nYfk/LifOf Pđ, @)\$ *
- 3.11 dWb:ytF Pđ, @)%^
- 3.12 6\$ olgog Pđ, @)\$ (
- 3.13 /fli6α aldf sDkgl Inld6βsf]kəGwkq tyf lgodfj nL
- 3.14 gkfnsf]j tđfg ; ljwfg
- 3.15 aldf ; ldltaf6 hfl/ lgbZgx?

o; t[lo kq÷lj ifosf]kf7αndaf6 oyf; Dej lgDgfg' f/ kZgx? ; flwg\$.

v08	cÍef/	lj ifout		
		5fđf]kZg ; Wof	nfdF]kZg ; Wof	; d:of ; dfwfg
A	#)	# kZg x % cÍ = !%	# kZg x !) cÍ = #)	! kZg x !% cÍ = !%
B	#)	# kZg x % cÍ = !%	! kZg x !) cÍ = !)	! kZg x !% cÍ = !%
C	\$)	# kZg x % cÍ = !%	\$ kZg x !) cÍ = \$)	@ kZg x !% cÍ = #)
hDdf		^ kZg x % cÍ = #)	\$ kZg x !) cÍ = \$)	@ kZg x !% cÍ = #)

sDkođ/ ; lk k/LifOf

1. Word Processing (4 Marks)
2. Electronic Spreadsheet (Excel) (4 Marks)
3. Presentation System (Power Point) (2 Marks)
4. Typing (English & Nepali) (5 Marks)

/fli6æ aldf sDkgl Inld6B

**tx &, gfoa Joa:yfks kbsf]vhf tyf cftl/s kltf]utftds k/Llffsf]nflu kf7dqmd
Pj -k/Llff of]hg**

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kq	v08	køff	pQlØff	k/Llff køffnl		kZg; Wøf x cÍ	; do
kyð	General Knowledge -; fdf6o 1fg)	100	40	j :tut	axj \$lNks kZg	@) kZg x @ cÍ	! 306f
	Aptitude Test					@) kZg x @ cÍ	
	English Language Competency Test					!) kZg x @ cÍ	
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					; d:of ; dfwfg	@ kZg x !% cÍ	
t flo	aldf, nlyf / ; Dal6wt sfg6x?	100	40	lj ifout	5f6]kZg nfd]kZg	^ kZg x % cÍ \$ kZg x !) cÍ	# 306f
					; d:of ; dfwfg	@ kZg x !% cÍ	
@- låtlo r/of M- ; lk k/Llff / cGtj ftf{							
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sDko6/ ; lk k/Llff		15	-	køfflids			@) ldg6
cGtj ftf{		40	-	df]vs			-

b]6Jo M

!= of]k/Llff of]hgfnf0{kyd r/Of -Inlvt k/Llff_ / látlo r/Of -; lk k/Llff / cGtj ftf{ u/L b0{r/Ofdf ljefhg ul/Psf]5 .

@- Inlvt k/Llffsf]dfl6d efiff gkfnl j f cu]hl cyj f gkfnl / cu]hl bj }xg5 .

#- kyd, látlo / t flo kqsf]Inlvt k/Llff 5\$5\$}xg5 .

\$- Inlvt k/Llffdf oyf; Dej kf7dqmdsf ; a)Psf06f6 kZgx? ; flwg5 .

%- j :tut axj \$lNks (Multiple Choice) kZgx?sf]unt pQ/ lbPdf k]o\$ unt pQ/ afkt @) kltzt cÍ s\$ ul/g5 . t/ pQ/ glbPdf to; afkt cÍ lb0g]56 / cÍ s\$ klG ul/g]56 .

^- lj ifout kZgdf k]o\$ kq÷lj ifosf k]o\$ v08sf nflu 5\$5\$}pQ/kl:tsfx? xg5g\ . kl/Llffyl6]k]o\$ v08sf kZgx?sf]pQ/ ; fl v08sf pQ/kl:tsfdf nlygkG5 .

&- o; kf7dqmd of]hg cGtu{sf kq÷lj ifosf lj ifoj :tdf h] 5)n]VPsf]ePtflG kf7dqmdsf k/\$f sfg6, P6, lgod tyf gltx? k/Llffsf]ldlt e6f # dlxgf cuf]8 -; zflwg ePsf j f ; zflwg e0{x6f0Psf j f yk u/L ; zflwg e0{ sfod /x\$fnf0{o; kf7dqmdsf k/\$f]; Demg'kb5 .

*- kyd r/Ofsf]k/Llffaf6 5g6 ePsf pDd]j f/x?nf0{dfq látlo r/Ofsf]k/Llffdf ; lDdlnt u/f0g5 .

tx & gfoa Joa:yfks kbsf]vhf tyf cfGt/s kltotf]utfrds k/Llffsf]nflu kf7bqnd

kyd kq

General Knowledge, Aptitude Test and English Language Competency Test

v08 (A): 40 Marks

1. General Knowledge -; fdf6o 1fg) (@) k7g x@cÍ = \$)_.
 - 1.1 gkfnsf]ef]f]hs, Pl]txf; s; ; fdf]hs, cfly\$ / ; f:s[t s cj :yf ; Dj Gwl hfgsf/L
 - 1.2 lj Zj sf kdv Pl]txf; s 36gxf?
 - 1.3 gkfndf krlnt kdv wdx?, hfthfht, efiffefil, ; s[t, snf / ; flxTo
 - 1.4 lbuf]lj sf; , jftfj/of, kplf0f, hg; Wof, Zfx/Ls/of, aFf0{ /f0x hnj fo' kl/j t6, hñj s lj lwtf, bh6 kzk65l / jg:kltx?
 - 1.5 /fli6o / cGt{f]i6o dxTj sf ; d; fdlos 36gxf?
 - 1.6 lj 1fgsf dxTj kof{pkn]awx? ; Dj Gwl hfgsf/L
 - 1.7 gkfnsf]j t6fg ; lj wfg ; DaGwl hfgsf/L
 - 1.8 gkfnsf]cfly\$ cj :yfm lj sf; sf kj fuf/x? -s[if, pBf], Jofkf/, ko6g, oftoft, ; f/, lzlf, :j f:Yo, lj Bt_, lj sf; of]hgf, ; f]÷; fwgx?sf] kl/rfng, j [4, lj sf; tyf /f]huf/ ; DaGwl ; j fn÷lj ifox?
 - 1.9 gkfnsf]lj Zj ; f]sf]cfly\$ ultlj lwx?
 - 1.10 ; eOm/fi6α3 / lfqllo ; u7g (SAARC, BIMSTEC, ASEAN, EU)
 - 1.11 ; fj hlg s ; yfgsf]kl/ro / lsl; d tyf gkfndf ; yfgsf]ca:yf / lasf;
 - 1.12 aldf, aldf sDkgl, a\$ tyf lj Qlo ; yf ; Dj Gwl hfgsf/L

v08 (B): 40 Marks

2. Aptitude Test 20 × 2 = 40 Marks
 - 2.1 **Verbal Aptitude:** comprehension, vocabulary, series, analogy, classification, coding-decoding, insert the missing character, common property, matrices, direction and distance sense test, ranking order, assertion and reason, induction, deduction, courses of action, common sense test and logical reasoning 5 × 2 = 10 Marks
 - 2.2 **Non-verbal Aptitude:** series, analogy, classification, Venn diagrams, matrices, analytical reasoning, construction of squares and triangles, and figure formation and analysis, dot situation, water images, mirror images, embedded figures 5 × 2 = 10 Marks
 - 2.3 **Quantitative Aptitude:** series, analogy, classification, coding, insert the missing character, common property, arithmetical reasoning, percentage, fraction, decimal, ratio, average, loss, profit, date/calendar, time and work, data interpretation (charts, graphs, tables), data checking, data sufficiency 10 × 2 = 20 Marks

3. **English Language Competency Test**

10 × 2 = 20 Marks

3.1 **Comprehension:**

4 × 2 = 8 Marks

Questions will be asked based on the passage given. The questions will try to accommodate the following areas:

- Fact finding, inferential, core theme, true/false identification, issues raised and language based

3.2 **Vocabulary:**

3 × 2 = 6 Marks

Questions will be asked to assess their grasp on the English language vocabulary. The questions will be of the following nature:

- Meaning of the words (literal /figurative/contextual), Single word for expressions, synonyms/antonyms, derivatives and homonyms/homophones

3.3 **Syntactic ability:**

3 × 2 = 6 Marks

Questions will be asked to assess the syntactic ability of the candidates. The questions will be based on the following categories:

- agreement, tense aspect, parallel structures, clauses, modifier, conditionals, phrasal expressions, shifts (tense, number, person), transformations, varieties, prepositions / conjunctions and parts of speech

**tx & gfoa Joa:yfks kbsf]vfh tyf cfGtl/s kltoflutflDs k/lffsf]nflu kf7bqnd
låtlo kq**

cy{ljq / Joj:yfkg

(Economics, Finance and Management)

v08 (A): 25 Marks

1. Economics (cy{)

- 1.1 Macroeconomic Indicators: GDP, GNP, per-capita income, investment, consumption, saving, inflation, and public debt management
- 1.2 Fiscal Policy: concept, objectives, role and importance
- 1.3 Monetary Policy: concept, objectives, role and importance
- 1.4 National Planning: objectives, importance and rationale of planning, nature of development planning, Nepal's periodical planning and poverty alleviation
- 1.5 Contemporary Issues of Nepalese Economy: economic growth, economic development and economic welfare
- 1.6 Privatization, Liberalization, Globalization: concept, benefit and defects
- 1.7 Foreign Direct Investment: concept, principles, importance and negative effects
- 1.8 Poverty: concept, types, causes and remedies
- 1.9 Economics Inequality : concept, causes and remedies
- 1.10 Challenges of Economic development in Nepal
- 1.11 Industrial Policy and Commercial Policy of Nepal
- 1.12 Market Failure: market power, incomplete information, externalities and public goods

v08 (B): 25 Marks

2. Finance (ljQ)

- 2.1 Financial management, financial planning, present value and opportunity cost of capital, financial investment analysis
- 2.2 Financial System: central bank, commercial banks, development banks, other financial institutions and their roles and responsibilities
- 2.3 Financial Market: concept, importance, functions, prospects and issues
- 2.4 Business Finance: concept, scope and importance; capital budgeting, cost of capital, financial statement and their analysis
- 2.5 Working Capital Management: factors affecting working capital, methods of estimating working capital
- 2.6 Concept of portfolio management and portfolio diversification
- 2.7 Profit management, break even analysis, source and uses of funds, linear programming and goal programming
- 2.8 International Organizations: World Bank, ADB, IMF and WTO

3. Management (JoJ :yfkq)

- 3.1 Management: concept, characteristics, functions, principles and scope
- 3.2 Manager: basic qualities, role and types; managerial ethics
- 3.3 Managerial Skills: decision making, problem solving and communication
- 3.4 Group dynamics, leadership and motivation
- 3.5 Human Resource Management (HRM): acquisition, development, utilization and maintenance
- 3.6 Role of HRM for effective planning and development
- 3.7 HRM Process: planning, recruitment, selection, training and development, job analysis and manpower forecasting, concept of reward and punishment
- 3.8 Participative management, Strategic management, Time management, Change management, Stress management and Team work
- 3.9 Marketing Management: importance and approaches of marketing, marketing information system, market research and consumer behavior, objectives and importance of service marketing, product life cycle, marketing dynamics
- 3.10 Corporate Governance: general understanding, objectives and challenges
- 3.11 Concept of corporate social responsibilities (CSR) and state of CSR in Nepal
- 3.12 Effective management of insurance company and challenges; product diversification in insurance market
- 3.13 Meaning and principles of administration, administrative management for good governance, principle of transparency and accountability, discretionary power, and delegation of authority
- 3.14 MIS/MICS
- 3.15 Emerging Concept of Contemporary Management: issues and challenges
- 3.16 Business Statistics: sampling, data collection, tabulation, preparation of report, analysis of correlation and regression.

o; lātlo kq÷lj ifosf]kf7dqmdaf6 oyf; Dej lgDgfg; f/ kZgx? ; flwg\$.

v08	cÍef/	lj ifout		
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A	@%	# kZg x % cÍ = !%	@ kZg x !) cÍ = @)	! kZg x !% cÍ = !%
B	@%	# kZg x % cÍ = !%	@ kZg x !) cÍ = @)	! kZg x !% cÍ = !%
C	%)	# kZg x % cÍ = !%	@ kZg x !) cÍ = @)	! kZg x !% cÍ = !%
hDdf		^ kZg x % cÍ = #)	\$ kZg x !) cÍ = \$)	@ kZg x !% cÍ = #)

tx & gfoa Joa:yfks kbsf]vhf tyf cftl/s kltoftfids k/lffsf]nflu kf7dqnd

tflo kq

aldf, nŷf / ; DalŲrt sfgŲx?

(Insurance, Account and Related Legislations)

v08 (A): 30 Marks

1. Insurance (aldf)

- 1.1 Historical background of insurance in Nepal
- 1.2 Role and importance of insurance in economic development
- 1.3 Principles of insurance
- 1.4 Risks: meaning, types and methods of handling risks
- 1.5 Process of claim and settlement
- 1.6 Agent and brokers
- 1.7 Insurance contract
- 1.8 Insurance fraud and remedy
- 1.9 Reinsurance: principles and practices
- 1.10 Bank Assurance: concept, objectives and importance
- 1.11 Rastriya Beema Company Limited
- 1.12 Beema Samiti (Insurance Board)
- 1.13 Emerging Trends of Insurance: problems, prospects and challenges
- 1.14 Micro Insurance: concept, problem, prospects and challenges
- 1.15 Concept of livestock insurance, crop insurance and health insurance

v08 (B): 30 Marks

2. Accounting (nŷf)

- 2.1 Accounting: concept, meaning, objectives, principle, importance, and conventions
- 2.2 Trial Balance: concept, need, method and format
- 2.3 Financial Statement: concept, objective, need and importance
- 2.4 Cash Flow Statement: meaning, purpose, uses, importance and contains/items-activity wise, structure of the statement of cash flow, and interpreting the statement of cash flow
- 2.5 Bank Reconciliation: concept, meaning, need and importance; causes of difference in balances; techniques of reconciliation
- 2.6 Insurance Account: commission and discount, reinsurance accounting, feature of general account and insurance account
- 2.7 Auditing: introduction, importance, objectives and types - internal and external audit
- 2.8 Nepal Accounting Standards
- 2.9 Nepal Auditing Standards
- 2.10 International Accounting and Auditing Standards

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v08 (C): 40 Marks

3. Related Legislations (; DalGwt sfgjx?)

- 3.1 aldf Pđ, @)\$ (
- 3.2 aldf lgodfj nL, @)\$ (
- 3.3 sDkgl Pđ, @)^#
- 3.4 s/f/ Pđ, @)%^
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- 3.6 cfos/ lgodfj nL, @)%(
- 3.7 dNo clej [C s/ Pđ, @)%@
- 3.8 dNo clej [C s/ lgodfj nL, @)%#
- 3.9 ei6krf/ lgj f/Of Pđ, @)%(
- 3.10 nYfk/LifOf Pđ, @)\$*
- 3.11 dWb:Ytf Pđ, @)%^
- 3.12 6\$ olgog Pđ, @)\$ (
- 3.13 /fli6α aldf sDkgl Inld6\$sf]kəGwkq tyf lgodfj nL
- 3.14 gkfnsf]j tđfg ; ljwfg
- 3.15 aldf ; ldltaf6 hfl/ lgbZgx?

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1. Word Processing (4 Marks)
2. Electronic Spreadsheet (Excel) (4 Marks)
3. Presentation System (PowerPoint) (2 Marks)
4. Typing (English & Nepali) (5 Marks)

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(Insurance, Computer and Related Legislations)

v08 (A): 40 Marks

1. Insurance (aldf)

1. Historical background of insurance in Nepal
2. Role and importance of insurance in economic development
3. Principles of insurance
4. Risks: meaning, types and methods of handling risks
5. Process of claim and settlement
6. Agent and brokers
7. Insurance contract
8. Insurance fraud and remedy
9. Reinsurance: principles and practices
10. Bank Assurance: concept, objectives and importance
11. Rastriya Beema Company Limited
12. Beema Samiti (Insurance Board)
13. Emerging Trends of Insurance: problems, prospects and challenges
14. Micro Insurance: concept, problem, prospects and challenges
15. Concept of livestock insurance, crop insurance and health insurance

v08 (B): 20 Marks

2. Computer (sDk6/)

- 2.1 Computer Fundamentals: Characteristics, types and applications of computer; Introduction, types and functions of operating system; Concept of Computer related threats: remedies and protection; Concept of Multimedia; Concept about e-mail / internet / extranet/intranet; IT Development in Nepal and IT Policy
- 2.2 Windows: Introduction to windows platform - concept of desktop, taskbar, icons; Utilities - notepad, word pad, paint, calculator, character map; Files and Folders - creation, copying, deleting
- 2.3 Word Processing: Concept and types of Word Processing; Introduction - word menu, tool bar, status bar, rulers, scrollbars and document (creation, editing, saving, and opening); Text - editing, deleting, inserting, selection, moving, copying, converting case, doing/undoing edits; Formatting documents - paragraph formatting - applying styles, header and footer, line spacing; Page layout - numbering pages - inserting section break - spelling check; Tables - creation, editing, formatting, insertion, document with tables; Printing - print preview, printer settings, printing multiple copies
- 2.4 Electronic Spreadsheets: concept and types; spreadsheet features - menu, cells, workbook, and work sheets; Entering data, text, functions - selecting cell, ranges - saving worksheet;

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Editing worksheet data - copying, cut and paste, inserting, deleting rows, columns, cell ranges - find and replace data - spell check; Charts - types, titles and legends, saving, moving and copying between sheets; Formula functions - entering formula, cell references, date and time formula, working with range names, entering functions

- 2.5 Presentation System: Introduction to PowerPoint (creating, opening, saving slides, formatting slides and slide show setup)
- 2.6 Database Management System: Introduction to Data and Database

v08 (C): 40 Marks

3. Related Legislations (; Dal0wt sfg0x?)

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- 3.2 aldf lgodfj nl, @)\$ (
- 3.3 sDkgl P0, @)^#
- 3.4 s/f/ P0, @)%^
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- 3.6 cfos/ lgodfj nl, @)% (
- 3.7 dNo clej [C s/ P0, @)%@
- 3.8 dNo clej [C s/ lgodfj nl, @)%#
- 3.9 ei6krf/ lgj f/Of P0, @)% (
- 3.10 nYfk/LIfOf P0, @)\$ *
- 3.11 dWb:ytF P0, @)%^
- 3.12 6β olgog P0, @)\$ (
- 3.13 ; DklQ z4ls/Of lgj f/Of P0, @)^\$
- 3.14 ; Zf; g -JoJ :yfkG tyf ; ~rfng_ P0, @)^\$
- 3.15 /fli6α aldf sDkgl Inld6βsf]k0Gwkq tyf lgodfj nl
- 3.16 gkfnsf]j t0fg ; hJwfg
- 3.17 aldf ; Idltaf6 hfl/ lgbZgx?

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nŷf / nŷfk/lif0f (Accounting and Auditing)

v08 (A): 60 Marks

1. Accounting (nŷf)

- 1.1 Financial Statement: concept, objectives, need and importance
- 1.2 Cash Flow Statement: meaning, purpose, uses, importance and content/items-activity wise, structure of the statement of cash flow, and interpreting the statement of cash flow
- 1.3 Bank Reconciliation: concept, meaning, need and importance; causes of difference in balances, techniques of reconciliation
- 1.4 Insurance Accounting: commission and discount, reinsurance accounting, feature of general account and insurance account
- 1.5 Accounting standards and final accounts
- 1.6 Nepal Accounting Standards (NAS)
- 1.7 Framework for the preparation and presentation of financial statements
- 1.8 International Accounting Standards
- 1.9 International Financial Reporting Standards
- 1.10 Accounting standards (NAS with corresponding IASs, IFRSs)
- 1.11 Analysis and interpretation of financial statements
- 1.12 Financial administration of Government of Nepal
- 1.13 Government Accounting: introduction, features and objectives

v08 -v_ 40 Marks

2. Auditing (nŷfk/lif0f)

- 2.1 Auditing: introduction, nature, scope, objectives, types and importance
- 2.2 Auditing principles and techniques
- 2.3 Internal Control System: internal check and internal audit, verification and valuation of asset and liabilities
- 2.4 Internal Audit: concept, objectives, internal audit of expenditure, debts, deposit, remittance and stores, audit report
- 2.5 Detection and prevention of fraud and errors in accounting and auditing, distinction between vouching and verification
- 2.6 Appointment, remuneration and right and duties of an auditor in respect of Nepal
- 2.7 Company Auditor: qualification, appointment, removal, remuneration, qualities, rights and duties, liability of an auditor, legal provision
- 2.8 Audit Report: meaning, content and types - statutory, general, qualified, tax audit report
- 2.9 Government Audit in Nepal: concept, objectives, difference between government audit and commercial audit
- 2.10 Auditor General: introduction, function, responsibility and roles in government audit, final audit of expenditure, debts, deposit, remittance and stores, audit report

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- 2.11 Audit planning, execution and reporting
- 2.12 Nepal auditing practices
- 2.13 Nepal Auditing Standards
- 2.14 Guidance notes
- 2.15 International Auditing Standards

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(Economics, Finance, Administration and Management)

v08 (A): 50 Marks

1. Economics & Finance (cy{/ laQ)

1.1 National Income Accounting:

- 1.1.1 Various concept of national income
- 1.1.2 Various method of national income
- 1.1.3 Difficulties in measurement of national income
- 1.1.4 Importance of national income accounting

1.2 Government Finance:

- 1.2.1 Government Budget: concept, classification and component
- 1.2.2 Deficit Financing : concept, objectives and methods
- 1.2.3 Fiscal Policy: concept, types, objectives and instruments

1.3 Monetary Theory

- 1.3.1 Money supply
- 1.3.2 Money market
- 1.3.3 Capital market
- 1.3.4 Monetary policy

1.4 Financial Market

- 1.4.1 Concept of financial market
- 1.4.2 Role and importance of financial market
- 1.4.3 Scope of financial market
- 1.4.4 Problem and prospect of financial market

1.5 Nepalese Economic Issues: planning, mobilization and development

1.6 Public Enterprises (PEs): situation, trend and performance of PEs

1.7 Recent Trend in Economics

- 1.7.1 Sustainable development
- 1.7.2 Liberalization
- 1.7.3 Privatization
- 1.7.4 Globalization

1.7.5 Poverty

v08 (B): 50 Marks

2. Administration and Management (kzf; g / Joj :yfkq)

- 2.1 Public Administration
 - 2.1.1 Concept of public administration
 - 2.1.2 Scope of public administration
 - 2.1.3 Objective and importance of public administration
 - 2.1.4 Different between public administration and personnel administration
- 2.2 **Management**
 - 2.2.1 Concept of management
 - 2.2.2 Principles of management
 - 2.2.3 Process of management
 - 2.2.4 Function of management
 - 2.2.5 Emerging challenges for management
- 2.3 **Public Enterprises Management**
 - 2.3.1 Concept of public enterprises
 - 2.3.2 Scope of public enterprises
 - 2.3.3 Objective and importance of public enterprises
 - 2.3.4 Problem and prospect of public enterprises
- 2.4 **Human Resource Management**
 - 2.4.1 Concept of human resource management
 - 2.4.2 Characteristic of human resource management
 - 2.4.3 Function of human resource management
 - 2.4.4 Problem and prospect of human resource management
- 2.5 **Corporate Governance**
 - 2.5.1 Concept of corporate governance
 - 2.5.2 Role and importance of corporate governance
 - 2.5.3 Function of corporate governance
 - 2.5.4 Problem and prospect of corporate governance
- 2.6 **Contemporary management issues and challenges**
- 2.7 **New public management and its challenges**
- 2.8 **Manager : types, basic qualities, roles, and managerial ethics**
- 2.9 **Managerial Skills: decision making, problem solving and communication**

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(Insurance, Account and Related Legislation)

v08 (A): 40 Marks

1. Insurance (aldf)

- 1.1 Historical background of insurance in Nepal
- 1.2 Role and importance of insurance in economic development
- 1.3 Principles of insurance
- 1.4 Risks: meaning, types and methods of handling risks
- 1.5 Process of claim and settlement
- 1.6 Agent and brokers
- 1.7 Insurance contract
- 1.8 Insurance fraud and remedy
- 1.9 Reinsurance: principles and practices
- 1.10 Bank Assurance: concept, objectives and importance
- 1.11 Rastriya Beema Company Limited
- 1.12 Beema Samiti (Insurance Board)
- 1.13 Emerging Trends of Insurance: problems, prospects and challenges
- 1.14 Micro Insurance: concept, problem, prospects and challenges
- 1.15 Concept of livestock insurance, crop insurance and health insurance

v08 (B): 30 Marks

2. Accounting (nŷf)

- 2.1 Accounting: concept, meaning, objectives, principle, importance, and conventions
- 2.2 Trial Balance: concept, need, method and format
- 2.3 Financial Statement: concept, objective, need and importance
- 2.4 Cash Flow Statement: meaning, purpose, uses, importance and contains/items-activity wise, structure of the statement of cash flow, and interpreting the statement of cash flow
- 2.5 Bank Reconciliation: concept, meaning, need and importance; causes of difference in balances; techniques of reconciliation
- 2.6 Insurance Account: commission and discount, reinsurance accounting, feature of general account and insurance account
- 2.7 Auditing: introduction, importance, objectives and types - internal and external audit
- 2.8 Nepal Accounting Standards
- 2.9 Nepal Auditing Standards
- 2.10 International Accounting and Auditing Standards

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v08 (C): 30 Marks

3. Related Legislations (; DalGwt sfghx?)

- 3.1 aldf Pđ, @)\$ (
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- 3.8 dNo clej [C s/ lgodfj nL, @)%#
- 3.9 ei6ærf/ lgj f/of Pđ, @)%(
- 3.10 nŷfk/Lifof Pđ, @)\$*
- 3.11 dWb:yt f Pđ, @)%^
- 3.12 6\$ olgog Pđ, @)\$ (
- 3.13 ; DklQ z4ls/of lgj f/of Pđ, @)^\$
- 3.14 ; Zf; g -Joj :yfk g tyf ; -rfng_ Pđ, @)^\$
- 3.15 /fli6æ aldf sDkgl Inld6\$sf]kəGwkq tyf lgodfj nL
- 3.16 gkfnsf]j tđfg ; ljwfg
- 3.17 aldf ; ldltaf6 hfl/ lgbŷgx?

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kyd kq**

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(Economics, Finance and Management)

v08 (A): 50 Marks

1. Economics and Finance (cy{/ laQ)

- 1.1 System of National Income Accounting
- 1.2 National income accounting: concept of national income, various method of national income, difficulties in measurement of national income, importance of national income accounting
- 1.3 Microeconomics and Macroeconomics: meaning, differences, importance, limitations and interdependence
- 1.4 Demand and Supply: concepts, determinants, elasticity and applications
- 1.5 National Income: meaning, methods of measurements and difficulties
- 1.6 Macroeconomic Indicators: investment, consumption, saving, inflation, and public debt management
- 1.7 Foundation of Nepalese Economy: issues, mobilization and development
- 1.8 Macroeconomic issues and policies with reference to Nepal
- 1.9 Planning in Nepal: objectives, importance and rationale of planning, nature of development planning, current periodical plan
- 1.10 Government Finance: concept, government budget - classification and component
- 1.11 Deficit Financing: concept, objective and method of deficit financing
- 1.12 Fiscal Policy: concept, types, objectives and instruments of fiscal policy
- 1.13 Monetary Theory: money supply, money market and capital market, inflation
- 1.14 Monetary Policy: concept, objectives, role and importance
- 1.15 Poverty: concept, types, causes and remedies
- 1.16 Economic inequality : concept, causes and remedies
- 1.17 Financial Market: concept, role and importance, scope and challenges
- 1.18 Financial System: central bank, commercial banks, development banks, other financial institutions, security market, pension and mutual fund; insurers, regulatory and supervisory authority and their roles and responsibilities, liquidity management
- 1.19 International Financial Institutions - World Bank, ADB, IMF; and WTO

- 1.20 Business Finance: concept, scope and importance; capital budgeting; cost of capital; concept of invoice financing; financial statement and their analysis; risk absorbing standards: Basel 1, 2 and 3
- 1.21 Public Enterprises (PEs): situation, trend and performance of PEs
- 1.22 Recent Trend in Economics: sustainable development; liberalization, privatization and globalization; gender and development; public private partnership in development; environment and development; global economic scenario

v08 (B): 50 Marks

2. Management (Joj :yfkq)

- 2.1 Management: concept, characteristics, functions, principles and scope
- 2.2 Manager: basic qualities, role and types; managerial ethics
- 2.3 Managerial Skills: decision making, problem solving and communication
- 2.4 Group dynamics, leadership and motivation
- 2.5 Human Resource Management (HRM): acquisition, development, utilization and maintenance
- 2.6 Role of HRM for effective planning and development
- 2.7 HRM Process: planning, recruitment, selection, training and development, job analysis and manpower forecasting, concept of reward and punishment, concept of outsourcing
- 2.8 Marketing Management: importance and approaches of marketing, marketing information system, market research and consumer behavior, objectives and importance of service marketing, product life cycle, marketing dynamics, concept of e-commerce, challenges in e-business
- 2.9 Corporate Governance: general understanding, objectives and challenges
- 2.10 Concept of corporate social responsibilities (CSR) and state of CSR in Nepal
- 2.11 Effective management of insurance company and challenges; product diversification in insurance market
- 2.12 Public Administration: concept, scope, objective, importance, problem and prospect; administrative management for good governance, principle of transparency and accountability, discretionary power, and delegation of authority
- 2.13 Financial Administration: concept, scope, function, objective and relationship between public administration and financial administration

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- 2.14 Management Practices in Nepal: practices and challanges in corporate sectors and public enterprises management
- 2.15 Emerging Management Concepts: time management, stress management, conflict management, crisis management, knowledge management, participative management, strategic management, change management, quality management, organization development, team work
- 2.16 MIS/MICS
- 2.17 Emerging Concept and Contemporary Management: issues and challenges
- 2.18 Business Statistics: sampling, data collection, tabulation, preparation of report, analysis of correlation and regression
- 2.19 Research and development (R & D) in management

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aldf, nŷf / ; DalQwt sfgôx?

(Insurance, Account and Related Legislations)

v08 (A): 40 Marks

1. Insurance (aldf)

- 1.1 Historical background of insurance in Nepal
- 1.2 Role and importance of insurance in economic development
- 1.3 Principles of insurance
- 1.4 Risks: meaning, types and methods of handling risks
- 1.5 Process of claim and settlement
- 1.6 Agent and brokers
- 1.7 Insurance contract
- 1.8 Insurance fraud and remedy
- 1.9 Reinsurance: principles and practices
- 1.10 Bank Assurance: concept, objectives and importance
- 1.11 Rastriya Beema Company Limited
- 1.12 Beema Samiti (Insurance Board)
- 1.13 Emerging Trends of Insurance: problems, prospects and challenges
- 1.14 Micro Insurance: concept, problem, prospects and challenges
- 1.15 Concept of livestock insurance, crop insurance and health insurance

v08 (B): 30 Marks

2. Accounting (nŷf)

- 2.1 Accounting: concept, meaning, objectives, principle, importance, and conventions
- 2.2 Trial Balance: concept, need, method and format
- 2.3 Financial Statement: concept, objective, need and importance
- 2.4 Cash Flow Statement: meaning, purpose, uses, importance and contains/items-activity wise, structure of the statement of cash flow, and interpreting the statement of cash flow
- 2.5 Bank Reconciliation: concept, meaning, need and importance; causes of difference in balances; techniques of reconciliation
- 2.6 Insurance Account: commission and discount, reinsurance accounting, feature of general account and insurance account
- 2.7 Auditing: introduction, importance, objectives and types - internal and external audit
- 2.8 Nepal Accounting Standards
- 2.9 Nepal Auditing Standards
- 2.10 International Accounting and Auditing Standards

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v08 (C): 30 Marks

3. Related Legislations (; DalGwt sfgjx?)

- 3.1 aldf Pđ, @)\$ (
- 3.2 aldf lgodfj nL, @)\$ (
- 3.3 sDkgl Pđ, @)^#
- 3.4 s/f/ Pđ, @)%^
- 3.5 cfos/ Pđ, @)%*
- 3.6 cfos/ lgodfj nL, @)%(
- 3.7 dNo clej [C s/ Pđ, @)%@
- 3.8 dNo clej [C s/ lgodfj nL, @)%#
- 3.9 ei6ærf/ lgj f/of Pđ, @)%(
- 3.10 nJ/fk/Lifof Pđ, @)\$*
- 3.11 dWb: ytf Pđ, @)%^
- 3.12 6\$ olgog Pđ, @)\$ (
- 3.13 ; DklQ z4ls/of lgj f/of Pđ, @)^\$
- 3.14 ; Zf; g -JoJ :yfk g tyf ; -rfng_ Pđ, @)^\$
- 3.15 /fli6æ aldf sDkgl Inld6\$ sf]kæGwkq tyf lgodfj nL
- 3.16 gkfnsf]j tðfg ; ljwfg
- 3.17 aldf ; ldltaf6 hfl/ lgbZgx?

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cy{ljQ, kzf; g / Joj:yfkg

(Economics, Finance, Administration and Management)

v08 (A): 50 Marks

1. Economics & Finance (cy{/ laQ)

1.1 National Income Accounting:

- 1.1.1 Various concept of national income
- 1.1.2 Various method of national income accounting
- 1.1.3 Difficulties in measurement of national income
- 1.1.4 Importance of national income accounting

1.2 Government Finance:

- 1.2.1 Government Budget: concept, classification and component
- 1.2.2 Deficit Financing : concept, objectives and methods
- 1.2.3 Fiscal Policy: concept, types, objectives and instruments

1.3 Monetary Theory

- 1.3.1 Money supply
- 1.3.2 Money market
- 1.3.3 Capital market
- 1.3.4 Monetary policy

1.4 Financial Market

- 1.4.1 Concept of financial market
- 1.4.2 Role and importance of financial market
- 1.4.3 Scope of financial market
- 1.4.4 Problem and prospect of financial market

1.5 Nepalese Economic Issues: planning, mobilization and development

1.6 Public Enterprises (PEs): situation, trend and performance of PEs

1.7 Recent Trend in Economics

- 1.7.1 Sustainable development
- 1.7.2 Liberalization
- 1.7.3 Privatization
- 1.7.4 Globalization
- 1.7.5 Poverty

2. Administration and Management (kzf; g / Joj :yfkq)

2.1 Public Administration

- 2.1.1 Concept of public administration
- 2.1.2 Scope of public administration
- 2.1.3 Objective and importance of public administration
- 2.1.4 Different between public administration and personnel administration

2.2 Management

- 2.2.1 Concept of management
- 2.2.2 Principles of management
- 2.2.3 Process of management
- 2.2.4 Function of management
- 2.2.5 Emerging challenges for management**

2.3 Public Enterprises Management

- 2.3.1 Concept of public enterprises
- 2.3.2 Scope of public enterprises
- 2.3.3 Objective and importance of public enterprises
- 2.3.4 Problem and prospect of public enterprises

2.4 Human Resource Management

- 2.4.1 Concept of human resource management
- 2.4.2 Characteristic of human resource management
- 2.4.3 Function of human resource management
- 2.4.4 Problem and prospect of human resource management

2.5 Corporate Governance

- 2.5.1 Concept of corporate governance
- 2.5.2 Role and importance of corporate governance
- 2.5.3 Function of corporate governance
- 2.5.4 Problem and prospect of corporate governance

2.6 Contemporary management issues and challenges

2.7 New public management and its challenges

2.8 Manager : types, basic qualities, roles, and managerial ethics

2.9 Managerial Skills: decision making, problem solving and communication

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aldf, nŷf / ; ðal0wt sfg6x?

(Insurance, Account and Related Legislation)

v08 (A): 40 Marks

1. Insurance (aldf)

- 1.1 Historical background of insurance in Nepal
- 1.2 Role and importance of insurance in economic development
- 1.3 Principles of insurance
- 1.4 Risks: meaning, types and methods of handling risks
- 1.5 Process of claim and settlement
- 1.6 Agent and brokers
- 1.7 Insurance contract
- 1.8 Insurance fraud and remedy
- 1.9 Reinsurance: principles and practices
- 1.10 Bank Assurance: concept, objectives and importance
- 1.11 Rastriya Beema Company Limited
- 1.12 Beema Samiti (Insurance Board)
- 1.13 Emerging Trends of Insurance: problems, prospects and challenges
- 1.14 Micro Insurance: concept, problem, prospects and challenges
- 1.15 Concept of livestock insurance, crop insurance and health insurance

v08 (B): 30 Marks

2. Accounting (nŷf)

- 2.1 Accounting: concept, meaning, objectives, principle, importance, and conventions
- 2.2 Trial Balance: concept, need, method and format
- 2.3 Financial Statement: concept, objective, need and importance
- 2.4 Cash Flow Statement: meaning, purpose, uses, importance and contains/items-activity wise, structure of the statement of cash flow, and interpreting the statement of cash flow
- 2.5 Bank Reconciliation: concept, meaning, need and importance; causes of difference in balances; techniques of reconciliation
- 2.6 Insurance Account: commission and discount, reinsurance accounting, feature of general account and insurance account
- 2.7 Auditing: introduction, importance, objectives and types - internal and external audit
- 2.8 Nepal Accounting Standards
- 2.9 Nepal Auditing Standards
- 2.10 International Accounting and Auditing Standards

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v08 (C): 30 Marks

3. Related Legislations (; DalGwt sfgjx?)

- 3.1 aldf Pđ, @)\$ (
- 3.2 aldf lgodfj nL, @)\$ (
- 3.3 sDkgl Pđ, @)^#
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- 3.6 cfos/ lgodfj nL, @)%(
- 3.7 dNo clej [C s/ Pđ, @)%@
- 3.8 dNo clej [C s/ lgodfj nL, @)%#
- 3.9 ei6ærf/ lgj f/of Pđ, @)%(
- 3.10 nŷfk/Lifof Pđ, @)\$*
- 3.11 dWb:yt f Pđ, @)%^
- 3.12 6\$ olgog Pđ, @)\$ (
- 3.13 ; DklQ z4ls/of lgj f/of Pđ, @)^\$
- 3.14 ; Zf; g -JoJ :yfk g tyf ; -rfng_ Pđ, @)^\$
- 3.15 /fli6æ aldf sDkgl Inld6\$sf]kəGwkq tyf lgodfj nL
- 3.16 gkfnsf]j tđfg ; ljwfg
- 3.17 aldf ; ldltaf6 hfl/ lgbŷgx?

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(Economics, Finance and Management)

v08 (A): 50 Marks

1. Economics and Finance (cy{/ laQ)

- 1.1 System of National Income Accounting
- 1.2 National income accounting: concept of national income, various method of national income, difficulties in measurement of national income, importance of national income accounting
- 1.3 Microeconomics and Macroeconomics: meaning, differences, importance, limitations and interdependence
- 1.4 Demand and Supply: concepts, determinants, elasticity and applications
- 1.5 National Income: meaning, methods of measurements and difficulties
- 1.6 Macroeconomic Indicators: investment, consumption, saving, inflation, and public debt management
- 1.7 Evaluation of public investment expenditure and public debt management
- 1.8 Foundation of Nepalese Economy: issues, mobilization and development
- 1.9 Macroeconomic issues and policies with reference to Nepal
- 1.10 Planning in Nepal: objectives, importance and rationale of planning, nature of development planning, current periodical plan
- 1.11 Government Finance: concept, government budget - classification and component
- 1.12 Deficit Financing: concept, objective and method of deficit financing
- 1.13 Fiscal Policy: concept, types, objectives and instruments of fiscal policy
- 1.14 Monetary Theory: money supply, money market and capital market, inflation
- 1.15 Monetary Policy: concept, objectives, role and importance
- 1.16 Poverty: concept, types, causes and remedies
- 1.17 Economic inequality : concept, causes and remedies
- 1.18 Major economic growth theories and business cycle theories
- 1.19 Financial Market: concept, role and importance, scope and challenges

- 1.20 Financial System: central bank, commercial banks, development banks, other financial institutions, security market, pension and mutual fund; insurers, regulatory and supervisory authority and their roles and responsibilities, liquidity management
- 1.21 International Organizations: World Bank, IMF, ADB, WTO, Regional Economic Cooperation- SAARC, ASEAN, EU, BIMSTEC
- 1.22 Business Finance: concept, scope and importance; capital budgeting; cost of capital; concept of invoice financing; financial statement and their analysis; risk absorbing standards: Basel 1, 2 and 3
- 1.23 Profit Management, break even analysis, sources and uses of funds, linear programming and goal programming
- 1.24 Public Enterprises (PEs): situation, trend and performance of PEs
- 1.25 Recent Trend in Economics: sustainable development; liberalization, privatization and globalization; gender and development; public private partnership in development; environment and development; global economic scenario

v08 (B): 50 Marks

2. Management (Joj:yfkg)

- 2.1 Management: concept, characteristics, functions, principles and scope
- 2.2 Manager: basic qualities, role and types; managerial ethics
- 2.3 Managerial Skills: decision making, problem solving and communication
- 2.4 Group dynamics, leadership and motivation
- 2.5 Human Resource Management (HRM): acquisition, development, utilization and maintenance
- 2.6 Role of HRM for effective planning and development
- 2.7 HRM Process: planning, recruitment, selection, training and development, job analysis and manpower forecasting, concept of reward and punishment, concept of outsourcing
- 2.8 Marketing Management: importance and approaches of marketing, marketing information system, market research and consumer behavior, objectives and importance of service marketing, product life cycle, marketing dynamics, concept of e-commerce, challenges in e-business
- 2.9 Corporate Governance: general understanding, objectives and challenges
- 2.10 Concept of corporate social responsibilities (CSR) and state of CSR in Nepal

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- 2.11 Effective management of insurance company and challenges; product diversification in insurance market
- 2.12 Public Administration: concept, scope, objective, importance, problem and prospect; administrative management for good governance, principle of transparency and accountability, discretionary power, and delegation of authority
- 2.13 Financial Administration: concept, scope, function, objective and relationship between public administration and financial administration
- 2.14 Management Practices in Nepal: practices and challenges in corporate sectors and public enterprises management
- 2.15 Emerging Management Concepts: time management, stress management, conflict management, crisis management, knowledge management, participative management, strategic management, change management, quality management, organization development, team work
- 2.16 MIS/MICS
- 2.17 Emerging Concept and Contemporary Management: issues and challenges
- 2.18 Global Context of Management
 - 2.18.1 Globalization: concept, nature, forms and effects
 - 2.18.2 Methods of globalization, changing global business scenario
- 2.19 Business Statistics: sampling, data collection, tabulation, preparation of report, analysis of correlation and regression
- 2.20 Research and development (R & D) in management

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aldf, nŷf / ; DalQwt sfghx?

(Insurance, Account and Related Legislations)

v08 (A): 40 Marks

1. Insurance (aldf)

- 1.1 Historical background of insurance in Nepal
- 1.2 Role and importance of insurance in economic development
- 1.3 Principles of insurance
- 1.4 Risks: meaning, types and methods of handling risks
- 1.5 Process of claim and settlement
- 1.6 Agent and brokers
- 1.7 Insurance contract
- 1.8 Insurance fraud and remedy
- 1.9 Reinsurance: principles and practices
- 1.10 Bank Assurance: concept, objectives and importance
- 1.11 Rastriya Beema Company Limited
- 1.12 Beema Samiti (Insurance Board)
- 1.13 Emerging Trends of Insurance: problems, prospects and challenges
- 1.14 Micro Insurance: concept, problem, prospects and challenges
- 1.15 Concept of livestock insurance, crop insurance and health insurance
- 1.16 Range of products and Services of insurance
- 1.17 Growth and Development of insurance in Nepal
- 1.18 Intermediaries in insurance
- 1.19 Opening up of sector in Nepal and challenges
- 1.20 Bank assurance system in insurance market

v08 (B): 30 Marks

2. Accounting (nŷf)

- 2.1 Accounting standards and final accounts
- 2.2 International accounting standards and final accounts
- 2.3 Accounting: concept, meaning, objectives, principle, importance, and conventions
- 2.4 Trial Balance: concept, need, method and format
- 2.5 Financial Statement: concept, objective, need and importance
- 2.6 Cash Flow Statement: meaning, purpose, uses, importance and contains/items-activity wise, structure of the statement of cash flow, and interpreting the statement of cash flow
- 2.7 Bank Reconciliation: concept, meaning, need and importance; causes of difference in balances; techniques of reconciliation

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- 2.8 Insurance Account: commission and discount, reinsurance accounting, feature of general account and insurance account
- 2.9 Auditing: introduction, importance, objectives and types - internal and external audit
- 2.10 Nepal Accounting Standards
- 2.11 Nepal Auditing Standards
- 2.12 BASEL Core principals and Capital Adequacy Framework
- 2.13 Internal control system/Risk management & Analysis

v08 (C): 30 Marks

3. Related Legislations (; Dal0wt sfgjx?)

- 3.1 aldf Pđ, @)\$ (
- 3.2 aldf lgodfj nL, @)\$ (
- 3.3 sDkgl Pđ, @)^#
- 3.4 s/f/ Pđ, @)%^
- 3.5 cfos/ Pđ, @)%*
- 3.6 cfos/ lgodfj nL, @)% (
- 3.7 dNo clej [c s/ Pđ, @)%@
- 3.8 dNo clej [c s/ lgodfj nL, @)%#
- 3.9 ei6krf/ lgj f/0f Pđ, @)% (
- 3.10 nŷfk/Lif0f Pđ, @)\$ *
- 3.11 dWb:yt f Pđ, @)%^
- 3.12 6\$ olgog Pđ, @)\$ (
- 3.13 ; DklQ z4ls/0f lgj f/0f Pđ, @)^\$
- 3.14 ; Zf; g -Joj :yfk g tyf ; ~rfng_ Pđ, @)^\$
- 3.15 /fli6α aldf sDkgl Inld6\$sf]k40wkq tyf lgodfj nL
- 3.16 gkfnsf]j t0fg ; ljwfg
- 3.17 aldf ; ldltaf6 hfl/ lgbŷgx?

o; látlo kq÷lj ifosf]kf7dqmdaf6 oyf; Dej lgDgfg; f/ kŷgx? ; flŷvg\$.

v08	cÍef/	nfd f]kŷg ; Wof	; d:of ; dfwfg
A	40	@ kŷg x !) cÍ = @)	! kŷg x @) cÍ = @)
B	30	! kŷg x !) cÍ = !)	! kŷg x @) cÍ = @)
C	30	# kŷg x !) cÍ = #)	-
hDdf		^ kŷg x !) cÍ = ^)	@ kŷg x @) cÍ = \$)

/fli6æ aldf sDkgl Inld6ß

tx !), dVø Joa:yfks kbsf]cfGtl/s kltoff]utfls k/Llffsf]nflu kf7ðqmd Pj + k/Llff
of]hg

!= kyd r/Of M- Inlvt k/Llff					kOff{ M- @))	
kq	v08	kOff{	pQLOff{	k/Llff kOffnl	kZg; Wof x cÍ	; do
kyd	cy{ laQ, kZf; g / Joj :yfkq	100	40	lj ifout	!) kZg x !) cÍ	# 306f
låtlo	aldf, nlyf / ; DalGwt sfgðx?	100	40	lj ifout	!) kZg x !) cÍ ! kZg x @) cÍ -; d:of ; dfwfg_	# 306f
@- låtlo r/Of M- cGtjff{						
lj ifo		kOff{	pQLOff{	k/Llff kOffnl		; do
cGtjff{		50	-	df]vs		-

bj6Jo M

- != of]k/Llff of]hgfnf0{kyd r/Of -Inlvt k/Llff_ / låtlo r/Of -cGtjff{ u/L b0{r/Ofdf lj efhg ul/Psf]5
- @- Inlvt k/Llffsf]dflbd efiff g]kfnl j f cu]hl cyj f g]kfnl / cu]hl bj }xg\$.
- #- kyd / låtlo kqsf]Inlvt k/Llff 5\$5\$}xg\$.
- \$- Inlvt k/Llffdf oyf; Dej kf7ðqmdsf ; a}Psf0áf6 kZgx? ; flwg\$.
- %- lj ifout kZgdf klø\$ kq÷lj ifosf klø\$ v08sf nflu 5\$5\$}pQ/kl:tsfx? xg\$g\ . kl/Llffyl[n]klø\$ v08sf kZgx?sf]pQ/ ; fl v08sf pQ/kl:tsfdf nlygk\$.
- ^= o; kf7ðqmd of]hg cGtu{sf kq÷lj ifosf lj ifoj :tdf h] 5}nlyVPsf]ePtflkg kf7ðqmdsf k/\$f sfgð, Pð, lgod tyf gltx? k/Llffsf]ldlt eGbf # dlxgf cufl8 -; zflvg ePsf j f ; zflvg e0{x6f0Psf j f yk u/L ; zflvg e0{ sfod /x\$fnf0{o; kf7ðqmdsf k/\$f]; Demg' kb\$.
- &- kyd r/Ofsf]k/Llffaf6 5gf\$ ePsf pðdlhj f/x?nf0{dfq låtlo r/Ofsf]k/Llffdf ; lDdlnt u/f0g\$.

cy{ljQ, kZf; g / Joj:yfkg

(Economics, Finance, Administration and Management)

v08 (A): 50 Marks

1. Economics & Finance (cy{/ laQ)

1.1 National Income Accounting:

- 1.1.1 Various concept of national income
- 1.1.2 Various method of national income accounting
- 1.1.3 Difficulties in measurement of national income
- 1.1.4 Importance of national income accounting

1.2 Government Finance:

- 1.2.1 Government Budget: concept, classification and component
- 1.2.2 Deficit Financing : concept, objectives and methods
- 1.2.3 Fiscal Policy: concept, types, objectives and instruments

1.3 Monetary Theory

- 1.3.1 Money supply
- 1.3.2 Money market
- 1.3.3 Capital market
- 1.3.4 Monetary policy

1.4 Financial Market

- 1.4.1 Concept of financial market
- 1.4.2 Role and importance of financial market
- 1.4.3 Scope of financial market
- 1.4.4 Problem and prospect of financial market

1.5 Nepalese Economic Issues: planning, mobilization and development

1.6 Public Enterprises (PEs): situation, trend and performance of PEs

1.7 Recent Trend in Economics

- 1.7.1 Sustainable development
- 1.7.2 Liberalization
- 1.7.3 Privatization
- 1.7.4 Globalization
- 1.7.5 Poverty

2. Administration and Management (kzf; g / Joj:yfkg)

2.1 Public Administration

- 2.1.1 Concept of public administration
- 2.1.2 Scope of public administration
- 2.1.3 Objective and importance of public administration
- 2.1.4 Different between public administration and personnel administration

2.2 Management

- 2.2.1 Concept of management
- 2.2.2 Principles of management
- 2.2.3 Process of management
- 2.2.4 Function of management
- 2.2.5** Emerging challenges for management

2.3 Public Enterprises Management

- 2.3.1 Concept of public enterprises
- 2.3.2 Scope of public enterprises
- 2.3.3 Objective and importance of public enterprises
- 2.3.4 Problem and prospect of public enterprises

2.4 Human Resource Management

- 2.4.1 Concept of human resource management
- 2.4.2 Characteristic of human resource management
- 2.4.3 Function of human resource management
- 2.4.4 Problem and prospect of human resource management

2.5 Corporate Governance

- 2.5.1 Concept of corporate governance
- 2.5.2 Role and importance of corporate governance
- 2.5.3 Function of corporate governance
- 2.5.4 Problem and prospect of corporate governance

2.6 Contemporary management issues and challenges

2.7 New public management and its challenges

2.8 Manager: types, basic qualities, roles, and managerial ethics

2.9 Managerial Skills: decision making, problem solving and communication

o; kyd kq÷lj ifosf]kf7δqmdaf6 oyf; Dej lgDgfg; f/ kZgx? ; flhgB .

v08	cÍef/	kZg ; Wof
A	%)	% kZg x !) cÍ = %)
B	%)	% kZg x !) cÍ = %)

/fli6α aldf sDkgl Inld6B

**tx !), dVlo Joa:yfks kbsf]cfGtl/s kltoflutflDs k/lIfsf]nflu kf7bqmd
låtlo kq**

aldf, nŷf / ; DalGwt sfgGx?

(Insurance, Account and Related Legislation)

v08 (A): 40 Marks

1. Insurance (aldf)

- 1.1 Historical background of insurance in Nepal
- 1.2 Role and importance of insurance in economic development
- 1.3 Principles of insurance
- 1.4 Risks: meaning, types and methods of handling risks
- 1.5 Process of claim and settlement
- 1.6 Agent and brokers
- 1.7 Insurance contract
- 1.8 Insurance fraud and remedy
- 1.9 Reinsurance: principles and practices
- 1.10 Bank Assurance: concept, objectives and importance
- 1.11 Rastriya Beema Company Limited
- 1.12 Beema Samiti (Insurance Board)
- 1.13 Emerging Trends of Insurance: problems, prospects and challenges
- 1.14 Micro Insurance: concept, problem, prospects and challenges
- 1.15 Concept of livestock insurance, crop insurance and health insurance

v08 (B): 30 Marks

2. Accounting (nŷf)

- 2.1 Accounting: concept, meaning, objectives, principle, importance, and conventions
- 2.2 Trial Balance: concept, need, method and format
- 2.3 Financial Statement: concept, objective, need and importance
- 2.4 Cash Flow Statement: meaning, purpose, uses, importance and contains/items-activity wise, structure of the statement of cash flow, and interpreting the statement of cash flow
- 2.5 Bank Reconciliation: concept, meaning, need and importance; causes of difference in balances; techniques of reconciliation
- 2.6 Insurance Account: commission and discount, reinsurance accounting, feature of general account and insurance account
- 2.7 Auditing: introduction, importance, objectives and types - internal and external audit
- 2.8 Nepal Accounting Standards
- 2.9 Nepal Auditing Standards
- 2.10 International Accounting and Auditing Standards

/fli6α aldf sDkgl Inld6\$

v08 (C): 30 Marks

3. Related Legislations (; DalGwt sfgjx?)

- 3.1 aldf Pđ, @)\$ (
- 3.2 aldf lgodfj nL, @)\$ (
- 3.3 sDkgl Pđ, @)^#
- 3.4 s/f/ Pđ, @)%^
- 3.5 cfos/ Pđ, @)%*
- 3.6 cfos/ lgodfj nL, @)%(
- 3.7 dNo clej [C s/ Pđ, @)%@
- 3.8 dNo clej [C s/ lgodfj nL, @)%#
- 3.9 ei6krf/ lgj f/Of Pđ, @)%(
- 3.10 nYfk/LifOf Pđ, @)\$*
- 3.11 dWb:ytF Pđ, @)%^
- 3.12 6\$ olgog Pđ, @)\$ (
- 3.13 ; DklQ z4ls/Of lgj f/Of Pđ, @)^\$
- 3.14 ; Zf; g -JoJ :yfkG tyf ; ~rfng_ Pđ, @)^\$
- 3.15 /fli6α aldf sDkgl Inld6\$sf]kəGwkq tyf lgodfj nL
- 3.16 gkfnsf]j tđfg ; ljwfg
- 3.17 aldf ; ldltaf6 hfl/ lgbZgx?

o; lātlo kq÷lj ifosf]kf7dqmdaf6 oyf; Dej lgDgfg'f/ kZgx? ; flwg\$.

v08	cīef/	kZg ; Wof
A	\$)	\$ kZg x !) cÍ = \$)
B	#)	# kZg x !) cÍ = #)
C	#)	# kZg x !) cÍ = #)
hDdf		!) kZg x !) cÍ = !))