

# नवजीवन सहकारी संस्था लि.

धनगढी, कैलाली

## खुल्ला प्रतियोगितात्मक परीक्षाको पाठ्यक्रम २०८०

पद : सहायक प्रबन्धक (तृतीय श्रेणी - अप्राविधिक)

पूर्णांक : १००

तह: छैठो

समय : ३ घण्टा

**प्रथम पत्र : नेपालको अर्थ व्यवस्था, लेखा, बैकिंग/बित्त तथा कानुनी संरचना**

यस संस्थाको सहायक प्रबन्धक (तृतीय श्रेणी - अप्राविधिक) पद तर्फ खुल्ला प्रतियोगिताद्वारा लिइने लिखित परीक्षाका प्रश्नहरु अंग्रेजी/नेपालीमा सोधिनेछन् । परीक्षार्थीहरुले नेपाली वा अंग्रेजी भाषामध्ये कुनै एक माध्यममा उत्तर दिन सक्नेछन् । प्रश्नहरु सैद्धान्तिक, व्यवहारिक (Practical) र समस्या समाधान सम्बन्धी हुन सक्नेछन् ।

लिखित परीक्षाको विषय अंकभार र परीक्षा प्रणाली सम्बन्धी विवरण निम्नानुसार हुनेछ ।

<u>खण्ड</u>	<u>विषय</u>	<u>अंक भार</u>	<u>परीक्षा प्रणाली</u>
क.	नेपालको अर्थव्यवस्था	२०	विषयगत
ख.	लेखा/लेखापरीक्षण	२०	विषयगत
ग.	बैकिंग/बित्त	५०	विषयगत
घ.	कानुनी संरचना	१०	विषयगत

**नेपालको अर्थ व्यवस्था, लेखा/लेखापरीक्षण, बैकिंग/बित्त तथा कानुनी संरचना**

**(Nepalese Economy, Accounting/Auditing, Banking/Finance & Legal Framework )**

### **1. Nepalese Economy:**

Current status including analysis of macroeconomic indicators with trends and sectoral analysis  
National income accounting, GDP measurements and GDP computations in Nepal and its problems,  
Price and output determination under various market systems  
Fiscal and monetary policies,  
Inflation (causes, measurement and consequences), Tradeoff between inflation and unemployment,  
International trade and investment  
Money supply: Definition, Factors affecting money supply, High power money and money multiplier  
Trade Finance: Letter of Credit, Letter of Guarantee etc.  
Economic reforms (privatization, liberalization and globalization),  
WTO and its impacts in banking industry,  
International organizations: IMF, World Bank, ADB, IFC  
Development planning and its importance: development planning in Nepal issues and challenges,  
Poverty, Inequality, Population growth and challenges in Nepal.

**2. Accounting and Auditing:** concept of accounting, types of accounting, accounting for shares, Final accounts of Company, Analysis of financial statement, Profit analysis, Concept of Auditing, Internal and

external audit system, Internal control system/Risk Management and Analysis, Nepal Accounting Standard, Cooperative accounting, Common Size Statements and Balance Sheet.

### 3. Banking/Finance:

Business of Banking: Nature of banking business, Major functions of bank, Different types of bank and financial institutions, Origin and necessity of bank and financial institutions, an overview of Nepalese financial system, Distinguish between banking and other business; development, recent status, opportunities and challenges of banking sector of Nepal, Types and functions of bank, Types of major risk in banking business.

Deposit mobilization: Meaning and nature of bank's deposit, Types of deposit, Procedure of account opening, eligibility, Types and structure of charge, Know your customer, Client account maintenance, account closing, Card services, Deposit marketing and customer care services.

Granting Credit: Concept and nature of bank credit, Types of credit, Credit process, Credit appraisal, Approval, Documentation, Disbursement, Credit monitoring and supervision, Credit recovery, Credit marketing, Credit administration, Security valuation, Loan classification and provisioning, Non-performing loan and performing loan, Credit risk and its management.

Cash operation: Cash management, Security of vault, Cash insurance, Cash counter, Roles and responsibilities of cashier, Clearing system, Electronic clearing, Internal and external fund transfer

Electronic Banking Services: Meaning and concept of e-banking, Internet banking, Tele/mobile banking, ABBS, ATM, Challenges from innovation.

Legal Challenges in Banking Business: Banking fraud, Cyber-crime, Innovative product, Anti-money laundering, Electronic banking, global access of banking services

Wholesale Banking and Retail Banking: Meaning and concept, Characteristics, Target group, Products, Pros and cons, Opportunities and challenges

Finance: financial system and market in Nepal, Money/capital market, its development, present status and challenges in Nepal, Securities market, financial planning and financial sectors reforms in Nepal.

### 4. Legal Framework of Bank and Financial Institutions: Bank and Financial Institution Act, 2063, Company Act 2063, Nepal Rastra Bank Act, 2058, Bank and Financial Institutions' Loan Recovery Act, 2058 and rules, Income Tax Act, 2058 and regulation, VAT Act, 2052 and regulation, Contract Act, 2056, Cooperative Act, 2074 & Rules, Securities Transaction Act, 2063, Bonus Act 2030.

## द्वितीय पत्र : सामान्य ज्ञान, व्यवस्थापन तथा सहकारीता

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<u>खण्ड</u>	<u>विषय</u>	<u>अंक भार</u>	<u>परीक्षा प्रणाली</u>
क.	सामान्य ज्ञान	१०	वस्तुगत
ख.	व्यवस्थापन	३०	विषयगत
ग.	सहकारीता	४०	विषयगत
घ.	नवजीवन सहकारी संस्था	२०	विषयगत

**General Knowledge:**

1. General knowledge on Geography, History, Literature, Economic and Social Development, Culture, Politics, Sports of Nepal.
2. SAARC and Other International Organizations
3. Knowledge on International Events, Science, Sports, and Politics.
4. Miscellaneous questions

**Management:**

1. General Management: Meaning, theories, Principles, Functions, Emerging Concepts of Management, Managerial roles and skills, Business environment and society-external environment.
2. Decision Making Process, Importance and Factors Affecting Decision Making Process.
3. Human Resource Management: Concept, Meaning, Objective and Functions, Recruitment, Selection and Socialization, HRM System in Nepalese Organization.
4. Good Governance, Corporate Governance and Corporate Social Responsibility.
5. Organizational change and development: Nature, forces, paradigm shifts and areas of organizational change, Resistance to change, overcoming resistance to change, concept of organizational development.
6. Strategic Planning: Formulation, Environmental Scanning, SWOT Analysis, Strategy Formulation, Implementation, Evaluation and Control.
7. Computer/IT/MIS: Concept of MIS, Computer in general, IT Policy and Development in Nepal, E-Commerce, Office package, Internet, Cyber Crimes, Banking Software, Graphical and Database Package.
8. Proposal Writing and Report Writing
9. Budget: Concept, Importance, Principles and Practices.
10. Office Management.

**Cooperation**

1. Cooperation: Meaning, Features, Norms and Values of Cooperation, Types of Cooperative Societies.
2. Development of cooperatives in the world and in Nepal
3. Cooperative societies holding a limited banking transaction license
4. Cooperative business in Nepal: Cooperative societies in Nepal, growth trend, key institutions, performance, problems, prospects, issues and financial sector reform.
5. Cooperative related bodies in Nepal
6. Registration of cooperatives in Nepal

**Navajeevan Cooperatives Limited:**

1. Institutional and strategic frameworks of NCL: Historical background, Objectives, organizational structure and management systems, functions and programs, achievements, growth, prospects and issues.
2. The role and contributions of NCL in the context of micro finance in Nepal, its potentials and problems.
3. The role and contribution of NCL in the context of banking sector development in Nepal, its potentials and problems.
4. Institutional assessment of NCL: institutional capacity, financial performance, service coverage, service quality, public image.

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