

National Cooperative Bank Limited

Position: Training/Standardization Officer

Vacancy Number: 06/080/081

Course Outlines- Written Examination

Multiple Choice Questions 2x50 = 100

Section	Weightage (%)
1. Economic Policy, Accounting and Finance, Management and Taxation	10
2. Banking and Cooperative Sector	10
3. Acts, Law, Regulations, Regulatory Directives Related with BFI's and Cooperative Sector	20
4. Quantitative Reasoning, Analytical Reasoning	15
5. Socio-Economic Environment, General Knowledge, and Information Technology	15
6. Cooperative Training, Education and Standardization	30

Note: 20% Negative marks shall be deducted for each wrong answer.

Explanation:

1. Economic Policy, Accounting and Finance, Management and Taxation
 - 1.1. Economic Policy
 - 1.2. Fiscal Policy, Monetary Policy, Cooperative Policy, Current Macro Economy.
 - 1.3. Accounting and Finance
 - 1.4. Basic Concept of Accounting, Analysis of Financial statements, Cost Accounting, Nepal Financial Reporting Standards (NFRS), Capital Budgeting, Risk and Return,
 - 1.5. Management and Taxation
 - 1.6. Principles of Management and Functions, Planning, Decision Making, Corporate Governance and Corporate Social Responsibility, Concept of Human Resources Management, Performance Appraisal and Reward System, Contemporary issues in Management, Business Environment Analysis, Taxation Practice and Policies

2. Banking and Cooperative Sector:
 - 2.1. Banking concept, Banking Development in Nepal, Recent status and Challenges, Deposit and Mobilization Procedure, Credit Creation, Lending Procedures and Principles, Banking Risk, Determination of Interest Rates, Basel Core Principles and Capital Adequacy Framework, PEARLS, CAMELS Indicators, Prudent Banking Practices.,
 - 2.2. Cooperative History & Development of Cooperatives in Nepal, Values, Principles, Types, Functions, Recent Status and Challenges.
3. Act, Law, By-laws, Regulatory Directives Related with BFI's and Cooperative NRB Act 2058, BAFIA 2073, Cooperative Act 2074, Cooperative Regulation 2075, Banking Offence and Punishment Act, 2064, Anti Money Laundering Act, 2064, Negotiable Instrument Act, 2034, Labor Act 2074, Directives and Circulars issued by NRB and Department of Cooperatives.
4. Quantitative Reasoning, Analytical Reasoning and Verbal Ability
Unitary Method, Percentage, Ratio and Proportion, Average, Profit and Loss, Fraction and Decimals, Mean, Median, Mode, Logical Reasoning and Verbal Ability.
5. Socio-economic Environment, General Knowledge, and Information Technology
 - 5.1. General understanding about the Economic, Social, Political, Legal, Technological, Business, Literature, Demography, Geography, History, Sports, and Current National and International Affairs
 - 5.2. General understanding about the Information and Communication Technology, Computer Operating System, Office Package, Internet, Intranet, Email, Website etc.
6. Cooperative Training, Education and Standardization
 - 6.1. History & Development, Values, Principles, Types, Functions of Cooperative
 - 6.2. Recent Status, Issues, and Challenges of Cooperatives in Nepal
 - 6.3. Role and Responsibilities of Board of Directors, Account Supervision Committee, Sub-committee and Management
 - 6.4. Strategic Plan Development, Budgeting and Planning

- 6.5. Internal Control, Governance and Policy Development in Cooperative
- 6.6. Lending and Recovery Management in Cooperative
- 6.7. Cooperative Quality Assurance and Certification
- 6.8. Adult Learning Principle and Training Methodology and Technique
- 6.9. COPOMIS and AML/CFT and goAML
- 6.10. Cooperative Movement in Nepal