

# National Cooperative Bank Limited

Position: Branch Manager

Vacancy Number: 07/2080/81

Course Outlines- Written Examination

## Multiple Choice Questions 2x50 = 100

Section	Weightage (%)
1. Economic Policy, Accounting and Finance, Management and Taxation	15
2. Banking and Cooperative Sector	25
3. Acts, Law, Regulations, Regulatory Directives Related with BFI's and Cooperative Sector	20
4. Management Principles, Office Management and Communication	10
5. Quantitative Reasoning, Analytical Reasoning, and Verbal Ability	10
6. Contemporary issues and General Knowledge, IT Skill/Knowledge	20

**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 & 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 Management, 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 to BFI's and Cooperative Sector.**

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. Management Principles, Office management and Communication:**

4.1. Management Principles:

Principles of Management and Functions, Planning, Decision Making, Corporate Governance and Corporate Social Responsibility, Concept of Human Resources Management, Performance Appraisal and Reward System, Motivation, Business Communication, Leadership.

4.2. Office Management and Communication:

Letter writing and Correspondent, Memo Writing, Record Management, Filing, Indexing, Office Layout, Communication Principles and Skills, Business Communication.

**5. 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.

**6. Contemporary issues and General Knowledge, IT Skill/Knowledge:**

6.1. General understanding about the Economic, Social, Political, Legal, Technological, Business, Literature, Demography, Geography, History, Sports, and Current National and International Affairs

6.2. General understanding about the Information and Communication Technology, Computer Operating System, Office Package, Internet, Intranet, Email, Website etc.