

# National Cooperative Bank Limited

Position: Junior Assistant

Vacancy Number: 10/2080/81

Course Outlines- Written Examination

## Multiple Choice Questions 2x50 = 100

Section	Weightage (%)
1. Accounting and Finance	15
2. Banking and Cooperatives Sector	20
3. Act, Law, Regulations, Regulatory Directives related with BFI's and Cooperative Sector	25
4. Management Principles, Office Management and Communication	10
5. Quantitative Reasoning, Analytical Reasoning	10
6. Contemporary Issues and General Knowledge, IT Skill/Knowledge	20

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

### Explanation:

#### 1. Accounting and Finance:

Basic Concept of Accounting, Journal Entries, Ledger, Bank Cash Book, Reconciliation, Trail Balance, Depreciation, Balance Sheet, Income Statement, Cash Flow Statement, Money Market, Capital Market, Risk and Return, Ratio Analysis, Financial Statement Analysis, Capital Budgeting.

#### 2. Banking and Cooperative Sector:

2.1. Banking Concept, Development of Banking Sector in Nepal, Recent Status and Challenges, Deposit and Mobilization Procedure, Lending Procedures and Principles, Banking Risk, Determination of Interest Rates, Prudent Banking Practices.

2.2. Cooperative History & Development of Cooperative Sector in Nepal, Values, Principals, Types, Functions, Recent Status and Challenges.

2.3. About National Cooperative Bank Limited, Role of NCBL in Cooperative Sector.

**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, Directives and Circulars issued by NRB (for D Class institutions) and Department of Cooperatives

**4. Management Principles, Office management and Communication:**

4.1. Management Principles:

4.2. 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.

4.3. Office Management and Communication:

4.4. 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, Time-speed-distance, Percentage, Ratio and Proportion, Average, Profit and Loss, Fraction and Decimals, Mean, Median, Mode, Logical Reasoning

**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.