

Nepal Bank Limited  
Syllabus for

Open Competitive Written Examination

There will be two papers. Each paper will have three hours written examination. Eight subjective questions in each paper will be asked and five questions should be answered. At least two questions from each section should be answered. Successful candidates in written test will be called for an interview.

Level: 9  
Paper: I

Post: Senior Manager (Technical)  
Full Mark : 100

Time: 3 hours  
Pass Mark : 50

A) Banking & Management

- Banking History, Role and Function of Commercial Banks and Central Bank.
- Management of Commercial Bank : Profitability and Liquidity Management, Asset and Liability Management, Lending Principles and its Management, Determination of Interest Rates.
- Bank Marketing: Banking Products and Instruments, Target Groups/Customer line, Marketing strategies and Plans.
- Foreign Exchange Management : Policy, Practices and Regulation in Nepal
- Risk Factors and its Analysis in Banking Business
- Banking Development in Nepal. Its future & Challenges
  
- Organization Development : Organization Theories, Organization Development Process, Organization Development at Group and Inter group level, Changing Organizational Culture.
- General Management : Meaning, Theories, Principles, Functions, Emerging Concepts of Management, Roles of Managers, Skills, Organizational Leadership
- HRM : Meaning and Approaches to HRM, HR Planning, job descriptions, Recruitment and selection, Integration and Development, Training and Development. Performance Management, Compensation, Contemporary Challenge & Problems of Human Resource Management, Labors Relations and Negotiations, Strategic HR Plan and Development, Leadership Development, Motivation & Design Making Process.
- OB : Fundamentals of OB, Group Dynamics, Motivation, Communication, Time Management Conflict Management, Decision Making and Problem Solving
- Quality Management : TQM Techniques, Factors affecting Quality, Benchmarking and Quality Assurance Techniques, Managing Change and Development in Organization
- Corporate governance, Ethics and Social Responsibility

## B)IT Basic Topics

- A) Computer Networks
- B) Structured and object oriented programming
- C) Data Structures
- D) Computer Architecture and organization and micro-processors
- E) Software Engineering principles (System Analysis and design)
- F) Database Management System
- G) Operating System
- H) Theory of Computation
- I) Computer Graphics
- J) Basic Electrical & Electronics
- K) Principles of Electronics Communications
- L) Programming Techniques
- M) Emerging Technology and Electronics
- N) IT in Nepal (History of IT in Nepal)

Level: 9  
Paper: II

Post: Senior Manager (Technical)  
Full Mark : 100

Time: 3 hours  
Pass Mark : 50

**Subject: Information Technology and related topics**

A) IT & Policy related

- Benchmarking Policy, Process and Technology
- Electronic Transaction Act, Rules, IT Policy, E-government initiatives in Nepal, IPR (Intellectual Property Right ), Communication Act.
- Computer and Network Security : Security Standards, Firewall, Cryptography, Key Management, Password Systems, Digital certificates, Digital Signatures, Disaster Recovery Plan, VPN (Virtual Private Network )
- Information Audit: Electronic Data Interchange, Electronic Audit, Electronic Security Audit
- Current Trend in Information Technology and use in the bank
- Business Process Re-engineering
- Business Continuity Plan
- Capital Budget Plan
- Software Project Management: Project Planning, Project Evaluation, Software Effort Estimation, Risk Management
- Software Engineering: Introduction, Software Myths, Software paradigms, Fourth Generation Techniques, Software Process Technology, SDLC (Software Development Life Cycle)
- Data Warehousing and Mining: Introduction To Data Mining and data warehousing, Data Warehouse Architecture, Data Warehouse Implementation, Development of Data Cube Technology, Data Warehousing to Data Mining, Cluster Analysis:
- Procurement Planning & Management : RISC Server, Network equipments, Computers & accessories, Operating System, Database Software, Power equipments, Application software, Core Banking Solution etc
- IT Strategic Plan
- Compliance Reports : Nepal Rastra Bank, Basel II, CIB (Credit Information Bureau) etc.

B) IT Operation

- Management Information System: Need, Purpose and Objectives, Contemporary Approaches, Information as a strategic resource, Use of information for competitive advantage, MIS as an instrument for the organizational change
- Current trends and Computer Application in Business: Real Time Application in Business – ATM, EDI (Electronic Data Interchange) like ISO 8583, Transactions, Electronic Fund Transfer, and other major applications, E – Payment Mechanism, Mobile Banking technologies used in financial institutions.
- SWIFT Operation Overview

- Electronic Commerce Business models and concepts E-commerce infrastructure. Building an E-commerce web site, Security and Encryption, E-Commerce payment systems. Marketing concepts, Internet Resources for Commerce, Technologies for Web Servers, Internet Applications for commerce, Internet Charges, Internet Access and Architecture, Searching the Internet.
- E-Business : Concepts, Business to Government, Business to Consumers, Business to Business, Consumer to Consumers : On - Line Stock Trading & Market : Features, Capabilities & Limitations.
- IT project implementations with Use of SWOT Analysis technique.
- Comparative study on Software on Core Banking Systems: in terms of architecture, database architecture & technology platform
- Enterprise Applications : Enterprise Systems Overview, Supply Chain Management, Customer Relationship Management & Knowledge Management.
- Enterprise Resource Planning (ERP): Features, capabilities and Overview of Commercial Software
- Data Center Management, Overview of Card Management System
- Current Trend on LAN/WAN infrastructure in banking sector.