

Trainee Assistant Course Syllabus

Full Marks: 100

1. Subjective: 30 Marks

(a) Short Question: 20 Marks (4 Questions*5 Marks)

** 6 questions will be asked and candidates need to attempt any 4, each question will carry 5 Marks*

(b) Essay/Application/Case Study: 10 Marks (1 Questions*10 Marks)

** 1 question on essay/application/case study will be asked which will carry 10 Marks*

2. Objective: 70 Marks (70 Questions*1 Marks)

70 questions will be asked and candidates need to attempt all 70 questions and each question will carry 1 Marks. Each question comprises maximum four options and candidate need to select the correct answer from the options provided.

Course Content for Examination

1. Introduction to Banking

- ✓ Definition and concept of banking
- ✓ History of banking in Nepal
- ✓ Types of banks in Nepal, functions of the central bank, commercial banks and development banks

2. Cheques

- ✓ Meaning and purpose of a cheque, types of cheques, uses and importance of cheque in banking

3. Digital Banking

- ✓ Definition and types of digital banking
- ✓ Use and benefits of digital banking services, Introduction to Mobile Banking, Connect IPS, RTGS, etc.

4. Banking Products

- ✓ **Deposits:** Meaning and types
- ✓ **Loans:** Meaning and types

5. Bank Cards: Debit Card, Credit Card, Prepaid Card

6. Banking Customers

- ✓ Who are banking customers?
- ✓ Importance of customers in banking
- ✓ KYC (Know Your Customer) process
- ✓ Bank-customer relationship

7. Economics (Basics)

- ✓ Microeconomics and macroeconomics: basic concepts
- ✓ Consumer surplus
- ✓ Demand and supply fundamentals

8. Introduction to Management

- ✓ Definition and functions of management
- ✓ Basic concepts of planning, organizing, communication, coordination, and motivation

9. Basic Mathematics for Banking

- ✓ Simple and compound interest
- ✓ Percentage and proportion
- ✓ Basic algebra and simplification

10. Finance and Accounting

- ✓ Financial statements: concept, components, and analysis
- ✓ Understanding the cost of equity and cost of debt
- ✓ Capital structure and its components
- ✓ Leverage: concepts and types (Operating leverage, financial leverage, Combined leverage)

11. Banking Offence and Punishment Act, 2064

12. Money Laundering Prevention Act, 2064

- ✓ Overview of the act and its significance
- ✓ Common banking offences and related penalties

13. Garima Bikas Bank

- ✓ (Overview of the bank, paid-up capital, branches and services)

14. Essay/Application/Case Study

15. English Aptitude Test

16. Computer Knowledge

17. General Knowledge

18. Logical Reasoning

19. Quantitative Analysis