

## **RECRUITMENT OF MANAGEMENT TRAINEES**

### **SYLLABUS - BANKING OPERATIONS**

1. Annual Reports – Balance Sheet; Profit & Loss Account; Statement of Cash Flows; Financial Ratios; etc.
2. Financial Projections – Projected Balance Sheet; Profit & Loss Account; Statement of Cash Flows; BEP, Time Value of Money, NPV, IRR, DSCR, ICR; Sensitivity Analysis, etc.
3. Financial Management & Forex Markets – ECBs; Interest Rate Benchmarks, including new alternatives; Accounting Standards – Indian (Indian GAAP and IND AS) and Global; Equity & Bond Pricing; Derivatives – Swap, Options, Forwards, Futures; FC/INR Resource Raising, etc.
4. Trade Finance - Letters of Credit, Bank Guarantees, Supplier's Credit & Buyer's Credit, UCPDC 600, URDG, etc.
5. KYC & Compliance – CIBIL, CRILC, CFR, FATF, OFAC, SDN, AML/CFT, CEIB, FATCA, etc.
6. Stressed Accounts, NPA & Recovery Process – RBI Master Circulars; IRAC Norms; SARFAESI, IBC, Recent Initiatives / Actions taken by the Government & the RBI, etc.
7. Risks Management & Audit – Types of Risks, Evaluation and Mitigation of Risks, Basel III Norms, etc.
8. Indian & Global Economy - India's International Trade & Services; Top Export & Import Sectors; Industry Analysis; Trade Agreements, etc.
9. Indian Financial System – Reserve Bank of India; SEBI; Export Credit Agencies; DFIs; Banks – Public, Private & Foreign; Financial SEZs, etc.
10. Taxation - Direct and Indirect Taxation, applicable to Financial Transactions; key International Taxation aspects, etc.
11. Legal and Regulatory Framework - Indian Contract Act, Company Law (aspects related to AOA & MOA), Security Creation, Registration of Charges, FEMA, ODI Guidelines, etc.

\*\*\*\*\*

## **RECRUITMENT OF MANAGEMENT TRAINEES**

### **SYLLABUS – DIGITAL TECHNOLOGY**

The syllabus includes understanding about banking technologies & concepts of programming languages/ DBMS about syntax, logic building, code writing in computer languages/ database languages. The main focus will be on following topics:

1. PL/SQL - Fundamentals
  - Datatypes
  - Control Statements
  - Context Switching
  - Collections and Records
  - Triggers
  - Packages
  - Procedures
  - Dynamic SQL
  - Exception Handling
  - Optimization and Tuning
  
2. Relational Databases and SQL - Fundamentals
  - Expressions, Conditions and Functions (including analytic and aggregate functions)
  - Operators
  - Pseudo columns
  - Transaction Control and Locking mechanisms
  
3. C/ C++ Programming Language - Fundamentals
  - Datatypes
  - Decision Control
  - Operators
  - Functions & Pointers
  - Recursion
  - Complex Datatypes (Arrays, Strings, Structures)
  - Data structures (Stack, Linked List, Queue, Tree)
  - Dynamic Memory Allocation
  
4. Java Programming Language - Fundamentals
  - Functions
  - Recursion
  - Classes and Objects
  - Inheritance
  - Polymorphism
  - Constructors and Destructors
  - Exception Handling
  
5. General IT Technologies - Blockchain
  - Networking
  - Python
  - HTML/ CSS/ client-side scripting
  - Project Management

\*\*\*\*\*

**RECRUITMENT OF MANAGEMENT TRAINEES**

**SYLLABUS – RAJBHASHA**

1. Translation skill from English to Hindi and vice-versa
2. Reading comprehension (Hindi and English both)
3. Word Usage (Hindi and English both)
4. Error Spotting (Hindi and English both)
5. Synonyms and Antonyms
6. Word meaning and correct usage of words (Hindi and English both)
7. Writing skill in Hindi – Writing short notes on language related issues and subject matters.

\*\*\*\*\*

**RECRUITMENT OF MANAGEMENT TRAINEES**

**SYLLABUS – ADMINISTRATION**

1. Taxation and Tax reforms: GST
2. Electrical Engineering / Civil Engineering – Questions related to various concepts etc.
3. Procurement – Public Procurement definition, Concept & methods, GeM portal etc.
4. Building Management: National Building Code - Waste management methods, structural audit, green building concept and green building certification etc.
5. Sustainable Development – Sustainable Development as a concept, sustainable development goals, carbon emission, carbon footprints and various concepts of carbon emission such as Net zero etc.
6. Various sources of energy, renewable energy, energy efficiency concepts, star rating, new concepts of energy efficiency.

\*\*\*\*\*