

## DIRECT RECRUITMENT DRIVE

ADVERTISEMENT NO: HRM/ MT/DM/CM/2025-26/ 01

### POST- MANAGEMENT TRAINEE (DIGITAL TECHNOLOGY)

#### SYLLABUS

The syllabus covers foundational IT concepts, programming languages, database management, networking, cybersecurity, software development, project management, emerging technologies and general management skills. Gist of the syllabus is as under:

- **IT Infrastructure & Architecture:** Understanding of overall Computer Architecture including data center and technology setup in banks/ financial institutions. Management of hardware, software, and network infrastructure.
- **Operating Systems:** Understanding of different operating systems (Windows, Linux, macOS/iOS, Android etc.) and their functionalities.
- **Data Structures and Algorithms:** Arrays, linked lists, stacks, queues, trees, graphs, sorting, and searching algorithms.
- **Database Management Systems (DBMS):** Understanding of Oracle/SQL databases & concepts including query writing, procedure, cursor, package & triggers.
- **Computer Networks:** Networking fundamentals, TCP/IP model, IP addressing, and network protocols.
- **Cryptography:** Encryption, decryption, hashing, and security protocols.
- **Programming Languages:** C/C++, Java, Python, and other relevant languages.
- **Object-Oriented Programming (OOP):** Concepts like classes, inheritance, polymorphism, and abstraction.
- **Software Development Life Cycle (SDLC):** Understanding of SDLC including Waterfall, Agile, and other methodologies.

- **Version Control and Dev-Sec-Ops:** Git and other tools for collaborative software development including devops/ micro services/ build and test automation/ dynamic and static security analysis.
- **Network Security:** Basic understanding about network protocols including Firewalls, intrusion detection and prevention systems, and VPNs.
- **Data Security:** Encryption, access control, and data protection.
- **Security Threats and Vulnerabilities:** Understanding common attacks and prevention measures, OWASP Top 10.
- **Project Management:** Planning, execution, risk-management and monitoring of IT projects.
- **Problem-Solving and Analytical Skills:** Identification, communication and resolution technical of issues.
- **Cloud Computing:** Understanding cloud services technologies and deployment models.
- **Data Science:** Concepts and tools used in data science including AI/ ML and Gen AI
- **Business Intelligence (BI):** Tools and techniques for data visualization and reporting.

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## POST- MANAGEMENT TRAINEE (RESEARCH & ANALYSIS)

### SYLLABUS

- Microeconomics (Theories of consumer's demand; Production; Market Structures and Pricing; Distribution; and Welfare Economics, etc)
- Macroeconomics (Inflation, Theories of Employment, Monetary Economics; Industrial Growth; Fiscal growth, etc)
- International Economics (Theories of International Trade; Balance of Payments; Exchange Rate; Trade Policy; Trade Blocs; Customs Union; Free Trade Agreements; Trade War; WTO; Multilateral Banks, etc)
- Theories of Economic Growth and Development (Major theories of economic development, Skills Development, Poverty, Education, Employment etc)
- Public Finance (Union Budget, Public Debt Management, Fiscal Deficit, etc)
- Quantitative Methods in Economics (Mathematical and Statistical Methods for Economics, Econometric Analysis)
- Current developments in Global Economy and Indian Economy (Growth, inflation, poverty, unemployment, financial sector developments, external sector developments, fiscal developments, agriculture, industry, infrastructure, and services, environment)
- Government's Initiatives in Promoting Trade (Foreign Trade Policy, Export Promotion Schemes, etc)
- Banking & Finance (Reserve Bank of India, Public Sector Banks, Private Sector Banks, Foreign Banks, Financial Institutions, Export Credit Agencies, etc)

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## **POST- MANAGEMENT TRAINEE & DEPUTY MANAGER(LEGAL)**

### **SYLLABUS**

- Constitution of India (Chapters on Fundamental Right, Writs, High Court, Supreme Court, Executive, legislature and Judiciary, trade and Commerce, Money Bills, Union list, State List and Concurrent List)
- Administrative Law
- Indian Contract Act, 1872
- Specific Relief Act, 1963
- Bharatiya Nagarik Suraksha Sanhita (BNSS),2023
- Bharatiya Nyaya Sanhita (BNS) 2023
- Bharatiya Sakshya Adhinyam, 2023
- Civil Procedure Code, 1908
- Law of Torts and Consumer Protection Act, 2019
- Arbitration and Conciliation Act, 1996
- Transfer of Property Act, 1882
- Companies Act, 2013 (provisions relating to incorporation, Types of Companies, business that a company can engage, borrowings, security creation, filing of charges, Duties & obligations, rights and liabilities of Directors, Auditors, Company Secretary, Cost Accountant and other professionals, role of independent directors, non-executive directors, nominee directors, related parties, liquidation & winding up)
- Limited Liability Partnership Act, 2008
- the Securities and Exchange Board of India Act, 1992.
- The Securities Contracts (Regulation) Act, 1956
- Depositories Act, 1996
- Taxation law
- Indian Partnership Act, 1932
- Law of Trusts – Parties to a Trust Deed and Duties of Trustees
- Reserve Bank of India Act, 1934
- Negotiable Instruments Act 1881
- Foreign Exchange Management Act,1999
- The Prevention of Money Laundering Act, 2002
- Information Technology Act, 2000

- Limitation Act, 1993
- Banker's Books Evidence Act, 1891
- The Recovery of Debts due to Banks and Financial Institutions (DRT) Act, 1993
- Consumer Protection Act, 1986
- Banking Ombudsman Scheme, 2006
- Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest (SARFAESI) Act, 2002
- The Right to Information Act, 2005
- Transfer of Property Act, 1882
- Banking Regulation Act, 1949
- Credit Information Bureau (India) Limited, 2000
- Indian Stamp Act,
- Basic principles of international trade and international laws.
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013
- Principles of Statutory Interpretation, Legal Drafting, etc. Jurisprudence and Interpretation of Statutes and Important Latin terms and maxims.

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## **POST- MANAGEMENT TRAINEE (RAJBHASHA)**

### **SYLLABUS**

#### **Part-I**

- Proficiency in Hindi and English including translation skills from English to Hindi and vice-versa

#### **Part- II**

##### **General English and General Hindi**

- The analytical and drafting ability of the candidate shall be assessed through essay writing, comprehension, report writing, paragraph writing and official letter writing.
- Knowledge of basic concept of language and various dialects.
- Official Language Act, Official Language Rules.
- Grammar, synonyms, antonyms, phrases and idioms, verbs, articles, spelling test, vocabulary, sentence structure, correct use of words, error recognition.
- Knowledge of IT tools/software to work in Hindi smoothly.
- Unseen paragraph and comprehension
- Current affairs with focus on financial general awareness and international relations.

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## POST- DEPUTY MANAGER (DEPUTY COMPLIANCE OFFICER) & CHIEF MANAGER (COMPLIANCE OFFICER)

### SYLLABUS

#### ➤ SEBI LODR Regulations

SEBI (Listing Obligations and Disclosure Requirements) Regulations: Compliance requirements for listed companies, disclosure norms, and penalties.

#### ➤ Company Law & Secretarial Compliances

Company Law and Secretarial Compliances: Legal framework, board procedures, AGM, EGM, and secretarial audit requirements including signing & certification.

#### ➤ FEMA Compliances / Foreign Direct Investment & Foreign Collaborations

FEMA Compliances and FDI: Regulations, procedures, and documentation for foreign investments, collaborations, and remittances.

#### ➤ Annual Reports and Financial Statements of Banks

Annual Reports and Financial Statements of Banks: Preparation, content, and disclosure requirements for banks' financial statements, Secretarial Audit.

#### ➤ AML & KYC Norms

AML and KYC Norms: Regulatory requirements, customer identification, risk assessment, and reporting suspicious transactions.

#### ➤ Regulatory Reports to RBI

Regulatory Reports to RBI by AIFIs: Returns, formats, and timelines for AIFI's reporting to RBI, including financial, compliance, and risk reports.

#### ➤ Risk Management Practices

Risk Management Practices: Identification, assessment, mitigation, and monitoring of credit, market, operational, and other risks in banks.

#### ➤ Basel Norms

Basel Norms: Capital adequacy requirements, risk-weighted assets, and regulatory capital for banks, ensuring financial stability.

➤ Policies/Codes under SEBI Regulations/Listing Disclosures

SEBI Policies and Codes: Insider trading, related-party transactions, and other disclosure requirements for listed companies.

➤ BRSR Reporting

BRSR Reporting: Business Responsibility and Sustainability Reporting requirements, disclosures on environmental, social, and governance aspects.

➤ Legal Framework Governing Company Secretaries: Power and functions of Company Secretary, The Company Secretaries Act, 1980 along with Rules and Regulations, Disciplinary Mechanism and Penalties for Professional Misconduct Professional Liabilities

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