

**Syllabus for the written test for the post of Manager ( General )**

Type of exam: **Objective type**

Pattern:

Sl.No	Subjects	No.of Qns	Marks
1	Quantitative Aptitude & Reasoning Ability	15	15
2	English Language	10	10
3	Banking Sector	75	75
	TOTAL	100	100

**Syllabus of Banking Sector**

**Indian Financial System** - An Overview -Role of RBI, Commercial Banks, NBFCs, PDS, FIS, Cooperative Banks, CRR, SLR, Equity & Debt Market: IRDA

**Banking Regulation**- Constitution, Objectives, Functions of RBI; Tools of Monetary Control: Regulatory Restrictions on Lending

**Risk Management, Basel Accords**- Introduction to Risk Management: Basel I, II & III Accords, **CIBIL** - Role and Functions of CIBIL

**Recent Developments in the Financial System**- Structure, Reforms in the Indian Financial System; recent developments in Money, Debt, Forex Markets; Regulatory Framework; Payments and Settlement System, Demonetization.

**KYC/AML/CFT norms**- PMLA Act; KYC Norms

**Bankers' Special Relationship**- Mandate; POA; Garnishee Orders; Banker's Lien; Right of Set off

**Consumer Protection – COPRA, Banking Ombudsman Scheme**- Operational Aspects of COPRA Act & Banking Ombudsman Scheme.

**Payment and Collection of Cheques and Other Negotiable Instruments**- NI Act; Role & Duties of Paying & Collecting Banks; Endorsements; Forged Instruments; Bouncing of Cheques; Its Implications; Return of Cheques; Cheque Truncation System

**Principles of lending, Working Capital Assessment and Credit Monitoring**- Cardinal Principles; Non-fund Based Limits; WC; Term Loans; Credit Appraisal Techniques; Sources of WC Funds & its Estimation; Operating Cycle; Projected Net WC; Turnover Method; Cash Budget; Credit Monitoring & Its Management; Base Rate

**Micro, Small, and Medium Enterprises** - MSMED Act

**Different Modes of Charging Securities-** Assignment; Lien; Set-off; Hypothecation; Pledge; Mortgage

**Types of collaterals and their characteristics-** Land & Buildings; Goods; Documents of Title to Goods; Advances against Insurance Policies, Shares, Book Debts, Term Deposits, Gold, etc; Supply Bills

**Non-Performing Assets** - Definition; Income Recognition; Asset Classification & Provisioning Norms; Financial Inclusion, BC; BF; Role of ICT in Financial Inclusion, Mobile-based transactions

**Payment Systems and Electronic Banking-** ATMs; HWAK; PIN; Electromagnetic Cards; Electronic Banking; Signature Storage & Retrieval System; CTS; Note & Coin Counting Machines; Microfiche; NPC; RUPAY

**Calculation of Interest and Annuities-** Calculation of Simple Interest & Compound Interest; Calculation of Equated Monthly Instalments; Fixed and Floating Interest Rates; Calculation of Annuities; Interest Calculation using Products / Balances; Amortisation of a Debt: Sinking Funds

**Debt-** Definition, Meaning & Salient Features; Loans; Introduction to Bonds; Terms associated with Bonds; Cost of Debt Capital.

**Capital Budgeting** - Present Value and Discounting; Discounted Technique for Investment Appraisal; Internal Rate of Return (IRR); Method of Investment Appraisal; NPV and IRR compared; Investment Opportunities with Capital Rationing; Investment Decision making under condition of uncertainty; Expected NPV Rule; Risk Adjusted Discount Rate Approach for NPV Determination; Sensitivity Analysis for NPV Determination; Decision Tree Analysis for NPV Estimation; Payback Methods; ARR.

**Depreciation and its Accounting-** Depreciation, its types and methods; Comparing Depreciation Methods

**Definition, Scope and Accounting Standards** - Nature and Purpose of Accounting, Historical Perspectives, Origins of Accounting Principles: Accounting Standards in India and its Definition and Scope: Generally Accepted Accounting Principles of USA (US GAAP); Transfer Pricing; Overview of IFRS; Difference between GAAP & IFRS.

**Basic Accountancy Procedures-** Concepts of Accountancy; Going Concern Entity: Double Entry System; Principle of Conservatism; Revenue Recognition and Realisation: Accrual and Cash Basis.

**Maintenance of Cash / Subsidiary Books and Ledger-** Record Keeping Basics; Account Categories; Debit and Credit Concepts; Accounting and Columnar Accounting Mechanics; Journals; Ledgers; subsidiary books, etc.

**Trial Balance, Rectification of Errors and Adjusting & Closing Entries-** Meaning of a Trial Balance; Features and Purpose of a Trial Balance; Types of Trial Balance and Preparation of a Trial Balance; Disagreement of a Trial Balance; Classification of Errors; Location of Errors; Rectification of Errors; Suspense

Account and Rectification; Rectification of Errors when Books are closed; Adjusting and Closing Entries.

**Capital and Revenue Expenditure**- Expenditure; Distinction between Capital and Revenue Expenditure; Deferred Revenue Expenditure; Receipts; General Illustrations.

**Balance Sheet Equation**-Balance Sheet Equation; Computation of Balance Sheet Equation,

**Preparation of Final Accounts**- Preparation of Trading A/C: Profit and Loss A/C, Profit & Loss Appropriation Account: Balance Sheets

**Ratio Analysis**- Meaning of Accounting Ratios: Classification of Ratios; Uses of Accounting Ratios; Limitations of Accounting Ratios; Calculation and Interpretation of various Ratios; Different Users and their Use of Ratios.

**Final Accounts of Banking Companies**- Definition and Functions of a Bank: Requirements of Banking Companies as to Accounts and Audit: Significant Features of Accounting Systems of Banks: Principal Books of Accounts; Preparation and Presentation of Financial Statements of Banks: CMA Format: Accounting Treatment of Specific Items Preparation of Profit and Loss Account: Comments on Profit and Loss Account: Important Items of Balance Sheet.

**Company** - Definition and Types of Companies; Distinction between Partnership and Unlimited Liability Company; Classes of Share Capital; Issue of Shares; General illustrations Non-voting Shares; Form of Balance Sheet; Legal Requirements for Assets, Legal Requirements for Liabilities; Legal Requirements for Profit & Loss A/c; Preparation Final Accounts, Paid up Capital and Reserves.

**Legal Framework of Regulation of Banks** - Business of Banking; Constitution of Banks, RBI Act, 1934, Banking Regulation Act, 1949; Role of RBI; Govt. as a Regulator of Banks; Control over Co-operative Banks; Regulation by other Authorities.

**Different Types of Borrowers** - Types of Borrowers; Limited Liability Partnership

**Types of Credit Facilities** - Cash Credit, Overdraft, Demand Loans, Term Loans, Bill Finance

**Secured and Unsecured Loans, Registration of Firms and Incorporation of Companies**- Definition of Secured and Unsecured loans: Need for Secured Loans, Registration of Firms, Consequences of Non-registration of Firms; Incorporation of a Company

**Indemnities**- Definition of Contract of Indemnity: Features of Indemnity Contract & Guarantee: Scope and Application of Indemnity Contracts to Banks; Obligations of a Banker: Precaution & Rights of an Indemnity Holder

**Bank Guarantees** - Definition and Types of Bank Guarantees: Banker's Duty to Honour Guarantee: Precautions to be taken for Issuance of Bank Guarantee: Precautions to be taken for Payment under Bank Guarantee: Invocation & Enforcement.

**Letters of credit** - General Considerations of Letters of credit: Parties to a Letter of credit: Types of Letter of credit: Documents under a Letter of credit: UCPDC 600: Banks obligation for payment of Letter of credit

**Various Types of Securities**- Types of Securities; Escrow Arrangements; Trust and Retention Arrangements.

**Registration and Satisfaction of Charges**- Definition of Charge; Procedure for Registration of Charge; Effect of Nonregistration of Charges; Provisions of Law relating to Registration of Charges

**Case Laws on Responsibility of Paying Bank** – Negotiable Instruments Act and Paying Banks: Liability of Paying Banker; Payment in due course; Payment in Good Faith; Whether Payment under Mistake Recoverable.

**Case Laws on Responsibility of Collecting Bank** - Statutory protection to Collecting Bank; Duties of Collecting Bank

**Recovery of Debts due to Banks and Financial Institutions Act, 1993(DRT Act)** - Objective of the Act, Constitution of Tribunal, Procedure to be followed, Enforcement process

**Securitisation and Reconstruction of Financial Assets and Enforcement of Securities Interest Act (SARFAESI)**- Constitutional Validity; Definitions; Regulation & Reconstruction; Enforcement of Security Interest; Central Registry; Offences & Penalties; Miscellaneous Provisions.

**The Law of Limitation**- Definition; Computation of Limitation; Important Provisions in Schedule to the Limitation Act

**Tax Laws**- Income Tax; GST

**Negotiable Instruments Act, 1881**- Applicability; Definition; Important Provisions

**Indian Contract Act, 1872** - Meaning and essentials of contract; Contract of Indemnity & Rights of Indemnity Holder; Contract of Guarantee; Contract of Bailment; Contract of Pledge; Contract of Agency

**Indian Partnership Act, 1932** - Definition & Types of Partnerships; Relation of partners to one another & to third Parties; Minor admitted to benefits of partnership: Dissolution of a firm: Effect of non-registration; Limited liability partnerships formation, registration, rights and liabilities of partners

**Definition and features of a company**- Definition & Features of a Company; Distinction between Company and Partnership

**The Companies Act, 1956 (Now Companies Act, 2013)**- Definition, Features & Types of companies; Memorandum and Articles of Association; Doctrine of Ultra Vires, Constructive Notice, Indoor Management; Membership of Company- Acquisition, Cessation, Register, Rights & Duties of Members, Prospectus; Directors; Winding up of Companies

**Transfer of Property Act, 1882**- Sale, Mortgage of Immovable Property; Types of Mortgages; Sale with and without court intervention; Lease of Immovable Property

**The Right to Information Act, 2005** - Applicability; Definition; Important Provisions

**The Prevention of Money Laundering Act, 2002**- Obligations; Records to be Maintained; Procedure for Maintaining & Furnishing Information; Maintenance & Verification of Records of Identity of Clients.

**Insolvency and Bankruptcy Code, 2016** – Applicability; Definition; Important Provisions

### **Indian Financial Markets**

Overview of Indian Financial Ecosystem, Key facets of Indian financial system, Growth of Financial Institutions, Public and private sector banks, Industrial Finance Corporation of India, Small Industries Development Bank of India, Regional Rural Banks, Cooperative Banks, Non-Banking Finance Companies, SFCs, Financial assistance scenario for Small and Medium Enterprises and Start-Ups.

### **Capital Market & Capital Market Instruments**

Capital Market & Capital Market Instruments Capital Market / Security Market, Primary Market / New Issues / IPO Market, Secondary Market / Stock Market / Stock Exchange, Depositories, Private placements of shares / Buy back of shares, CAPM Vs Market Model, Issue mechanism, Forward Contract and future contracts

Key Government Institutions: Basic awareness about various institutions and regulatory bodies in India such as NITI Aayog, MCA, SEBI, RBI, IBBI, CCI, NCLT/NCLAT etc.

### **Entrepreneurship**

Entrepreneurship Scenario: Government initiatives to foster entrepreneurship, need for entrepreneurship in India & Kerala, Bottlenecks in entrepreneurial growth, Ease of Doing Business.

**NOTE:** *In addition to the topics mentioned above, the examination may also cover questions, depending on the educational qualification requirements for the position.*