

सूर्योदय वोमी लघुवित्त वित्तीय संस्था लिमिटेड

Suryodaya Womi Laghubitta Bittiya Sanstha Limited

(नेपाल राष्ट्र बैंकबाट "घ" वर्गको ईजाजतपत्रप्राप्त संस्था)

प्रशिक्षार्थी सहायक पदको परीक्षाको योजना, पाठ्यक्रम र पूर्णाङ्क

परीक्षाको योजना

(क) खुल्ला प्रतियोगितात्मक लिखित परीक्षा

पूर्णाङ्क : ८०

लघुवित्त तथा बैकिङ्ग	५ वटा प्रश्न	५ अंकभार	२५
लेखा सम्बन्धी	४ वटा प्रश्न	५ अंकभार	२०
गणित	४ वटा प्रश्न	५ अंकभार	२०
सूचना प्रविधि	३ वटा प्रश्न	५ अंकभार	१५

(ख) फिल्ड अवधारणा प्रतिवेदन

लिखित परीक्षामा सहभागी मध्ये उत्तीर्ण उम्मेदवारलाई पदपूर्ती समितिले तोकेको शाखा कार्यालयमा ७ दिनको लघुवित्त कार्यक्रमको सञ्चालन तथा व्यवस्थापन सम्बन्धी कार्यक्रम अवलोकन गरी पेश गरेको फिल्ड अवधारणा प्रतिवेदन

पूर्णाङ्क : १०

(ग) अन्तर्वार्ता

फिल्ड अवधारणा प्रतिवेदन पेश गरेका मध्येबाट छनौट भएका उम्मेदवार

पूर्णाङ्क : १०

खुल्ला प्रतियोगितात्मक लिखित परीक्षाको पाठ्यक्रम :

१) लघुवित्त तथा बैकिङ्ग

- लघुवित्त सम्बन्धी अवधारणा तथा विकासक्रम (Concept of Microfinance and Development)
- लघुवित्त संस्थाले प्रदान गर्ने वित्तीय सेवाहरु (Financial services provided by microfinance institutions) :

क) बचत (Saving)

ख) कर्जा (Credit)

ग) लघुबीमा (Micro insurance)

घ) वित्तीय साक्षरता र तालिम (Financial Literacy and Training)

२) लेखा सम्बन्धी

क) बहिखाता र लेखा सम्बन्धी अवधारणा (Book keeping and Accounting Concept)

ख) गोश्वारा भौचर (Journal Voucher)

ग) सन्तुलन परीक्षण (Trail Balance)

घ) नाफा नोक्सान हिसाब र बासलात (Profit and loss account and balance sheet)

३) गणित

क) ऐकिक नियम (Unitary Method)

ख) ब्याज गणना- साधारण र चक्रिय (Interest Calculation- simple and Compound)

ग) नाफा र नोक्सान (Profit And Loss)

घ) क्षेत्रफल र मापन (Area and Measurement)

४) सूचना प्रविधि

क) Office System

ख) Computer Operating System (Windows, LINUX, UNIX)

ग) Concept of Internet, Intranet and Email



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Syllabus for Junior Officer/ Supervisor/Sr. Assistant (Vacancy Number 14/082/83) - Legal

1.	Laws and Drafting
	• The constitutions of Nepal 2072
	• Muluki Civil Code, 2074
	• Civil Procedure, 2074
	• Drafting(Nepali and English)- Written Drafting (Content & Law), Legal Drafting, Firad Patra, Minute Writing
	• Contract Act 2056
	• National Criminal Procedure Code, 2074
2.	Existing Acts, Rules and Directives
	• Bank and Financial Institution Act, 2073
	• Companies Act, 2063
	• Securities Act 2063
	• Money Laundering Prevention Act, 2064
	• Right to Information Act, 2064
	• Banking offence and Punishment Act, 2064
	• Recovery of Debt of Banks and Financial Institutions Act 2058
	• Directives for 'D' class microfinance institutions issued by NRB
3.	Information Technology
	• Office System
	• Computer Operating System (Windows, LINUX, UNIX)
	• Concept of Internet, Intranet and Email
	• Internet Banking & its Related Threats
4.	Banking and Financial System, Micro Finance Program of Nepal
	• Concept of Microfinance and Development
	• Legal aspects of debt, Risk Management and Compliance
	• Nepalese microfinance industries' current status, achievements, Legal Issues and prospects.



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Syllabus for Junior Officer/ Supervisor/Sr. Assistant (Vacancy Number 13/082/83) - CPA II/IPCC Level (Semi Qualified CA)

1.	Nepal Accounting Standards (NAS) issued by Nepal Accounting Standards Board along with basic knowledge of NFRS
	• NAS 7 Statement of Cash Flows
	• NAS 12 Income Taxes
	• NAS 19 Employee Benefits
	• NAS 23 Borrowing Costs
	• NAS 36 Impairment of Assets Etc.
2.	Existing Acts, Rules and Directives
	• Bank and Financial Institution Act, 2073
	• Companies Act, 2063
	• Audit Act 2075
	• Money Laundering Prevention Act, 2064
	• Recovery of Debt of Banks and Financial Institutions Act 2058
	• Directives for 'D' class microfinance institutions issued by NRB
3.	Information Technology
	▪ Computer system (input, Output system), Operating System, Database Management System, Artificial Intelligence (AI)
	▪ Use of Accounting Software in Microfinance
	▪ Financial Technology (FinTech) and its Impact on Microfinance
	▪ Data Management and Security Issues
	▪ Internet Banking & its Related Threats
4.	Banking and Financial System, Micro Finance Program of Nepal
	• Concept of Microfinance and Development
	• Institutional Assessment of SWMFI: institutional capacity, financial performance, service coverage, service quality and public image.
	• Nepalese microfinance industries' current status, achievements, challenges and prospects.

