

CDS AND CLEARING LIMITED
Thapathali, Kathmandu
5th Level (Administrative)
Syllabus

KNOWLEDGE AND SKILLS REQUIRED:

The Administrative Assistant is expected to have knowledge in the following areas

1. General principles of management
2. Office Management
3. Basic Understanding of financial system
4. Basic Understanding of money market and capital market with their rules and regulations
5. General financial management
6. General understanding of functioning of Central Depository System (CDS)

MODALITY OF EXAMINATION:

The examination comprises two papers, each carrying 100 marks. The first paper is on General Management and the second paper is on Financial System and Capital market, including general understanding of financial management.

The nature of the questions will require essay type answer with emphasis on the conceptual clarity and logical presentation.

PAPER I covers topics on general principles of management and office management practices. The duration of examination will be three hours. The full marks will be 100 with 60 percent weight for general principles of management and remaining 40 percent for office management.

There will four questions for management principles and the candidate needs to answer three. Likewise, for the sections on Office Management three questions will be asked and the candidate will be required to answer two.

The detail syllabus of paper I is given below:

PAPER I: GENERAL MANAGEMENT

- a. General Management:
Functions of management, Managers and Leaders, Planning, organizing, staffing, and controlling, Coordination, Leading and decision making, Motivation and Team work, Human Resource Management, Communication and interpersonal relationship,
- b. Office Management
Basics of Office management, Filing and management of office records, Letter and memo writing, Maintaining public relations,

PAPER II covers topics on Financial System, and Capital Market and Financial Management. The duration of examination will be three hours. The full marks will be 100 with 20 percent weight for financial system, 50 percent for capital market and remaining 30 percent for financial management.

There will two questions for the sections on financial system, and three questions on financial management and the candidate need to answer one and two respectively. Likewise, for the section on capital market four questions will be asked and the candidate will be required to answer three questions may be split into two, a and b.

The nature of the questions will require essay type answer with emphasis on the conceptual clarity and logical presentation.

The detail syllabus for Paper II is given below:

PAPER II: FINANCIAL SYSTEM AND MARKETS

- a. Financial system:
 - i. Financial system and structure in Nepal, Financial institutions and intermediation: Types, trend and development, Fiscal and Monetary Policies of the Government, Financial sector reform, Treasury bill
- b. Capital market:
 - i. Major suppliers and investors in capital market, market for government bonds and corporate debentures.
 - ii. Features of Stock Market in Nepal, Indicators of Stock market development, NEPSE Index, Primary and secondary markets: trend and current situation, Problems and challenges,
 - ii. Market mechanism in the primary and secondary markets, Methods of settlement, Automation , Over-the Counter market,
 - iv. Objectives and Functions of Securities Board of Nepal and Nepal Stock Exchange,
 - i. Regulations and supervision of stock market, Various Acts and Regulations pertaining to stock markets: Securities Act, Company Act, Public Debt Act, Acts and regulations relating to income tax and primary and secondary markets
- c. Financial Management:
 - i. Basic concepts of risk and return, valuation of bonds, preference shares and equity
 - ii. Cost of capital and Methods of evaluating investment,
 - iii. Understanding and analyzing financial statements, Ratio analysis,