

M.P.RAJYA SAHAKARI BANK MYDT., T.T.NAGAR BHOPAL

Syllabus for Examination shall be based on following broad parameter to Assess Professional Knowledge on various posts of Cadre Officers.

Sr.No.	Name of Posts	Syllabus
1	Additional Chief Executive Officer (General Manager)	1. MP State Cooperative Act 2. Income Tax Act 3. Banking Regulation Act 4. Knowledge of IT and Digital Transactions 5. The Basic Financial Statement <ul style="list-style-type: none">- Trial Balance- Balance Sheet- Cash flow statement- Income Statement 6. Management accounting <ul style="list-style-type: none">- Cost of capital- Capital structure- Capital budgeting- Sources of finance 7. Agriculture Finance <ul style="list-style-type: none">- Short-term Loans- Medium/Long-terms Loan- Crop Loan and Kisan Credit Card- Agricultural Term Loan- Land Development- Minor Irrigation- Farm Mechanization- Finance to Horticulture 8. Organizational Behavior <ul style="list-style-type: none">- Employee & Motivation- Groups and Dynamics- Management & Effectiveness 9. Human Resource Planning <ul style="list-style-type: none">- Human Resource Planning and Job design- Importance of Human Resource Planning 10. Recruitment <ul style="list-style-type: none">-Recruitment- Theory and Meaning-Process of Recruitment-Training and Development-Process and Ideas-Induction and Orientation 11. Indian Financial System <ul style="list-style-type: none">o Banking Reformso Regulatory Bodies in India- NABARD, SEBI etc.o International Bankingo Important RBI Circularso Latest Updates in Financial & Capital Marketso Financial Terms

		<ul style="list-style-type: none"> ○ Banking Terms ○ Latest Acts related to Banking ○ Priority Sector Lending ○ NPA - latest news ○ SARFAESI Act ○ RBI Monetary Policy ○ Capital & Money Market Instrument ○ Commercial Banks, NBFCs, HFC - Latest news ○ Mergers and Acquisitions in Banking Companies ○ Credit Rating and Agencies ○ Payment Options- NEFT, RTGS, Bharat Bill payment etc. <p>12. Auditing Programming of audit work. Valuation & verification of Assets and Liabilities. Audit of a limited company, Powers, duties & liabilities of company auditor. Auditor's Report Audit of Computerized A/c & use of Computers in the Audit of A/c</p>
2	<p>Manager (Accounts)</p>	<p>1. The Basic Financial Statement</p> <ul style="list-style-type: none"> - Trial Balance - Balance Sheet - Cash flow statement - Income Statement <p>2. Cost accounting concepts (basics)</p> <ul style="list-style-type: none"> ○ Marginal costing ○ Cost volume profit analysis ○ Cost sheet ○ Forecasting ○ Absolute costing ○ Social accounting <p>3. Management accounting</p> <ul style="list-style-type: none"> ○ Cost of capital ○ Capital structure ○ Capital budgeting ○ Sources of finance <p>4. Corporate accounting</p> <ul style="list-style-type: none"> ○ Dividend distribution in cooperative ○ Share issues <p>5. Business law</p> <ul style="list-style-type: none"> ○ Negotiable instruments ○ Contract act ○ Partnership act ○ Company law (Go through all these laws with amendments) <p>6. Labour law</p> <ul style="list-style-type: none"> ○ Factories act ○ Industrial disputes act ○ Gratuity act ○ Provident fund act <p>7. Economics</p> <ul style="list-style-type: none"> ○ Capital market ○ Money market ○ Micro and macro economics concepts ○ Updates related to money market and RBI policies

		<p>8. Indian Financial System</p> <ul style="list-style-type: none"> ○ Banking Reforms ○ Regulatory Bodies in India- NABARD, SEBI etc. ○ International Banking ○ Important RBI Circulars ○ Latest Updates in Financial & Capital Markets ○ Financial Terms ○ Banking Terms ○ Latest Acts related to Banking ○ Priority Sector Lending ○ NPA - latest news ○ SARFAESI Act ○ RBI Monetary Policy ○ Capital & Money Market Instrument ○ Commercial Banks, NBFCs, HFC - Latest news ○ Mergers and Acquisitions in Banking Companies ○ Credit Rating and Agencies ○ Payment Options- NEFT, RTGS, Bharat Bill payment etc. <p>9. MP State Cooperative Act</p> <p>10. Income Tax Act</p> <p>11. Banking Regulation Act</p> <p>12. Knowledge of IT and Cooperative</p> <p>13 . Knowledge of IT and Digital Transaction</p> <p>14. Compliance of KYC Norms</p>
3	<p style="text-align: center;">Manager (Administration)</p>	<p>1. Introduction of HRM</p> <ul style="list-style-type: none"> ○ Nature and Scope of HRM ○ Functions of HRM ○ Models of HRM ○ Principles of HRM ○ Leadership (Styles, Theories) <p>2. Organizational Behavior</p> <ul style="list-style-type: none"> ○ Employee & Motivation ○ Groups and Dynamics ○ Management & Effectiveness <p>3. Human Resource Planning</p> <ul style="list-style-type: none"> ○ Human Resource Planning and Job design ○ Importance of Human Resource Planning <p>4. Recruitment</p> <ul style="list-style-type: none"> ○ Recruitment- Theory and Meaning ○ Process of Recruitment ○ Training and Development ○ Process and Ideas ○ Induction and Orientation ○ On boarding and Induction ○ Interview (Types of tests, Types of Interviews and limitations) ○ Placement (Induction, procedure and benefits) <p>5. Training and Development</p> <ul style="list-style-type: none"> ○ Processes and Phases ○ Assessment and Establishment of Objectives ○ Types of training ○ Job placement <p>6. Performance Management</p> <ul style="list-style-type: none"> ○ Job Design ○ Job Analysis: Process, Importance of Job Analysis ○ Job Evaluation: Overview ○ Performance Appraisal ○ Career Management

		<p>7. Personnel Management</p> <ul style="list-style-type: none"> ○ Rewards Management ○ Wage/Salary Administration ○ Employee Socialization and Orientation ○ Management by Objectives (MBO) ○ Productivity and Morale ○ Employee Counseling ○ Turnover ○ Employee Welfare ○ Disciplinary Procedure ○ Theories on Motivation ○ Job Satisfaction ○ Demotions and Transfers ○ Employee Discipline ○ Grievance Procedures ○ Grievance Handling ○ Trade Unions ○ Conflict Resolution <p>8. Labour laws</p> <ul style="list-style-type: none"> ○ Industrial Disputes Ordinance, 1949 ○ Payment of Wages Act, 1936 ○ The Minimum Wages Act, 1948 ○ Payment of Gratuity Act, 1972 ○ The Payment of Bonus Act 1965 ○ Industrial Dispute Act, 1947 ○ Factories Act, 1948 ○ Trade Union Act, 1926 <p>9. The Basic Financial Statement</p> <ul style="list-style-type: none"> ○ Trial Balance ○ Balance Sheet ○ Cash flow statement ○ Income Statement <p>10. Cost accounting concepts (basics)</p> <ul style="list-style-type: none"> ○ Marginal costing ○ Cost volume profit analysis ○ Cost sheet ○ Forecasting ○ Absolute costing ○ Social accounting <p>11. Management accounting</p> <ul style="list-style-type: none"> ○ Cost of capital ○ Capital structure ○ Capital budgeting ○ Sources of finance <p>12. Indian Financial System</p> <ul style="list-style-type: none"> ○ Banking Reforms ○ Regulatory Bodies in India- NABARD, SEBI etc. ○ International Banking ○ Important RBI Circulars ○ Latest Updates in Financial & Capital Markets ○ Financial Terms ○ Banking Terms ○ Latest Acts related to Banking ○ Priority Sector Lending ○ NPA - latest news ○ SARFAESI Act
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4	Nodal Officer	<p>1. MP State Cooperative Act</p> <p>2. Income Tax Act</p> <p>3. Banking Regulation Act</p> <p>4. Knowledge of IT and Digital Transactions</p> <p>5. The Basic Financial Statement</p> <ul style="list-style-type: none"> - Trial Balance - Balance Sheet - Cash flow statement - Income Statement <p>6. Management accounting</p> <ul style="list-style-type: none"> - Cost of capital - Capital structure - Capital budgeting - Sources of finance <p>7. Agriculture Finance</p> <ul style="list-style-type: none"> - Short-term Loans - Medium/Long-terms Loan - Crop Loan and Kisan Credit Card - Agricultural Term Loan - Land Development - Minor Irrigation - Farm Mechanization - Finance to Horticulture <p>8. Organizational Behavior</p> <ul style="list-style-type: none"> - Employee & Motivation - Groups and Dynamics - Management & Effectiveness <p>9. Human Resource Planning</p> <ul style="list-style-type: none"> - Human Resource Planning and Job design - Importance of Human Resource Planning <p>10. Recruitment</p> <ul style="list-style-type: none"> -Recruitment- Theory and Meaning -Process of Recruitment -Training and Development -Process and Ideas -Induction and Orientation <p>11. Indian Financial System</p> <ul style="list-style-type: none"> ○ Banking Reforms

		<ul style="list-style-type: none"> ○ Regulatory Bodies in India- NABARD, SEBI etc. ○ International Banking ○ Important RBI Circulars ○ Latest Updates in Financial & Capital Markets ○ Financial Terms ○ Banking Terms ○ Latest Acts related to Banking ○ Priority Sector Lending ○ NPA - latest news ○ SARFAESI Act ○ RBI Monetary Policy ○ Capital & Money Market Instrument ○ Commercial Banks, NBFCs, HFC - Latest news ○ Mergers and Acquisitions in Banking Companies ○ Credit Rating and Agencies ○ Payment Options- NEFT, RTGS, Bharat Bill payment etc. <p>12. Auditing Programming of audit work. Valuation & verification of Assets and Liabilities. Audit of a limited company, Powers, duties & liabilities of company auditor. Auditor's Report Audit of Computerized A/c & use of Computers in the Audit of A/c</p>
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