

राष्ट्रिय बीमा संस्थान
आन्तरिक तथा खुलातर्फ लिखित परीक्षाको लागि पाठ्यक्रम
व्यवस्थापक (अधिकृतस्तर, तह-१)

प्रथम पत्र

अर्थ र वित्त तथा व्यवस्थापन र प्रशासन
(Economy & Finance and Management & Administration)

पत्र	विषय	प्रश्नको विवरण	परीक्षाको किसिम	पूर्णाङ्क	उत्तीर्णाङ्क	समय
प्रथम	खण्ड: क अर्थ र वित्त	५ प्रश्न × १० अंक = ५०	विषयगत	१००	४०	३ घण्टा
	खण्ड: ख व्यवस्थापन र प्रशासन	५ प्रश्न × १० अंक = ५०				

द्वितीय पत्र

बीमा र लेखा तथा सम्बन्धित कानुनी व्यवस्था
(Insurance & Account and Related Legal Provision)

पत्र	विषय	प्रश्नको विवरण	परीक्षाको किसिम	पूर्णाङ्क	उत्तीर्णाङ्क	समय
द्वितीय	खण्ड: क बीमा र लेखा	४ प्रश्न × १० अंक = ४० १ प्रश्न × २० अंक = २० (समस्या समाधान)	विषयगत	१००	४०	३ घण्टा
	खण्ड: ख सम्बन्धित कानुनी व्यवस्था	४ प्रश्न × १० अंक = ४०				

- प्रत्येक खण्डको छुट्टाछुट्टै उत्तर पुस्तिकाहरू हुनेछन् ।
- लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी अथवा नेपाली र अंग्रेजी दुवै हुन सक्नेछ ।
- यस पाठ्यक्रम योजना अन्तर्गतका पत्र/विषयका विषयवस्तुमा जेसुकै लेखिएको भए तापनि पाठ्यक्रममा परेका कानून, ऐन, नियम, विनियम तथा नीतिहरू परीक्षाको मिति भन्दा ३ महिना अगाडी (संशोधन भएका वा संशोधन भई हटाईएका वा थप गरी संशोधन भई) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ ।
- यो पाठ्यक्रम मिति २०७६ साल भाद्र २२ गते देखि लागु हुनेछ ।

Handwritten signature and date
 २०७६

१. प्रथम पत्र

(क) खण्ड "क"

अर्थ र वित्त (Economy & Finance)

प्रश्नको विवरण	परीक्षाको किसिम
५ प्रश्न × १० अंक = ५०	बिषयगत

- ⇒ **Economic Growth and Development in Practices**
- ⇒ **Demand & Supply:** Concept, Law, Determinant & Elasticity of Demand and Supply, Significance of Demand Forecasting
- ⇒ **Production:** Meaning, Production Functions, Productivity and Stages of Production
- ⇒ **Trade Cycle:** Concept and Phases of Trade Cycle, Their Possible Effects and Causes, Measures of Control Trade Cycle.
- ⇒ **International Trade:** Concept, Role of Foreign Trade in Economic Development, Modern Theory of International Trade, Major Problem of Nepal's Trade, Balance of Payment, Liberalization, Globalization, Economic Diplomacy
- ⇒ **Inflation:** Concept, Cause and Effect of Inflation, Control Measure
- ⇒ **National Income:** Concept, Different Methods of Measuring National Products, Difficulties in Measuring National Income
- ⇒ **Fiscal Policy:** Concept, Objectives, Tools, Types, Importance, Structure of Government Revenue and Expenditure, Tax Policy, Current Tax Structure and Issues; Government, Budgetary System.
- ⇒ **Monetary Policy:** Concept, Objectives, Tools, Role in Financial and Monetary Stability, Problems and Challenges, Hedging, Repo and Reverse Repo.
- ⇒ **Planning:** Concept, Importance of Planning, Nature of Development Planning, Problems and Challenges of Planning, Nepal's Periodical Planning and Economic Development, Monitoring and Evaluation.
- ⇒ **Financial System:** Central Bank, Commercial Banks, Development Banks, Finance Companies, Other Financial Institutions; Financial Intermediation, Role and Responsibilities of Financial Institutions
- ⇒ **Financial Markets:** Concept, Functions of Financial Markets, Capital Market, Money Market, Derivative, Future Contracts, Options, Swap, Commodity Market, Prospects and Issues of Financial Market in Nepal
- ⇒ **Financial Management:** Concept, Scope and Importance of Business Finance, Working Capital, Capital Budgeting, Risk and Return Analysis, Financial Statement and Their Analysis, Portfolio management, Debtors Management, Asset Management Foreign Direct Investment, Instrument of International Finance and Commodity Market.

⇒ **Emerging Issues in Finance:** Behavioral Finance, Financial Sector Reforms, Financial Inclusion, Financial Literacy, Lease Financing, Bridge Finance, Liquidity Management, Lending Operation Management, and Mutual Fund.

⇒ **Regional/International Organization:** AIRDC, BIMESTEC, SAARC, ASEAN, ADB, EU, IMF, WTO, World Bank, United Nations

(ख) खण्ड "ख"

व्यवस्थापन र प्रशासन (Management & Administration)

प्रश्नको विवरण	परीक्षाको किसिम
५ प्रश्न × १० अंक = ५०	बिषयगत

⇒ **Management:** Concept, Characteristics and Principles, Scope of Management, Theories of Management, Function of Management, Leadership, Communication, Sustainability Management, Green Management, Corporate Micro and Macro Management, Impression Management, Participative Management, Time Management, Conflict Management, Change Management, Value Based Management, Organization Reengineering, Stress Management, Delegation of Authority, Team Work and Quality Management, Emotional Intelligence, Cross Cultural Management.

⇒ **Human Resource Management:** Concept and Objectives of HRM, Human Resource, Contemporary Challenges of HRM, Human Resource Planning and Development, HRM Process, Job Analysis and Manpower Forecasting, Compensation Management, Focal Points of Human Resource Management, Talent Management, Knowledge Management, Motivation and Morale, Career Planning in Nepalese Organization.

⇒ **Organizational Behavior:** Organization Culture, Organizational Development, Group Dynamics, Attitude, Organizational Commitment, Organizational Citizenship Behavior, Perception, Personality.

⇒ **Marketing Management:** Meaning, Importance and Approaches of Marketing, Market Research and Buyer Behavior, Marketing Mix, Market Segmentation and Strategies in Insurance Business, Rural Marketing, Sales and Sales Force Management, New Product Development, Pricing Strategies, Quality Marketing, Service Marketing, Relationship Marketing, Direct Marketing, Digital Marketing, Pricing Strategy

⇒ **Industrial Relations:** Labour Union, Collective Bargaining, Negotiation and Settlement of Disputes, Dispute Resolution Board (DRB), Contemporary Issues in Labor Relation in Nepal.

⇒ **Decision Making:** Meaning and Concept of Decision Making, Process and Procedure of Decision Making

⇒ **Corporate Governance:** Objectives, Challenges, Component of Corporate Governance, Ethics and Corporate Social Responsibility (CSR), Corporate Governance Practices in Nepalese Organization.

⇒ **Research Methodology:** Concepts, Scientific Research Process, Importance of Research in Decision Making and Problem Solving, Research Design, Review of Literature, Methods of Data Collection, Research Proposal and Research Report.

- ⇒ **Strategic Management:** Concept, Types of Strategy, Strategic Pyramid, Vision, Mission, Goal, Objectives, Competitive Advantage, Environmental Analysis, Strategic Formulation and Implementation, Blue Ocean Vs Red Ocean Strategy, Benchmarking, Strategic Formulation and Implementation, Outsourcing, Green Field Strategy, Merger, Acquisition and Corporate Restructuring in Nepal.
- ⇒ **Public Administration:** Meaning and Importance of Public Administration, Distinction between Administration and Personnel Management, Meaning and Importance of Public Policy, Fiscal Administration
- ⇒ **Management Information System:** Concept, Importance and Types of MIS, IT Governance, E-commerce, IT Development in Nepal, Issues and Challenges

२. द्वितीय पत्र

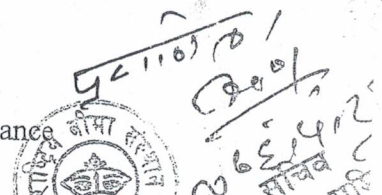
(क) खण्ड "क"

बीमा र लेखा (Insurance & Accounting)

प्रश्नको विवरण	परीक्षाको किसिम
४ प्रश्न × १० अंक = ४०	बिषयगत
१ प्रश्न × २० अंक = २० (समस्या समाधान)	

बीमा (Insurance)

- ⇒ **History, Types and Principle of Insurance:** Historical Background of Insurance in Nepal, Role and Importance of Insurance in the Economic Development, Types and Principle of Life & Non Life Insurance, Micro Insurance, Health Insurance, Meaning and Types of Insurance Risk (Life and Nonlife), Methods of Minimizing Risk.
- ⇒ **Procedure and Process in Insurance:** Procedures of Issuing Insurance Policy, Process of Underwriting & Claim Settlement,
- ⇒ **Insurance Contract and Fraud in Insurance:** Concept, Importance, Requirements of Insurance Contract, Meaning of Insurance Fraud and its Remedy
- ⇒ **Terms of Life Insurance:** Bonus Rate, Maturity, Death, Surrender, Revival of Insurance Policy, With Profit and Without Profit Policy, Paid Up Value, Cross Sale, Riders, Agent, Brokers, Surveyor
- ⇒ **Reinsurance:** Reinsurance in Life and Non Life Insurance, Types, Ceding Company, Accepting Company, Treaty, Catastrophic protection.
- ⇒ **Actuary Valuation:** Meaning, Method of Valuation and Actuarial Valuation Report, Gross Premium Method of Valuation.
- ⇒ **Insurance Board:** Function, Duties and Power
- ⇒ **Rastriya Beema Sansthan:** Objectives, Functions and Importance



- ⇒ **Insurance and Banking:** Inter-Relation between Banking and Insurance, Bank Assurance, Inter-Relation between Insurance and Economic Activities, New Trends, Problems and Prospects, Issues and Challenges in Insurance in Nepal.

लेखा (Accounting)

- ⇒ **Accounting System and Financial Statement Analysis:** Fundamental Accounting Concept and their relevance in preparation of Financial Statement, Types and Importance of Accounting, Trail Balance, Profit and Loss, Balance Sheet, Cash flow Statement, Conventional Concept Vis a vis Fair Value Concept
- ⇒ **Public Sector Accounting:** Principles, Objectives, Current Report's Mechanisms, Annual Statement of Receipt and Payment
- ⇒ **Accounting Issues:** Valuation of Goodwill, Shares and Business, Earning Per Share, Current and Deferred Taxation, HR Accounting, Environmental Accounting, Value Added Statement, Accounting for Business Combination
- ⇒ **Financial Statements as per Regulator Requirements**
- ⇒ **Nepal Financial Reporting Standard [NFRS]:** NFRS Concept, Interpretations, Disclosures, Nepal Accounting Standard (NAS).
- ⇒ **Auditing:** Internal Check, Internal Control and Internal Audit, External Audit, Tax Audit Social Audit, Management Audit, Performance Audit, Audit Standards, Auditor, Process of Appointment, Types of Audit Report, Office of Auditor Generals and its Functions

समस्या समाधान (Problem Solving)

नेपालको बीमा व्यवसाय तथा व्यवस्थापनसँग सम्बन्धित समस्याहरू दिइने छन् । सो समस्याको विश्लेषण गरी समसामयिक, तर्कसंगत एवं मौलिक समाधान दिनु पर्नेछ ।



सचिव
संचालक समिति

(ख) खण्ड "ख"

सम्बन्धित कानूनी व्यवस्था (Related Legal Provision)

प्रश्नको विवरण	परीक्षाको किसिम
४ प्रश्न × ५ अंक = २० २ प्रश्न × १० अंक = २०	बिषयगत

- ⇒ नेपालको बर्तमान संविधान
- ⇒ राष्ट्रिय बीमा संस्थान ऐन, २०२५
- ⇒ राष्ट्रिय बीमा संस्थान कर्मचारी नियमावली, २०७५
- ⇒ बीमा ऐन, २०४९ र बीमा नियमावली, २०४९
- ⇒ कम्पनी ऐन, २०६३
- ⇒ आयकर ऐन, २०५८
- ⇒ सार्वजनिक खरिद ऐन, २०६३ र सार्वजनिक खरिद नियमावली, २०६४
- ⇒ आर्थिक कार्यविधि ऐन, २०५५ र आर्थिक कार्यविधि नियमावली, २०६४
- ⇒ लेखापरीक्षण ऐन, २०७५
- ⇒ मुलुकी देवानी संहिता, २०७४ (करार सम्बन्धी व्यवस्था)
- ⇒ सम्पत्ति शुद्धीकरण निवारण ऐन, २०६४ र सम्पत्ति शुद्धीकरण निवारण नियमावली, २०७३
- ⇒ भ्रष्टाचार निवारण ऐन, २०५९
- ⇒ श्रम ऐन, २०७४ र श्रम नियमावली, २०७५
- ⇒ ट्रेड युनियन ऐन, २०४९
- ⇒ विद्युतीय कारोबार ऐन, २०६३ र विद्युतीय कारोबार नियमावली, २०६४
- ⇒ धितोपत्र सम्बन्धी ऐन, २०६३
- ⇒ बीमा समितिबाट जारी भएका निर्देशिकाहरु

५२११०१०
२०२५
सचिव
संचालक समिति