

DIRECT RECRUITMENT DRIVE

ADVERTISEMENT NO: HRM/ MT/DM/CM/2025-26/ 01

POST- MANAGEMENT TRAINEE (DIGITAL TECHNOLOGY)

SYLLABUS

The syllabus covers foundational IT concepts, programming languages, database management, networking, cybersecurity, software development, project management, emerging technologies and general management skills. Gist of the syllabus is as under:

- **IT Infrastructure & Architecture:** Understanding of overall Computer Architecture including data center and technology setup in banks/ financial institutions. Management of hardware, software, and network infrastructure.
- **Operating Systems:** Understanding of different operating systems (Windows, Linux, macOS/iOS, Android etc.) and their functionalities.
- **Data Structures and Algorithms:** Arrays, linked lists, stacks, queues, trees, graphs, sorting, and searching algorithms.
- **Database Management Systems (DBMS):** Understanding of Oracle/SQL databases & concepts including query writing, procedure, cursor, package & triggers.
- **Computer Networks:** Networking fundamentals, TCP/IP model, IP addressing, and network protocols.
- **Cryptography:** Encryption, decryption, hashing, and security protocols.
- **Programming Languages:** C/C++, Java, Python, and other relevant languages.
- **Object-Oriented Programming (OOP):** Concepts like classes, inheritance, polymorphism, and abstraction.
- **Software Development Life Cycle (SDLC):** Understanding of SDLC including Waterfall, Agile, and other methodologies.

- **Version Control and Dev-Sec-Ops:** Git and other tools for collaborative software development including devops/ micro services/ build and test automation/ dynamic and static security analysis.
- **Network Security:** Basic understanding about network protocols including Firewalls, intrusion detection and prevention systems, and VPNs.
- **Data Security:** Encryption, access control, and data protection.
- **Security Threats and Vulnerabilities:** Understanding common attacks and prevention measures, OWASP Top 10.
- **Project Management:** Planning, execution, risk-management and monitoring of IT projects.
- **Problem-Solving and Analytical Skills:** Identification, communication and resolution technical of issues.
- **Cloud Computing:** Understanding cloud services technologies and deployment models.
- **Data Science:** Concepts and tools used in data science including AI/ ML and Gen AI
- **Business Intelligence (BI):** Tools and techniques for data visualization and reporting.

POST- MANAGEMENT TRAINEE (RESEARCH & ANALYSIS)

SYLLABUS

- Microeconomics (Theories of consumer's demand; Production; Market Structures and Pricing; Distribution; and Welfare Economics, etc)
- Macroeconomics (Inflation, Theories of Employment, Monetary Economics; Industrial Growth; Fiscal growth, etc)
- International Economics (Theories of International Trade; Balance of Payments; Exchange Rate; Trade Policy; Trade Blocs; Customs Union; Free Trade Agreements; Trade War; WTO; Multilateral Banks, etc)
- Theories of Economic Growth and Development (Major theories of economic development, Skills Development, Poverty, Education, Employment etc)
- Public Finance (Union Budget, Public Debt Management, Fiscal Deficit, etc)
- Quantitative Methods in Economics (Mathematical and Statistical Methods for Economics, Econometric Analysis)
- Current developments in Global Economy and Indian Economy (Growth, inflation, poverty, unemployment, financial sector developments, external sector developments, fiscal developments, agriculture, industry, infrastructure, and services, environment)
- Government's Initiatives in Promoting Trade (Foreign Trade Policy, Export Promotion Schemes, etc)
- Banking & Finance (Reserve Bank of India, Public Sector Banks, Private Sector Banks, Foreign Banks, Financial Institutions, Export Credit Agencies, etc)

POST- MANAGEMENT TRAINEE & DEPUTY MANAGER(LEGAL)

SYLLABUS

- Constitution of India (Chapters on Fundamental Right, Writs, High Court, Supreme Court, Executive, legislature and Judiciary, trade and Commerce, Money Bills, Union list, State List and Concurrent List)
- Administrative Law
- Indian Contract Act, 1872
- Specific Relief Act, 1963
- Bharatiya Nagarik Suraksha Sanhita (BNSS),2023
- Bharatiya Nyaya Sanhita (BNS) 2023
- Bharatiya Sakshya Adhiniyam, 2023
- Civil Procedure Code, 1908
- Law of Torts and Consumer Protection Act, 2019
- Arbitration and Conciliation Act, 1996
- Transfer of Property Act, 1882
- Companies Act, 2013 (provisions relating to incorporation, Types of Companies, business that a company can engage, borrowings, security creation, filing of charges, Duties & obligations, rights and liabilities of Directors, Auditors, Company Secretary, Cost Accountant and other professionals, role of independent directors, non-executive directors, nominee directors, related parties, liquidation & winding up)
- Limited Liability Partnership Act, 2008
- the Securities and Exchange Board of India Act, 1992.
- The Securities Contracts (Regulation) Act, 1956
- Depositories Act, 1996
- Taxation law
- Indian Partnership Act, 1932
- Law of Trusts – Parties to a Trust Deed and Duties of Trustees
- Reserve Bank of India Act, 1934
- Negotiable Instruments Act 1881
- Foreign Exchange Management Act,1999
- The Prevention of Money Laundering Act, 2002
- Information Technology Act, 2000

- Limitation Act, 1993
- Banker's Books Evidence Act, 1891
- The Recovery of Debts due to Banks and Financial Institutions (DRT) Act, 1993
- Consumer Protection Act, 1986
- Banking Ombudsman Scheme, 2006
- Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest (SARFAESI) Act, 2002
- The Right to Information Act, 2005
- Transfer of Property Act, 1882
- Banking Regulation Act, 1949
- Credit Information Bureau (India) Limited, 2000
- Indian Stamp Act,
- Basic principles of international trade and international laws.
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013
- Principles of Statutory Interpretation, Legal Drafting, etc. Jurisprudence and Interpretation of Statutes and Important Latin terms and maxims.

POST- MANAGEMENT TRAINEE (RAJBHASHA)

SYLLABUS

Part-I

- Proficiency in Hindi and English including translation skills from English to Hindi and vice-versa

Part- II

General English and General Hindi

- The analytical and drafting ability of the candidate shall be assessed through essay writing, comprehension, report writing, paragraph writing and official letter writing.
- Knowledge of basic concept of language and various dialects.
- Official Language Act, Official Language Rules.
- Grammar, synonyms, antonyms, phrases and idioms, verbs, articles, spelling test, vocabulary, sentence structure, correct use of words, error recognition.
- Knowledge of IT tools/software to work in Hindi smoothly.
- Unseen paragraph and comprehension
- Current affairs with focus on financial general awareness and international relations.

POST- DEPUTY MANAGER (DEPUTY COMPLIANCE OFFICER) & CHIEF MANAGER (COMPLIANCE OFFICER)

SYLLABUS

➤ SEBI LODR Regulations

SEBI (Listing Obligations and Disclosure Requirements) Regulations: Compliance requirements for listed companies, disclosure norms, and penalties.

➤ Company Law & Secretarial Compliances

Company Law and Secretarial Compliances: Legal framework, board procedures, AGM, EGM, and secretarial audit requirements including signing & certification.

➤ FEMA Compliances / Foreign Direct Investment & Foreign Collaborations

FEMA Compliances and FDI: Regulations, procedures, and documentation for foreign investments, collaborations, and remittances.

➤ Annual Reports and Financial Statements of Banks

Annual Reports and Financial Statements of Banks: Preparation, content, and disclosure requirements for banks' financial statements, Secretarial Audit.

➤ AML & KYC Norms

AML and KYC Norms: Regulatory requirements, customer identification, risk assessment, and reporting suspicious transactions.

➤ Regulatory Reports to RBI

Regulatory Reports to RBI by AIFIs: Returns, formats, and timelines for AIFI's reporting to RBI, including financial, compliance, and risk reports.

➤ Risk Management Practices

Risk Management Practices: Identification, assessment, mitigation, and monitoring of credit, market, operational, and other risks in banks.

➤ Basel Norms

Basel Norms: Capital adequacy requirements, risk-weighted assets, and regulatory capital for banks, ensuring financial stability.

➤ Policies/Codes under SEBI Regulations/Listing Disclosures

SEBI Policies and Codes: Insider trading, related-party transactions, and other disclosure requirements for listed companies.

➤ BRSR Reporting

BRSR Reporting: Business Responsibility and Sustainability Reporting requirements, disclosures on environmental, social, and governance aspects.

➤ Legal Framework Governing Company Secretaries: Power and functions of Company Secretary, The Company Secretaries Act, 1980 along with Rules and Regulations, Disciplinary Mechanism and Penalties for Professional Misconduct Professional Liabilities
