<u>DIRECT RECRUITMENT DRIVE</u>

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

<u>POST- MANAGEMENT TRAINEE (DIGITAL TECHNOLOGY)</u>
<u>SYLLABUS</u>

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.

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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)

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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.

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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.

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THE SYLLABUS FOR THE POST OF DEPUTY MANAGER (DEPUTY COMPLIANCE OFFICER) AND CHIEF MANAGER (COMPLIANCE OFFICER) WILL BE UPLOADED SHORTLY.