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मैले यस दरखास्तमा खुलाएका विवरणहरु र देहाय बमोजिमका विवरणहरु सत्य छ भनी स्वःघोषण गर्दछु ।

- (क) कुनै राजनीतिक दलको सदस्य नभएको,
- (ख) यस बैंक सँगको ठेक्का पट्टावा कुनै चलअचल सम्पत्ति सम्बन्धी कारोवारमा आफै वा आफ्नो परिवारका कुनै सदस्यको संलग्नता नभएको वा यस बैंकसंग निजी स्वार्थ नभएको,
- (ग) आफ्नो नाममा व्यक्तिगत बेरुजु बाँकी नरहेको,
- (घ) भ्रष्टाचार, सम्पत्ति शुद्धीकरण, बैंकिङ्ग कसूर वा नैतिक पतन देखिने फौजदारी अभियोगमा अदालतबाट कसूरदार ठहर नभएको,
- (ङ) टाट नपल्टेको वा बेईमानी वा जालसाजिको आरोपमा सजाय नपाएको एवं दामासाहीमा नपरेको,
- (च) नियतवस बैंक तथा वित्तीय संस्थाको ऋण नतिरी प्रचलित कानून बमोजिम कालोसूचीमा नपरेको,
- (छ) कुनै प्रकारको कर तिर्न बाकी बक्यौता नभएको ।
- (ज) बैंक तथा वित्तीय संस्था सम्बन्धी ऐन, २०७३, नेपाल राष्ट्र बैंकद्वारा जारी एकिकृत निर्देशन, २०७८ तथा अन्य प्रचलित नेपाल कानून द्वारा अयोग्य नरहेको ।

ल्याप्चे	
दायाँ	बायाँ

उम्मेदवारको दस्तखत :
मिति

बैंकको सम्बन्धित कर्मचारीले भर्ने

१. दरखास्त बुझ्नेको दस्तखत र मिति :	२. दरखास्त स्वीकृत/अस्वीकृत गर्नेको दस्तखत र मिति :
३. प्रतिलिपिहरुको संलग्न प्रति :	

द्रष्टव्य : दरखास्त साथ विज्ञापनमा उल्लेखित कागजातका अतिरिक्त निम्न कागजातहरु अनिवार्य संलग्न हुनुपर्नेछ ।

- (क) उमेर खुलेको प्रमाणपत्रको प्रतिलिपी ।
- (ख) नेपाली नागरिकताको प्रमाणित प्रतिलिपी ।
- (ग) विज्ञापन भएको पदको लागि तोकिएको न्यूनतम शैक्षिक योग्यताको प्रमाणपत्रको प्रमाणित प्रतिलिपी (तालिम र अनुभव समेत आवश्यक परेमा सो को प्रतिलिपी समेत) ।
- (घ) माथि उल्लेखित विवरण तथा विज्ञापनमा मागिएका सबै विवरणहरु आफैले प्रमाणित गरी संलग्न गर्नुपर्नेछ ।

अनुसूची-३क : प्रमुख कार्यकारी अधिकृतले सम्पादन गर्नुपर्ने कार्यक्रम र सम्पादनको समय तालिका -३०%

S.N	Main indicators	Job Description	Working Schedule				
			Fiscal Year				
			2079/080	2080/81	2081/82	2082/83	2083/84
1	Five years strategic plan (079/80 to 083/84)	Implementation Of strategic 5 year plan as targeted					
2	Prepare programme & Annual Budget of the Bank and ensure its effective & efficient implementation (With in 1st Quarter)	(a) Preparation of Programme & Annual Budget in accordance with the Business plan of Bank and submission to the BOD for approval.					
		(b) Preparation of Time bound action plan for the achievement of target indicator & implementation accordingly.					
		(c). Submission of the progress report to the BOD Quarterly.Through the Cocerning Department					
3	Strengthen Banks Business	(a) Prepare and implement a marketing plan for deposit collection and Mobilization. CRM strategic.					
		(b) Prepare and implement a strategic plan for credit growth & credit administration.					
		(c) Prepare a strategic plan to promote fee / commission based business (Non-Fund Business).					
		(d) Strengthen the treasury business.					
		(e) Prepare and implement the plan for bringing down the operational cost to the industry level.					
4	Human Resource planning	(a) Update Implementation of transfer policy					
		(b) The Successor Plan must be prepare and submitted to the board .					
5	Ensure compliance with Different Regulatory Authority & Prevailing Laws	Fulfill all compliance as required by existing laws and directives issued by Regulatory Authority like NRB, SEBON, Company Registrar Office, etc.					
6	Ensure robust internal control system based on the preventive,	(a)Efficiently manage operational risks. Reliability of reporting and compliance with applicable laws and regulations and					

	detective, corrective and directive. Internal Audit & Revenue Audit	to establish top to down and down to top MIS in the real time basis. (b) Timely allocate the resources to conduct the Internal Audit and take necessary measures to resolve the findings & recommendations submitted by Internal Audit Division & Direction given by the Audit committee and BOD. To conduct revenue audit in at least 25 big branches per year.					
		(b) Regularize system audit as per the Direction of Nepal Rastra Bank.					
		(c) Maintain the effective internal control system.					
7	Financial statement, disclosure & Audit	(a) Ensure Timely & accurate Preparation of Financial Statement.					
		(b) Ensure Timely submission of Audited Financial statement to regulatory authorities.					
8	Ensure Up gradation & effective implementation of CBS	Successful implementation of Core Banking System (CBS) programme in all Branch Offices. b) Conduct system audit of the entire banking software and related systems as per the NRB directives					
9	Risk Management Practice	a) Introduce & implement effective risk management practices for Liquidity Risk, Credit Risk, Market Risk, Operational Risk, Interest Rate Risk & other Inherent Banking Risk. b) Develop Knowledge, Capacity and Skills (KCS) of the employees in newly designed system policies/procedures and complete the training for Implementation. To develop and monitor the KYE Module. c) Implementation of Risk based internal audit program as prepared by the BOD.					
10	Relationship & Coordination	(a) Establish and implementation of effective customer relationship management.					
		(b) Ensure quality & competitive banking policy & products to satisfy the customer. Introduce & implementation of customer Retention policy.					
		(c) Coordination with domestic Institutions to promote the Business activities .					

		Coordinate with Foreign Organization subject to BOD approval if required.					
11	Conduct AGM	Conduct AGM within the stipulated time frame.					
12	Implement the Decision of AGM & BOD	Implement all the decisions of AGM & BOD within a stipulated time period.					
13	Corporate governance	(a) Maintain good corporate governance within the bank.					
		(b) Comply local and international rules, regulation and banking best practices.					
14	Reconciliation of branch and agency Accounts	(a) Timely reconciliation of branch and agency Account.					
		(b) Settlement & closure of inactive & old agency Account.					
15	Physical Assets Management	a) Prepare and Analyze the utilization plan & Implement the utilization plan					
16	Digitization of products	Implementation of Digital Banking					
		Digitization of basic operations (Account openings, Loan Origination)					
		Implement the changes in the system					
17	Credit monitoring & supervision	(a) Closely monitor & oversee the targeted achievement and overall Operational Activities					
		(b) Update the action plan continuously and monitor & analyze the loan status amounting for more than one Million.					
18	Others	As stipulated by Board from time to time.					

Note: 1. Evaluation will be based on the Achievement of either Amount or Percentage.

2. GoN and NRB program will be automatically or naturally included.

अनुसूची-३ख : प्रमुख कार्यकारी अधिकृतले बार्षिक रुपमा हासिल गर्नु पर्ने वित्तीय सुचाङ्कक-७०%

Amount in Million

S.N	Particulars	2079/80		2080/81		2081/82		2082/83		2083/84	
		Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
1	Deposit/Resources										
2	Loan/Investment										
3	Loan Quality										
4	Interest Receivable										
5	Total Income										
6	Total Expenses										
7	Profit before income Tax (PBIT)										