

RBI Grade B Specialist Officer Exam Syllabus

Paper	Post	Syllabus
Paper-II English (writing skills)	ALL	The paper on English shall be framed in a manner to assess the writing skills including expression and understanding of the topic. Essay, Precis Writing, Comprehension, Business/Office Correspondence
Paper-I & Paper-III	Finance	<p>Paper-I - Objective tests on the following topics (finance specific)</p> <ol style="list-style-type: none"> Questions on RBI's guidelines/circulars Questions on Basel Norms and Risk Management principles on credit risk, market risk (including Treasury Risk Management, Liquidity Management and Balance Sheet Management), operational risk and Stress Testing Questions on financial accounting <p>Paper-III - Subjective Assessment</p> <ol style="list-style-type: none"> Analysing a credit proposal and giving comments on whether to sanction it or not Analysing sanctioned proposal and account statements and arriving at correct account classification Analysing the business strategy, ICAAP documents and arriving at risk perception of the bank. Analysis of an investment proposal and giving comments on whether to invest in the product or not or choose between investing in two products
	Data Analytics	Basics of Statistics, Probability, Distributions, Hypothesis Testing and Confidence Intervals, Correlations and Copulas, Linear Regression, Modelling Cycles: MA, AR, and ARMA Models; EWMA & GARCH models; Business Data Mining; Spreadsheet Modelling; Basic modelling in SAS

Risk Modelling	Basics of Statistics, Probability, Distributions, Hypothesis Testing and Confidence Intervals, Correlations and Copulas, Linear Regression, Measures of Financial Risk; Stress Testing; Volatility and Distribution; Key Concepts of Credit, Market, Liquidity & Operational Risk; Default Risk Quantitative Methodologies; Basel Accords; Spreadsheet Modelling, Banking products and processes, Risk Management including credit risk, market risk, and operational risk, Stress Testing, BCBS Publications, IFRS and IND-AS, Differentiated bank regulations (Small Finance Banks etc.), RBI major circulars, Basel III capital regulations with the perspective of Indian regulatory environment.
Forensic Audit	Fundamentals of Forensic Accounting; Frauds related concepts; Red Flags- Concepts and Techniques; Indian & International Laws related to Forensic Audit; IT Act vis-à-vis Business Laws.
Professional Copy Editing	Test for Space: -Long, Short, and Micro: Three versions of one text

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		<p>The applicants should have the ability to present three versions of each copy-long one for the publication; short one for executive summaries of big reports and for drafting press releases; and a micro one for disseminating through social media.</p> <p>Test for Copy Editing</p> <p>- Punctuation and Problem Words</p> <p>The applicants would be tested for their use of punctuation while editing the copy. The copy should be free from problem words. Effort should be given to simplify the words, that might be little heavy for the reader to understand.</p> <p>- Grammar</p> <p>The applicants would be tested for grammatical usage.</p> <p>- Fact checking and Proof reading</p> <p>The applicant should check the facts and read the proof properly before submitting the edited copy.</p>

Test for technique

- Brevity in writing

Applicants to be tested on this aspect through precis writing

- Transcription

Conversion of audio/ video format to written report within given time frame

- Simplification

Conversion of technical content to blog style/ easily comprehensible, reader friendly writing for common man.

Test for Tone:

-Cultural Sensitivity and Political Correctness

The applicants should have the ability to test the copy to be published on the parameters of cultural sensitivity and political correctness. They should ensure that the copy is not biased towards any culture/community/religion and is neutral to any political inclination.

Editing: concept, process and significance

- The copy edited by the applicants would be tested for their editorial values based on the parameters like objectivity, facts, impartiality and balance.
- The applicant should have the ability to face the challenge of timeline as submitting the copy in time and in correct form is a primary responsibility of the copy editor and sometimes there would be tight deadlines for submitting the copy.
- The applicant should have the ability to present the copy that makes a good reading and generates interest;
- The applicant would be tested for the planning and visualisation of the copy, based on the following parameters:
 - Headlines and introduction
 - Stylebook and Style sheet
 - Use of synonyms and abbreviations

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		<ul style="list-style-type: none"> • Correct usage of Grammar and punctuations • Crispness of content <p>Recommended Reading: William Strunk, Jr. and E. B. White, <i>The Elements of Style</i>; Penguin 2007 <i>Editors on Editing</i>, ed. Gerald Gross, 3rd ed. (Grove, New York, 1993)</p>
	Human Resource Management	<p>Human Resource Management (HRM): Functions & Scope of HRM; Components of HRM; Role of HR Executives; International HRM - Management Process and Organizational Behaviour - Leadership and Decision Making - Interpersonal and Group Processes - Organisational Dynamics - Human Resource Development (HRD): Need for HRD; Strategies & Systems; Career Planning & Growth; Competency Mapping; Performance & Potential Appraisal; Coaching & Mentoring; Training & Development; Compensation & Reward System; Incentives; Motivation; Morale -</p> <p>Human Resource Planning: Process and Functions of Human Resource Planning; HR Forecasting Techniques; Job Analysis and Design.. Job Evaluation; Recruitment & Selection; Employee Induction, Orientation & Socialization; Succession Planning; Promotion, Transfer and Separation - Organisational Change - Industrial Relations (IR): Concept & Scope of IR; Approaches to IR; Trade Unions & Associations; Collective Bargaining; Employee Participation; Employee Welfare; Grievance Handling; Dispute Resolution; Discipline; Laws on Industrial Relations, Working Conditions, Wages & Social Security - Emerging Trends in HRM.</p> <p>The above syllabus is only indicative and not exhaustive.</p>

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