

S.No	Topic	Contents
1	Introduction of Banking	<ul style="list-style-type: none"> <li>• Banking System in India</li> <li>• Finance and Accounting for Bankers</li> <li>• RBI Act- Role and Functions and Banking Regulation Act</li> <li>• Structure of Banks – Division and its Functions</li> <li>• Concept of Money and Interest</li> </ul>
2	KYC/AML	<ul style="list-style-type: none"> <li>• Definition of KYC</li> <li>• RBI on KYC &amp; Laws in India</li> <li>• Why KYC– Objectives &amp; Process flow for CASA and Term Deposit Accounts</li> <li>• Types &amp; Documentation of Savings- Minor, Sr. Citizen, Salary, Nofrill, Student, Women, Sole &amp; Joint accounts.</li> <li>• CA-Entities eligible to open account, MAB requirement, KYC requirement, Product Variants,</li> <li>• Introduction to NR- NRO, NRE, FCNR and RFC Accounts—Documentation &amp; AOF Filing.</li> <li>• Introduction to HUF, Partnership, Limited Company &amp; TACS Accounts- Documentation.</li> <li>• Definition of AML &amp; CFT (Combating Financing of Terrorism)</li> <li>• Stages of AML &amp; Risk involved.</li> </ul>
3	Cheque/Cash	<ul style="list-style-type: none"> <li>• Vault Opening/ Closing &amp; Cash Deposit/ Withdrawal Process</li> <li>• Bait Money, Cash Retention Limit &amp; Vault Key Management</li> <li>• Cash in Transit process, Concept &amp; Role of Currency Chests</li> <li>• Cash Sorting as per Clean Note Policy.</li> <li>• Security Features of New Bank Notes, Note Refund Rules Handling Fake Currency &amp; Reporting to FIU.</li> <li>• Negotiable Instrument Act- Cheque, DD, PN, BOE</li> </ul>
4	Payment Mechanism	<ul style="list-style-type: none"> <li>• CTS–Definition, Features of CTS Cheque, P2F Session, Process Flow &amp; Cheque Handling</li> <li>• Funds Transfer Methods -NEFT, RTGS, IMPS</li> </ul>
5	Third Party Products	<ul style="list-style-type: none"> <li>• Insurance- General/Life/Health, Mutual Funds,</li> </ul>
6	Banking Sales	<ul style="list-style-type: none"> <li>• Relationship Management</li> <li>• Prospecting of Customers</li> <li>• Customer Profiling</li> <li>• CASA Acquisition</li> </ul>
7	Professional Excellence/ Behavioral Sciences	<ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Business Etiquettes</li> <li>• Body Language</li> <li>• Formal Dressing / Presentation</li> <li>• Interview Tips</li> </ul>
8	Deliverables	
9	Trade FX	
10	Retail Assets	
11	Financial Instruments for Investment	

