

**Post Recruitment Test Examination Syllabus
(PRT Exam Syllabus)**

Paper No.	Subject		Books Prescribed
1	General Subject Office Organization, Office Procedure drafting and noting (without books)		Handbook for training of Ministerial staff (Clerical) Parts - I, II, II-A, III & III-A
	100 Marks		
2	General Subject Rules and Manuals of General Application (Without books)		Handbook for training of Ministerial staff (Clerical) Parts - IV
	100 Marks	1	General Provident Fund
		2	Contingent Expenditure
		3	Budget
		4	Departmental and Language Examination
		5	Recruitment to Government Service
		6	Introduction to Maharashtra Civil Services Rules. Section I : Posts & Appointment II : Pay III : Joining Time IV : Allowances V : Leave VI : Pension VII : Miscellaneous
		7	Printing & Stationary
		8	Handling of Government Money
		9	Hand Book of Instructions for speedy settlement of Audit Objections Inspection Reports Etc.

Paper No.	Subject		Books Prescribed
3 (A)	Special Subject (With books) For the Office of the Directorate of Accounts and Treasuries and its Subordinate Offices.) 100 Marks	1	Instruction Manual for Stores Verification Staff,
		2	Maharashtra Contingent Expenditure Rules 1965 Part II Section XXIV & XXXV
		3	Maharashtra Treasury Rules 1968 Vol. I Part I (Section I & III) Part II (Section I) Maharashtra Treasury Rules 1968 Vol. II Appendix IV
		4	Bombay Financial Rules Chapter I and II Appendix 20 and 22
		5	Bombay Budget Manual Chapter IX (Para 109)
3 (B)	Special Subject (With books) (For the Office of the Pay and Accounts Office Mumbai) 100 Marks	1	Manual of the Pay and Accounts Office, Bombay Chapter II, III, IV, V VI, XII & XV
3(C)	Special Subject (With books) (For the Office of the Chief Auditor Local Fund Accounts Mumbai and its Subordinate Offices.) 100 Marks	1	Office Manual for the Office of the Chief Auditor Local Fund Accounts Bombay Chapter I to VIII and XXII
		2	Maharashtra Contingent Expenditure Rules 1965 Part II Sections I, III, IV, V, VI & VII.
		3	Bombay Financial Rules 1959 Chapter I & II Appendices 20 & 22
3(D)	Special Subject (With books) (For the Office of the District Treasuries and Sub Treasuries) 100 Marks	1	Maharashtra Treasury Rules 1968 Vol.I Part I Part II (Except Rules 63 to 95) Part III Part V (Chapter I) Part VI Maharashtra Treasury Rules 1968 Vol.II
		2	The Maharashtra Treasury Manual
		3	The Sub Treasury Manual Excluding Chapters III & VI