

Sr.No.	Name of Examination	Exam Date
1.	PRT (Post Recruitment Test) Exam	-
2.	Maharashtra Accounts Clerk(MAC) Exam	
3.	Maharashtra Finance and Accounts services Class III Exam	
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**PRT (Post Recruitment Test) Exam** is conducted by the Directorate of Accounts & Treasuries once in a year in the month of April/May. Similarly **MAC (Maharashtra Accounts Clerk) Exam** for employees in all divisions and other State Government offices is conducted once in a year in the month of Oct/Nov.

### Details of work :-

- Drafting circulars of both the exams.
- Accept applications of Mumbai division.
- Prepare list of eligible candidates.
- Deciding exam center.
- Preparing exam time table and informing the same to all the departments/divisions.
- Appointing exam question paper setters. After receiving the question papers sending the same to Government Printing Press at Charni Road, Mumbai. Follow up to receive the same in time.
- Contacting all the divisions and distributing answer sheets/supplements and sealed question papers according to their demands (i.e. according to the number of candidates appearing for the exam from their division).
- After receiving the answer sheets from all divisions, allotting codes to the answer sheets and slips thereof.
- After allotting code numbers to the answer sheets, disbursing the sealed answer sheets to the examiners referred by the Director for assessing the same.
- After receiving the answer sheets along with the mark sheets, preparing the result of the same.
- After the result of the exam is announced, convey the marks of unsuccessful candidates to them through their respective offices.
- Revaluating the marks of the unsuccessful candidates as per their revaluation applications and intimate the same to them.

**Maharashtra Finance and Accounts services Class III Exam** is conducted by Maharashtra Public Service Commission twice in a year in the month of April/May and October/November.

### Details of work :--

- Scrutiny of the applications received within prescribed time as per the norms of exams of MPSC.
  - Preparing a list of the eligible candidates and forwarding the same to MPSC within prescribed time.
  - To convey the instructions received from MPSC (regarding exam time table, hall tickets, exam rules) to the eligible candidates through their respective heads of departments.
  - After the exam results are announced, take a note of the successful candidates in the register maintained for the purpose.
  - Convey the marks of unsuccessful candidates to them through their respective offices.
  - After receiving the applications for revaluation with requisite fees within prescribed time, prepare a list of the same and forward it to MPSC. After receiving the revaluation results convey the same to the candidates through their respective offices.
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