



BOARD OF REVENUE : ODISHA : CUTTACK

(ଭାରତୀୟ ପଞ୍ଚାଙ୍ଗ, ଓଡ଼ିଶା, କଟକ)

(Email ID: exam.bor@gmail.com)

File No.XI-06/2025- 432 /Exam., Dated 10.10.2025

To

All Collectors

Sub: **Annual Departmental Examination on Accounts and office procedure/Laws on Registration & Statutory Rules/Spl. Odia Examination for RIs, 2025- Invitation of online application regarding.**

Sir,

I am directed to say that the Annual Departmental Examination on Accounts and Office Procedure/Registration Laws and Statutory Rules/Special Exam. in "ODIA" for RIs, for the year 2025 will be conducted at all District Headquarters as per the following programme.

DATE OF EXAMINATION	SUBJECT/ PAPERS		SITTINGS	TIME
29.12.2025 (Monday)	ACCOUNTS & OFFICE PROCEDURE (Group-A) (Preliminary Exam)	PAPER-I	1 ST SITTING	10AM to 1PM
		PAPER-II	2 ND SITTING	2PM to 5PM
30.12.2025 (Tuesday)	ACCOUNTS & OFFICE PROCEDURE (Group-B) (Final Exam)	PAPER-III	1 ST SITTING	10AM to 1PM
		PAPER-IV	2 ND SITTING	2PM to 5PM
31.12.2025 (Wednesday)	REGISTRATION LAWS & STATUTORY RULES.		1 ST SITTING	10AM to 1PM
	SPL. EXAM. IN ODIA (FOR RIs)		1 ST SITTING	

2. The Departmental Examination Application Software inviting online applications from the Ministerial Officers/Senior Clerks of Registration Offices/RIs will be opened from **13th October, 2025..** The link for submission of application online shall be made available from **13.10.2025 (Monday) to 13.11.2025 (Thursday).** No offline application shall be entertained

The candidates may visit the Board's website (**boardodisha.nic.in**) and before proceeding for filling the online application form, they are required to go through the **GUIDELINES AND INSTRUCTIONS AVAILABLE IN BOARD'S WEBSITE (ANNEXURE-I).**

DOCUMENTS TO BE UPLOADED:

- Recent coloured passport size photograph and scanned signature as per the instruction mentioned in Annexure-I.
- The forwarding letter duly signed or approved by the Head of Office .

3. Verification of application received will be conducted online by all Districts from **15.11.2025** to **29.11.2025** positively by using District Login ID and Password, which will be provided by Board. Applications of ineligible candidates as per rule 163-A of the Bihar & Odisha Board's Miscellaneous Rules, 1928 shall be rejected during verification.

This is for favour of information & necessary action.

Yours faithfully,

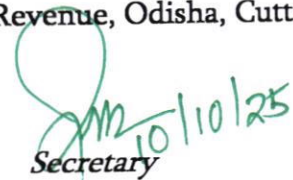


Secretary

Board of Revenue, Odisha, Cuttack

Memo No. **433** /Exam., Dated **10.10.2025**

Copy forwarded to **Technical Director, NIC, Board of Revenue, Odisha, Cuttack** for favour of information & necessary action.



Secretary

Board of Revenue, Odisha, Cuttack

GUIDELINE AND INSTRUCTION

FOR ONLINE SUBMISSION OF APPLICATION FORM FOR

THE ANNUAL DEPARTMENTAL EXAMINATION ON ACCOUNTS & OFFICE PROCEDURE ETC.,

2025

PREREQUISITE:

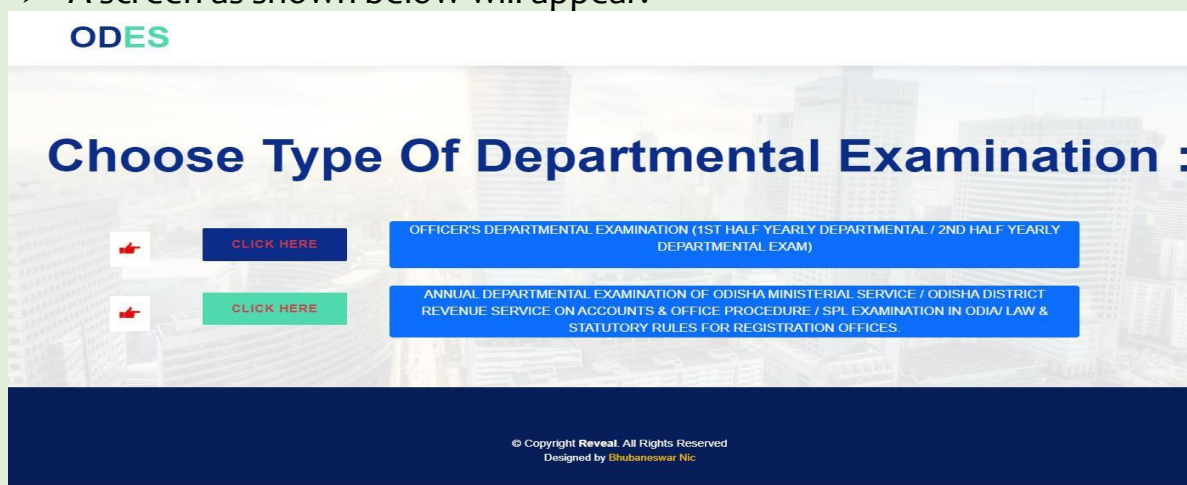
Before proceeding for filling the Online Application Form 'the applicant is required to have the following:

- 1) Personal Mobile Number of the applicant, for validations and future correspondence. In case you provide wrong/incorrect mobile phone number, you will not be able to receive the updates.

LOGIN-1 (For Creation of Application ID & Password):

- 2) Clearly scanned latest Passport size Photograph, Signature (size limited to minimum 10 KB and maximum 50 KB each). Forwarding letter from the heads of the office where the applicant is posted (size limited to 150KB to 300KB)

- Go to Board's Official Website: <http://boardodisha.nic.in/>.
- Click on EXAMINATION ICON.
- A screen as shown below will appear.



- Click on ANNUAL DEPARTMENTAL EXAMINATION OF ODISHA MINISTERIAL SERVICE/ODRS ON ACCOUNTS & OFFICE PROCEDURE ETC. **LINK.**
- A screen as shown below will appear.
- Click on APPLY ONLINE available on the right hand side panel.

BOARD OF REVENUE, ODISHA
ODISHA DEPARTMENTAL EXAMINATION MANAGEMENT

Home Know Your Application Id

Announcement

Candidate Login District Login

Visions and Mission
Role and Function
Notifications
Result Available
Rejection Notice
Gallery

Admin Login
Syllabus
Questions
Important Circulars
Rules and Office order

About Departmental Examination Conducted by Board Of Revenue

Board of Revenue conducts the Departmental Examination of Officers twice in a year (1st Half yearly Examination in June & 2nd Half Yearly Examination in December, Centrally at Cuttack) by orders of the Board of Examiners comprising of Member, Board of Revenue as Chairman, D.O. of Police and S.M. Law Department, Odisha as its Member & Secretary, Board of Revenue is the Director of Examination. Officers of about 23 services namely: IAS, IPS, IFS, OAS, OPO (Odisha Police Service), OMS, PPO (Forest Service), PMS Civil Eng. Service (OD), Electrical & Mechanical Eng. examination in ODA for officers of all the above services, who haven't passed NMC/CSE/ICSE & higher equivalent exams with ODA as a subject.

It also conducts the Annual Departmental Examination on ACCOUNTS & OFFICE PROCEDURE / LAW & STATUTORY RULES FOR REGISTRATION OFFICIALS/ STL. EXAMINATION IN ODA in respect of officers of Odisha Ministerial Service & Odisha District Revenue Service of all Districts. It is held once in a year at the respective district headquarters. (at last week of December)

It also conducts the Final Examination of RAs / AOs & Amin positions of all R.E.T.s regularly throughout the year.

Information and Communication Technology (ICT) is an effective tool for integrating and automating various activities of examination system at different administrative levels to bring reliable, efficient, available, transparent and robust examination solutions. Online Departmental Examination System (ODES) will ensure efficiency and effectiveness in the examination system and tender convenience of online queries by cutting down time and cost, thus bringing a new change in the existing manual examination system. Various features of ODES are :

- Apply online for Departmental Examination
- Online Verification of candidate details
- Online Exam Date Time Entry Schedule Entry
- Generation of Admit Card Online
- Online Exam Mark Entry
- Online Exam Result Declaration

Contact info

Phone: 0674 2531111, 0674 2531112, 0674 2531113, 0674 2531114, 0674 2531115, 0674 2531116, 0674 2531117, 0674 2531118, 0674 2531119, 0674 2531120, 0674 2531121, 0674 2531122, 0674 2531123, 0674 2531124, 0674 2531125, 0674 2531126, 0674 2531127, 0674 2531128, 0674 2531129, 0674 2531130, 0674 2531131, 0674 2531132, 0674 2531133, 0674 2531134, 0674 2531135, 0674 2531136, 0674 2531137, 0674 2531138, 0674 2531139, 0674 2531140, 0674 2531141, 0674 2531142, 0674 2531143, 0674 2531144, 0674 2531145, 0674 2531146, 0674 2531147, 0674 2531148, 0674 2531149, 0674 2531150, 0674 2531151, 0674 2531152, 0674 2531153, 0674 2531154, 0674 2531155, 0674 2531156, 0674 2531157, 0674 2531158, 0674 2531159, 0674 2531160, 0674 2531161, 0674 2531162, 0674 2531163, 0674 2531164, 0674 2531165, 0674 2531166, 0674 2531167, 0674 2531168, 0674 2531169, 0674 2531170, 0674 2531171, 0674 2531172, 0674 2531173, 0674 2531174, 0674 2531175, 0674 2531176, 0674 2531177, 0674 2531178, 0674 2531179, 0674 2531180, 0674 2531181, 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- a. Name of the Service
- b. Designation (must be written in Full i.e. Junior Assistant / Senior Assistant / Revenue Inspector / Senior Revenue Assistant etc.)
- c. Applicant name
- d. Father's/Husband Name
- e. Date of Birth
- f. HRMS ID (if available)
- g. Date of Joining in Govt. Service.
- h. Email ID.

PART₂ OF THE FORM

➤ SELECT SUBJECTS/PAPERS YOU WANT TO APPEAR.

SUBJECT/ PAPERS	
ACCOUNTS & OFFICE PROCEDURE (GROUP-A)	PAPER-I
	PAPER-II
ACCOUNTS & OFFICE PROCEDURE (GROUP-B)	PAPER-III
	PAPER-IV
REGISTRATION LAWS & STATUTORY RULES. (only for the Senior Clerks / Assistants of the Registration Offices)	
SPL. EXAM. IN ODIA (FOR R.I.s)	

PART₃ OF THE FORM: ADDRESS DETAILS.

- District Name
- Name of The Office
- Address of Office
- Pin code
- Mobile no.

Board of Revenue
 Govt. of Odisha

[Home](#)
[Help](#)

Personal Details :-

Name of service : Odisha District Revenue Officer

Designation : JUNIORCLERK

Full Name of Applicant : RAMA

Father/Husband Name : KANTA

DOB : 06/10/1993

DOJ : 05/10/2022

Pan Number : AAACU2414K

HRMS ID : 22222222

Email Id : ramakanata@gmail.com



Manojkanata

Subject

☒ Account And Office Procedure Paper-I
☒ Account And Office Procedure Paper-II
☐ Account And Office Procedure Paper-III
☐ Account And Office Procedure Paper-IV
☐ Special Examination in ODIA

Name Of the Office

Address of Office : SD

District : FSD

Pin : ANGUL

Mobile No : 1111111

Create Password :-

Password * :

Confirm Password * :

Security Code * :

X U H D H

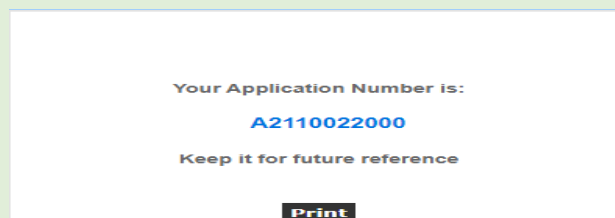
Can't read the image ? Click [Refresh](#)

[Edit](#) [Confirm](#)

Designed & Developed by :- National Informatics Centre, Bhubaneswar, Odisha

PART4 OF THE FORM : DOCUMENT UPLOAD.

- Scanned copy of forwarding letter. (150KB-300KB)
- One passport size photograph. (10KB-50KB)
- Signature of the Candidate. (10KB-50KB)
- After filling all these information Candidate has to click on “SUBMIT”button.
- After Submit, create your password as per the instruction.
 - The Password should be more than 8 characters which must contain at least one upper case, one lower case, one symbol and one number digit (ex: 0,1,2,3 etc.),
 - Enter the security code (Captcha), which is displayed on the screen.
 - Click on Confirm button to finally submit the application form.
 - After confirmation a **Unique Application ID** will be provided to the candidate as displayed below.



- One can take the printout of the acknowledgement by pressing: “ Control+P”
- A system generated **Forwarding Letter** will be Provided to all Candidate.
- Take a Printout for approval of the Higher Authority.

Application-Cum-Admission Form
Annual Departmental
Examination on Accounts & Office Procedure Etc, 2022

To
The Collector,
ANGUL.

(Through Head of Office / Next Higher Authority)

Subject : Application for appearing the Annual Departmental Examination on Accounts & Office Procedure Etc, 2022 .

Sir/Madam,

I may kindly be allowed to appear the Annual Departmental Examination on Accounts & Office Procedure Etc, 2022 .

Application Number : **A2210150001**

Name of service : RO

Designation : JUNIORCLERK

Full Name of Applicant : RAMA

Father/Husband Name : KANTA

DOB : 06/10/1993

Pan Number : AAACU2414K

HRMS ID : 22222222

DOJ : 05/10/2022

Email Id : ramakanata@gmail.com

Subject/Paper : 1.Account And Office Procedure Paper-I
2.Account And Office Procedure Paper-II

Name Of the Office : SO

Address of Office : FSD

District : ANGUL

Pin : 111111

Mobile No : 1111111111

Yours faithfully
Ramakanata
Full Signature of Applicant

IP: 11

(Take a Printout of the above application, Get it Signed by your higher authority and upload it again online.)

Office of the _____, Memo No. _____, Dt. _____, Sri/Smt RAMA, Certified that Odisha District Revenue Officer as stated above is an employee of this office of the undersigned. I attested on the body of the photograph pasted herewith and allowed him/her to appear at the Departmental Examination on account and office procedure conducted by the Board of Revenue, Odisha, Cuttack.

Print **Home**

Seal Signature of Higher Authority

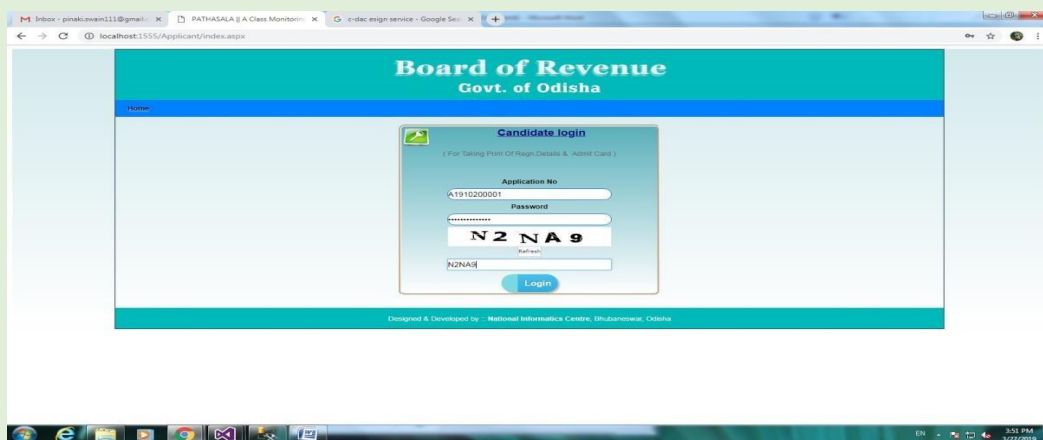
LOGIN-2 (for Uploading of Forwarding Letter):

- After approval of the higher authority in the hardcopy, the same need to be uploaded in the Candidate Login.

- Go to Candidate Login using the **Unique Application ID & Password**.
- Click on the Upload the Forwarding Letter option.
- Upload the Scanned copy of the Forwarding Letter (150KB-300KB).
- Click on **SUBMIT**.

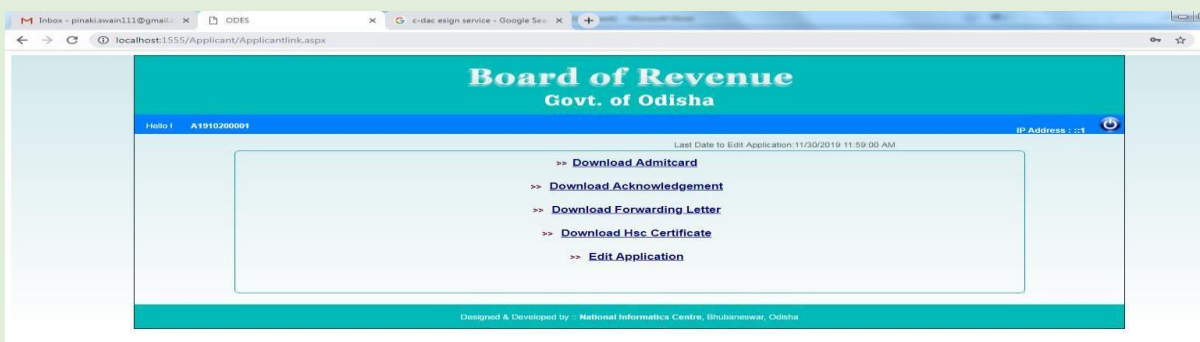
Finally candidate can log into his/her User Id by entering the Application ID with Password created during submission of Application.

After successfully applying the form, the entered form can be displayed / modified as per the desire of the candidate by accessing the form with Application Form No. & Password.



By logging into the Applicant Login, a screen is displayed with different option.

- Edit Application
- Download acknowledgement
- Download forwarding Letter



But the Admit Card can only be downloaded as per the notice.

*******THANK YOU*******