BOARD OF REVENUE : ODISHA : CUTTACK

(ରାଜସ୍ୱ ପର୍ଷଦ, ଓଡ଼ିଶା, କଟକ)

(E-mail : exam2.bor@gmail.com / exam.bor@gmail.com)

File No.V-04/2022- 523 /Exam. Dated 01/10/2022

NOTIFICATION

It is hereby notified for general information that the **2nd Half Yearly Departmental Examination of Officers, 2022** conducted by the Board of Revenue for all Departments of Govt. of Odisha will be held underlined centrally in the last week of December at Cuttack.

On-line applications are hereby invited from the prospective officers through the Proforma application to be made available in the Board's website **(boardodisha.nic.in)** w.e.f. **6th October,2022**. The candidates are requested to visit the Board's website 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).

The candidates are required to furnish application through **Online only. No off-line applications will be entertained. The link for submission of application online shall be made available from 06.10.2022(Thursday) to 07.11.2022 (Monday).**
(Note: 07.11.2022 is the last date for the submission of online application).

The detailed programme of the examination schedule (both Written & Viva-Voce) will be notified later on.

DOCUMENTS TO BE UPLOADED:

- Candidates must upload recent coloured passport size photo and scanned signature as per the instruction mentioned in Annexure-I.
- The Forwarding letter duly signed or approved by the head of office must be uploaded.
  (If the head of office is an examinee, his / her application should duly be approved by the next Higher Authority).
- No application without forwarding letter shall be entertained.
- The officers, who want to be exempted from passing of ODIA in the Departmental Examination, should upload their HSC/ equivalent certificate. (Note: ODIA in M.E. Standard will not be considered for exemption)
- No need to upload HSC/ Equivalent certificate, if you have already been exempted by this office.

No candidate shall be allowed into the Examination Hall without ADMIT CARD. Candidates are advised to check updates on Board's website regularly for latest updates like Programme of the 2nd Half Yearly Departmental Examination of Officers,2022 and availability of Admit Card.

The officers under training at the Gopabandhu Academy of Administration, Bhubaneswar / Madhusudan Das Regional Academy of Financial Management (MDRAFM), Bhubaneswar / any other institution should submit their application in the above manner through their Academy / Institute.

1.10.22

For answering the written papers "with books", the officers will be allowed to use only **Bare Acts and Rules brought** by them. No other reference material shall be allowed inside the Examination Hall.

Any candidate found indulging in any kind of malpractice during examination shall be debarred from appearing in the Departmental Examination for the next three years. Besides she / he shall also be recommended for Departmental action.

IMPORTANT INSTRUCTIONS FOR CANDIDATES:

- No candidate shall be allowed into the Examination Hall without ADMIT CARD, MASK & SANITIZER.
- **MOBILE PHONES & other electronic gadgets** are strictly prohibited inside the Examination Hall.
- Candidate must carry "Any one of the original and valid Photo Identification Proof issued by the government".
- Candidates can download their Admit Cards by logging into Board's website "boardodisha.nic.in" 1 week before the scheduled date of the Examination, which will be notified later on.
- The officers of Odisha Finance Service are advised to go through the newly revised syllabus, which is available in the Board's website.
- For any queries and technical assistance, you may contact the Examination Branch, Board of Revenue, Odisha, Tel. No. **0671-2508006.**

By orders of Board of Examiners

Secretary,
Board of Revenue, Odisha, Cuttack

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GUIDELINE AND INSTRUCTION
FOR ONLINE SUBMISSION OF APPLICATION FORM FOR THE
## 2ND HALF YEARLY DEPARTMENTAL EXAMINATION OF OFFICERS, 2022

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.

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) and the scanned HSE / Equivalent Certificate (Optional) for exemption from passing of ODIA in the Departmental Examination.

FILL THE ONLINE APPLICATION FORM.

➢ Go to Board's Official Website: **http://boardodisha.nic.in/** .

➢ Click on **EXAMINATION ICON.**

➢ A screen as shown below will appear.
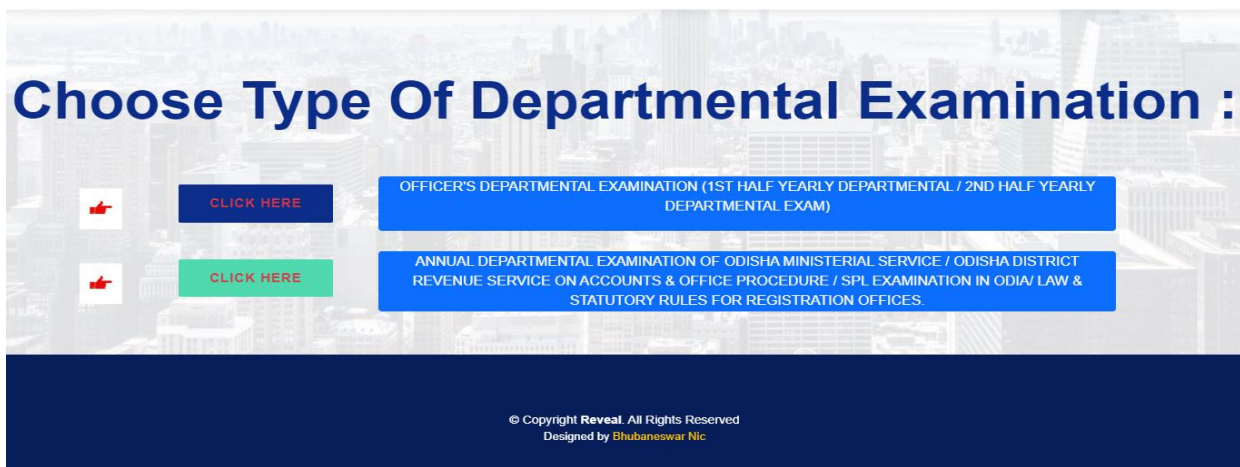
➢ Click on **THE OFFICER'S DEPARTMENTAL EXAMINATION LINK.**

➢ 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

Apply Online

Home | Know Your Application Id

Announcement

Candidate 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.G. of Police and L.R. 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, OFS(Odisha Finance Service), ORS, FS(Forest Service), PWD Civil Eng. Service(CE), Electrical & Mechanical Eng. Service(E&ME), OMS, OGS, OWS, OCSS, Excise Service(ES), TE&TS, T&S, Fisheries Service, FB&IS, OLS, Industries Service(IS) etc take part in this examination. There are total of 64 papers (53-Written papers & 11 Viva-Voce). It conducts examination in ODIA for officers of all the above services, who haven't passed HSC/CBSE/ICSE & Higher equivalent exams with ODIA as a subject.

It also conducts the Annual Departmental Examination on ACCOUNTS & OFFICE PROCEDURE / LAW & STATUTORY RULES FOR REGISTRATION OFFICIALS/ SPL. EXAMINATION IN ODIA 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 RIs / ARIs & Amin trainees of all R.I.T.I.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, scalable, transparent and robust e-governance solutions. Online Departmental Examination System (ODES) will ensure efficiency and effectiveness in the examination system and render convenience of on-line queries by cutting down time and cost, thus bringing a sea 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

Email
exam.bor@gmail.com
exam2.bor@gmail.com

Address
Board of Revenue
Odisha,Cuttack

Designed & Developed By NIC.Bhubaneswar.

➢ The examination form will appear on the screen as shown below.
➢ Now you are ready for filling up of the form. Please fill the details as per the format wherever it is mentioned. The fields which are marked as * are mandatory.

The form MUST be filled with utmost care and accuracy.

FILL THE ONLINE APPLICATION FORM

PART 1 OF THE FORM: ENTER THE PERSONAL DETAILS, VIZ.

a. Name of the Service
b. Designation
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.
i. Have you passed HSC or equivalent Exam with Odia.?

➢ If   YES,
   Upload HSC/Equivalent certificate for exemption from passing of ODIA (ignore, if you have already been exempted by Board of Revenue).

➢ If   NO,
   You may select ODIA (written & Viva) as papers in the Subject column to appear.

PART2 OF THE FORM

➢ SELECT SUBJECTS/PAPERS YOU WANT TO APPEAR.
   o Papers with suffix (W) are written papers
   o Papers with suffix (V) are Viva Papers.

### PART 3 OF THE FORM: ADDRESS DETAILS.
   o District Name
   o Name of The Office

- o Address of Office
- o Pin code
- o Contact Mobile no

PART4 OF THE FORM : DOCUMENT UPLOAD.

- o Scanned copy of forwarding letter. (150KB-300KB)
- o One passport size photograph. (10KB-50KB)
- o Signature of the Candidate. (10KB-50KB)
- o Scanned copy of HSC/ Equivalent Certificate (if required). (150KB-300KB)

➤ After filling all these information Candidate has to click on **"SUBMIT"** button.

➤ After Submit, create your **password** as per the instruction.

- o 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.),
- o Enter the security code (Captcha), which is displayed on the screen.
- o Click on Confirm button to finally submit the application form.
- o After confirmation an Unique Application ID will be provided to thecandidate as displayed below.
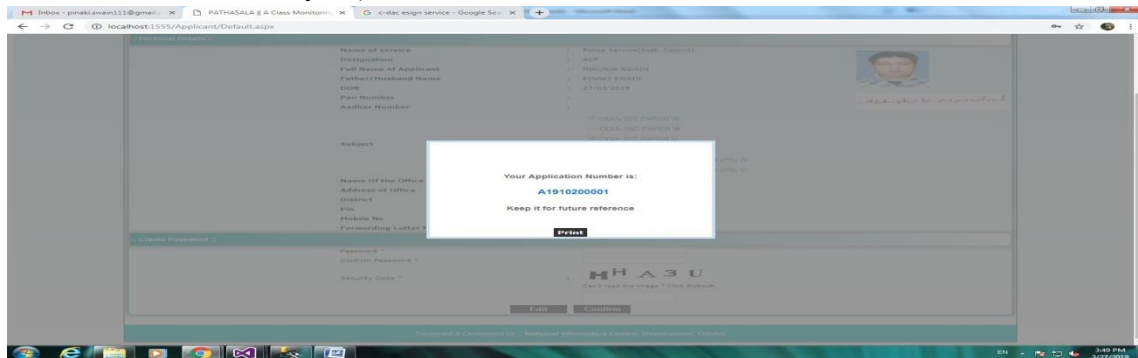
➤ One can take the printout of the acknowledgement by pressing: " Control+P"
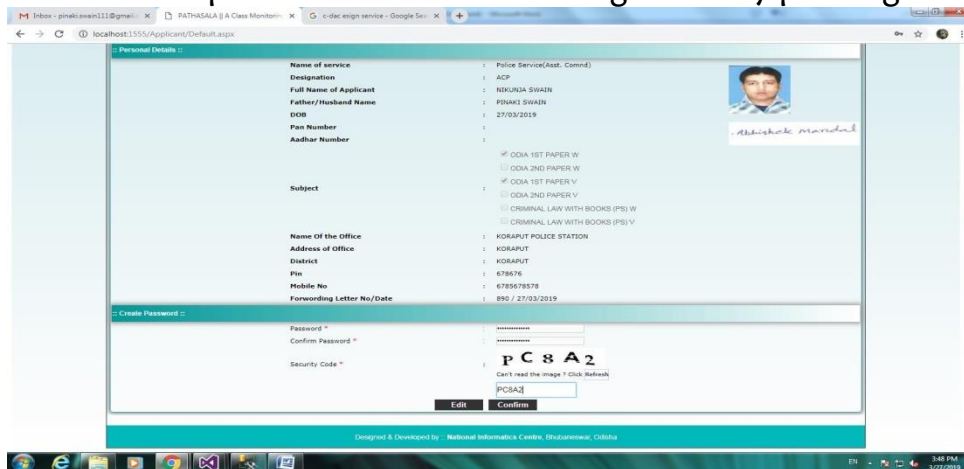
Finally candidate can log into his/her User Id by entering the Application ID with Password created during submission of Application.

After successfully applying the form, the entered form can be displayed / modifiedas per the desire of the candidate by accessing the form with Application Form No. & Password.
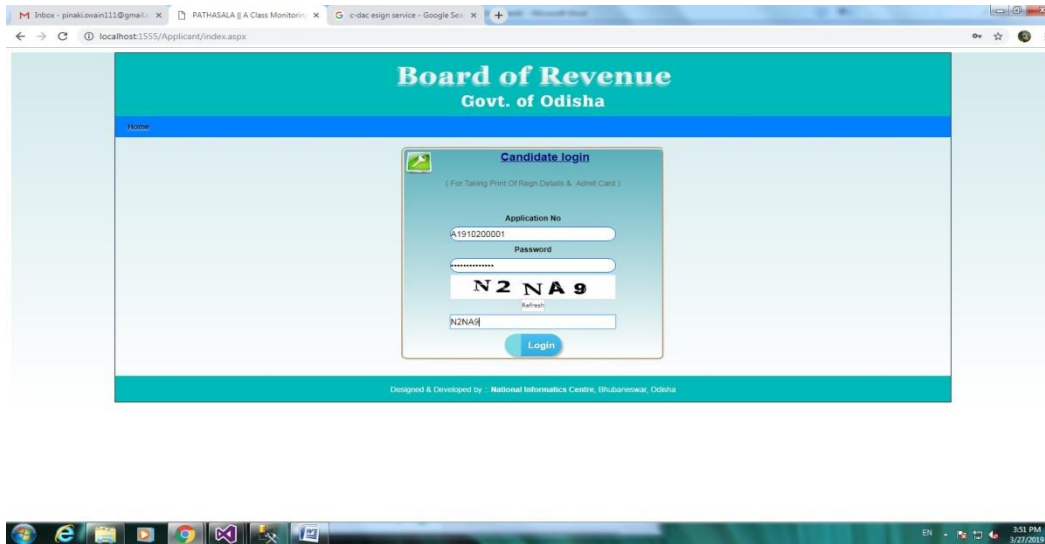
By logging into the Applicant Login, a screen is displayed with different option.

- o Edit Application
- o Download

   Acknowledgement

- o Download forwarding Letter
- o Download HSC or Equivalent Certificate.

But one can be able to download the Admit Card before 1 week of the Examinationas per the notification.

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