# BOARD OF REVENUE : ODISHA : CUTTACK

(ରାଜସ୍ୱ ପର୍ଷଦ, ଓଡ଼ିଶା, କଟକ)

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

File No.V-01/2024- **203** /Exam. Dated. **21.03.2024**

# NOTIFICATION

On-line applications are hereby invited from the prospective officers through the Proforma application to be made available in the Board's website (**https://boardodisha.nic.in/**) w.e.f. 2nd April,2024 in respect of the 1st Half Yearly Departmental Examination of Officers, 2024 conducted by the Board of Revenue for all Departments of Govt. of Odisha to be held in the 2nd week of June,2024.

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 02.04.2024 (Tuesday) to 01.05.2024 (Wednesday)**. 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 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.

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. Otherwise, the application without forwarding letter will be rejected by the software & the candidate will not be able to appear in the Departmental Examination.
  (If the head of office is an examinee, his / her application should duly be approved by the next Higher Authority).
- 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 a candidate has already been exempted by this office.

For any queries and technical assistance, you may contact the Examination Branch, Board of Revenue, Odisha, Tel. No. 0671-2508006.

By orders of Member, Board of Revenue, Odisha, Cuttack

Secretary,
**Board of Revenue, Odisha, Cuttack**

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# GUIDELINE AND INSTRUCTION

## FOR ONLINE SUBMISSION OF APPLICATION FORM FOR THE HALF YEARLY DEPARTMENTAL EXAMINATION OF OFFICERS, 2024
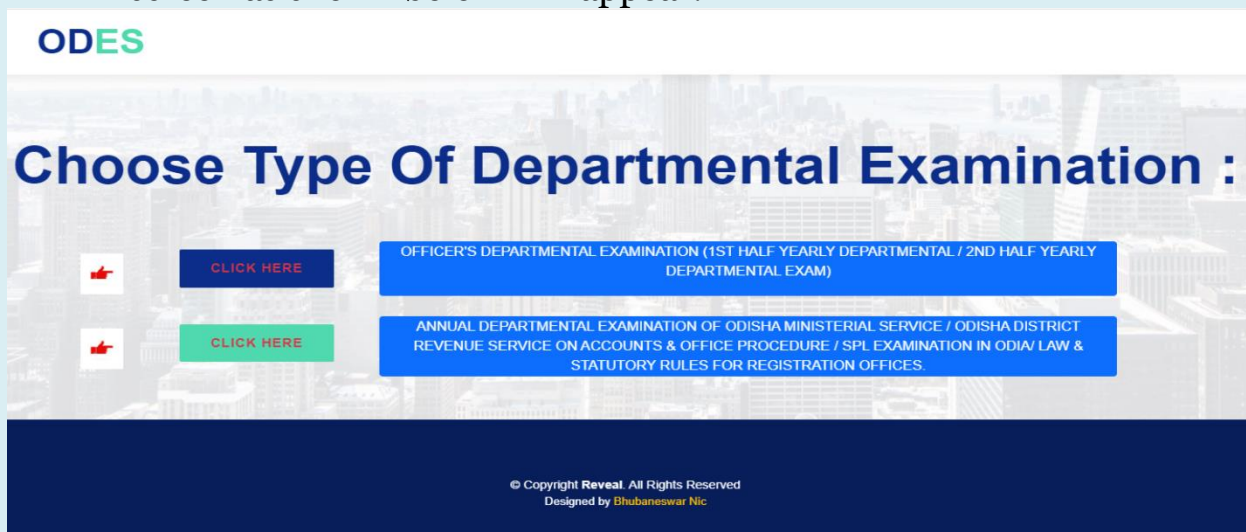
### PREREQUISITE:

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 (10KB to 50KB), Forwarding letter/ Approval Copy of Head of Office(150KB to 300KB) and the scanned HSE / Equivalent Certificate (only for those who have not been exempted from passing of ODIA in the Departmental Examination).

### LOGIN-1 (FOR CREATION OF APPLICATION ID & PASSWORD):

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



**ODES**

## Choose Type Of Departmental Examination :

CLICK HERE — OFFICER'S DEPARTMENTAL EXAMINATION (1ST HALF YEARLY DEPARTMENTAL / 2ND HALF YEARLY DEPARTMENTAL EXAM)

CLICK HERE — ANNUAL DEPARTMENTAL EXAMINATION OF ODISHA MINISTERIAL SERVICE / ODISHA DISTRICT REVENUE SERVICE ON ACCOUNTS & OFFICE PROCEDURE / SPL EXAMINATION IN ODIA/ LAW & STATUTORY RULES FOR REGISTRATION OFFICES.

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➢ 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 online-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's 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 Boardof Revenue**).

➢ If **NO**,

You may elect **ODIA (written & Viva)** as papers in the Subject column to appear the exam.

## PART-2 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-Voce papers.

## PART-3 OF THE FORM:  ADDRESS DETAILS.

  o District Name
  o Name of The Office
  o Address of Office
  o Pincode
  o Contact/Mobile no.

## PART4 OF THE FORM:   DOCUMENTUPLOAD.

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

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

➢ After Submission of Application, 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:0,1,2,3etc.),



  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 a **Unique Application ID** will be provided to the candidate as displayed below.
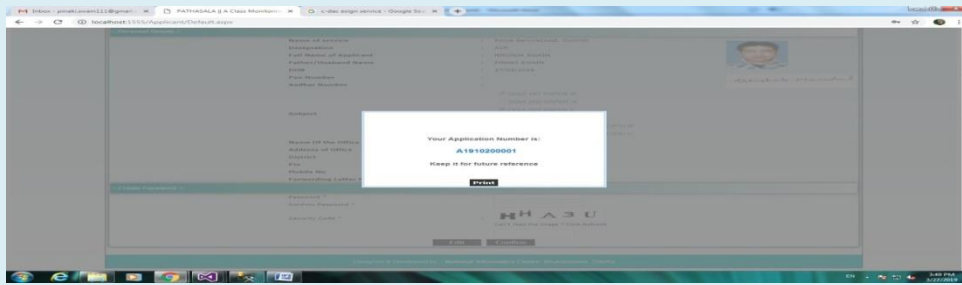
- One can take the printout of the acknowledgement by pressing: "**CTRL+P**"
- A system generated **Forwarding Letter** will be Provided to all Candidate.
- Take a Printout for approval of the Higher Authority.

- 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**.
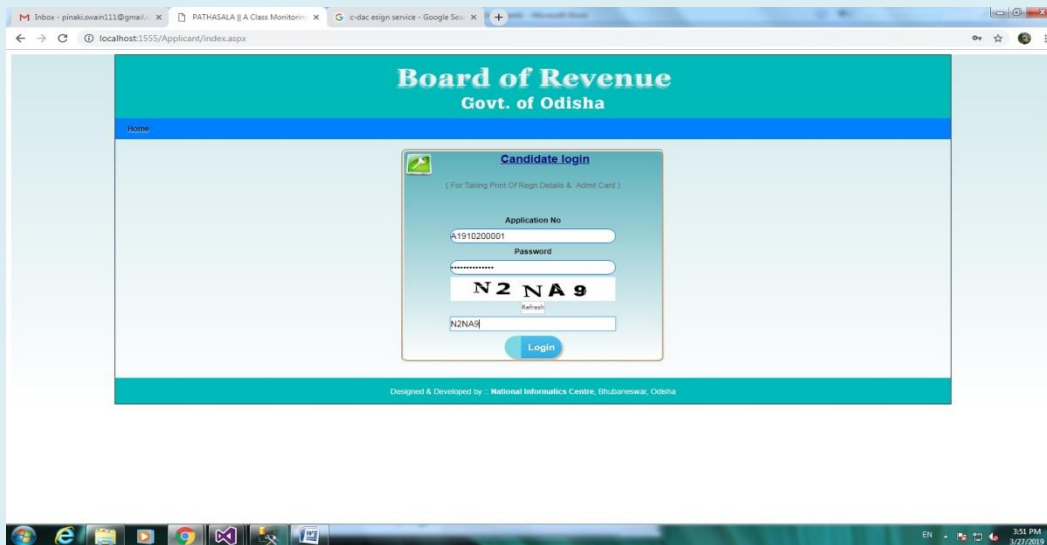


Finally candidates can log into his/her User ID by entering the Application ID with Password created during submission of Application.

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.
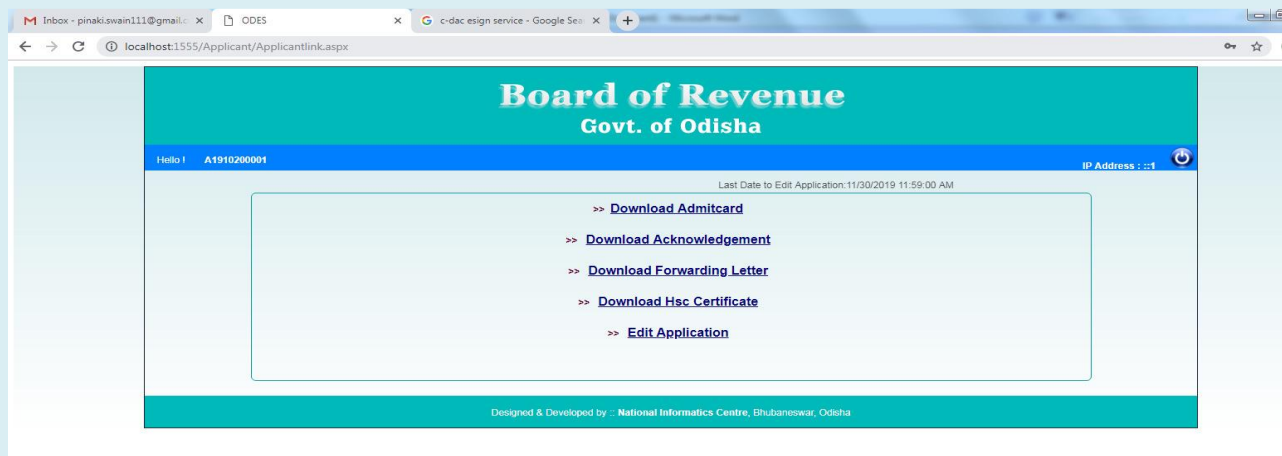
By logging into the Applicant Log-in, a screen is displayed with different options.

- 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 Examination as per the notification.

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