



## BOARD OF REVENUE : ODISHA : CUTTACK

(ରାଜସ୍ୱ ପର୍ଷଦ, ଓଡ଼ିଶା, କଟକ)

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

File No. XI-10/2023- 653 /Exam., Dated 10/10/2023

### NOTIFICATION

It is hereby notified for general information that the **Annual Departmental Examination on Accounts & Office Procedure etc., 2023** conducted by the Board of Revenue, Odisha for Ministerial Officers, Registration Officials and Revenue Inspectors will be held at the respective district headquarters as per the programme mentioned below.

On-line applications are hereby invited from the prospective candidates through the Proforma application to be made available in the Board's website ([boardodisha.nic.in](http://boardodisha.nic.in)) w.e.f. **20<sup>th</sup> October, 2023**. 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 offline applications will be entertained. The link for submission of application online shall be made available from **20.10.2023 (Friday) to 20.11.2023 (Monday)**.

**(Note: 20.11.2023 is the last date for the submission of online application).**

#### The detailed programme of the examination schedule:-

Date of Examination	Subject	Paper	Sitting	Time
27.12.2023	Accounts & Office Procedure (Group-A)	Paper-I	1 <sup>st</sup> Sitting	10 AM to 1 PM
		Paper-II	2 <sup>nd</sup> Sitting	2 PM to 5 PM
28.12.2023	Accounts & Office Procedure (Group-B)	Paper-III	1 <sup>st</sup> Sitting	10 AM to 1 PM
		Paper-IV	2 <sup>nd</sup> Sitting	2 PM to 5 PM
29.12.2023	Registration Laws & Statutory Rules	-	1 <sup>st</sup> Sitting	10 AM to 1 PM
	Special Examination in Odia	-	1 <sup>st</sup> Sitting	

### DOCUMENTS TO BE UPLOADED:

- Candidates must upload 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 must be uploaded.
- No application without forwarding letter shall be entertained.

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 availability of Admit Cards etc.

For answering the written papers "with books", the candidates 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.

### IMPORTANT INSTRUCTIONS FOR CANDIDATES:

- No candidate shall be allowed into the Examination Hall without ADMIT CARD.
- 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](http://boardodisha.nic.in)" one week before the scheduled date of the Examination, which will be notified later on.
- For any queries and technical assistance, you may contact the Examination Branch, Board of Revenue, Odisha, Tel. No. 0671-2508006.

By orders of Hon'ble Member,  
Board of Revenue, Odisha.

  
10.10.23  
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., 2023

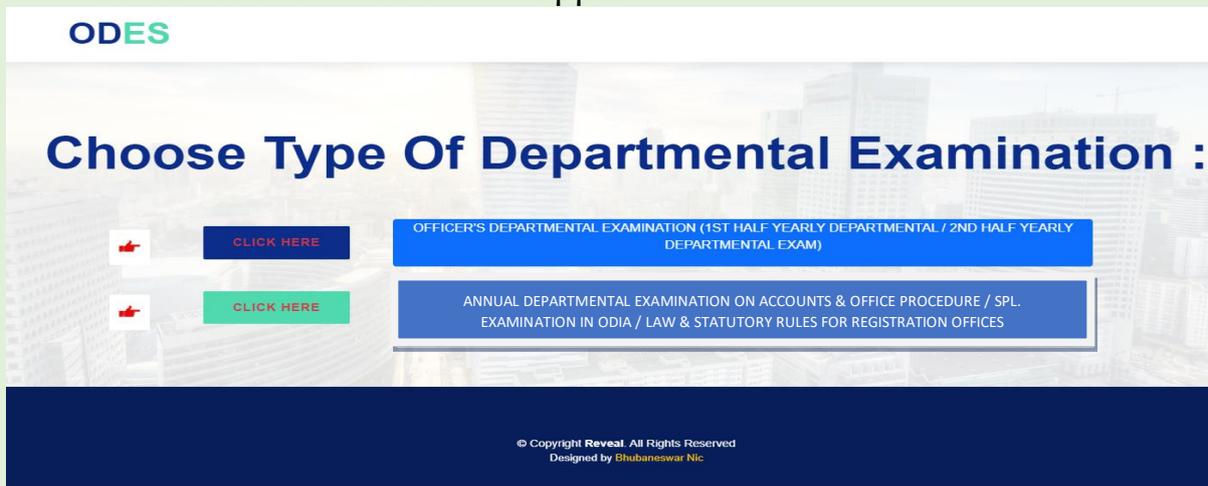
## **PREREQUISITE:**

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.

## **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.



- Click on ANNUAL DEPARTMENTAL EXAMINATION 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

[Apply Online](#)

[Home](#)   [Know Your Application Id](#)

[Announcement](#)

[Candidate Login](#)   [District Login](#)

[Admin Login](#)

[Syllabus](#)   [Questions](#)

[Important Circulars](#)   [Rules and Office order](#)

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



### 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 I.A. Law Department, Odisha as its Member & Secretary, Board of Revenue is the Director of Examination. Officers of about 23 services namely, IAS, IPS, IPR, OAS, OPO(Odisha Finance Service), OCA, PPO(Odisha Services), PPO Civil Eng. Service(OE), Electrical & Mechanical Eng. examination in ODA for officers of all the above services, who haven't passed SSC/CSS/ICSE & higher equivalent exams with ODA as a subject.

It also conducts the Annual Departmental Examination on ACCOUNTS & OFFICE PROCEDURES / LAW & STATUTORY RULES FOR REGISTRATION OFFICIALS/ S.I. 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 B.E. / A.M.E. & Jains 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 being reliable, efficient, available, transparent and robust e-governance solutions. Online Departmental Examination System (ODES) will ensure efficiency and effectiveness in the examination system and render convenience of online 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 Examinations
- Online Verification of candidate details
- Online Exam Date Time Entry, Schedule Easy
- Generation of Admit Card Online
- Online Exam Mark Entry
- Online Exam Result Declaration

**Contact info**

**Phone**   **Email**   **Address**

Board of Revenue  
Cuttack, Odisha

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.

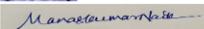
The form **MUST** be filled with utmost care and accuracy.

**Board of Revenue**  
Govt. of Odisha

Annual Departmental Examination on Account & Office Procedure Etc.

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**Note: \* Fields Are Mandatory**

PERSONAL DETAILS		MINISTERIAL SERVICE	
Name of service *		Designation *	JUNIOR CLERK (Do not write abbreviations like J.A/S.A etc)
Full Name of Applicant *	RAMA	Full Name of Father/Husband *	KANTA
Date of Birth *	06/10/1993	Date of Joining in Govt. Service *	05/10/2022
PanNo	AAAGU2414K	HRMS ID *	22222222
Email Id *	ramakanata@gmail.com	Subject/Paper *	<input checked="" type="checkbox"/> Account And Office Procedure Paper-I <input checked="" type="checkbox"/> Account And Office Procedure Paper-II <input type="checkbox"/> Account And Office Procedure Paper-III <input type="checkbox"/> Account And Office Procedure Paper-IV <input type="checkbox"/> Special Examination in ODA
ADDRESS DETAILS			
District *	ANGUL	Name of office *	SD
Address of office *	FSD	Pin *	751111
Contact No *	7511111111		
Upload			
Upload Photo *	Choose File   No file chosen   Upload	Photo size within 10kb to 30kb and .jpg or jpeg format	
Upload Signature *	Choose File   No file chosen   Upload	Photo size within 10kb to 20kb and .jpg or jpeg format	
Photo *			
Signature *			
<b>Submit</b> <b>Cancel</b>			

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**FILL THE ONLINE APPLICATION FORM**

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

- 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.

## PART 2 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)	

## PART 3 OF THE FORM: ADDRESS DETAILS.

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

**Board of Revenue**  
Govt. of Odisha

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**Personal Details :**

<b>Name of service</b> <b>Designation</b> <b>Full Name of Applicant</b> <b>Father/Husband Name</b> <b>DOB</b> <b>DOJ</b> <b>Pan Number</b> <b>HRMS ID</b> <b>Email Id</b>	: Odisha District Revenue Officer : JUNIORCLERK : RAMA : KANTA : 06/10/1993 : 05/10/2022 : AAACU2414K : 22222222 : ramakanata@gmail.com
 	
<b>Subject</b>	
<b>Name Of the Office</b> <b>Address of Office</b> <b>District</b> <b>Pin</b> <b>Mobile No</b>	: SD : FSD : ANGUL : 111111 : 1111111111

**Create Password :**

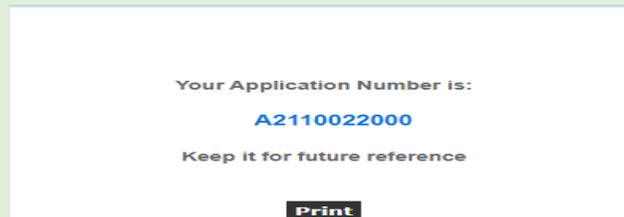
<b>Password *</b>	: <input type="password"/>
<b>Confirm Password *</b>	: <input type="password"/>
<b>Security Code *</b>	: <input type="text"/>

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

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## PART 4 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., 2023

To  
The Collector,  
ANGUL,  
  
(Through Head of Office / Next Higher Authority)

Subject : Application for appearing the Annual Departmental  
Examination on Accounts & Office Procedure Etc., 2023 .

Sir/Madam,  
I may kindly be allowed to appear the Annual Departmental Examination on Accounts & Office Procedure Etc., 2023

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 : SD

Address of Office : FSD

District : ANGUL

Pin : 111111

Mobile No : 1111111111



Yours faithfully  
*Ramakanta*  
Full Signature of Applicant

IP: ::1

(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.

Seal Signature of Higher Authority

**Print** **Home**

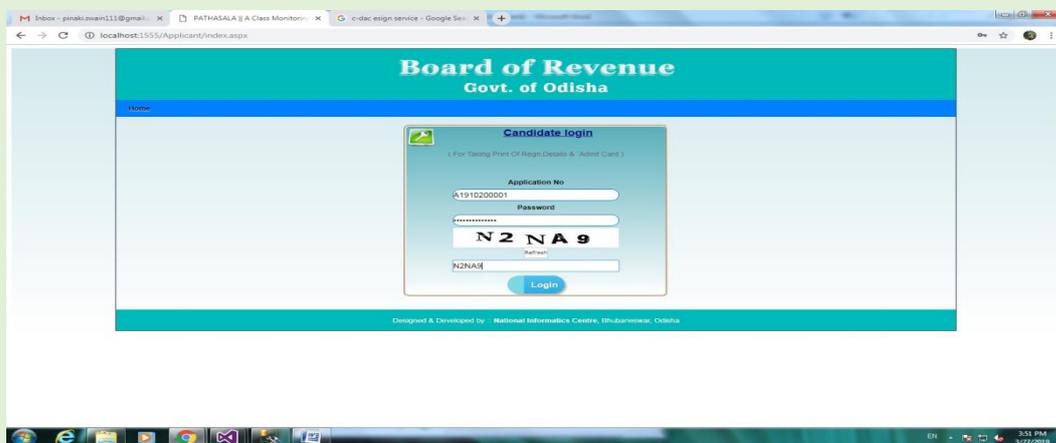
## LOGIN-2 (for Uploading of Forwarding Letter):

- 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**.

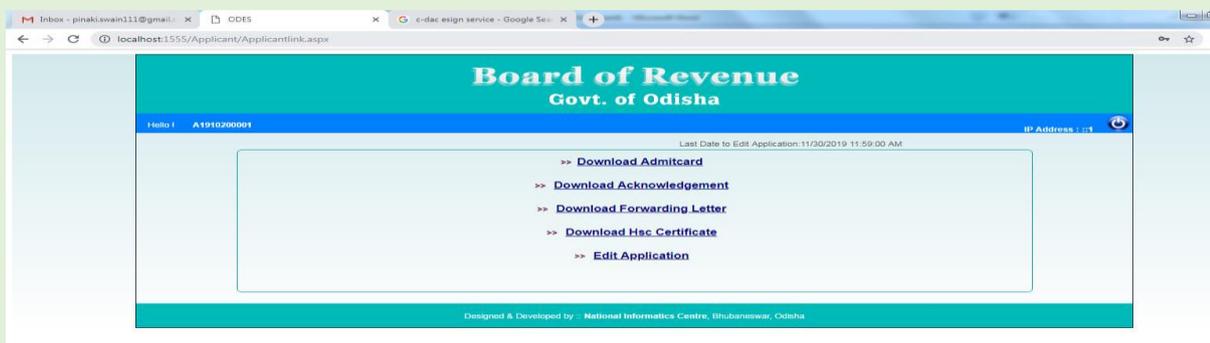
Finally candidate can log into his/her User Id by entering the Application ID with Password created during submission of Application.

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**\*\*\*\*\*