

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KHORDHA
(Establishment Section)

NO. 16480 /Estt. date. 3.11.2020

NOTICE

Annual Departmental Examination on Accounts and Office Procedure etc. conducted by Board of Revenue, Odisha, Cuttack for the year 2020 will be held on last week of December-2020 in District Headquarters at Khordha. Interested candidates who want to appear the said examination are advised to apply in proper format through their Head of Office to the Collector, Khordha latest by 20.11.2020 and applications received beyond the stipulated date will not be entertained. Accordingly questions will be requisitioned.

NRB
3/11/2020
Deputy Collector, Establishment,
Collectorate, Khordha.

Memo No. 16481 /Estt. dtd. 3.11.2020

Copy forwarded to PD, DRDA, Khordha/ All Sub-Collectors/ All Tahasildars/ All BDOs/ All CDPOs/ District Education Officer, Khordha/D.S.R. Bhubaneswar/ District Treasury Officer, Khordha, Bhubaneswar/DSWO,Khordha/DWO,Khordha/DPMU,Khordha for information and necessary action. They are requested to please place it in their Notice Board for wide publication.

Copy forwarded to the D.I.O., N.I.C., Khordha for information and necessary action. He is requested to upload the Notice in the District Website. "www.khordha.nic.in"

Copy to District Notice Board.

NRB
3/11/2020
Deputy Collector, Establishment,
Collectorate, Khordha.

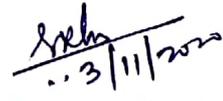
OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KHORDHA
(Establishment Section)

No. 16482 /Estt. date. 3.11.2020

NOTICE

Annual Departmental Examination on Accounts and Office Procedure etc. conducted by Board of Revenue, Odisha, Cuttack for the year 2020 will be held at **SaraswatiVidyaMandir, Khordha** as per the programmed given below:-

Date of Examination	1 st Sitting 10.00 AM to 1.00 PM (3 Hours)	2 nd Sitting 2.00 PM to 5.00 PM (3 Hours)
1	2	3
28.12.2020	Group-A Accounts Paper-I	Group-A Accounts Paper-II
29.12.2020	Group-B Accounts Paper-III	Group-B Accounts Paper-IV
30.12.2020	I. Law & Statutory Rules(for Sr. Clerks of Registration Offices)	Special Examination in Odia for Revenue Inspectors


Deputy Collector, Establishment,
Collectorate, Khordha.

Memo No. 16483 /Estt. dtd. 3.11.2020

Copy forwarded to the D.I.O., N.I.C., Khordha for information and necessary action. He is requested to upload the Notice in the District Website for wide publication.

Copy to District Notice Board.


Deputy Collector, Establishment,
Collectorate, Khordha.

PROFORMA

1. Name & Designation:
2. Name of the office in which working:
3. Whether he had appeared in the examination earlier:
4. Detailed particulars of Exam:

Affix your
recent passport
size photograph

Sl. No.	Date of Exam.	Paper to which Appeared	Papers in which Secured pass	Remarks

5. Name of the group and name of the
Papers now intends to appear

6. Remark

Signature of the Applicant

**ADMIT-CUM-IDENTITY CARD FOR THE ANNUAL DEPARTMENTAL EXAMINATION ON
ACCOUNTS AND OFFICE PROCEDURE ETC. FOR THE YEAR 2020 CONDUCT BY BOARD
OF REVENUE ORISSA, CUTTACK**

1. Name of the Employee :-
2. Designation :-
3. Scale of pay :-
4. Name of the Office / :-
Deptt. Where working

Affix your
recent passport
size photograph

Signature of the Applicant

Certified that Sri
Stated above is an employee of the Office of the undersigned. I attested on the body of the
Photograph pasted with and allowed him to appear on the Departmental Examination on
accounts and Office procedure conducted by the Board of Revenue, Orissa, Cuttack.

Signature of the Head of Office
With Seal

PARTICULARS OF THE EXAMINATION

Sl. No.	Name of the papers Accounts Office procedure	Date of Examination	Signature of the invigilator in the taken of verification of Identity card and attendance
1	2	3	4
1	Paper-I (Group-A)		
2	Paper-II (Group-A)		
3	Paper-III (Group-B)		
4	Paper-IV (Group-B)		
5	Office procedure Paper-I / Paper-II		
6	Special Exam. In Oriya		

N.B: Instructions overleaf

INSTRUCTIONS TO THE CANDIDATES APPEARING IN THE ABOVE EXAMINATION

1. He shall report at the Examination hall along with this card before half an hour of the examination started as per the programme. The late comer's shall not be allowed to appear at the said examination
2. The employee who does not procedure this card for verification by the invigilator of the Officer-in-Charge of the Examination Centre shall not be evacuated.
3. If any employee using unfair means including giving / receiving help from – from any other employee of outsiders from the Centre concerned his answer paper shall not be evaluated.
4. He shall maintain strict discipline in the examination hall.
5. Decision of the Officer – in - Charge of the Examination hall during the conduct of the Examination shall be final.
6. He may procedure into card before his supervising authority of his attendance of the Examination for the purpose of T.A. of otherwise.