No. 16342/Estt. date. 12·11·2021

## NOTICE

Annual Departmental Examination on Accounts and Office Procedure etc. conducted by Board of Revenue, Odisha, Cuttack for the year 2021 scheduled to be held on last week of December-2021 at District Headquarters, Khordha. Interested ministerial officers & field staff who desires to appear the said examination are instructed to apply online through Board's website (boardodisha.nic.in) w.e.f 05.11.2021 to 05.12.2021. Any application received beyond the scheduled date will not be entertained. No offline application shall be received. Before filling the application online the applicants are instructed to follow the guide lines and instructions as contained in the Board's letter No. 1001/Exam, dtd. 01.11.2021.

Deputy Collector, Establishment,
Collectorate, Khordha.

Memo No. 16343 /Estt. dtd. 12·11·2021

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 along with copy of Notice and other related guidelines forwarded to the D.I.O., N.I.C., Khordha for information and necessary action. He is requested to upload the same in the District Website. "www.khordha.nic.in

Copy to District Notice Board for wide publication.

Deputy Collector, Establishment,
Collectorate, Khordha.

# BOARD OF REVENUE : ODISHA : CUTTACK

## (ରାଜସ୍ୱ ପର୍ଷଦ, ଓଡ଼ିଶା, କଟକ)

File No.XI-10/2020-___1001___/Exam., Dated 01·11·2021

To

All Collectors.

Sub : Holding of Annual Departmental Examination on Accounts & Office Procedure etc., for the year, 2021.

Sir,

In inviting a reference to the above captioned Subject, I am to say that,the Annual Departmental Examination, 2021 on "Accounts & Office Procedure etc." for Ministerial Officers, Law & Statutory Rules (for Senior Clerks of Registration Offices) and Special Examination in Odia for Revenue Inspectors will be held as per the programme given below.

| Date of Examination | 1ˢᵗ Sitting 10:00 A.M to 1:00 P.M (3 Hours) | 2ⁿᵈ Sitting 02:00 P.M to 5:00 P.M (3 Hours) |
|---|---|---|
| 28.12.2021 (Tuesday) | Group-A Accounts Paper-I | Group-A Accounts Paper-II |
| 29.12.2021 (wednesday) | Group-B Accounts Paper-III | Group-B Accounts Paper-IV |
| 30.12.2021 (Thursday) | Law & Statutory Rules (for Sr. Clerks of Registration Offices) | Special Examination in Odia for Revenue Inspectors. |

2) This year,the candidates are required to apply online from 5.11.2021 to 5.12.2021 for appearing in the Annual Departmental examination by visiting the Board's website(boardodisha.nic.in).Before filling up the online application form, they are required to go through the instructions available in Board's website.

3) No offline application or partially filled online application without any forwarding letter from higher authority shall be accepted.

4) For any difficulty, candidates may contact respective District NICs.

5) The names of the Examination Centers chosen by the District must be intimated to the undersigned by 15.11.2021.

6) The online verification of the applications will be done at respective Dist. Collectorates. Only eligible applications, which are in order, shall be considered for further process.

7) Candidates can apply online from 5.11.2021 to 5.12.2021. The last date of application submission is 5.12.2021 (before midnight)

The detailed instruction on online application is attached herewith for favour of your information and necessary action.

This may be widely circulated among all offices under your jurisdiction.

Yours faithfully,

1.11.21

Secretary,
Board of Revenue, Odisha,
Cuttack.

Memo No 1002 Dt. 01.11.2021
Copy to the Technical Director, NIC, Board of Revenue, Odisha, Cuttack for information and necessary action.

1.11.21

Secretary,
Board of Revenue, Odisha,
Cuttack.

# GUIDELINES AND INSTRUCTIONS FOR SUBMISSION
## OF
# ONLINE APPLICATION FORM FOR "Annual Departmental Examination of Ministerial Officers"

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 validation 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 150 kb to 300 kb).
3) HRMS ID is mandatory to be filled-up in the form.

FILL THE ONLINE APPLICATION FORM.
(Please note that the field marked with '*' is mandatory.)

Step I.
  ➤ In a web browser, go to https://boardodisha.nic.in
  ➤ Board of Revenue web page will be displayed.
  ➤ Then Click on "Examination"
  ➤ A Screen will be displayed like
     OD

# Departmental Examination Type!

Officer

  ➤ Click on Ministerial option,
  ➤ Then, a screen will be displayed like below.
  ➤ Apply Online option is available on the left hand side panel as shown

## Step 2.

> After clicking on **"Apply online"**, the examination form will appear on the screen and now, you can fill-up 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.

Annual Departmental Examination of Ministerial officers

Submit Cancel

Name of Service
Designation
Full Name of Applicant
Father/Husband Name
DOB
DOJ
Pan Number
Aadhar Number
HRMS ID

Subject

Name Of the Office
Address of Office
District
Pin
Mobile No.

Password
Confirm Password

Security Code

**4 Y A X Q**

Edit    Confirm

## 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) Aadhar No.
    g) HRMS id
    h) Subjects (which you are willing to appear.)

## Part 2 of the Form:
Address details.

    a) District Name
    b) Name of The Office
    c) Address of Office
    d) Pin code
    e) Contact Mobile no

## Part3 of the form :
Document Upload.

    1- Scanned copy of forwarding letter.
    2- One passport size photograph.
    3- Signature of the Candidate.
    4- Forwarding letter no and date should be entered.

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

After submit, they can create their password as per the instructions.

➢ **Password must contain 8 or more characters, with at least 1 lower and 1 upper case, and one symbol.**

> ➢ Enter the security code, which is displayed on the screen.
> ➢ Click on Confirm button to finally submit the application form.
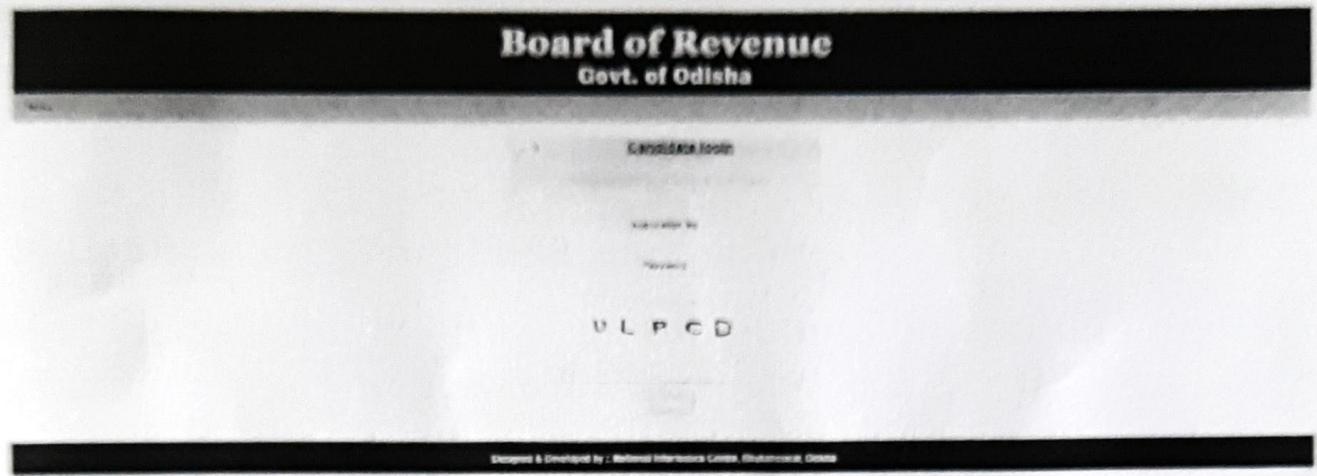> ➢ After confirmation, an unique Application No. will be provided to the candidate.

Your Application Number is

MA2110010001

Keep it for future reference
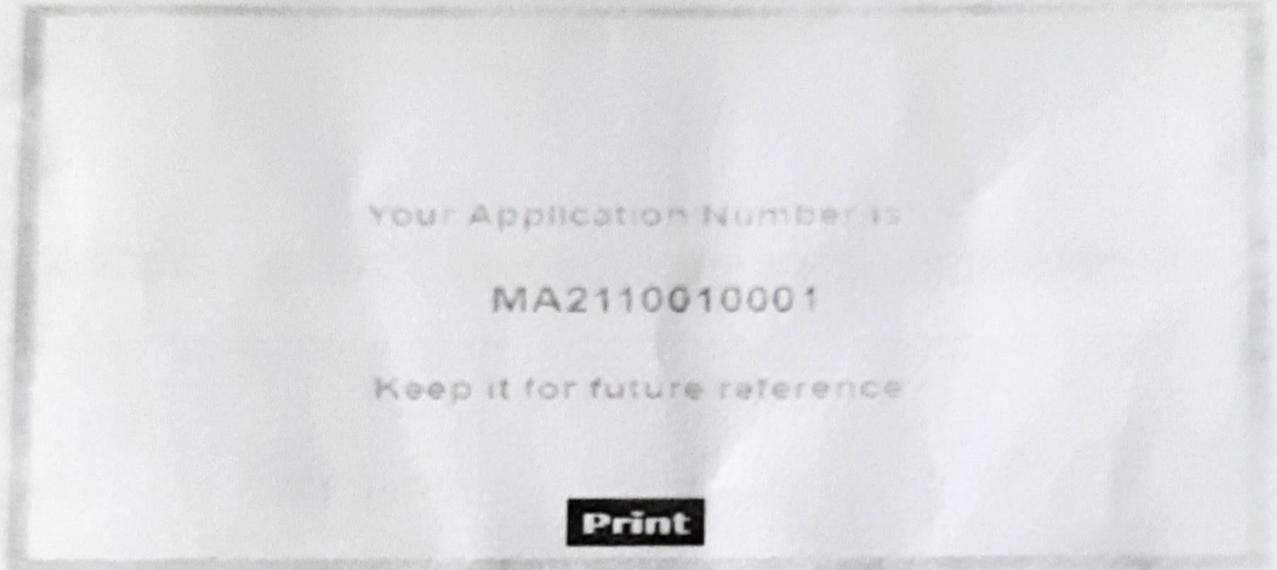
**Print**

➢ One can print the **Acknowledgement** by clicking "control + p"
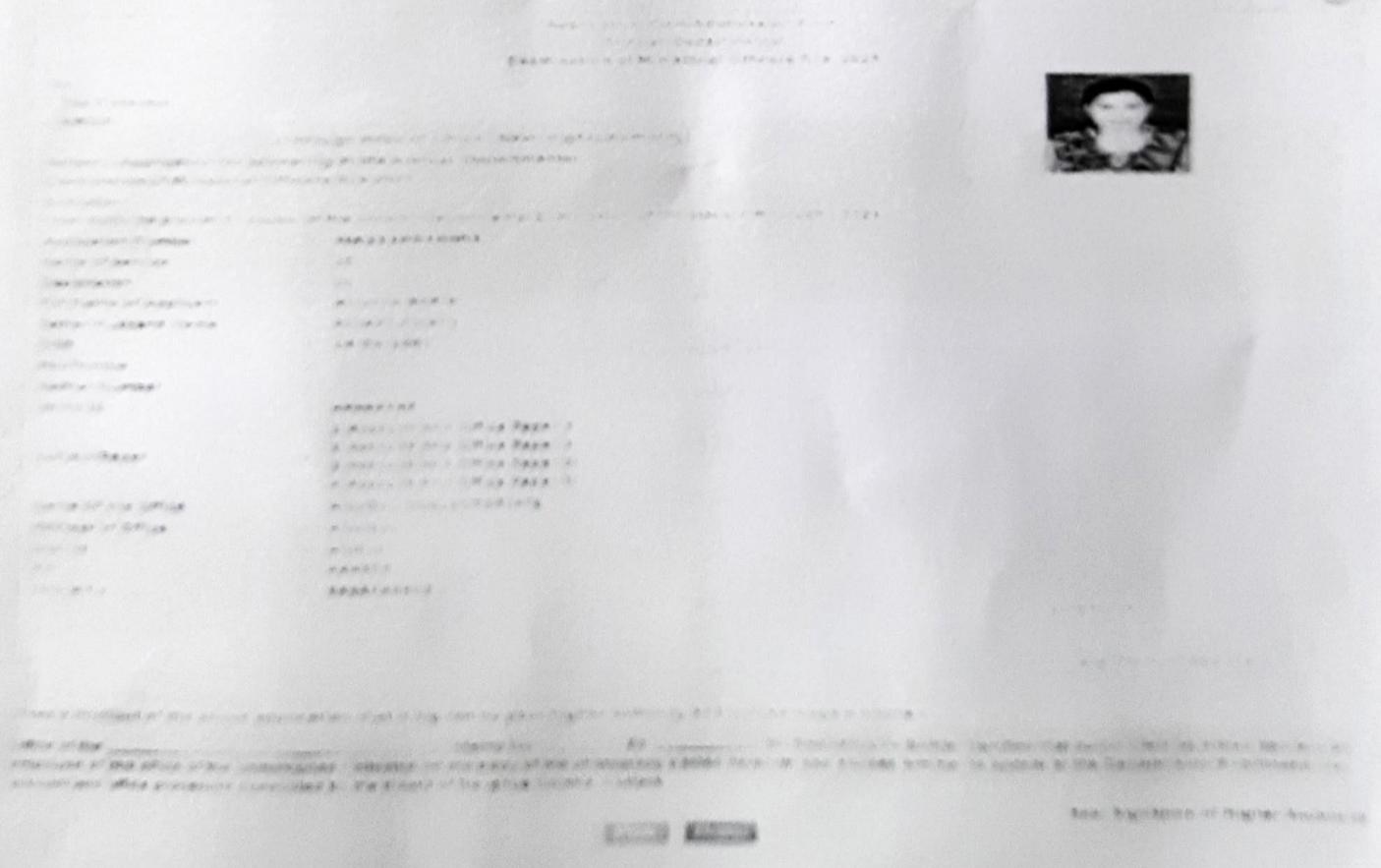
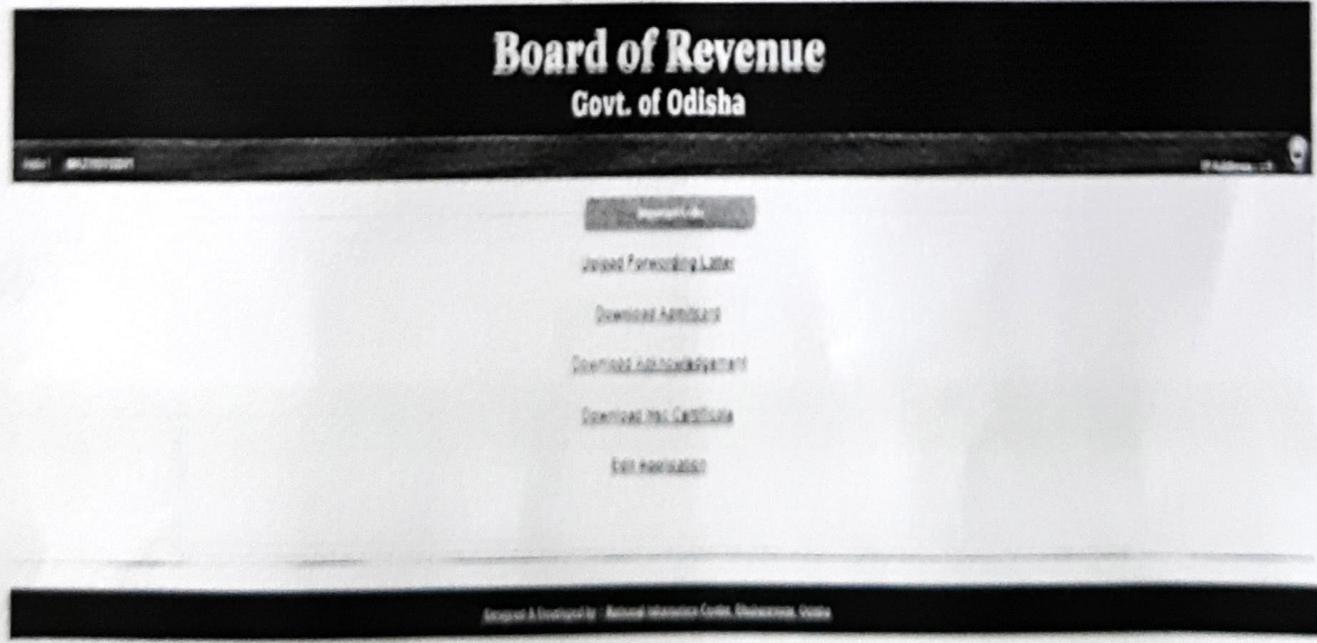Finally candidate can log into his/her user id by giving the Application No. with password given by him/her.

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 and password in candidates login
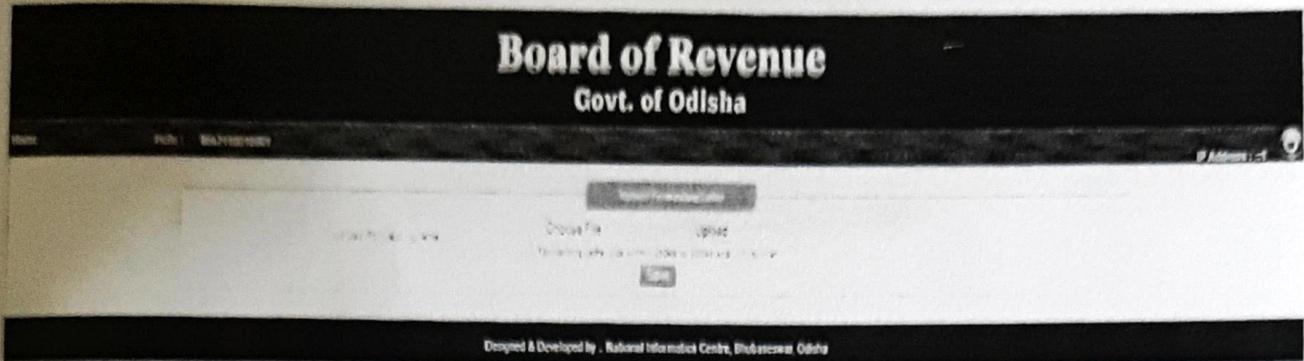
**Board of Revenue**
Govt. of Odisha

Candidate login

Application No

Password

U L P C D

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By clicking on the **Applicant Log-In**, a screen is displayed with following options.

1- Upload forwarding letter
2- Download Admit Card
3- Download Acknowledgement
4- Edit Application
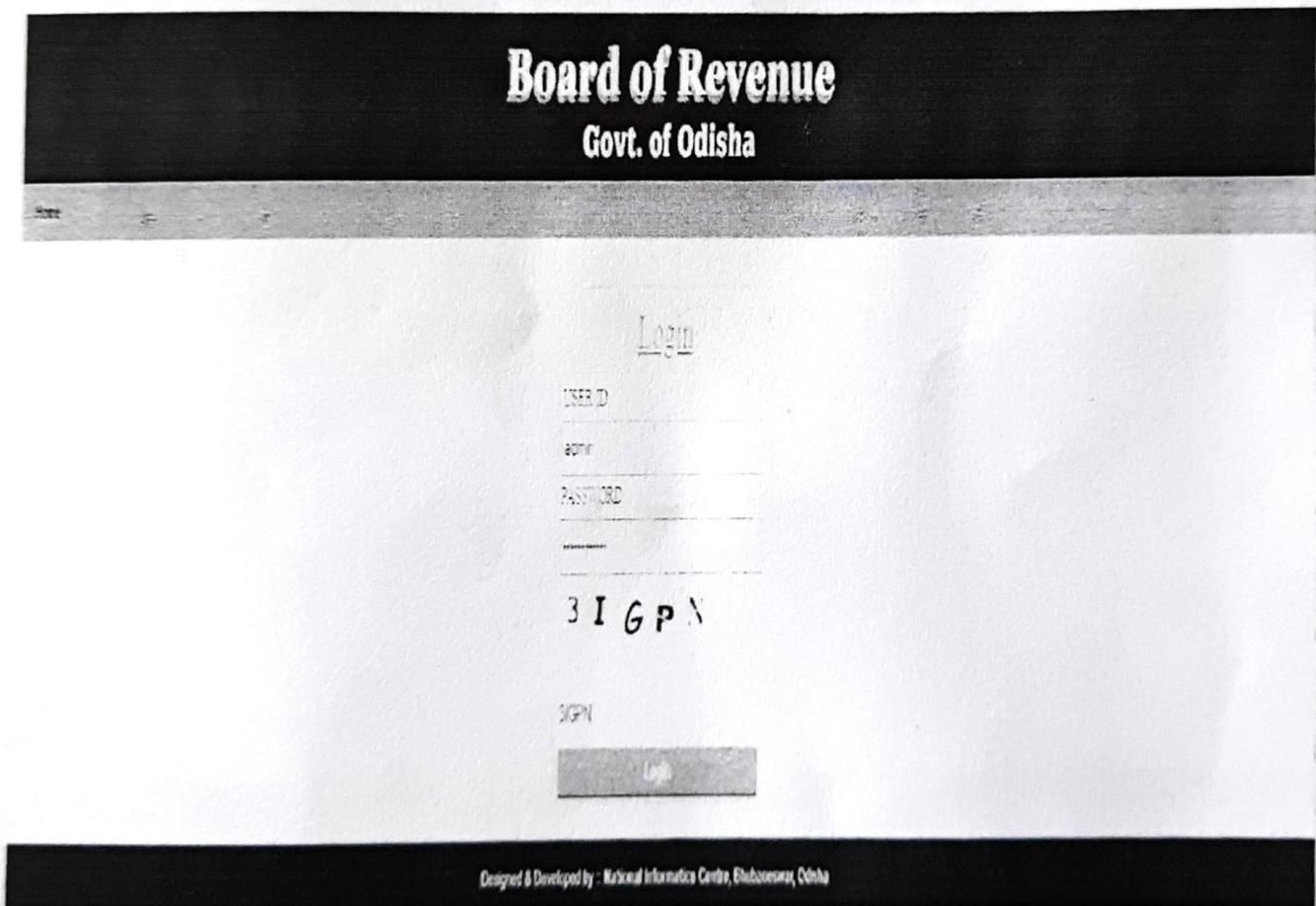   But one can download the Admit card after the last date of submission of form.

**Board of Revenue**
Govt. of Odisha

Upload Forwarding Letter

Download Admit Card

Download Acknowledgement

Download Hall Certificate

Edit Application

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

# INSTRUCTIONS FOR ADMINS

## Board of Revenue
### Govt. of Odisha

In Admin Login, the work is with the official staff, who are engaged in conducting of the departmental examination.

After completion of the internal process, Attendance register is generated, which is de-centralized with dist log-in. Prior to the examination the officers in charge has to generate the attendance sheet of each subject which are applicable for the corresponding districts.

## Board of Revenue
### Govt. of Odisha

Login

USER ID

admin

PASSWORD

3 I G P N

3GPN

Login

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After login a screen will be displayed with different options like, Exam attendance register and exam attendance Entry.
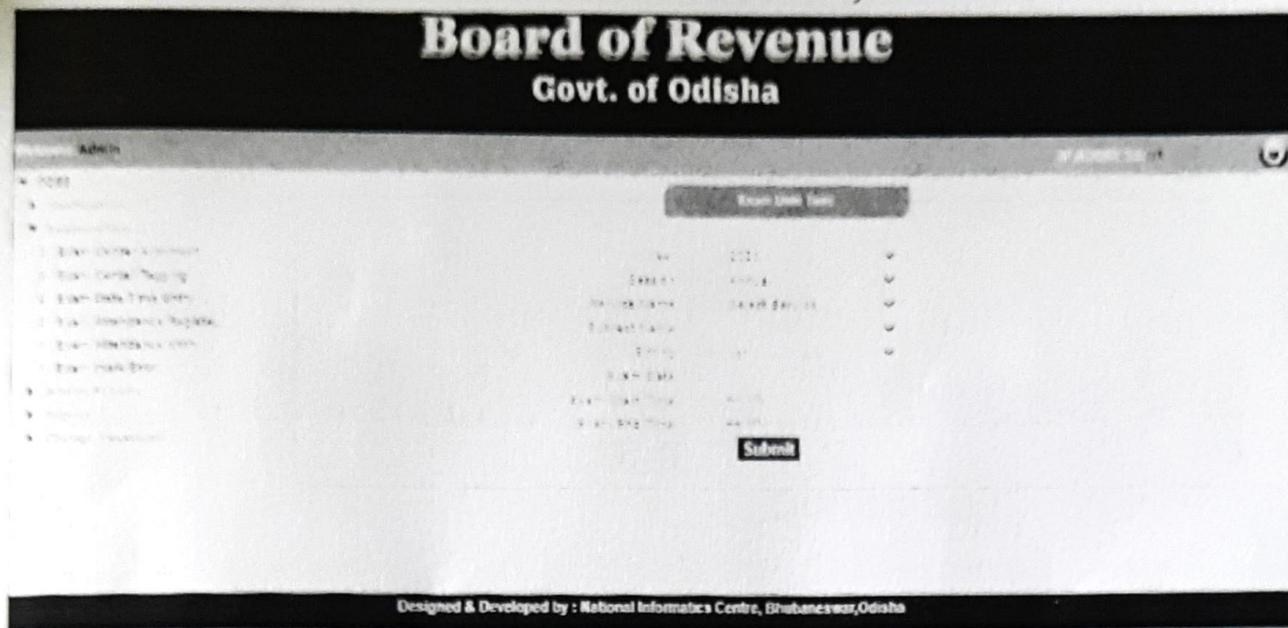


By clicking on the **Attendance Register**, the district officers can print their attendance sheet. This sheet is signed in the examination hall by the candidate in off line mode . After the completion of the exam the attendance information will be entered in the same day by the option attendance entry.
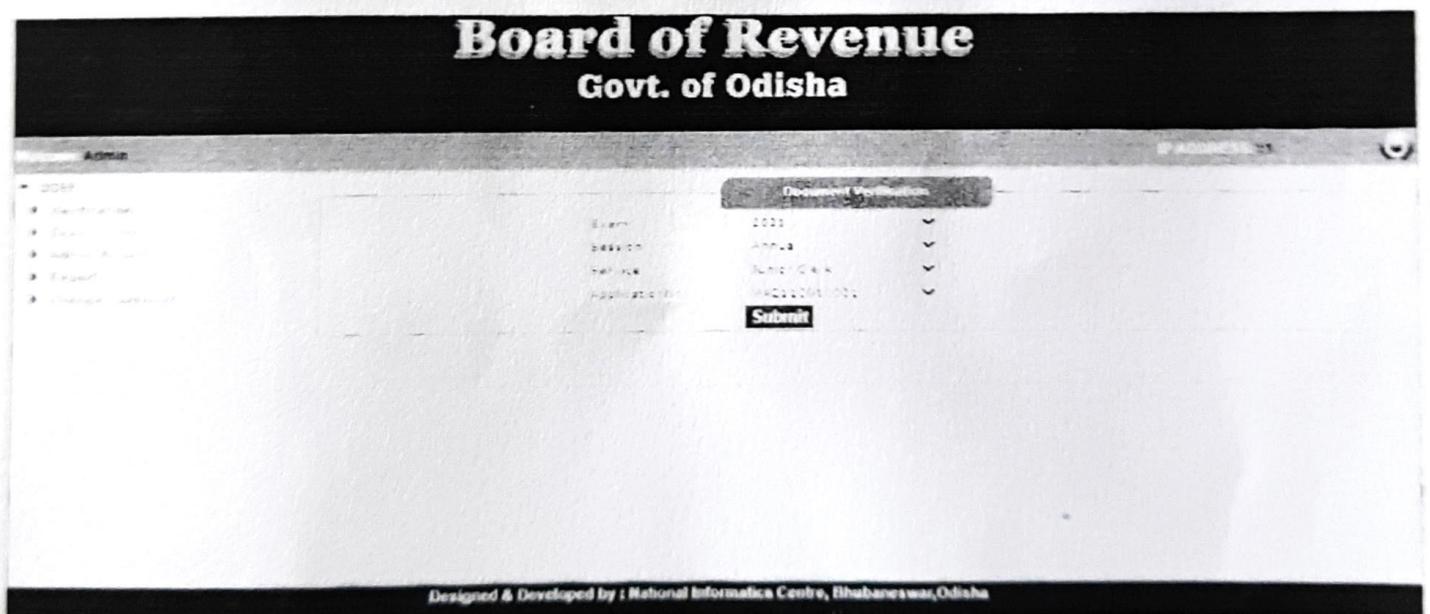
➤ For attendance Entry, a screen will be displayed as below:

**Board of Revenue**
Govt. of Odisha
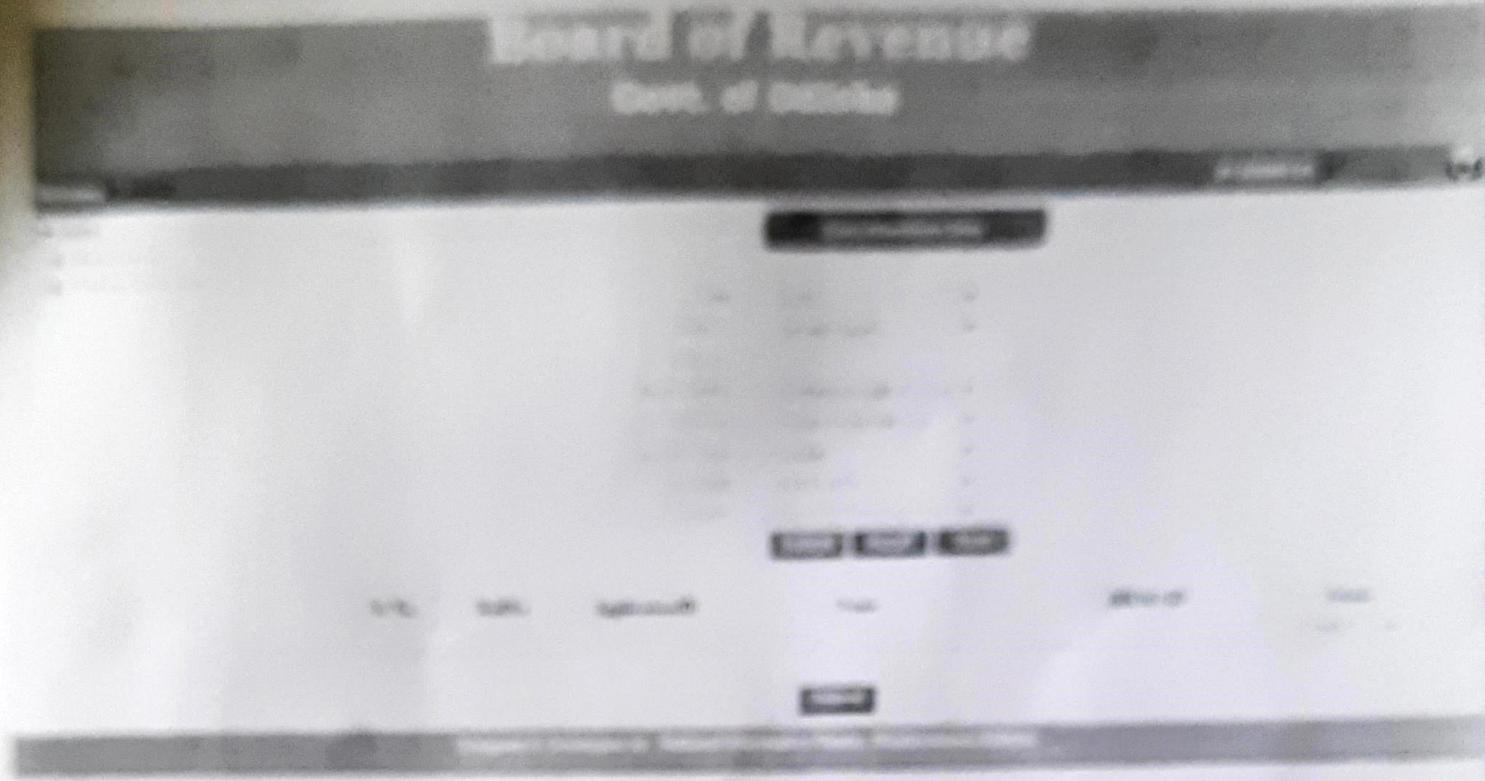
➤ After entering all the information, submit button is to be clicked to save the data.

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