

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

14434 No. /Estt. date. 16.10.2023

NOTICE

Annual Departmental Examination on Accounts and Office Procedure etc. conducted by Board of Revenue, Odisha, Cuttack for the year 2023 scheduled to be held on last week of December-2023(i.e 27.12.2023 to 29.12.2023) 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 20.10.2023 (Friday) to 20.11.2023 (Monday). 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. 653/Exam, dtd. 10.10.2023.

**Deputy Collector, Establishment,
Collectorate, Khordha.**

Memo No. 14435 /Estt. dtd. 16.10.2023

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.**

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

No. 14436(A) /Estt. date. 16.10.23

NOTICE

Annual Departmental Examination on Accounts and Office Procedure etc. conducted by Board of Revenue, Odisha, Cuttack for the year 2023 will be held at **BJB High School, 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 |
| 27.12.2023 | Group-A Accounts Paper-I | Group-A Accounts Paper-II |
| 28.12.2023 | Group-B Accounts Paper-III | Group-B Accounts Paper-IV |
| 29.12.2023 | Law & Statutory Rules(for Sr. Clerks of Registration Offices) Special Examination in Odia for Revenue Inspectors | - |

16.10.23
**Deputy Collector, Establishment,
Collectorate, Khordha.**

Memo No. 14436(B)/Estt. dtd. 16.10.23

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.

16.10.23
**Deputy Collector, Establishment,
Collectorate, Khordha.**



BOARD OF REVENUE : ODISHA : CUTTACK

(ରାଜସ୍ୱ ପର୍ଷଦ, ଓଡ଼ିଶା, କଟକ)

(E-mail: exam2.bor@gmail.com/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) w.e.f. **20th 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 st Sitting | 10 AM to 1 PM |
| | | Paper-II | 2 nd Sitting | 2 PM to 5 PM |
| 28.12.2023 | Accounts & Office Procedure (Group-B) | Paper-III | 1 st Sitting | 10 AM to 1 PM |
| | | Paper-IV | 2 nd Sitting | 2 PM to 5 PM |
| 29.12.2023 | Registration Laws & Statutory Rules | - | 1 st Sitting | 10 AM to 1 PM |
| | Special Examination in Odia | - | 1 st 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.

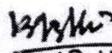
For answering the written papers "with books", the candidates will be allowed to use only Bare Acts and Rules brought by them. No other reference material shall be allowed inside the Examination Hall.

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" 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

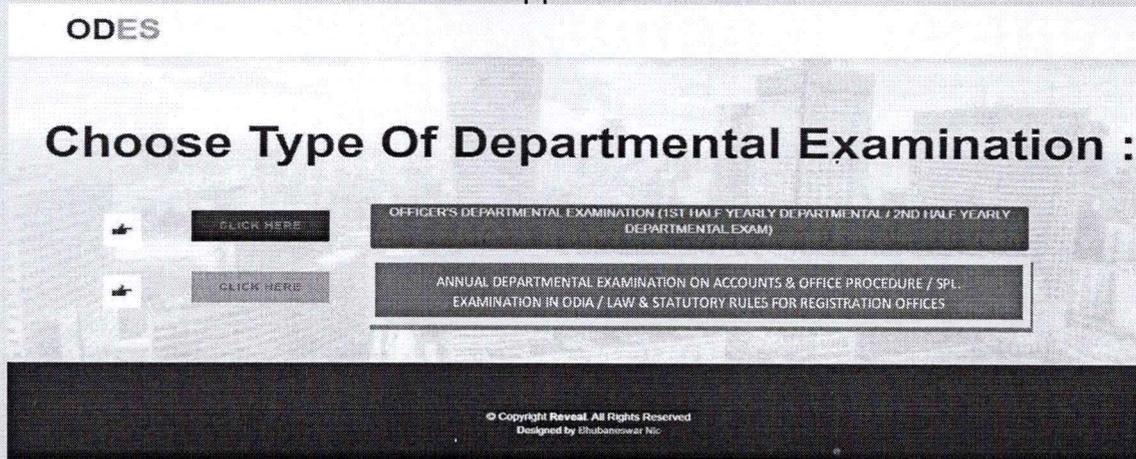
PREREQUISITE:

Before proceeding for filling the Online Application Form 'the applicant is required to have the following:

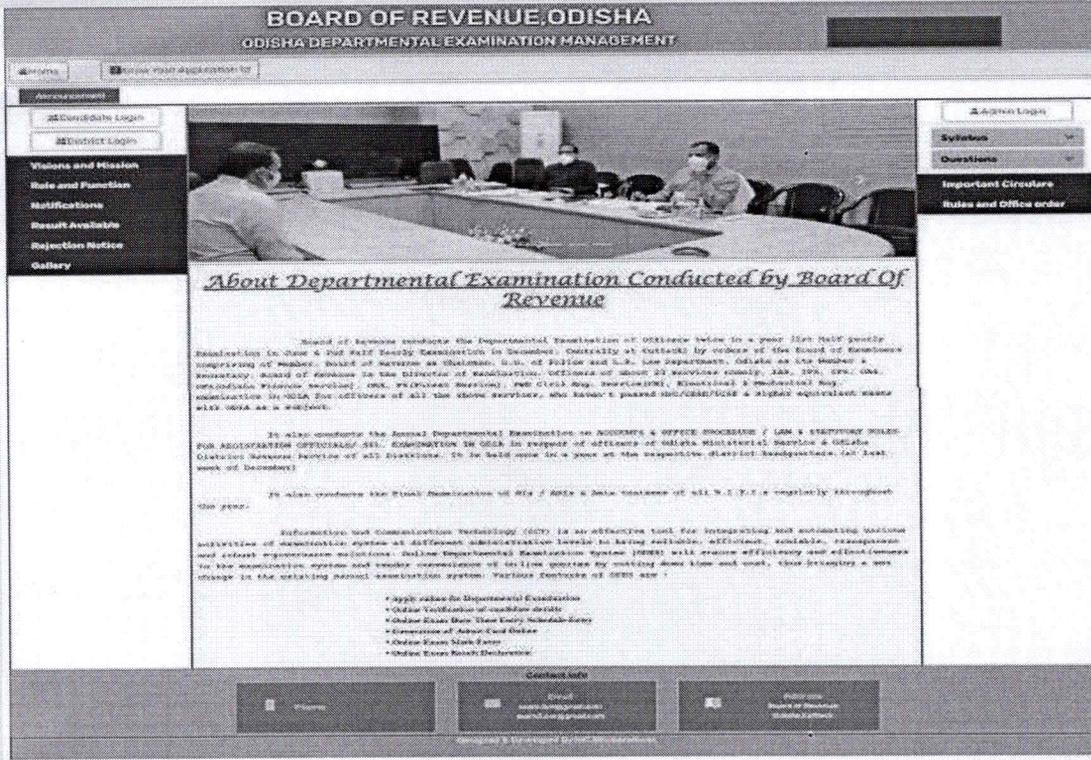
- 1) Personal Mobile Number of the applicant, for validations and future correspondence. In case you provide wrong/incorrect mobile phone number, you will not be able to receive the updates.
- 2) Clearly scanned latest Passport size Photograph, Signature (size limited to minimum 10 KB and maximum 50 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.



- 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 (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.

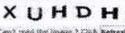
Board of Revenue

Govt. of Odisha

Personal Details

| | |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of service | Odisha District Revenue Officer |
| Designation | JUNIORCLERK |
| Full Name of Applicant | RAMA |
| Father/Husband Name | KAVITA |
| DOB | 06/10/1993 |
| DOJ | 09/10/2022 |
| Pan Number | AAACU314K |
| HRMS ID | 2222222 |
| Email Id | ramakanata@gmail.com |
| Subject | <input type="checkbox"/> Account And Office Procedure Paper-I <input 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 |
| Name Of the Office | SD |
| Address of Office | PSD |
| District | SASAL |
| Pin | 751111 |
| Mobile No | 9111111111 |

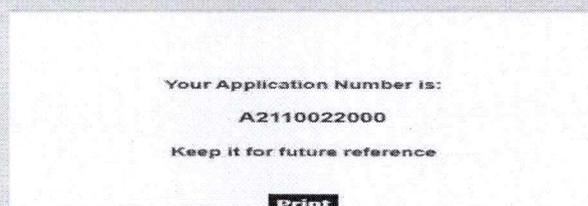
Create Password

| | |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Password * Confirm Password * Security Code * |  Can't read the image? Click Refresh XUDDH |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|

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

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 | : 05/10/1993 |
| Pen Number | : AAACU2414K |
| HRMS ID | : 22222222 |
| DOJ | : 05/10/2023 |
| 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 | : PSD |
| District | : ANGUL |
| Pin | : 755111 |
| Mobile No | : 9876543210 |

You're full-fully
Rama Kanata
Full Signature of Applicant

IP: 192.168.1.1

(Take a Printout of the above application, Get it Signed by your higher authority and upload it again online.)

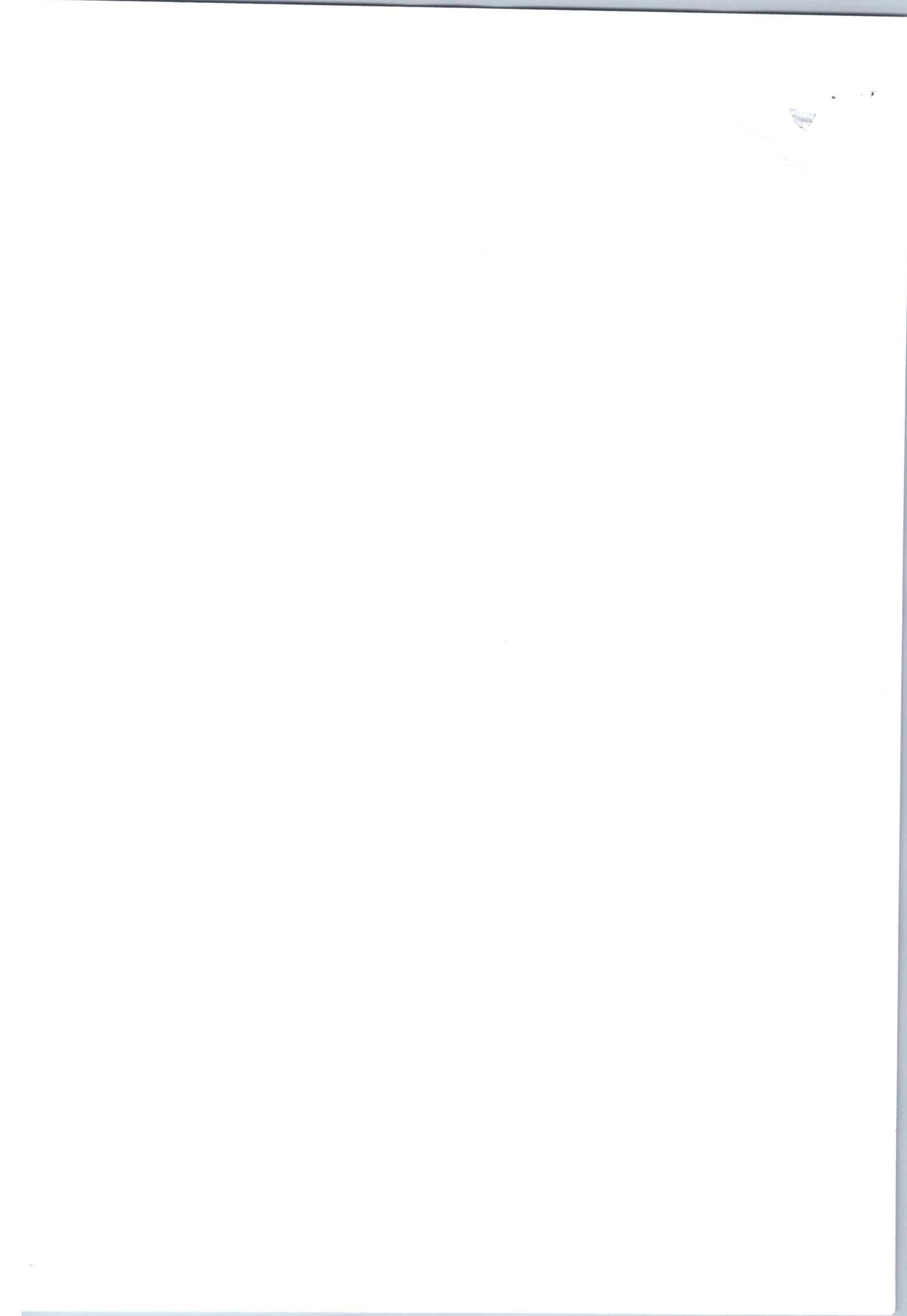
Office of the _____, Memo No. _____, Dt. _____, Sri/Smt RAMA, Certified that Odisha District Revenue Officer as stated above is an employee of this office of the undersigned. I attested on the body of the photograph pasted herewith and allowed him/her to appear at the Departmental Examination on account 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):

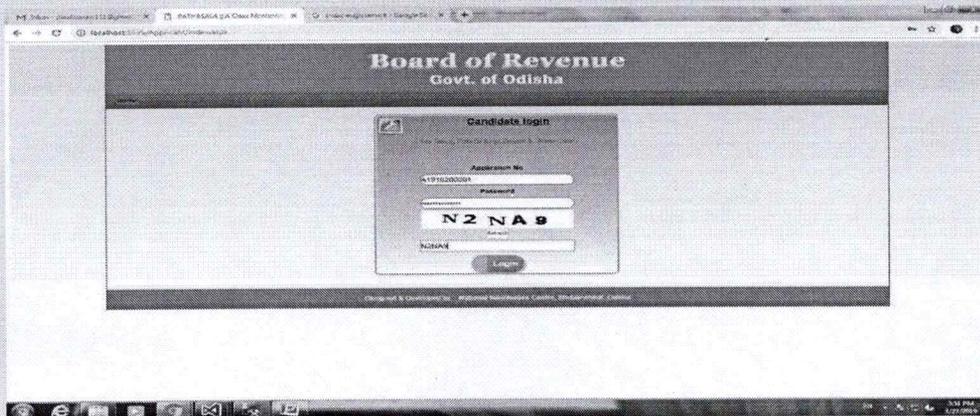
- After approval of the higher authority in the hardcopy, the same need to be uploaded in the Candidate Login.



- 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.**

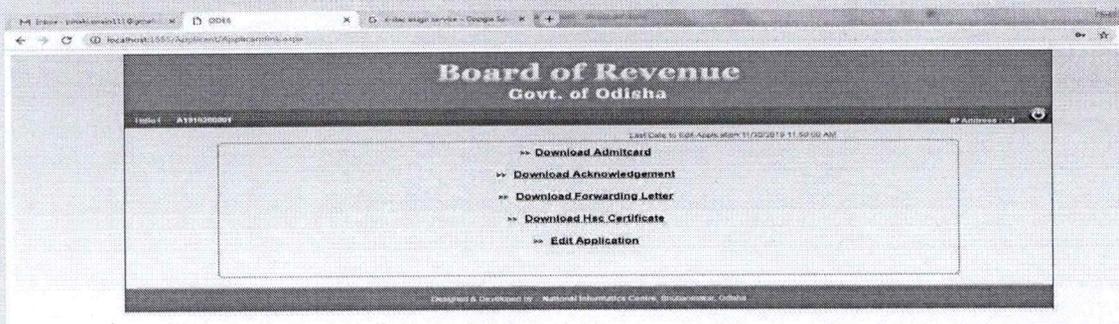
Finally candidate can log into his/her User Id by entering the Application ID with Password created during submission of Application.

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*******