



BOARD OF REVENUE: ODISHA : CUTTACK

(ରାଜସ୍ୱପର୍ଷଦ, ଓଡ଼ିଶା, କଟକ)

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

File No.XI-11/2024- 665 /Exam., Dated 24/09/24

NOTIFICATION

Online 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 **1st October, 2024** in respect of the **Annual Departmental Exam on Accounts & Office Procedure etc., 2024** conducted by Board of Revenue, Cuttack, Odisha for Ministerial Officers, Registration Officials and Revenue Inspectors at all District Headquarters of the State. No offline applications will be entertained. **The link for submission of application online shall be made available from 01.10.2024 (Tuesday) to 01.11.2024(Friday).**

The candidate 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).**

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.

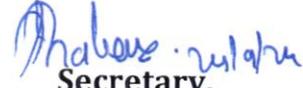
Candidates are advised to check Board's website regularly for latest updates like availability of Admit Cards etc. For any query and technical assistance, Exam Branch, Board of Revenue, Odisha may be contacted.

[PTO]

The exam will be held as per the following schedule:

Date of Examination	Subject	Paper	Sitting	Time
26.12.2024 (Thursday)	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
27.12.2024 (Friday)	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
30.12.2024 (Monday)	Registration Laws & Statutory Rules	-	1 st Sitting	10 AM to 1 PM
	Special Examination in Odia	-	1 st Sitting	

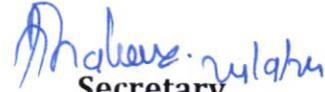
**By orders of Hon'ble Member,
Board of Revenue, Odisha**


Secretary,

Board of Revenue, Odisha, Cuttack

Memo No. 666/Exam., Dated 24/09/24

Copy forwarded to **All Collectors** for favour of information & necessary action.


Secretary,

Board of Revenue, Odisha, Cuttack.

Memo No. 667/Exam., Dated 24/09/24

Copy forwarded to **Technical Director, NIC, Board of Revenue, Odisha, Cuttack** for favour of information & necessary action.


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.,
2024

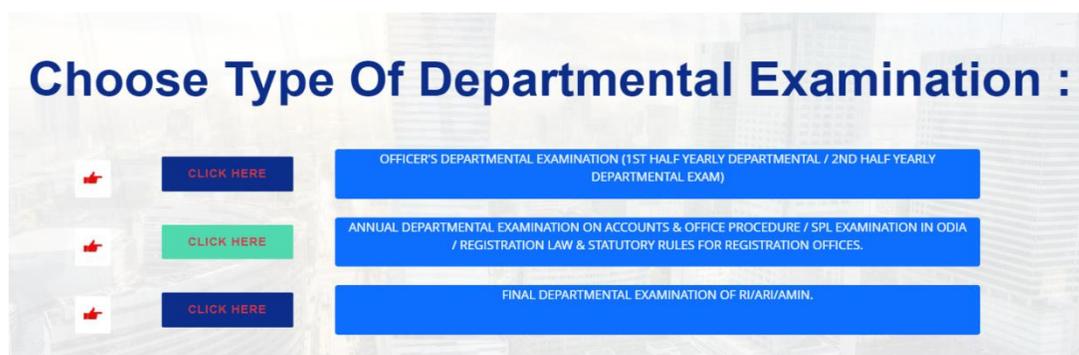
PREREQUISITE:

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 (size limited to minimum 10KB and maximum 50KB 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 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

Registration / Login

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 as Outcast by orders of the Board of Examiners comprising of Member, Board of Revenue as Chairman, S.O. of Police and S.D. Law Department, Odisha as its Member & Secretary, Board of Revenue to the Director of Examination, Officers of about 25 services namely: IAS, IPS, IFS, IAS-SP, Odisha Finance Service, OMS, Probation Services, IAS (Civil Eng. Service) (CI), Electrical & Mechanical Eng. examination in ODIA for officers of all the above services, who haven't passed SSC/CSS/PCS & 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 RAs / ARs & JAs trainees of all D.E.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, suitable, transparent and robust e-governance solutions. Odisha Departmental Examination System (ODES) will ensure efficiency and effectiveness in the examination system and easier completion of online queries by making down time and cost, thus bringing a new 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
Address

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.

FILL THE ONLINE APPLICATION FORM

Board of Revenue
Govt. of Odisha

Home ? Help

Annual Departmental Examination on Account & Office Procedure Etc.

Note: * Fields Are Mandatory

PERSONAL DETAILS

Name of service * [REDACTED]

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

Pin No AAAGU2414K

HRMS ID * 22222222

Email Id * ramakanata@gmail.com

Subject/Paper * Account And Office Procedure Paper-I
 Account And Office Procedure Paper-II
 Account And Office Procedure Paper-III
 Account And Office Procedure Paper-IV
 Special Examination in ODIA

ADDRESS DETAILS

District * ANGUL

Name of office * SD

Address of office * FSD

Pin * 751111

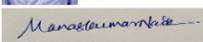
Contact No * 9876543210

Upload

Upload Photo * No file chosen
Photo size within 10kb to 30kb and .jpg or jpeg format

Upload Signature * No file chosen
Photo size within 10kb to 20kb and .jpg or jpeg format

Photo * 

Signature * 

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

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 ODISHA (FOR R.I.S)	

PART 3 OF THE FORM : ADDRESS DETAILS.

- District Name
- Name of The Office
- Address of Office
- Pincode
- Mobile no.

Board of Revenue
Govt. of Odisha

Personal Details :

Name of service : Odisha District Revenue Officer
 Designation : JUNIOR CLERK
 Full Name of Applicant : RAJIA
 Father/Husband Name : KANTA
 DOB : 06/10/1993
 DOJ : 05/10/2022
 Pan Number : AAACU2414K
 HRMS ID : 22222222
 Email Id : rajikanata@gmail.com

Subject

Account And Office Procedure Paper-I
 Account And Office Procedure Paper-II
 Account And Office Procedure Paper-III
 Account And Office Procedure Paper-IV
 Special Examination in ODISA.

Name of the Office : SO
Address of Office : PEB
District : ANGUL
Pin : 751111
Mobile No : 9111111111

Create Password :

Password :
 Confirm Password :
 Security Code : XUDDH

Can't read the image? Click Refresh
 xuuddh

Buttons: Edit, Confirm

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 Submission of application , 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:0,1,2,3etc.),
 - 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.

Your Application Number is:

A2110022000

Keep it for future reference

Print

- 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.

Application-Cum-Admission Form Annual Departmental Examination on Accounts & Office Procedure Etc, 2023	
To The Collector, BARAGARH. (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 : Name of service : MO Designation : JUNIOR REVENUE ASSISTANT Full Name of Applicant : Father/Husband Name : DOB : HRMS ID : DOJ : Email Id : Subject/Paper : 1.Accounts And Office Procedure Paper-I Name Of the Office : TAHASIL OFFICE, BARGARH Address of Office : BARGARH District : BARAGARH Pin : 768028 Mobile No :	<div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div> <p>Yours faithfully</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> <p>Full Signature of Applicant</p>
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 _____
the undersigned.He/She is allowed to appear at the Departmental Examination on Accounts & Office Procedure etc. conducted by the Board of Revenue,Odisha, Cuttack.

Seal Signature of Higher Authority

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.

- Download acknowledgement
- Download forwarding Letter



But the Admit Card can only be downloaded before 15 days of the Examination.

*******THANKYOU*******