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,

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.

Secretary,
Board of Revenue, Odisha,
Cuttack.

Memo No. 1629 Date 06.11.2021
   Copy submitted to the S.P, Kalahandi, P.D, DRDA, W.R/ PA, ITDA, Bh. Patna/ Sub-Collector, Bhawanipatna/ Dharmegarh/ All Dist level officers of Revenue Deptt and other Deptt/ All BDOs/ Tahasildars/ CDPOs for information and necessary action.
   The D.EO/ CDM & PHO/ CDVO and other DLOs are requested to communicate this letter to their sub-ordinate office.
   Copy to the DIO, NIC Kalahandi for information with a request to upload in NIC of Kalahandi.

6.11.21
Addl. District Magistrate
KALAHANDI.

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
>   ODES

Departmental Examination Type!

Officer   Ministerial

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Designed by Bhubaneswar Nic

> 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

Board of Revenue
Govt. of Odisha

Home   Apply Online   Know Your Application Id

👤 Candidate Login   👤 District Login   👤 Admin Login

Announcements

Online Departmental Examination System

Syllabus

Board Of Revenue is conducting various departmental examination for various carders i.e. IAS, OAS, OFS, CSS, FS, IS, CE,Ministarial Officers,RI's,ARI's,AMINA etc. These exams are managed manually.

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, scalable, transparent and robust e-governance solutions. Online Departmental Examination System (ODES) will ensure efficiency and effectiveness in the examination system and render convenience of on-line 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 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

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 Ministarial officers

Note: * Fields Are Mandatory

PERSONAL DETAILS

Name of service *	Junior Clerk
Designation *	JC
Full Name of Applicant *	AMULYA BARIK
Full Name of Father/Husband *	PINAKI SWAIN
Date of Birth *	14/04/1960
Date of Joining in Govt. Service *	07/04/2004
PanNo	
Aadhar No	
HRMS ID *	44444444
Subject/Paper *	☑ Account And Office Paper-I
	☑ Account And Office Paper-II
	☐ Account And Office Paper-III
	☐ Account And Office Paper-IV

ADDRESS DETAILS

District *	ANGUL
Name of office *	ANUGUL COLLECTORIATE
Address of office *	ANUGUL
Pin *	444555
Contact No *	8888888888

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 size within 10kb to 20kb and .jpg or jpeg format
Photo *	
Signature *	

Submit   Cancel

Board of Revenue
Govt. of Odisha

Home

Help

:: Personal Details ::

Name of service	:	Junior Clerk
Designation	:	JC
Full Name of Applicant	:	AMULYA BARIK
Father/Husband Name	:	PINAKI SWAIN
DOB	:	14/04/1960
DOJ	:	07/04/2004
Pan Number	:	
Aadhar Number	:	
HRMS ID	:	44444444
		☐ Account And Office Paper-I
Subject	:	☐ Account And Office Paper-II
		Account And Office Paper-III
		☐ Account And Office Paper-IV
Name Of the Office	:	ANUGUL COLLECTORIATE
Address of Office	:	ANUGUL
District	:	ANGUL
Pin	:	444555
Mobile No	:	8888888888

:: Create Password ::

Password *	
Confirm Password *	
Security Code *	: 4 Y A X Q

Can't read the image ? Click Refresh

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**"

Application-Cum-Addmission Form
Annual Departmental
Examination of Ministerial Officers/RI's, 2021

To
The Collector,
ANGUL.

(Through Head of Office / Next Higher Authority)

Subject : Application for appearing at the Annual Departmental Examination of Ministerial Officers/RI's,2021 .

Sir/Madam,

I may kindly be allowed to appear at the Annual Departmental Examination of Ministerial Officers/RI's 2021 .

Application Number	:	MA2110010001
Name of service	:	JC
Designation	:	JC
Full Name of Applicant	:	AMULYA BARIK
Father/Husband Name	:	PINAKI SWAIN
DOB	:	14/04/1960
Pan Number	:	
Aadhar Number	:	
HRMS ID	:	44444444
Subject/Paper	:	1.Account And Office Paper-I 2.Account And Office Paper-I 3.Account And Office Paper-II 4.Account And Office Paper-II
Name Of the Office	:	ANUGUL COLLECTORIATE
Address of Office	:	ANUGUL
District	:	ANGUL
Pin	:	444555
Mobile No	:	8888888888

Yours faithfully

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 AMULYA BARIK.Certified that Junior Clerk as stated above is an employee of this office of the undersigned I attested on the body of the photograpg pasted herewith and allvoed 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

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

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.

INSTRUCTIONS FOR ADMINS

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.

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-

> After entering all the information, submit button is to be clicked to save the data.

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