



ଜିଲ୍ଲା କାର୍ଯ୍ୟାଳୟ, ସୁନ୍ଦରଗଡ଼ (ସଂସ୍ଥା ଉପ-ବିଭାଗ)

District Office, Sundargarh (Establishment Section)

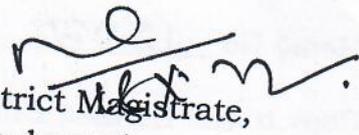
e-mail: dm-sundargarh@nic.in, dceestablishmentsrg@gmail.com, hrmsnq@gmail.com, FAX- 06622-273166, PIN- 770001

No. 12238

Date: 18.10.2022

Copy to the Superintendent of Police, Sundargarh/
Rourkela/ Addl. District Magistrate, Rourkela/ CDO-cum-EO,
Zillaparishad, Sundargarh, Sub-Collector, Sadar, Sundargarh/
Panposh/ Bonai / CDMO, Sundargarh/ Project Administrator, ITDA,
Sundargarh/ Panposh/ Bonai/ All Tahasildars/ All Block
Development Officers/ District Education Officer, Sundargarh/
Superintendent of Excise, Sundargarh/ DWO, Sundargarh/ DSWO,
Sundargarh/DSSO, Sundargarh/ All Sub-Registrars/ Treasury
Officer, District Treasury, Sundargarh/ Deputy Director of
Agriculture, Sundargarh/ Deputy Director of Horticulture,
Sundargarh/ GM, DIC, Sundargarh/ PM, DIC, Rourkela/ Principal,
Govt. College, Sundargarh/ Principal, Govt. Women's College,
Sundargarh/ DRCS, Sundargarh/ Executive Engineer, RWSS,
Sundargarh/ Rourkela/ PHED, Sundargarh/ Rourkela/ PHD,
Sundargarh/ Rourkela/ RWD, Sundargarh/ MI Divn, Sundargarh/
Inspector of Ayurveda, Sundargarh for information and necessary
action with a request to circulate the same with official staff as well as
to their sub-ordinate offices under their administrative control.

✓ Copy to the DIO, NIC, Sundargarh for information and
necessary action. He is requested to hoist the letter along with its
enclosures in the district website for information of all
officers/employees concerned.


Addl. District Magistrate,
Sundargarh.



Examination Matter/
Top Priority

BOARD OF REVENUE : ODISHA : CUTTACK

(ଭାରତୀୟ ପର୍ଯ୍ୟଟ, ଓଡ଼ିଶା, କଟକ)

(Email ID: exam2.bor@gmail.com)

File No.XI-12/2022- 535 /Exam., Dated 13/10/2022

To

All Collectors

Sub: Invitation of Application regarding the Annual Departmental Examination on Accounts and Office Procedure/Laws on Registration & Statutory Rules/Spl. Odia Examination for RIs, 2022.

Madam/ Sir,

I am directed to say that, in pursuance of Resolution No.50148/ IIE(G)-1/ 82-R, Govt. of Orissa, Revenue & Excise Department., Dated. The 27th July, 1984, the Annual Departmental Examination on Accounts and office procedure / Registration Laws and statutory Rules/Special Examination in "ODIA" for RIs, for the year 2022 will be conducted at all District Headquarters as per the following programme.

DATE OF EXAMINATION	SUBJECT/ PAPERS	SITTINGS	TIME
27.12.2022	ACCOUNTS & OFFICE PROCEDURE (GROUP-A)	PAPER-I	1 ST SITTING 10AM to 1PM
		PAPER-II	2 ND SITTING 2PM to 5PM
28.12.2022	ACCOUNTS & OFFICE PROCEDURE (GROUP-B)	PAPER-III	1 ST SITTING 10AM to 1PM
		PAPER-IV	2 ND SITTING 2PM to 5PM
29.12.2022	REGISTRATION LAWS & STATUTORY RULES.	1 ST SITTING	
	SPL. EXAM. IN ODIA (FOR RIs)	1 ST SITTING	10AM to 1PM

- II. It is pertinent to mention that
- As per Rule 24(1) of OMS Rules,1963(Method of Recruitment & Condition of Service of clerks and Assistants) the Junior clerks of the District offices and the Junior Assistants of office of the Heads of Departments shall be required to pass the preliminary Accounts Examination,
 - As per Rule 24(2) of OMS Rules,1963,the Senior clerks of the District offices and the Senior assistants of the offices of the Heads of Departments shall be required to pass the Final Accounts Examination.
 - As per 5.3 and Rules 7 of Board of Revenue Notification No.-1930/20.6.1984 and Rule 5.2 and Rule 6 Notification No.453/30.12.2019,each Revenue Inspector shall have to pass the preliminary accounts Examination and each Revenue Supervisor shall pass the final Accounts Examination conducted by Board of Revenue in pursuance of Rule 24 of OMS (Method of Recruitment and Conditions of Service) Rules, 1963.

13/10

- III. The Online Examination Software will remain open from 17TH October 2022 to 17TH November, 2022. Candidates are required to apply online for appearing in the aforesaid examination by visiting the Board of Revenue's website (**boardodisha.nic.in**). Before filling-up the online application form, they are required to go through the instruction available in the Board's website. **The detailed Programme Notification has been enclosed (Annexure-1).**
- IV. No offline application or partially filled online application without recommendation of higher authority shall be accepted.
- V. The District Administrations will be given access to the Online Applications for verification in the District Login link. A Unique ID and Password will be provided to all districts for verification of Applications / Forwarding letters & Online Attendance Entry etc. **Online Verification of the Application by all districts should be completed by 30.11.2022.**
- VI. **The names of the Examination Centres chosen by the Districts must be intimated to the undersigned by 15.11.2022.** During selection of the exam centres, it is requested to keep sufficient distance between candidates in the exam hall. In the Examination Centre, adequate numbers of rooms must be used to avoid overcrowding of candidates in 2 or 3 rooms.
- VII. Though it is a Departmental Examination with books, it is requested to conduct the exam strictly to ensure the sanctity of the process.
- VIII. MOBILE PHONES/ Guide books shall not be permitted inside the examination hall. Last year despite repeated instructions, few such incidents had come to notice. Hence, it is requested to strictly conduct the examination in true spirit.
- IX. As per Rule-11 of the Resolution No.50148/Dt.27.07.1984 of R&DM, the Examination shall be held under the supervision of the Collector/ ADMs, who shall be assisted by such number of other officers as may be necessary. On the day of the examination, the Collector / ADM or a senior officer duly authorized by the Collector, who shall take the questions into the exam halls and handed over to the respective invigilators. During last year Exams, it has been observed that in most of districts, no-one takes this exam seriously; it is entirely left to the ministerial staff of Establishment section. (Copy enclosed)

As Hon'ble Member has instructed to conduct the Examination strictly, it is requested to personally look into the matter.

This must be treated as Urgent.

By the order of Hon'ble Member, Board of Revenue, Odisha

Yours faithfully,

13/10/22
13.10.22
Secretary,

Board of Revenue, Odisha, Odisha

No. 50148—II E (G)-1/82-R.

GOVERNMENT OF ORISSA
REVENUE AND EXCISE DEPARTMENT

RESOLUTION

The 27th July 1984.

SUBJECT—Departmental Examination on Accounts and Office Procedure.

The updating of the syllabus of the Departmental Accounts Examination conducted by the Board of Revenue was overdue in view of coming into force of different Rules, Codes, Manuals, etc., over the past several years.

2. After careful consideration, Government have, therefore, been pleased to decide that the Departmental Examination on Accounts and Office Procedure will hereafter be conducted as per the Rules of Procedure annexed. Rule 163-A of the Bihar and Orissa Board's Miscellaneous Rules, 1923 will stand substituted accordingly.

3. As a measure of transitory concession, the Final Accounts Examination will also continue to be held as per the old syllabus for two consecutive years simultaneously with the Departmental examination as per the new syllabus and the candidates who have already passed the Preliminary Accounts Examination as per the old syllabus may, at their option, appear therein.

ORDER—Ordered that the Resolution, along with the Annexure, be published in the *Orissa Gazette*.

By order of the Governor
RAJENDRA KISHORE PANDA
Additional Secretary to Government

11. The examination shall be held under the supervision of the Collector/Additional District Magistrate who shall be assisted by such number of other officers as may be necessary. On the day of the examination, the Collector/Additional District Magistrate himself or a senior officer duly authorised by the Collector shall take the questions into the examination hall and distribute the same to the candidates. When the time allotted for the examination is over, the answer papers shall be collected and shall, in sealed packets, be despatched by the Collector to the respective authorities immediately as per the instructions of the Board of Revenue. The Board of Revenue should issue specific instructions in this regard while forwarding the question papers.

12. After valuation of the answers, the concerned authorities shall transmit in sealed packets, the answer-scripts together with a list to the Board of Revenue direct.

13. The Board of Revenue shall arrange the names of the successful candidates in order of merit and get the results of the examination published in the Gazette. Copies of the notification shall also be forwarded to the offices concerned.

14. The date (s) of issue of the notification by the Board of Revenue shall be deemed to be the date (s) of passing the Preliminary and/or Final Accounts Examination (s), as the case may be, in respect of the individual candidates.

15. Employees attending the examination shall be treated as on duty. They shall be allowed Travelling Allowance in accordance with the Orissa Travelling Allowance Rules from their respective establishments to attend the examination, for not more than two occasions.



BOARD OF REVENUE : ODISHA : CUTTACK

(ରାଜସ୍ୱ ପର୍ଯ୍ୟବେକ୍ଷଣ, ଓଡ଼ିଶା, କଟକ)

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

File No. XI-12/2022- 534 /Exam. Dated 13/10/2022

NOTIFICATION

It is hereby notified for general information that the Annual Departmental Examination on Accounts & Office Procedure etc., 2022 conducted by the Board of Revenue for Ministerial Officers, Odisha District Revenue Service & Registration Officials 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. 17th October, 2022. 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 off-line applications will be entertained. The link for submission of application online shall be made available from 17.10.2022(Monday) to 17.11.2022 (Thursday).

(Note: 17.11.2022 is the last date for the submission of online application).

The detailed programme of the examination schedule:

PROGRAMME				
DATE OF EXAMINATION	SUBJECT/ PAPERS		SITTINGS	TIME
27.12.2022	ACCOUNTS & OFFICE PROCEDURE (GROUP-A)	PAPER-I	1 ST SITTING	10AM to 1PM
		PAPER-II	2 ND SITTING	2PM to 5PM
28.12.2022	ACCOUNTS & OFFICE PROCEDURE (GROUP-B)	PAPER-III	1 ST SITTING	10AM to 1PM
		PAPER-IV	2 ND SITTING	2PM to 5PM
29.12.2022	REGISTRATION LAWS & STATUTORY RULES.		1 ST SITTING	10AM to 1PM
	SPL. EXAM. IN ODIA (FOR RIs)		1 ST SITTING	

DOCUMENTS TO BE UPLOADED:

- Candidates must upload recent coloured passport size photo 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.

KM
13.10.22

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, MASK & SANITIZER.
- 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" 1 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

W. K. Mohanty
13-10-22
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.,
2022

PREREQUISITE:

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

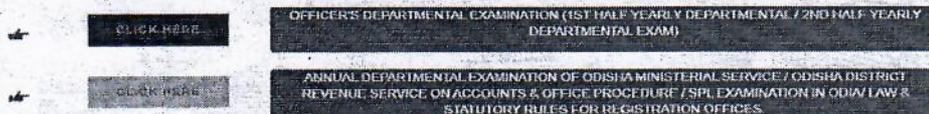
- 1) Personal Mobile Number of the applicant, for validations and future correspondence. In case you provide wrong/incorrect mobile phone number, you will not be able to receive the updates.
- 2) Clearly scanned latest Passport size Photograph, Signature (size limited to minimum 10 KB and maximum 50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

ODES

Choose Type Of Departmental Examination :



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- Click on ANNUAL DEPARTMENTAL EXAMINATION OF ODISHA MINISTERIAL SERVICE/ODRS ON ACCOUNTS & OFFICE PROCEDURE ETC. **LINK**.
- A screen as shown below will appear.
- Click on APPLY ONLINE available on the right hand side panel.

- 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

<p>Personal Details</p> <p>Name of service Designation Full Name of Applicant Father/Husband Name DOB DOB Pan Number HRMS ID Email Id</p> <p>Subject</p> <p>Name Of the Office Address of Office District Pin Mobile No.</p> <p>Create Password</p> <p>Password * Confirm Password * Security Code *</p>	<p>Odisha District Revenue Officer XUHQACLEKH RAMA KANTA 06/10/1993 09/10/2007 XUHQACLEKH 22020172 ramakanta@gmail.com</p> <p><input type="checkbox"/> Accounts and Office Procedure Paper-I <input type="checkbox"/> Accounts and Office Procedure Paper-II <input type="checkbox"/> Accounts and Office Procedure Paper-III <input type="checkbox"/> Accounts and Office Procedure Paper-IV <input type="checkbox"/> Special Examination in ODIA</p> <p>SD FSD KHOUJ 111111 1111111111</p> <p style="text-align: center;">XUHDH Govt. of Odisha - Civil Services</p> <p style="text-align: center;">[Edit] [Confirm]</p>
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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.

Your Application Number is:

A2110022000

Keep it for future reference

Print

- 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, 2022	
To The Collector, ANGUL.	(Through Head of Office / Next Higher Authority)
Subject : Application for appearing the Annual Departmental Examination on Accounts & Office Procedure Etc, 2022.	
Sirtlagam: I may kindly be allowed to appear the Annual Departmental Examination on Accounts & Office Procedure Etc, 2022.	
Application Number	: A2110150001
Name of service	: RO
Designation	: JUNIOR CLERK
Full Name of Applicant	: RAMA
Father/Husband Name	: KANTA
DOB	: 06/10/1993
Pan Number	: AAACU2414K
HRMS ID	: 2222222
DOJ	: 05/10/2022
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	: SO
Address of Office	: FSD
District	: ANGUL
Pin	: 751111
Mobile No.	: 9111111111
Yours faithfully  Full Signature of Applicant	

(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 _____ Sd/Smt P.A.M.A, 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, Cutack.

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.

