



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

No. 9736 / Estt
(BBE-XVIII-01/2021-DEPTT-EXAM)

Dated 15/11 2021

From

**Shri Arun Kumar Mohapatra, OAS(SAG)
Additional District Magistrate, Bhadrak**

To

1. The Superintendent of Police, Bhadrak/
2. The Deputy Director, (CH), Bhadrak/
3. The Project Director, DRDA, Bhadrak/
4. The Chief District Agriculture Officer, Bhadrak/
5. The CDVO, Bhadrak/
6. The Asst Director, Soil Conservation, Bhadrak/
7. The Deputy Director, Horticulture, Bhadrak /
8. The Executive Engineer ,RD-I, Bhadrak/
9. The Executive Engineer ,RD-II, Bhadrak/
10. The Deputy Registrar of Cooperative Societies, Bhadrak/
11. The Joint Commissioner of Commercial Taxes (CT & GST), Bhadrak/
12. The Deputy Director, Agriculture, Bhadrak/
13. The Regional Transport Officer, Bhadrak/
14. The Superintendent Engineer, NESCO, Bhadrak/
15. The Superintendent of Excise, Bhadrak/
16. The District Treasury Officer, Bhadrak/
17. All Sub-Treasury Officers/
18. The Executive Engineer, PHED, Bhadrak
19. The General Manager, DIC, Bhadrak
20. The Executive Engineer, Salandi Canal Division, Bhadrak
21. The Executive Engineer, Drainge Division, Bhadrak
22. All Tahasildars/
23. All Block Development Officers/
24. The Divisional Forest Officer, Chandbali at Satabhauni
25. The District Fisheries Officer, Bhadrak/
26. The Chief District Medical & Public Health Officer, Bhadrak/
27. The DI & PRO, Bhadrak
28. The Divisional Labour Commissioner, Bhadrak/
29. The Deputy Director, Planning & Monitoring Unit, Bhadrak/
30. The District Welfare Officer, Bhadrak
31. The District Social Welfare Officer, Bhadrak/
32. The District Social Security Officer, Bhadrak/
33. The District Education Officer, Bhadrak
34. The District Tourist Officer, Bhadrak
35. 31. The District Culture Officer, Bhadrak/
36. The Executive Engineer, R & B Division, Bhadrak
37. The Executive Engineer, RWS & S, Bhadrak/
38. The Executive Engineer, Odisha Lift Irrigation Corporation, Bhadrak/
39. All CDPOs/

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

Madam/Sir,

I am to say that, as per the instructions of Board of Revenue, Odisha, Cuttack the Annual Departmental Examination on Accounts & Office Procedure for Ministerial Officers, Law & Statutory Rules (For Senior Clerks of Registration Offices), Asst. Revenue Inspector (Collection Moharir's) and Special Examination in Odia for Revenue Inspector's for the year, 2021 will be held as per the programme given below.

Date of Examination	1 st sitting 10.00 A.M to 1.00 P.M (03 hours)	2 nd Sitting 2.00 P.M to 5.00 P.M (03 Hours)
1	2	3
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)	I) Law & Statuary Rules(For Senior Clerks of Registration Offices) II) Asst. Revenue Inspector (CM)	Special Examination in Odia for Revenue Inspectors

(P.T.O)

2. This year, the candidates are required to apply online 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 contract at NIC, Collectorate, Bhadrak.

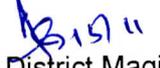
5. The last date of submission of online application is 05.12.2021 (before midnight).

The detailed guidelines and instruction on online application is attached herewith for information of the candidates.

This may be widely circulated among all employees working under your control.

Encl:- As above

Yours faithfully,


Additional District Magistrate
Bhadrak

Memo No 9737 /Estt Dated 15/11/ 2021

Copy forwarded to the District Informatics Officer, Bhadrak for information and necessary action.


Additional District Magistrate
Bhadrak

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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- 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

Board Of Revenue is conducting various departmental examination for various carders i.e. IAS, OAS, OFS, CSS, FS, IS, CE, Ministerial 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

Syllabus

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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

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 *	<input checked="" type="checkbox"/> Account And Office Paper-I <input checked="" type="checkbox"/> Account And Office Paper-II <input type="checkbox"/> Account And Office Paper-III <input type="checkbox"/> Account And Office Paper-IV
ADDRESS DETAILS	
District *	ANGUL
Name of office *	ANUGUL COLLECTORIATE
Address of office *	ANUGUL
Pin *	44455
Contact No *	8888888888
Upload	
Upload Photo *	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> <small>Photo size within 10kb to 30kb and .jpg or .jpeg format</small>
Upload Signature *	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> <small>Photo size within 10kb to 20kb and .jpg or .jpeg format</small> <small>Photo size within 10kb to 20kb and .jpg or .jpeg format</small>
Photo *	
Signature *	
<input type="button" value="Submit"/> <input type="button" value="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
Subject	: <input type="checkbox"/> Account And Office Paper-I <input type="checkbox"/> Account And Office Paper-II <input type="checkbox"/> Account And Office Paper-III <input type="checkbox"/> Account And Office Paper-IV
Name Of the Office	: ANUGUL COLLECTORIATE
Address of Office	: ANUGUL
District	: ANUGUL
Pin	: 444555
Mobile No	: 8888888888

Create Password :

Password *

Confirm Password *

Security Code *

4YAXQ
Can't read the image? Click Refresh

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.



- One can print the Acknowledgement by clicking “control + p”

Application-Cum-Admission 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 COLLECTORATE
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 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.

Print Home

Seal Signature of Higher Authority

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

Board of Revenue
Govt. of Odisha

Home Hello! MA2110010001 IP Address :::1

Upload Forwarding Letter

Upload Forwarding Letter

Forwarding Letter size within 150kb to 200kb and .jiff format.

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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

Home

Login

USER ID

admin

PASSWORD

3 I G P N

Refresh

3IGPN

Login

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

The screenshot shows the 'Board of Revenue Govt. of Odisha' website interface. The header includes 'Welcome: Admin' and 'IP ADDRESS: :1'. A navigation menu on the left lists options under 'ODES': Verification, Examination (Exam Center Allotment, Exam Center Tagging, Exam Date Time Entry, Exam Attendance Register, Exam Attendance Entry, Exam mark Entry), Admin Activity, Report, and Change Password. The main content area features a form titled 'Exam Date Time' with the following fields:

Year	: 2021	▼
Session	: Annual	▼
Service Name	: Select Service	▼
Subject Name	:	▼
Sitting	: 1st	▼
Exam Date	:	
Exam Start Time	: HH:MM	
Exam End Time	: HH:MM	

A 'Submit' button is located at the bottom of the form. The footer text reads: 'Designed & Developed by : National Informatics Centre, Bhubaneswar, Odisha'.

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.

The screenshot shows the 'Board of Revenue Govt. of Odisha' website interface. The header includes 'Welcome: Admin' and 'IP ADDRESS: :1'. A navigation menu on the left lists options under 'ODES': Verification, Examination, Admin Activity, Report, and Change Password. The main content area features a form titled 'Document Verification' with the following fields:

Exam	: 2021	▼
Session	: Annual	▼
Service	: Junior Clerk	▼
ApplicationNo	: MA2110010001	▼

A 'Submit' button is located at the bottom of the form. The footer text reads: 'Designed & Developed by : National Informatics Centre, Bhubaneswar, Odisha'.

- For attendance Entry, a screen will be displayed as below-

**Board of Revenue
Govt. of Odisha**

Welcome: 01-ANGU IP ADDRESS: :1

▼ ODES
 ▶ Examination
 ▶ Change Password

Exam Attendance Entry

Year : 2021
 Session : 1st Half Yearly
 District : ANGU
 Exam Centre : Conference Hall of Collec
 Service : Indian Forest Service
 Subject Type : Written
 Subject : ACCOUNTS (W)
 RollNo : (A2110270006-A211027)

Submit Reset View

Sl. No.	RollNo	ApplicationID	Name	HRMS ID	Status
1	IFS2110006	A2110270006	RAVI MEENA		Present

Submit

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