

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

No. 6476 //Estt. II, Date 18-07-2024

To  
All Tahasildars of Nuapada district.

Sub: Regarding introduction of Online application software for the Departmental Examination in respect of RI/ ARI/ AMINs.

Madam/ Sir,

The Secretary, Board of Revenue, Odisha, Cuttack, vide his Notification No. 391/Exam. Dated 12.07.2021 has communicated the programme of online application software of the Departmental Examination in respect of RI/ ARI/ AMINs.

Therefore, you are requested to instruct all the RI/ ARI/ AMINs working under your jurisdiction to apply online from 15.07.2024 to 05.08.2024 to appear Departmental Examination at respective RITs by visiting the Boards website (boardodisha.nic.in). Further, the details instructions/guidelines on online application is enclosed herewith.

Yours faithfully

  
Addl. District Magistrate,  
Nuapada  
Addl District Magistrate  
Nuapada

Memo No. 6477 / Estt. II Date 18.07/2024

Copy to DeGM, Collectorate Nuapada for information and necessary action. He is requested to please upload the programme in District website.

Copy to Notice Board of Collectorate, Nuapada for wide publication.

  
Addl. District Magistrate,  
Nuapada  
Addl District Magistrate  
Nuapada



# BOARD OF REVENUE : ODISHA : CUTTACK

(ଭାରତୀୟ ପର୍ଯ୍ୟଟ, ଓଡ଼ିଶା, କଟକ)

(Email ID: [exam2.bor@gmail.com](mailto:exam2.bor@gmail.com))

File No.XI-06/2024- 391 /Exam., Dated 12.07.2024

To

The Director,  
RITI, Khallikote, Ganjam  
RITI, Larpank, Sambalpur  
RITI, Bodapalasa, Keonjhar  
RITI, Gothapatana, Bhubaneswar

Sub: Introduction of Online Application Software for the Departmental Examination in respect of RI/ARI/AMINs.

Sir,

I am to say that, the Board of Revenue has successfully introduced the Departmental Examination Online Application Software for Departmental Examination of Officers as well as Ministerial Officers. Now, it has been decided to introduce the same for final examination of RI/ARI/Amin trainees of RITIs from the current RI training Batch.

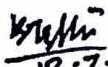
- I. The Online Application software will remain opened from 15.07.2024 to 05.08.2024. The RI trainees undergoing training at respective RITIs can apply online by login into Board's official website [boardodisha.nic.in](http://boardodisha.nic.in), and will fill-up the online admission form. A recommendation form will be generated online. Candidate must take a print out of recommendation form and get it duly signed by the Deputy Director / Asst. Director of concerned RITI. Thereafter, they have to re-upload the scanned recommendation copy.
- II. In case of Ex-Regular Candidates, they will also have to apply online. After filling up the form, they will print a copy and get it recommended by the ADM/Deputy Collector of the District. Then they will have to re-upload the signed application online.

- III. Once an Ex-regular candidate uploads his application after recommendation letter to the Board of Revenue for grant of permission, the hard copy of that letter need not be sent to the Board of Revenue.
- IV. After the last date of application, no application will be entertained. The candidates, particularly, Ex-Regular candidates must apply well ahead of last date, so that it can be recommended by District Administration before the last date.
- V. After the application period is over, RITI wise separate login and password will be given for verification of applications. Once Examination schedule is entered, Admit cards will be made available in Candidates login.
- VI. Attendance Register can be downloaded from the website by RITIs.
- VII. Once Examination is over, RITIs have to enter attendance of candidates online by using their login ID & Password.

For any query, you are requested to contact the Examination Branch of Board of Revenue, Odisha,

**This must be treated as Urgent.**

Yours faithfully,

  
12.7.24  
Secretary,

Board of Revenue, Odisha, Odisha

Memo No 392 /Exam., Dated. 12.07.2024

Copy forwarded to all Collectors for favour of their information & necessary action. It is requested to circulate it among all Tahasil offices/ LAO offices of the District.

Further, it is requested to recommend the applications of the Ex-Regular candidates well before the last date without any delay.

  
Secretary,

Board of Revenue, Odisha, Odisha

Memo No 393 /Exam., Dated. 12.07.2024

1. Copy to the Technical Director, NIC, Board of Revenue with request to hoist it in the office website and to keep the online application software open from 15.07.2024 to 05.08.2024.
2. Copy to the Joint Secretary, D.E. Branch for information and necessary action.

  
Secretary,

Board of Revenue, Odisha, Odisha

# GUIDELINE AND INSTRUCTION FOR ONLINE SUBMISSION OF APPLICATION FORM FOR FINAL DEPARTMENTAL EXAMINATION OF RI/ARI/AMIN TRAINEES

## 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 office where the applicant is posted (size limited to 150 KB to 300KB).

## STEPS FOR FILLING UP THE ON-LINE APPLICATION:

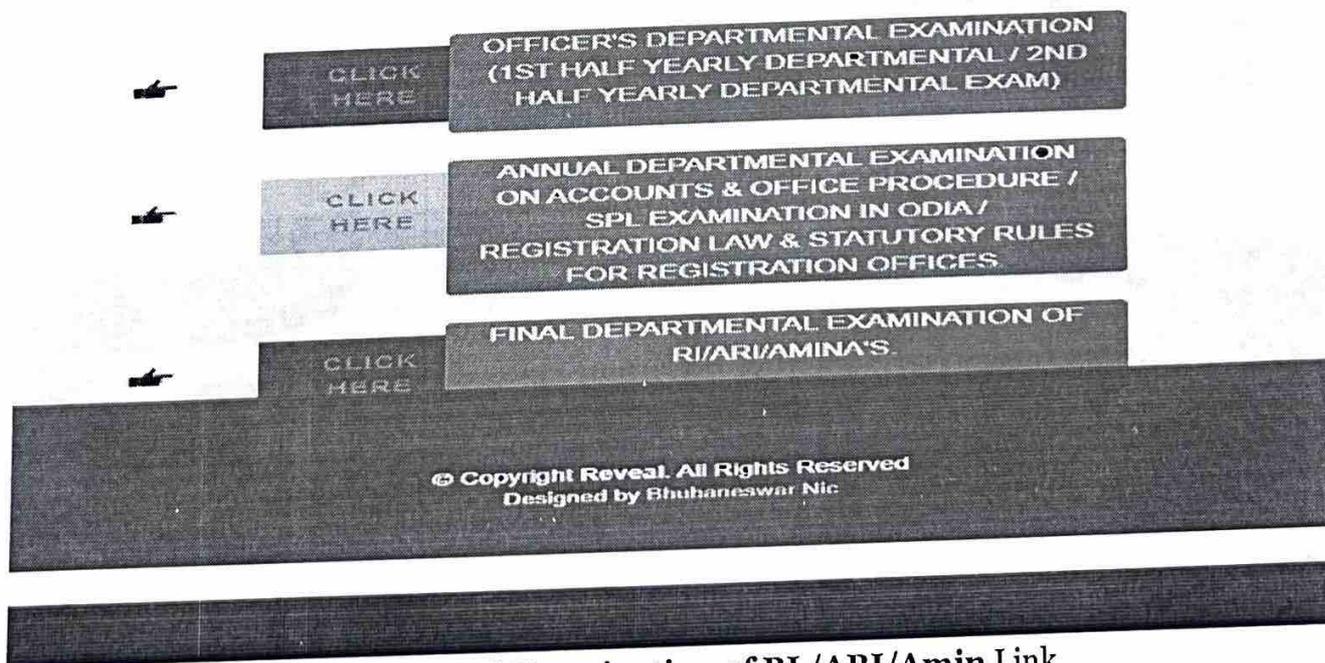
### LOGIN-1(For Creation of Application ID & Password)

- 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

:



- Click on the Final Departmental Examination of RI /ARI/Amin Link.
- A screen as shown below will appear.

# FINAL EXAMINATION OF RI/ARI/AMIN TRAINEES AFTER INDUCTION TRAINING

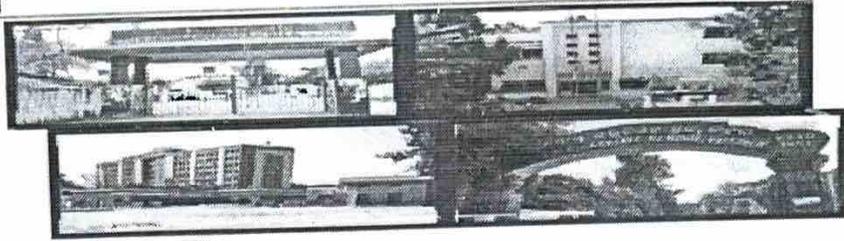
Apply Online

## Announcement

RI/ARI Login

Candidate Login

Visions and Mission  
Role and Function  
Notification  
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 at Cuttack) by orders of the Board of Examiners comprising of Member, Board of Revenue as Chairman, D.O. of Police and I.R. Law Department, Odisha as its Member & Secretary, Board of Revenue is the Director of Examination. Officers of about 23 services namely, IAS, IPS, IES, OAS, OAS (Odisha Finance Service), OAS, FS (Forest Service), PWD Civil Eng. Service (CES), Electrical & Mechanical Civil Service (EMCS), OMS, OMS (Odisha Hind. Service (HAMS)), OMS, OMS, OMS (Odisha Service (OS)), TRAFS, IAS, Fisheries Service, FWS (O.S. Industrial Service (IS)) etc take part in this examination. There are total of 64 papers (53- Written papers & 11 Viva-Voces). It conducts examination in ODIA for officers of all the above services, who haven't passed HEC/CESE/ICSE & 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/ SBL. 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 RI / ARI & AMin trainees of all R.I.T.I.s regularly throughout the year.

Information and Communication Technology (ICT) is an effective tool for increasing and automating various activities of examination system at different administrative levels to being 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

### Contact Info

Phone : 0672606006

Email : exam\_bore@gmail.com  
exam2\_bore@gmail.com

Address : Board of Revenue Odisha, Cuttack

- Click on **APPLY ONLINE** available on the right hand side panel.
- The Examination form will appear on the screen as shown below.

# FINAL EXAMINATION OF RI/ARI/AMIN TRAINEES AFTER INDUCTION TRAINING

Home

## Admission Form

Note: \* Fields Are Mandatory

### PERSONAL DETAILS

Applicant Type \* Regular  
Name of RITI \* Larpark  
BATCH No \* 1 To  
Training Period \* 03/07/1985 To 03/07/2024  
Name of service \* Revenue Inspector  
Designation \* RI  
Full Name of Applicant \* JABEED  
Full Name of Father/Husband \* BHOI  
Date of Birth \* 05/07/1972  
HRMS ID \* 21111111  
Email Id \* jabeed@gmail.com  
Subject/Paper \*  
 PAPER-I(Theory)  
 PAPER-II(Theory)  
 PAPER-III(Theory)  
 PAPER-IV(Practical)  
 PAPER-V(Practical)

### ADDRESS DETAILS

District \* JHARSUGUDA  
Name of office \* CDS  
Address of office \* SFS  
Pin \* 111111  
Mobile No \* 1111111111

### 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

- 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.**

- (i) Applicant Type
- (ii) Name of the RITI
- (iii) BATCH No.
- (iv) Training Period
- (v) Name of Service
- (vi) Designation

- (vii) Full name of Applicant
- (viii) Full Name of Father / Husband
- (ix) Date of Birth
- (x) HRMS ID
- (xi) Email Id
- (xii) Subject / Paper

**PART 2 OF THE FORM : ADDRESS DETAILS.**

- (i) District Name
- (ii) Name of office
- (iii) Address of office
- (iv) Pin
- (v) Mobile No.

**PART 3 OF THE FORM : DOCUMENT UPLOAD**

- Scanned copy of forwarding letter
- One Passport size photograph(10 KB-50 KB)
- Signature of the candidate.(10 KB-50 KB)
- After filling all these information candidate has to click on “SUBMIT” button.
- After Submit ,creat your password as per the instruction.

- The Password must be more than 8 characters containing 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:  
A2410010005  
Keep it for future reference

**Print**

- One can take the printout of the acknowledgement by pressing: “Control+P”
- A system generated Forwording Letter will be provided to all Candidates.

- Take a Printout for approval of the Deputy Director / Assistant Director RITI and upload it again online

### **LOGIN -4 (for Uploading of Forwarding Letter of Ex-Regular)**

- After approval of the ADM/Deputy Collector, in the hardcopy, the same need to be uploaded in the Candidate Login for granting permission to appear in the papers applied by as Ex-Regular candidates.
- 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(150 KB-300 KB).
- Click on **SUBMIT**.

| Application Form<br>Final/Departmental<br>Examination of REAR/AMIS trainees.  |   |
|---|---|
| To  | The Secretary,<br>Board Of Revenue  |
|                                  |   |
| Subject : Application for appearing Departmental Examination of REAR/AMIS trainees.<br>Sir/Madam,                   |   |
| I may kindly be allowed to appear for the Departmental Examination of REAR/AMIS trainees                            |   |
| Application Number  | : A 2410010001  |
| Applicant Type  | : Ex-Regular  |
| Name of RITI where training was taken   | : Gouthapeta  |
| BATCH No of your RITI training  | : 33  |
| Your Training Period  | : 19/06/2024 To 19/06/2024  |
| Name of service   | : ODRS  |
| Designation   | : RI  |
| Full Name of applicant  | : PARTHA  |
| Father's/Husband's Name   | : SARATHI   |
| DOB   | : 01/06/1989  |
| HRMS ID   | : 4444444   |
| Email Id  | : partha@gmail.com  |
| Subject/Paper   | : 1.PAPER-I(Theory)<br>2.PAPER-II(Theory)<br>3.PAPER-IV(Practical)<br>4.PAPER-V(Practical)<br>5.PAPER-III(Theory) |
| Name Of the Office  | : CTC   |
| District  | : CUTTACK   |
| Pin   | : 752222  |
| Mobile No   | : 9922222222  |
| <br>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 Collector/LAC: \_\_\_\_\_ Memo No \_\_\_\_\_ Dt \_\_\_\_\_

The facts mentioned above has been verified & found to be true based on available records

Copy forwarded to the Secretary, Board of Revenue for his kind permission to appear in the papers applied by him as Ex-regular candidates

Seal & Signature of  
ADM/Dy Collector(Estt)

**Print**   **Home**

Finally candidate can log-in into his/her Application Profile by entering the Application ID with password created during submission of Application.

By logging into the Applicant Login, a screen is displayed with different option.

- ❖ Download acknowledgement
- ❖ Download forwarding Letter

The Admit Card can only be downloaded few days before the Examination.

\*\*\*\*\* **THANK YOU** \*\*\*\*\*