

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

No. 15633//Estt. II, Date 13-10-2025

To

The Superintendent of Police, Nuapada/ CDO-cum-Executive Officer, Zilla Parishad, Nuapada/ Sub-Collector, Nuapada/CDMO & PHO, Nuapada/ CDVO, Nuapada/ DSWO, Nuapada/ DWO, Nuapada/ Dist. Panchayat Officer, Nuapada/ DD, DPMU, Nuapada/ All BDOs/ All Tahasildars/ All CDPOs/ DDA, Nuapada/ District Treasury Officer, Nuapada/ Dist. Social Securities' Officer, Nuapada/ CSO, Nuapada/DI&PRO, Nuapada/ Dist. Sports Officer, Nuapada/ DLO, Khariar Road/ GM, DIC, Khariar Road/ Spl. Officer, CBDA, Sunabeda at Nuapada/ Sub-Treasury Officer, Khariar/ Dist. Sub-Registrar, Nuapada/ Dist. Education Officer, Nuapada/ All BEOs / Spl. LAO, LIIP, Khariar/ PD, R&R, LIIP, Khariar/ Asst. Commissioner of Commercial Taxes, Nuapada Circle, Khariar Road/ All Headmasters/ Head Mistress of S.S.D/ Govt./Govt. Aided High Schools of Nuapada District.

Sub: Holding of Annual Departmental Examination on Accounts and Office Procedure/ Laws on Registration & Statutory Rules/ Spl. Odisha Examination for RIs, 2025.

Madam/ Sir,

The Secretary, Board of Revenue, Odisha, Cuttack, vide his letter No. 432/Exam, dated 10.10.2025(copy enclosed) have communicated the programme of the Annual Departmental Examination' 2025 on Accounts & Office Procedure for Ministerial Officers along with Registration Law and Statutory Rules (For Senior Clerk of Registration Offices) and Special Examination in Odia for Revenue Inspectors as detailed given below:

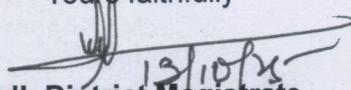
Date of Examination	1 st Sitting (10 A.M. to 1 P.M.) (03 Hours)	2 nd Sitting (2 P.M. to 5 P.M.) (03 Hours)
29.12.2025	Group – A Accounts Paper – I	Group – A Accounts Paper – II
30.12.2025	Group – B Accounts Paper - III	Group – B Accounts Paper - IV
31.12.2025	Registration Law & Statutory Rules (for Sr. Clerks of Registration Offices) Special Examination in Odia for Revenue Inspectors	

Apart from this, the Board of Revenue, Odisha, Cuttack have instructed vide his letter No. 431/Exam, dated 10.10.2025 (copy enclosed) that:

1. As per rule 163-A of the Bihar and Odisha Boards Miscellaneous Rules, 1928, the Junior Clerks/ Assistants, who have not completed 02 years of continuous service are not eligible to sit for the Preliminary Examination (i.e Paper-I & II).
2. Unless a Junior Assistant/ Junior Clerk passes the Preliminary Examination Papers (Paper-I & II), she/he cannot apply for the final Examination (i.e. Paper-III & IV).

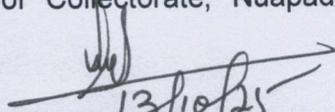
Therefore, you are requested to instruct all the employees working under your jurisdiction to apply online from 13.10.2025 to 13.11.2025 to appear the Annual Departmental Examination by visiting the Boards website (boardodisha.nic.in). No offline application or partially filled online application without any forwarding letter from head of office shall be accepted. The online verification of the applications will be done at District Collectorate. Only eligible applications which are in proper order shall be considered for further process. Further, the details instruction on online application received from Board of Revenue, Odisha is enclosed herewith for circulation among the employees for their reference.

Yours faithfully


13/10/25
Addl. District Magistrate,
Nuapada

Memo No. 15634/Estt. II Date 13/10/2025 Addl. District Magistrate
Nuapada

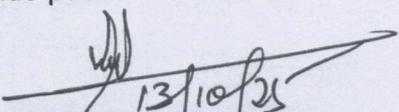
Copy to all Deputy Collector/ All Asst. Collector of Collectorate, Nuapada for information and necessary action.


13/10/25
Addl. District Magistrate,
Nuapada.

Memo No. 15635/ Estt. II Date 13/10/2025 Addl. District Magistrate
Nuapada

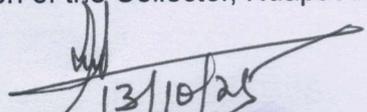
Copy to DeGM, Collectorate, Nuapada for information and necessary action. He is requested to please upload the programme in District website.

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


13/10/25
Addl. District Magistrate,
Nuapada.

Memo No. 15636/ Estt. II Date 13/10/2025 Addl. District Magistrate
Nuapada

Copy to Steno to Collector, Nuapada for kind information of the Collector, Nuapada.


13/10/25
Addl. District Magistrate,
Nuapada.
Addl. District Magistrate
Nuapada



BOARD OF REVENUE : ODISHA : CUTTACK

(ରାଜସ୍ୱ ପର୍ଷଦ, ଓଡ଼ିଶା, କଟକ)

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

File No.XI-06/2025- 432 /Exam., Dated 10.10.2025

To

All Collectors

Sub: **Annual Departmental Examination on Accounts and office procedure/Laws on Registration & Statutory Rules/Spl. Odia Examination for RIs, 2025- Invitation of online application regarding.**

Sir,

I am directed to say that the Annual Departmental Examination on Accounts and Office Procedure/Registration Laws and Statutory Rules/Special Exam. in "ODIA" for RIs, for the year 2025 will be conducted at all District Headquarters as per the following programme.

DATE OF EXAMINATION	SUBJECT/ PAPERS	SITTINGS	TIME
29.12.2025 (Monday)	ACCOUNTS & OFFICE PROCEDURE (Group-A) (Preliminary Exam)	PAPER-I	1 ST SITTING 10AM to 1PM
		PAPER-II	2 ND SITTING 2PM to 5PM
30.12.2025 (Tuesday)	ACCOUNTS & OFFICE PROCEDURE (Group-B) (Final Exam)	PAPER-III	1 ST SITTING 10AM to 1PM
		PAPER-IV	2 ND SITTING 2PM to 5PM
31.12.2025 (Wednesday)	REGISTRATION LAWS & STATUTORY RULES.	1 ST SITTING	10AM to 1PM
	SPL. EXAM. IN ODIA (FOR RIs)	1 ST SITTING	

2. The Departmental Examination Application Software inviting online applications from the Ministerial Officers/Senior Clerks of Registration Offices/RIs will be opened from **13th October, 2025.. The link for submission of application online shall be made available from 13.10.2025 (Monday) to 13.11.2025 (Thursday).** No offline application shall be entertained

The candidates may visit the Board's website (**boardodisha.nic.in**) 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:

- 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 .

3. Verification of application received will be conducted online by all Districts from **15.11.2025** to **29.11.2025** positively by using District Login ID and Password, which will be provided by Board. Applications of ineligible candidates as per rule 163-A of the Bihar & Odisha Board's Miscellaneous Rules, 1928 shall be rejected during verification.

This is for favour of information & necessary action.

Yours faithfully,

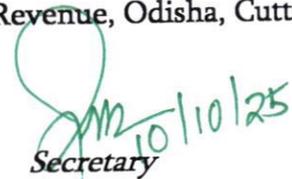


Secretary

Board of Revenue, Odisha, Cuttack

Memo No. **433** /Exam., Dated **10.10.2025**

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.,

2025

PREREQUISITE:

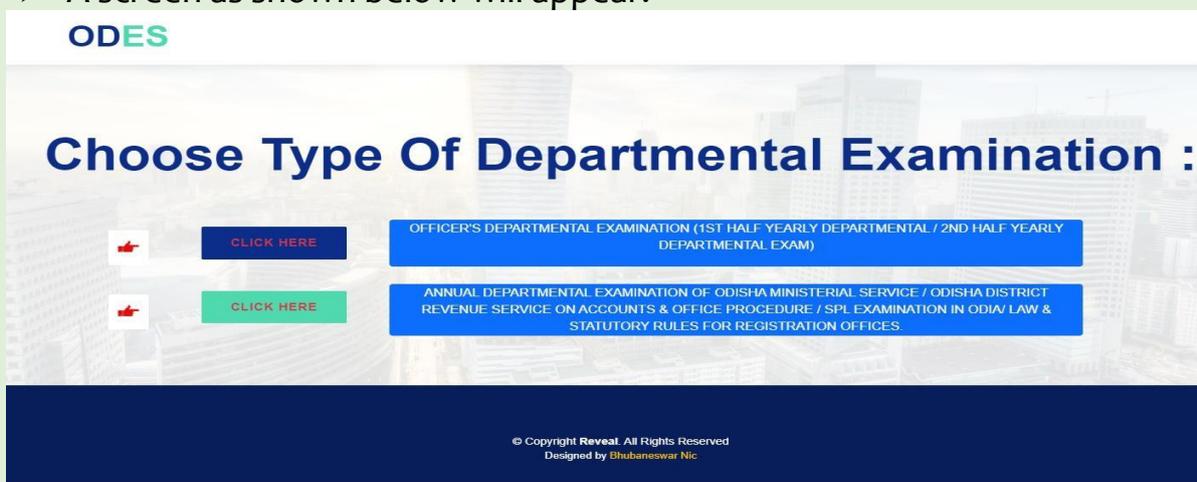
Before proceeding for filling the Online Application Form ‘the applicant is required to have the following:

- 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.

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

- 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)

- 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 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.

BOARD OF REVENUE, ODISHA
ODISHA DEPARTMENTAL EXAMINATION MANAGEMENT

[Apply Online](#)

[Home](#) [Know Your Application Id](#)

[Announcement](#)

[Candidate Login](#)
[District Login](#)

Visions and Mission
Role and Function
Notifications
Result Available
Rejection Notice
Gallery



[Admin Login](#)

[Syllabus](#)
[Questions](#)

Important Circulars
[Rules and Office order](#)

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 S.M. Law Department, Odisha as its Member & Secretary, Board of Revenue as the Director of Examination, Officers of about 23 services namely; IAS, IFS, IPS, OAS, OAS(Odisha Finance Service), OAS (Prisoners Service), IAS Civil Eng. Service(OE), Electrical & Mechanical Eng. examination in ODIA for officers of all the above services, who haven't passed NMC/CESE/ICSE & higher equivalent exams with ODIA as a subject.

It also conducts the Annual Departmental Examination on ACCOUNTS & OFFICE PROCEDURE / LAM & STATUTORY RULES FOR REGISTRATION OFFICIALS/ SFL, 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 HAs / AOs & Amin Instructors of all R.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, available, transparent and robust examination solutions. Online Departmental Examination System (ODES) will ensure efficiency and effectiveness in the examination system and tender convenience of online queries by cutting 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 NMC,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.

Board of Revenue
Govt. of Odisha

Annual Departmental Examination on Account & Office Procedure Etc.

[Home](#) [Help](#)

Note: * Fields Are Mandatory

PERSONAL DETAILS

Name of service * : Odisha District Revenue

Designation * : JUNIORCLERK
(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

PanNo : AAACU2414K

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

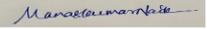
Contact No * : 1111111111

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

FILL THE ONLINE APPLICATION FORM

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 ODIA (FOR R.I.s)	

PART 3 OF THE FORM: ADDRESS DETAILS.

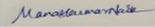
- District Name
- Name of The Office
- Address of Office
- Pin code
- Mobile no.

Board of Revenue
 Govt. of Odisha

[Home](#) [Help](#)

Personal Details :-

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

Subject :-

Name Of the Office	: SD
Address of Office	: FSD
District	: ANGUL
Pin	: 111111
Mobile No	: 1111111111

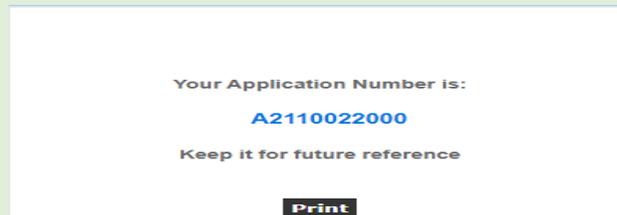
Create Password :-

Password *	: <input type="password"/>
Confirm Password *	: <input type="password"/>
Security Code *	:  <input type="text"/>

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

PART4 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: o,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.



- 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 .

Sir/Madam,
I may kindly be allowed to appear the Annual Departmental Examination on Accounts & Office Procedure Etc, 2022 .

Application Number : **A2210150001**

Name of service : RO

Designation : JUNIORCLERK

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 : 111111

Mobile No : 1111111111



Yours faithfully
Ramakanata
Full Signature of Applicant

IP: 11

(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 RAMA, 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, Cuttack.

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.

- 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.

- Edit Application
- Download acknowledgement
- Download forwarding Letter



But the Admit Card can only be downloaded as per the notice.

*******THANK YOU*******



BOARD OF REVENUE : ODISHA : CUTTACK

(ରାଜସ୍ୱ ପର୍ଷଦ, ଓଡ଼ିଶା, କଟକ)

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

File No.XI-06/2025- 431 /Exam., Dated 10.10.2025

To

All Collectors

Sub: Annual Departmental Examination on Accounts and office procedure / Laws on Registration & Statutory Rules / Spl. Odia Examination for RIs, 2025- Instructions thereof .

Sir,

I am directed to say that as per Rule 16 of the Odisha Ministerial Services (Method of Recruitment and Conditions of Service of Junior Assistants, Senior Assistants and Section Officers in the District Offices and Offices subordinate thereto) Rules, 2019, notified by G.A. and P.G. Department vide Notification No. 7593/Dtd 08.03.2019, the Junior Assistants of District Offices and Sub-Ordinate Offices thereto shall be required to pass the Preliminary Accounts Examination and the Senior Assistants of the District Offices and Sub-Ordinate Offices thereto shall be required to pass the Final Accounts Examination, which is held by the Board of Revenue under Rule 163-A of the Bihar and Odisha Board's Miscellaneous Rules, 1928.

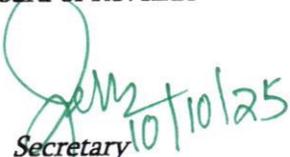
As per Rule 163-A of the Bihar and Odisha Board's Miscellaneous Rules, 1928, "All permanent Clerks and all temporary and acting clerks, who have completed two years of continuous service in the lower division are eligible to sit for the preliminary examination. Any acting or permanent member in superior service can appear at any time for the final examination, provided, he has passed the Preliminary Examination."

Henceforth, during the Annual Departmental Examination on Accounts and Office Procedure, the following points must be ensured.

1. Junior Clerks/Assistants, who have not completed 2 years of continuous service are not eligible to sit for the Preliminary Examination (i.e. Paper-I & II)
2. Unless a Junior Assistant/ Junior Clerk passes the preliminary Examination Papers (Paper-I & II), he/ she cannot apply for the final Examination (i.e. Paper- III & IV).

This may be brought to the notice of all concerned.

By order of Member,
Board of Revenue


Secretary

Board of Revenue, Odisha, Cuttack