



# BOARD OF REVENUE : ODISHA : CUTTACK

(ରାଜସ୍ୱ ପର୍ଷଦ, 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**, 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:**

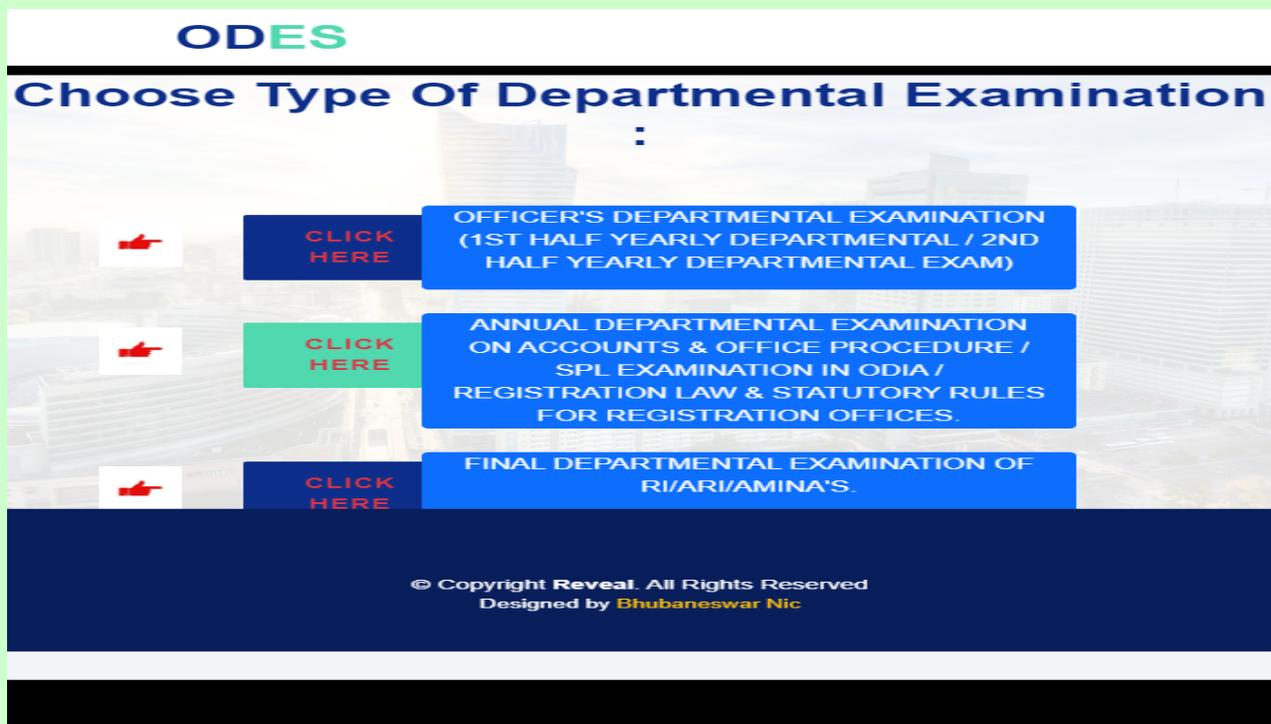
Before proceeding for filling the online Application Form 'the applicant is required to have the following:

- 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.



- 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

Home

Announcement

RITI  
Login

Candidate  
Login

Visions  
and  
Mission  
Role  
and  
Function  
Notificati  
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.G. of Police and L.R. Law Department, Odisha as its Member & Secretary, Board of Revenue is the Director of Examination. Officers of about 23 services namely, IAS, IPS, IFS, OAS, OES (Odisha Finance Service), ORS, FS (Forest Service), PWD Civil Eng. Service (CE), Electrical & Mechanical Eng. Service (EMSE), OMS, OOS, OWS, OCSS, Excise Service (ES), TE&TS, T&S, Fisheries Service, FB&IS, OLS, Industries Service (IS) etc take part in this examination. There are total of 64 papers (53- Written papers & 11 Viva-Voce). It conducts examination in ODIA for officers of all the above services, who haven't passed HSC/CBSE/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/ SPL. 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 RIs / ARIs & Amin trainees of all R.I.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, 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  
06712608006

Email  
exam.bor@gmail.com  
exam2.bor@gmail.com

Address  
Board of Revenue Odisha,Cuttack

Designed & Developed By NIC,Bhubaneswar.

- 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 \* : Larpank

BATCH No \* : 1

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 \* : jabed@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 \* : 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\*\* : 

Signature\*\* : 

Submit Cancel

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

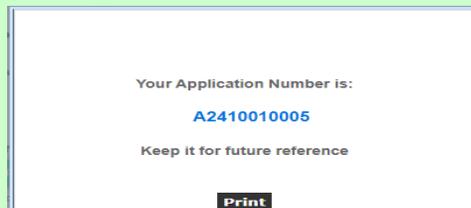
**PART 2 OF THE FORM : ADDRESS DETAILS.**

- (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.



- 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**  
Final/Departmental  
Examination of RI/ARI/Amin trainees.

To  
The Secretary,  
Board Of Revenue.

Subject : Application for appearing Departmental Examination of RI/ARI/Amin trainees.  
Sir/Madam,  
I may kindly be allowed to appear for the Departmental Examination of RI/ARI/Amin trainees.

Application Number : **A2410010001**

Applicant Type : Ex-Regular

Name of RITI where training was taken : Gothapatna

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 : 01/06/1988

HRMS ID : 44444444

Email Id : partha@gmail.com

Subject/Paper : 1.PAPER-I(Theory)  
2.PAPER-II(Theory)  
3.PAPER-IV(Practical)  
4.PAPER-V(Practical)  
5.PAPER-III(Theory)

Name Of the Office : CTC

District : CUTTACK

Pin : 222222

Mobile No : 2222222222

IP: :1


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/LAO, \_\_\_\_\_ 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(East)

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** \*\*\*\*\*