

**PROFESSIONAL EXAMINATION**

**URGENT**

OFFICE OF THE ENGINEER-IN-CHIEF (CIVIL) ODISHA, BHUBANESWAR

No.E.IVE.SES-03/2024/ 47044

Dec. 3<sup>rd</sup> 2024

From

Er. P.C. Mohapatra,  
Engineer-in-Chief (Civil-cum-Roads),  
Odisha.Bhubaneswar.

To

The Addl. Secretary to Govt., H & U. D. Department / Addl. Secretary to Govt., Health & Family Welfare Department/ Deputy Secretary to Govt, Panchayati Raj Department/Deputy Secretary to Govt.,SC & ST Development Department / Deputy Secretary to Government, G.A.Vigilance Department, Cuttack/ All Collectors & District Magistrate/C.E. N.H.,Odisha/ E.I.C., Rural Works, Odisha / C.E. R.D.& Q.P. Odisha/C.M.D. OB&CC Ltd./ Registrar, O.U.A.T., Bhubaneswar/ Registrar, Berhampur University/Registrar, Utkal University, Bhubaneswar/ Establishment Officer, B.D.A., Bhubaneswar/ Establishment Officer, C.D.A.,Cuttack/Establishment Officer, O.S.H.B, BBSR/M.D. IDCO BBSR./ M.D. Warehousing Corporation, Bhubaneswar/ Director of Fisheries, Cuttack / All S.Es/E.Es under (R&B) Organisation (except this office)/ Administrative Officer, Odisha State Agricultural Marketing Board, BBSR.

Sub:- 2<sup>nd</sup> Half Yearly Professional Examination to be held during the month of December-2024.

Sir,

1. It is to request that, the application along with the required information / documents of J.Es/ A.Es/A.E.Es belonging to works Cadre, who intend to appear 2<sup>nd</sup> Half Yearly Professional Examination-2024 to be conducted during the month of December-2024 may please be sent early so as to reach in this office on or before 17.12.2024 at the latest. The 2<sup>nd</sup> Half Yearly Professional Examination to be held on dtd.22.12.2024 at Bhubaneswar.
2. Applications received after the scheduled date or in in-complete shape shall not be considered and shall be liable for rejection without any intimation. The concerned candidates who have completed or will complete Sub-Divisional Accounts Training for 15 days before December-2024 shall be considered / eligible to appear the said examination.
3. The authorities under whom the candidates have undergone such accounts training should furnish the Divisional and Sub-Divisional Accounts Training Certificate in favour of the candidate.
4. A special report regarding the physical energy and efficiency of the candidates should be furnished by the authorities concerned under whom the candidate is working at present.

P.T.O

5. The said candidates, who had appeared at such examination previously, i.e. for the repeaters who have submitted already necessary Accounts Training certificate and special report previously, the month and year of such examination in which he/she had applied/appeared in the past and letter No. with date in which the certificate with special report were furnished to this office is to be indicated in the application form now to be submitted by the repeaters.

6. The candidates will not be allowed to sit in the examination unless the above certificates and special reports are received in this office in correct manner. **Besides, two sets of applications (in original) (Mandatory) may be sent by the applicants for further action.**

All J.Es/A.Es/A.E.Es of Works cadre, who are working under your control may please be informed accordingly. A specimen copy of form along with accounts training certificate and special report are enclosed which may please be supplied to the candidates intending to appear at the ensuing examination.

Yours sincerely,

Encl:-As above.

Engineer-In-Chief (Civil-cum-Roads) Odisha.

Memo No. 47045 /Dt. 03-12-2024

Copy to the Additional Secretary to Government, Works Department, Odisha, Bhubaneswar for information.

Encl:-As above.

Establishment Officer-IV

Memo No. 47046 /Dt. 03-12-24

Copy to the Chief Engineer, Roads-I/II/Bridges/Buildings/ Designs/ State Procurement Cell/ Section Officer, Gazetted Estt. Branch of this office for information.

The J.Es/A.Es/A.E.Es who have not passed the Professional Examination are required to submit their application in the prescribed form enclosed in complete shape on or before the scheduled date as stated above to this branch.

Establishment Officer-IV

APPLICATION FOR ADMISSION TO THE PROFESSIONAL EXAMINATION TO BE HELD IN THE MONTH OF.....

- 1) Name in full :-  
(In Block letters)  
(In case of J.E.No.. also  
may be mentioned.
- 2) Designation :-
- 3) Present post held and Head Quarters:-
- 4) Date of first appointment as J.E.:-
- 5) Total service as Asst. Engineer:-  
(Engineer if Asst. Engineer)
- 6) a. Under which Department he is now working :-  
b. To which Department he belongs (Cadre):-
- 7) Whether he belongs to S.C. or S.T.:-
8. Whether undergone training in accountancy etc.  
in Sub-Division for fifteen days and Divn. for  
fifteen days, if so certification in support of  
this to be enclosed in duplicate:-
- 9) Special report of office not below the rank  
of E.Es. as regards physical energy. Efficiency may  
in practical work & capacity to engage is  
sub-ordinates to be furnished in duplicate:-
- 10) If a repeater when he appeared in the last  
Professional Examination and if submitted  
Accounts training certificate and special  
Reports give details of examination which he  
Appeared and the No. date of letter in which  
The Certificate were sent to this office :-
- 11) Remarks here mention the address to which  
Communicated meant for him be sent :-

Forwarding officers memo :

Forwarded to the Engineer-in-Chief(Civil) Odisha, Bhubaneswar. The office can be spared  
to appear at the above examination.

Engineer-in-Chief Order  
Admit/Do not admit

Engineer-in-Chief(Civil)

SIGNATURE OF CANDIDATE

Forwarding officer's  
Signature and Designation.

ACCOUNTS TRAINING CERTIFICATE

Sub-Division:-

Certified that Sri.....

A.E./J.E. has under the training in (Accounts of this Sub-Division from.....

..... for a period of 15 days and personally completed the accounts including checking of measurement book, preparation of bills, contractors ledger posting of days book and other registers of Sub-Division for the month of.....

Date signature and Seal of  
Sub-Divisional Officer

OR

Certified that Sri.....

A.E./J.E. is/was in charge of..... Sub-Divisions.

Accounts Training certificate is not necessary in this case.

Signature with Seal of  
Executive Engineer.

DIVISION

Certified that Sri.....

A.E./J.E. has undergone accounts training in this Division for a period of 15 days in one spell from ..... to..... during this period he has completed the Divisional Accounts for the month of..... with the help of divisional Accounts.

Signature with Seal of  
Executive Engineer.

Signature of  
Divisional Accounts.

**SPECIAL REPORT OF EXECUTIVE ENGINEER & SUPERINTENDING ENGINEER UNDER WHOM THE CANDIDATE IS WORKING.**

Certified that the applicant is considered energetic and efficient in practical works on capable of managing his Sub-ordinates for the purpose of appearing at the professional examination and is recommended to be allowed to sit for the said examination.

EXECUTIVE ENGINEER OR THE  
OFFICER IMMEDIATELY SUPERIOR  
TO THE CANDIDATES NOT BELOW  
THE RANK OF CLASS-I

SUPERINTENDING ENGINEER OR  
THE OFFICER SUPERIOR TO THE  
OFFICER SIGNED OF THE LEFT HEND SIDE.

Notes:- Where the candidate is working directly under the Superintending Engineer, Special report From the Executive Engineer is not necessary .In such a case a certificate to the effect that the candidate is working directly under the Superintending Engineer is necessary from the competent authority strike off which are not applicable.

**FORWARDING OFFICER MEMO TO**

Copy forwarded to the Engineer-in-Chief(Civil)Odisha, Bhubaneswar for information and necessary action. The officer can be spared to appear at the above examination.

**FORWARDING OFFICER'S  
SIGNATURE AND DESIGNATION**