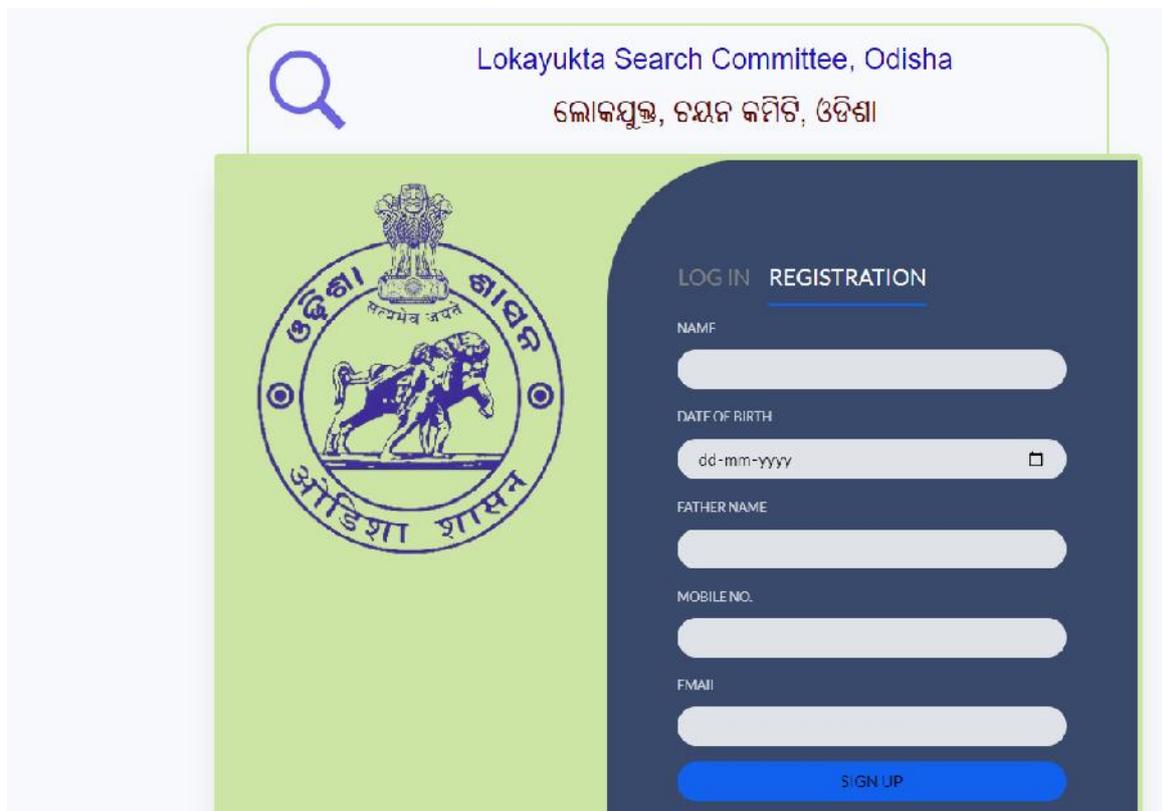


# USER MANUAL FOR FILLING UP OF APPLICATION FORM FOR THE POST OF CHAIRPERSON & MEMBERS OF THE ODISHA LOKAYUKTA DURING 2024.

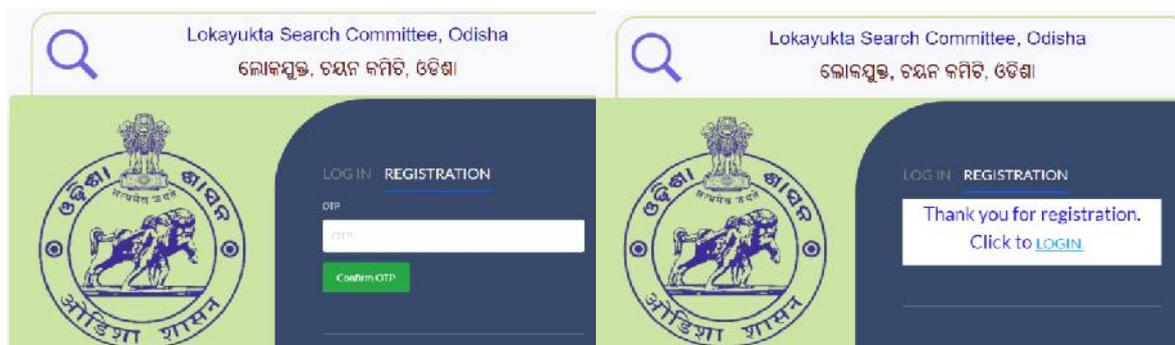
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## 1. HOW TO REGISTER:

- Open the website [www.odishalokayuktasearchcommittee.in](http://www.odishalokayuktasearchcommittee.in) where the Registration page is located.
- Fill up the fields (Name, Date of Birth, Father's name, Mobile No., E-mail) for registration. Then click on 'SIGN UP'.
- Then put the OTP & click on the 'Confirm the OTP button'.



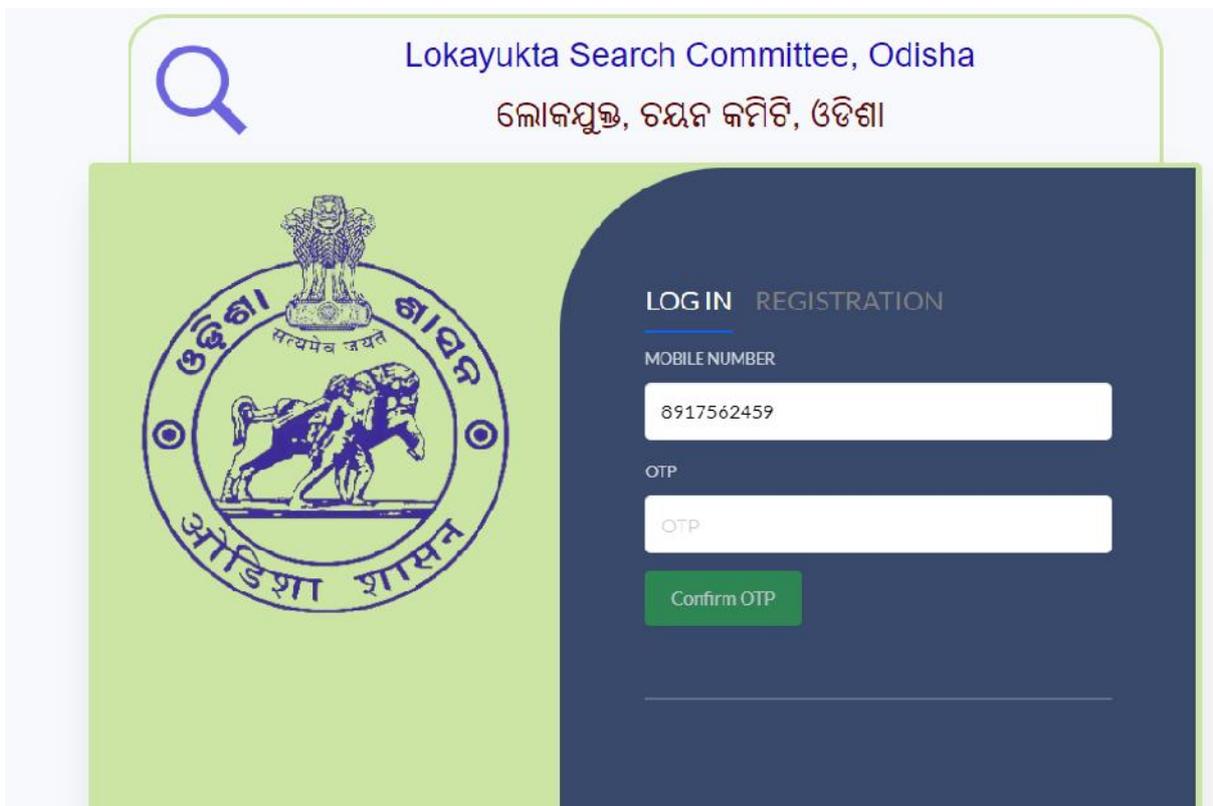
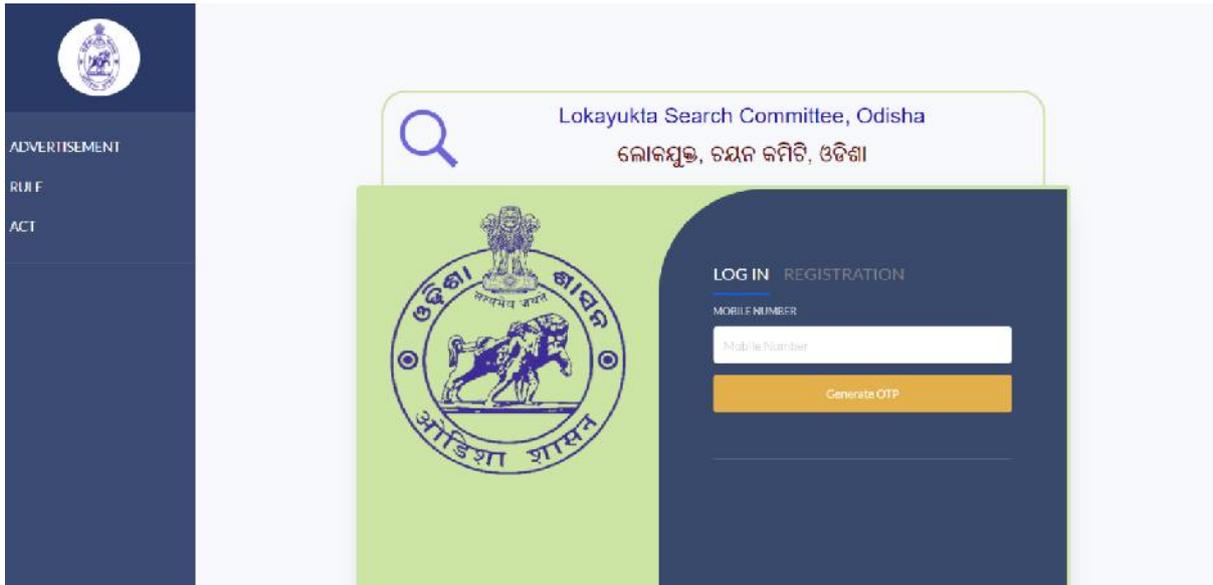
The screenshot shows the registration page of the Lokayukta Search Committee, Odisha. The page features the Odisha State Emblem and the text 'ଲୋକଯୁକ୍ତ, ଚୟନ କମିଟି, ଓଡ଼ିଶା'. The registration form includes fields for NAME, DATE OF BIRTH (with a date picker), FATHER NAME, MOBILE NO., and EMAIL. A blue 'SIGN UP' button is located at the bottom of the form.



The first screenshot shows the OTP verification step, with a field for 'OTP' and a green 'Confirm OTP' button. The second screenshot shows a confirmation message: 'Thank you for registration. Click to [LOGIN](#).' Both screenshots include the Odisha State Emblem and the text 'ଲୋକଯୁକ୍ତ, ଚୟନ କମିଟି, ଓଡ଼ିଶା'.

## 2. HOW TO LOGIN

- Go to Login
- Provide your ten-digit Mobile number in the box provided.
- Click on the 'Generate OTP'
- OTP will be sent to the mobile number used for Login. Wait for some time. Then put the OTP & click on the 'Confirm the OTP button'.
- OTP will be sent to the mobile number used for Login. Then put the OTP & click on the 'Confirm the OTP button'.



### 3. SELECTION OF POST APPLIED FOR:

- After Login, following screen will appear.
- Whether the application is for the post of Chairperson or for the post of Member in the Odisha Lokayukta Search Committee, should be clearly indicated by clicking on the appropriate radio button available against the respective post. In case you intend to apply for both the posts, separate application forms should be used for each of them.
- In case the application is for the post of Member, it should be clearly indicated by clicking on the appropriate radio button available against the respective post, whether for Judicial Member or Non-Judicial Member.

Odisha NOTIFICATION ACT LOGOUT

Select the Post you are applying for:

Posts already Applied				
Sl No.	Post applied for	Post of Member	Status	Action
1.	CHAIRPERSON		Not Submitted	Edit

Select the Post to apply

- POST APPLYING FOR: \***  
(Please indicate whether the application is for the post of chairperson or for the post of member in the Lokayukta. In case you intend to apply for both the posts, please use separate application forms.)
 MEMBER
- In case the application is for the post of Member \***  
Please indicate whether the application is for the post of Judicial member or Non-Judicial member.
 JUDICIAL MEMBER  
 NON-JUDICIAL MEMBER

*You can make only single application for each category.  
 your application for the post of CHAIRPERSON is incomplete and is pending for submission.*

### 4. FILLING UP THE APPLICATION FORM:

- After selecting the appropriate position, the application form (ANNEXURE-A) will appear as below. The fields like Position applied for, Name, Father's Name, Date of Birth, Mobile No and e-mail ID will be pre-filled. The name can be edited in the First Name, Middle Name and Last Name format.
- How to Attach Photograph:** Only JPG files or PNG files for Photo may be uploaded in the appropriate space after clicking on the 'choose file' field. The size of the photo file should not be more than 2 MB.

## ANNEXURE- A

Proforma for application for the post of Chairperson & Members of Lokayukta (The Odisha Lokayukta Act, 2014 and the Odisha Lokayukta (terms of the Search Committee and conditions of appointment of Members and fees and allowances payable to its Members) Rules, 2018 as available in the portal www.odishalokayuktasearchcommittee.in must be read carefully before filling in the Application form.)

(No column in the application should be left blank. Every column should contain complete information as asked for, or indicate 'NIL' in case of non-applicability)



Attach Photo File: \*

No file chosen

Please attach JPG/PNG files for Photo(max 2MB)

- POST APPLIED FOR: \***  
(Please indicate whether the application is for the post of chairperson or for the post of member in the Lokayukta. In case you intend to apply for both the posts, please use separate application forms.)
 CHAIRPERSON  
 MEMBER
- In case the application is for the post of Member \***  
Please indicate whether the application is for the post of Judicial member or Non-Judicial member.
 JUDICIAL MEMBER  
 NON-JUDICIAL MEMBER

- c) The Gender is to be filled in by clicking on the appropriate radio button at Sl. No-6 against Male or Female.
- d) In case the applicant belongs to SC/ST/OBC/Minorities/Other category, appropriate radio button available at Sl. No-7 is to be selected. This field is mandatory if you are applying for Non-Judicial Member.
- e) The Present Address of the applicant should be filled in the box at Sl. No-8.
- f) If the present address and the permanent address are same then click on <Click if Permanent Address is same as Present Address>. If the permanent address is different from the present address then the applicant shall fill the permanent address in the box at Sl. No-9.
- g) The fields meant for Mobile No. and e-mail Id is mandatory, which will be pre-filled. Telephone Number and Fax Number fields under Sl. No-10 are optional.

3. Name of the Applicant (In Block Letters)	MANOJ	KUMAR	NAYAK
4. Father's Name *	G. NAYAK		
5. Date of Birth *	02-05-1966		
6. Gender *	<input type="radio"/> Male <input type="radio"/> Female		
7. Whether the applicant belongs to SC/ST/OBC/Minorities/Others	<input type="radio"/> Scheduled Caste <input type="radio"/> Scheduled Tribe <input type="radio"/> Other Backward Classes <input type="radio"/> Minorities <input type="radio"/> Others		
8. Present Address: *			
	<input checked="" type="checkbox"/> Click if Permanent Address is same as Present Address		
9. Permanent Address: *			
10. Contact Details			
Telephone No. (with STD)			
Mobile No. *	9937505323		
Fax No.			
E-mail ID. *	webmastermanoj@gmail.com		

- h) Educational Qualifications of the applicant is to be filled in one after another along with the year of passing & the name of the institution at Sl. No-11. After filling up of the details of one Educational Qualification, the 'Add More >>' button is to be clicked to add the subsequent Educational Qualifications details up to maximum of ten educational qualifications. Proof of Educational Qualifications is to be enclosed as PDF attachment by clicking on the 'choose file' field.
- i) In the drop down only Graduation & Post graduation is available. For any other qualification, please choose Others from the drop down and enter the details of more educational qualifications in the appropriate box.
- j) The details of Area of special knowledge and expertise and years of experience of the applicant has to be placed in text format at Sl. No-12 within 500 characters & supporting documents can be uploaded in pdf format by clicking 'choose file' field.

- k) The detail of the Present Occupation of the applicant is to be filled in the box at Sl. No-13.
- l) The detailed work experience and other achievements are to be filled in one by one along with Designation/Years of Experience/Organisation at Sl. No-14. After filling up of the details of one Designation details, the ‘Add More >>’ button is to be clicked to add the subsequent Designation details. Detailed curriculum vitae including work experience and other achievements can be enclosed in a separate statement as PDF attachment by clicking on the ‘choose file’ field which is mandatory.
- m) Identity proof is to be provided along-with Identification number (PAN /AADHAR/EPIC/DL) and to be uploaded in PDF format. It is a mandatory requirement.

11. Educational Qualifications: * (Separate Sheet may be enclosed)	Qualification	Year	Institution	Attach PDF (if any)
	-Select-			Choose File No file chosen Add More >
12. Area of special knowledge and expertise and years of experience: * (Separate Sheet may be enclosed)				
	(Maximum 500 Characters are allowed)			
	Choose File No file chosen Please attach PDF files			
13. Present Occupation: *				
14. Detailed curriculum vitae including work experience and other achievements: * (Please attach a separate statement within one page)	Designation	Years of Experience	Organisation	
				Add More >
	Choose File No file chosen Please attach PDF files			
15. Identification: *	-Select-			Choose File No file chosen Please attach PDF file

## 5. DECLARATION:

- a) Please click on SAVE button at the bottom of the application. Keep saving the application as many times as you can while ‘fill up’ process is in progress to ensure that there is no loss of data for any technical issues.
- b) After saving the application, click on the DECLARATION check box & then click ‘PREVIEW’ button.

### DECLARATION

I, \_\_\_\_\_, the applicant here in above, hereby declare that the particulars given above and in the attached statements are true and correct to the best of my knowledge and belief. I also understand that application is liable to be rejected in case any of the information contained in this application is found incorrect.

I further declare that I do not suffer from any of the disqualifications as prescribed under Section 3(4) of the Odisha Lokayukta Act, 2014.

Your IP address is 203.193.145.186

Save

Preview

## 6. FINAL SUBMISSION OF THE APPLICATION

- a) Once you click the preview button, the applicant will be navigated to another page, where you can preview your filled in application.

Application for positions of Lokayukta Odisha  
General Administration and Public Grievance Department  
Government of Odisha



ACKNOWLEDGEMENT NUMBER:	[REDACTED]													
APPLICATION SUBMITTED DATE:	2024-10-24 10:34:33 AM													
APPLICATION SUBMITTED IP:	[REDACTED]													
1. POST APPLIED FOR:	CHAIRPERSON													
2. In case the application is for the post of Member														
3. Name of the Applicant	[REDACTED]													
4. Father's Name	[REDACTED]													
5. Date of Birth	[REDACTED]													
6. Gender	Male													
7. Whether the applicant belongs to SC/ST/OBC/Minorities	[REDACTED]													
8. Present Address:	[REDACTED]													
9. Permanent Address:	[REDACTED]													
10. Contact Details														
Telephone No. (with STD)	[REDACTED]													
Mobile No.	[REDACTED]													
Fax No.	[REDACTED]													
E-mail ID.	[REDACTED]													
11. Educational Qualifications:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Qualification</th> <th>Year</th> <th>Institution</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td></td> </tr> </tbody> </table>				#	Qualification	Year	Institution	Action	1	[REDACTED]	[REDACTED]	[REDACTED]	
#	Qualification	Year	Institution	Action										
1	[REDACTED]	[REDACTED]	[REDACTED]											
12. Area of special knowledge and expertise and years of experience:	[REDACTED] 													
13. Present Occupation:	[REDACTED]													
14. Detailed curriculum vitae including work experience and other achievements:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Designation</th> <th>Years of Experience</th> <th>Organisation</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td></td> </tr> </tbody> </table> 				#	Designation	Years of Experience	Organisation	Action	1	[REDACTED]	[REDACTED]	[REDACTED]	
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Identification Type	Identification Number	Action												
[REDACTED]	[REDACTED]													

**DECLARATION**

I, [REDACTED], the applicant here in above, here by declare that the particulars given above and in the attached statements are true and correct to the best of my knowledge and belief. I also understand that application is liable to be rejected in case any of the information contained in this application is found incorrect.

I further declare that I do not suffer from any of the disqualifications as prescribed under Section 3(4) of the Odisha Lokayukta Act, 2014.

← Back to Edit Page
Print
Submit with OTP

- b) If a notice for some incorrect data / missing data field appear on the screen, then click on the 'Back to EDIT' button to return back to the FORM page to fill up the correct data once again. After necessary modification, save & preview process to be repeated.
- c) If you agree to the filled in application during preview, then should click on the 'SUBMIT with OTP' button. Then a new OTP will be sent to the registered mobile number. Put the OTP in the appropriate box and click on 'CONFIRM'.

**Application for positions of Lokayukta Odisha**  
**General Administration and Public Grievance Department**  
**Government of Odisha**



ACKNOWLEDGEMENT NUMBER:	[REDACTED]										
APPLICATION SUBMITTED DATE:	09/11/2024 12:34:36 PM										
APPLICATION SUBMITTED IP:	[REDACTED]										
1. POST APPLIED FOR:	CHAIRPERSON										
2. In case the application is for the post of Member											
3. Name of the Applicant	[REDACTED]										
4. Father's Name	[REDACTED]										
5. Date of Birth	[REDACTED]										
6. Gender	Male										
7. Whether the applicant belongs to SC/ST/OBC/Minorities	General										
8. Present Address:	[REDACTED]										
9. Permanent Address:	[REDACTED]										
10. Contact Details											
Telephone No. (with STD)	[REDACTED]										
Mobile No.	[REDACTED]										
Fax No.	[REDACTED]										
E-mail ID.	[REDACTED]										
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12. Area of special knowledge and expertise and years of experience:	[REDACTED] 										
13. Present Occupation:	[REDACTED]										
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[Back to Edit Page](#)

OTP:

[Confirm OTP](#)

- d) Once you click the CONFIRM, the application will be finally submitted. A new message will be generated showing the Acknowledgement number of the application. Below the Acknowledgement number, there is a Button “PRINT APPLICATION”, from where the applicant can download the filled in application form submitted to the Govt. of Odisha for future reference.

**Application for positions of Lokayukta Odisha**  
**General Administration and Public Grievance Department**  
**Government of Odisha**



<b>ACKNOWLEDGEMENT NUMBER:</b>	[REDACTED]										
<b>APPLICATION SUBMITTED DATE:</b>	22nd February, 2024 12:34:26 PM										
<b>APPLICATION SUBMITTED IP:</b>	[REDACTED]										
<b>1. POST APPLIED FOR:</b>	CHAIRPERSON										
<b>2. In case the application is for the post of Member</b>											
<b>3. Name of the Applicant</b>	[REDACTED]										
<b>4. Father's Name</b>	[REDACTED]										
<b>5. Date of Birth</b>	12/12/1980										
<b>6. Gender</b>	Male										
<b>7. Whether the applicant belongs to SC/ST/OBC/Minorities</b>	Scheduled Caste										
<b>8. Present Address:</b>	[REDACTED]										
<b>9. Permanent Address:</b>	[REDACTED]										
<b>10. Contact Details</b>											
Telephone No. (with STD)	[REDACTED]										
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[Print](#)