

OFFICE OF THE DISTRICT EDUCATION OFFICER, MALKANGIRI

Phone No.06861-230761, E-Mail-deomalkangiri21@gmail.com

NOTIFICATION

No. 2550 /Dated: 13.07.2018

Applications are invited from deserving candidates for the post of support staff given below on **contractual** basis at Girls' Hostel in the premises of three Odisha Adarsh Vidyalayas i.e. 1.Kangrukonda of Kalimela Block 2. Bapanpally of Podia Block & Chitrakonda of Korukonda Block of Malkangiri district.

DETAILS OF STAFFS REQUIRED

| Sl. No. | Name of the Post | No. of Post for each Girls' hostel | Total No. of posts to be filled up. | Qualification | Age | Remuneration Per Month |
|---------|------------------------------------------------------------|------------------------------------|-------------------------------------|-------------------------------------------------|-----------|------------------------|
| 01. | Warden (Female) | 01 | 03 | B.A./B.Sc. with B.Ed. | 40-60 Yrs | 5,000/- |
| 02. | Head Cook (Preference will be given to female candidates) | 01 | 03 | Trained in cookery shall be given preference | 21-35 Yrs | 3,000/- |
| 03. | Asst. Cook (Preference will be given to female candidates) | 02 | 06 | Experience in cookery shall be given preference | 21-32 Yrs | 2,500/- |
| 04. | Chowkidar-cum-Sweeper (Male) | 01 | 03 | HSC Pass | 21-32 Yrs | 3,000/- |

Application form and other details can be downloaded from the District website (www.malkangiri.nic.in). Interested candidates fulfilling the eligibility criteria may apply by Registered Post/ Speed Post to the **District Education Officer, Malkangiri (Near RTO Office), Po/Dist:- Malkangiri, Pin-764045** within **15 days** from the date of publication of the advertisement. The incomplete application forms and forms received after due date shall be summarily rejected. The District Education Officer, Malkangiri reserves the right to cancel any or all of the applications without assigning any reason thereof.

By the order of
**Collector-cum-Chairman OAVs,
Malkangiri**

Sd/-
**District Education Officer,
Malkangiri.**

ODISHA ADARSHA VIDYALAYA SANGATHAN
GUIDELINES FOR ENGAGEMENT OF EMPLOYEES IN THE GIRLS' HOSTEL

The following employees will be engaged in the Girls' Hostel of the Odisha Adarsha Vidyalayas for smooth running of the hostels.

Warden: 1(One)

- Qualification: BA/BSc with B.Ed.
 - Age: 40-60 years as on the date of advertisement.
 - Experience : At least 02 years in hostel management.
 - Remuneration : Rs.5,000/- per month.
 - Preference shall be given to the experienced, widows & destitutes.
- i) The preference shall be given to the local candidate preferably from the block area. If not available, then from the respective District.
- ii) If any in service lady teacher of OAV is willing to discharge the duties of a warden in addition to her duties, she may be paid monthly honorarium of Rs. 3,000/- in addition to her salary. But, she must have to stay in the hostel even during the night hours.
- iii) Retired lady teacher, if willing & physically & mentally sound within the age limit of 62 years as on the date of engagement may be engaged as warden.

1. Chowkidar-cum-Sweeper

- Rs.3,000/- per month.
- Age – 21 to 32 years as on the date of advertisement.
- Qualification: He must have passed HSC Examination.

2. Head Cook:

- Rs.3,000/- per month.
- Age – 21 to 35 years as on the date of advertisement.
- Female cook should be preferred (because they will work in girls' hostel)
- If somebody is trained in cookery, he/ she will be given preference & due weightage.
- Head Cook/Asst. Cook should himself/herself be perfectly hygienic in his/her dresses, cooking habits etc.
- The Committee shall conduct physical cooking of some items & evaluate the deliciousness/ consumption of time for preparation if the dishes/ hygienic condition of cooking & select the best.
- The Head Cook/Asst. Cook must be well conversant to use LPG.

3. Assistant Cook:

- Rs.2,500/- per month.
- Age – 21 to 32 years as on the date of advertisement.
- Having experience in cooking & other characteristics as specified above as paragraph-3.

Duration of the Engagement : **For one year.**
Type of Engagement : **Contractual.**

How remuneration will be releases:

After getting the engagement order from the Principal and joining in duty, the remuneration will be released through the school committee after his/her satisfactory performance. Acquaintance Register will be maintained for the purpose.

Process of Engagement:

Preference shall be given to local candidates. If candidates are not available in that locality, then block will be taken as a unit. If still candidates are not available, then candidates from nearby blocks may be selected for the purpose but no one outside the district should be recruited against the posts stated above.

On expire of one year period of contractual engagement the fresh contractual engagement shall be made with a gap of at least one working day basing on the satisfactory performance of employee.

10. Educational Qualifications:

| Sl. No. | Exam Passed | Board/ University | Year of Passing | Full Marks | Marks obtained | Percentage |
|---------|-----------------|-------------------|-----------------|------------|----------------|------------|
| 01. | HSC | | | | | |
| 02. | +2 | | | | | |
| 03. | Bachelor Degree | | | | | |
| 04. | B.Ed. | | | | | |

11. Contact No..... E-Mail ID.....

12. Copy of certificates enclosed (self-attested) (Please tick the certificate which is enclosed)

- i. HSC Certificate and mark sheet.
- ii. +2 Certificate and mark sheet.
- iii. Bachelor Degree Certificate and mark sheet.
- iv. B.Ed. Certificate & Mark Sheet.
- v. Caste Certificate.
- vi. Aadhar Card.
- vii. Residence Certificate.
- viii. Certificate of experience in Hostel Management.
- ix. Employment Registration Card.
- x. Self-attested passport size photograph.

Declaration:

(1) I declare that I have gone through the advertisement and I am eligible for the post. I am fully aware of the terms of recruitment and agree to abide by them.

(2) The above information furnished by me is true to the best of my knowledge and belief. If at any stage any information furnished by me is found to be false then my candidature may be cancelled/ rejected without assigning any reason thereof.

Date:-.....

Place:-.....

Signature of the Applicant.

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- v. Aadhar Card.
- vi. Resident Certificate.
- vii. Training Certificate in Cookery (If any).
- viii. Employment Registration Card.
- ix. Self-attested passport size photograph.

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