



DISTRICT EDUCATION OFFICE : MALKANGIRI
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NOTIFICATION

No. 4711 /Dated: 20.12.2018

Applications are invited from deserving candidates for the post of Warden 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	Graduate from any Recognised University	40-60 Yrs	5,000/-

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**


**District Education Officer,
Malkangiri.**

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

1. Warden: 1(One)

- Qualification: Graduate from any Recognized University.
 - 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.

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.

APPLICATION FOR THE POST OF WARDEN (CONTRACTUAL) IN GIRLS HOSTEL OF ODISHA ADARSHA VIDYALAYA, _____ OF _____ BLOCK

Fill the application form in block letters.

1. Post applied for : **WARDEN**.
2. Name of the applicant in (Block letters)

.....
First Name Middle Name Last Name

3. Father's / Husband Name :

4. (a) Present Address:-House/Plot No.....Pada/Habitation Name.....

Name of Revenue Village.....Name of G.P.....

Name of Police Station.....Name of Dist.....

Pin Code No.....

(b) Permanent Address House/Plot No.....Pada/Habitation Name.....

Name of Revenue Village.....Name of G.P.....

Name of Police Station.....Name of Dist.....

Pin Code No.....

5. Date of Birth : In Figures:

(DD/MM/YYYY)

In words

Age as on the date of advertisement Years.....Months.....days.

6. Aadhar Card No.....

7. Category applied under : Please tick () whichever applicable.

UR SC ST SEBC PH

8. Employment exchange registration No. & Date:.....

9. Experience in Hostel Management (Minimum 02 years and above):-

10. Educational Qualifications:

Sl. No.	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks obtained	Percentage
01.	HSC					
02.	+2					
03.	Graduation					

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. Caste Certificate.
- v. Aadhar Card.
- vi. Residence Certificate.
- vii. Certificate of experience in Hostel Management.
- viii. Employment Registration Card.
- ix. 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.