

ODISHA ADARSHA VIDYALAYA, BAPANPALLI, PODIA

DIST: MALKANGIRI, ODISHA, PIN CODE - 764047
(Under Odisha Adarsha Vidyalaya Sangathan, An Autonomous Organization,
Dept. of School and Mass Education, Govt. of Odisha)

UDISE Code: 21300700104

School Code: 17112

CBSE Affiliation Number: 1520106

Email - podia@oav.edu.in



NOTIFICATION

No. 309/2022 Dated: 28/11/2022

In pursuance of the Letter No. 2284, dated- 03.08.2021, of the State Project Director, Odisha Adarsha Vidyalaya Sangathan, applications are invited from eligible and intending Indian Nationals, preferably from Podia Block area to be engaged for the posts of support staff i.e. **one Warden, one Head Cook, two Assistant Cook, one Chowkidar cum Sweeper** for proposed 100 seated Girls' Hostel of O.A.V, Bapanpalli, Podia Block. Details of the eligibility criteria along with guidelines are available in the District Website of Malkangiri. Application should reach to O.A.V, Bapanpalli by **Registered/Speed post only** on or before **Dt. 13.12.2022 by 5 p.m.** The incomplete application forms and forms received after due date shall be summarily rejected. The Principal, Odisha Adarsha Vidyalaya, Bapanpalli, reserves the right to cancel any or all of the applications without assigning any reason thereof.

Sl. No.	NAME OF THE POST	NO. OF POST FOR GIRLS' HOSTEL	TOTAL NUMBER OF POSTS TO BE FILLED UP	QUALIFICATION	AGE	REMUNERATION PER MONTH
01	WARDEN (FEMALE)	01	01	B.A/B.Sc(Experience at least two years in hostel management)	30-60 Years	7260/-
02	COOK	01	01	Trained in cooking shall be given preference	30-40 Years	4840/-
03	ASST. COOK	02	02	Experience in cooking shall be given preference	21-32 Years	3630/-
04	CHOWKIDAR- CUM-SWEEPER	01	01	HSC Pass	21-32 Years	4270/-

By the order of
Collector-cum-Chairman, OAV, Bapanpalli


28/11/22
Principal
Odisha Adarsha Vidyalaya
Bapanpalli, Podia

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

The following support staff will be engaged in the Girls' Hostels of the Odisha Adarsha Vidyalayas for smooth running of the hostels.

Warden: 1(One)

- Qualification: BA/B. Sc from any recognized university.
 - Age: 30-60 years as on the date of advertisement.
 - Experience: At least 02 (Two) years in hostel management.
 - Remuneration : Rs.7260/- per month.
- i) The preference shall be given to the local candidate preferably from the block area. If not available, then from the other adjacent block of 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 remuneration of Rs. 3,000/- in addition to her own 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 the engagement, may be engaged as warden.

1. Chowkidar-cum-Sweeper

- Remuneration: Rs. 4270/- per month.
- Age - 21 to 32 years as on the date of advertisement.
- Qualification: He must have passed HSC Examination.

2. Cook:

- Remuneration: Rs.4840/- per month.
- Age - 30 to 40 years as on the date of advertisement.
- If somebody is trained in cookery, he/ she will be given preference & due weightage.
- Cook 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 of the dishes/ hygienic condition of cooking & select the best.
- The Head Cook/Asst. Cook must be well conversant to use LPG.



3. Assistant Cooks:

- Remuneration: Rs. 3630/- per month.
- Age - 21 to 32 years as on the date of advertisement.
- Having experience in cooking & other characteristics as specified above in paragraph-3.

Duration of the Engagement

: For one year.

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

How remuneration will be releases:

After receiving the engagement order from the Principal and joining in duty, the remuneration will be released through the school committee after his/her satisfactory performance. Attendance 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. No candidates outside of the district should be recruited against the post stated above.



10. Educational Qualifications:

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

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.

**APPLICATION FOR THE POST OF COOK/ ASSISTANT COOK IN GIRLS HOSTEL
OF ODISHA ADARSHA VIDYALAYA, _____ OF _____ BLOCK**

Fill the application form in block letters.

1. Post applied for Please tick (✓) : Cook Asst. Cook

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 is applicable.

UR SC ST SEBC PH

8. Experience in Cooking, if any:-

9. Gender (Male/ Female):-

10. Educational Qualifications:

Sl. No.	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks obtained	Percentage

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

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

- i. Certificate of Academic Qualifications.
- ii. Caste Certificate.
- iii. Aadhar Card.
- iv. Resident Certificate.
- v. Training Certificate in Cookery (If any).
- vi. 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.

10. Educational Qualifications:

Sl. No.	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks obtained	Percentage
01.	HSC					

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. Caste Certificate.
- iii. Aadhar Card.
- iv. Resident Certificate.
- v. Employment Registration Card.
- vi. 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.