



**ODISHA ADARSHA VIDYALAYA, JHULUNIBAHAL  
BLOCK-MATHILI, DIST-MALKANGIRI**  
Govt. of Odisha, Under Ministry of School & Mass Education  
Email - oavmathili2017@gmail.com/mathili@oav.edu.in  
CBSE Affiliation no-1520157 U-DISE CODE- 21300607813 SCHOOL Code- 17243



**NOTIFICATION**

No. 01

Date 17.02.23

Applications are invited from deserving candidates for engagement of support staff in the 100 seated Girls' Hostel of Odisha Adarsh Vidyalaya Jhulunibahal, at- Jhulunibahal of Mathili Block of Malkangiri district.

**DETAILS OF THE STAFF REQUIRED**

SL NO.	NAME OF THE POST	NO OF POSTS TO BE FILLED UP	QUALIFICATION	AGE	REMUNERATION PER MONTH
1	Warden (Female)	01	B.A./B.Sc. (Experience At least two years in hostel management)	30-60 Yrs	21,175/-
2	Cook	01	Trained in cooking shall be given preference	30-40 Yrs	9,000/-
3	Asst. Cook	02	Experience in cooking shall be given preference	21-32 Yrs	6,750/-
4	Chowkidar-cum-Sweeper(Male)	01	HSC pass	21-32 Yrs	7,500/-

Application forms and other details can be downloaded from the District website ([www.malkangiri.nic.in](http://www.malkangiri.nic.in)). Interested candidates fulfilling the eligibility criteria may apply by Registered Post/ Speed Post to **The Principal, Odisha Adarsha Vidyalaya Jhulunibahal, AT- Jhulunibahal, PO-Mathili, Malkangiri-764044** within 15 days from the date of publication of the advertisement i.e. on or before **03/03/2023**. The candidates who have already applied per notification No. 2934 of dated 17/09/2021 of office of the District Education Officer, Malkangiri need not apply further. The incomplete application forms and forms received after due date shall be summarily rejected. The **Principal, Odisha Adarsha Vidyalaya Jhulunibahal, Mathili** reserves the right to cancel any or all of the applications without assigning any reason thereof.

By the order of  
Collector-cum-Chairman  
OAV jhulunibahal  
Mathili, Malkangiri

  
Principal 17.02.23  
Odisha Adarsha Vidyalaya, Jhulunibahal  
Mathili, Malkangiri

# ODISHA ADARSHA VIDYALAYA SANGATHAN

## GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF 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.

### 1. Warden: 1 (One)

- Qualification : B.A/ B.Sc from any recognized University
- Age: 30-60 years as on the date of advertisement
- Experience: At least 02 years in hostel management.
- Remuneration: Rs. 21,175/- 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. 3000/- in addition to her own salary. But She must have to stay in the hostel even during the night hours.
  - iii. Retired lady teachers, if willing and physically & mentally sound within the age limit of 62 years as on the date of the engagement, may be engaged as warden.

### 2. Chowkidar-cum-Sweeper

- Remuneration - Rs. 7,500/- per month |
- Age - 21 to 32 years as on the date of advertisement.
- Qualification : He must have passed HSC Examination.

### 3. Cook :

- Remuneration - Rs. 9,000/- 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 if the dishes / hygienic condition of cooking & select the best.
- The cook must be well conversant to use LPG.

#### 4. Assistant Cook:

- Remuneration – Rs 6,750/- per month
- Age – 21 to 32 years as on the date of advertisement.
- Maximum 02 number of Assistant cooks can be engaged in one OAV.
- Having experience in cooking and other characteristics as specified above in Paragraph – 3.

Duration of the engagement - For one year For all posts

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 released:**

After receiving the engagement order from the Principal and joining in duty, the remunerations will be released through the school committee after his/her satisfactory performance. Attendance register will be maintained for the purpose.

#### **Process of Engagement:**

- Advertisement will be published in local dailies.
- Fifteen days time duration may be given for inviting application from intending candidates.
- Preference shall be given to local candidates. If candidates are not available in that locality, then block will taken as a unit. If still candidates are not available, then the candidates from nearby blocks may be selected for the purpose. No candidates out side of the district should be recruited against the posts stated above.
- Qualification for the different posts may be taken from the above list.



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.**

**APPLICATION FOR THE POST OF CHOWKIDAR-CUM-SWEEPER IN GIRLS  
HOSTEL OF ODISHA ADARSHA VIDYALAYA, \_\_\_\_\_ OF  
\_\_\_\_\_ BLOCK**

Fill the application form in block letters.

1. Post applied for : Chowkidar-cum-Sweeper.

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

9. Gender (Male/ Female):-

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.**