OFFICE OF THE PRINCIPAL



ODISHA ADARSHA VIDYALAYA

BLOCK-KHAIRPUT, At/Po-PODAGHAT, DIST-MALKANGIRI, ODISHA, PIN-764046



School code-17170, CBSE Affiliation No-1520063,U-DISE.Code-21300205503, Email- oavkhairput @ gmail.com

NOTIFICATION

No. 01/2023 Dated: 13/02/2023

Applications are invited from deserving candidates for engagement of support staff in the 100 seated Girls' Hostel of Odisha Adarsh Vidyalaya, Mudulipada ,at- Podaghat of Khairput 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 MALE	Warden (Female)	CONCRETE VALUE OF THE CONCRETE	B.A./B.Sc. (Experience At least two years in hostel management)	30-60 Yrs	21,175/-
2	Cook	EARCHE OLOGE	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). Interested candidates fulfilling the eligibility criteria may apply by Registered Post/ Speed Post to The Principal, Odisha Adarsha Vidyalaya Mudulipada, AT/Po-Podaghat, Khairput, Malkangiri-764046 within 15 days from the date of publication of the advertisement i.e. on or before 28/02/2023. The candidates who have already applied per notification No. 2934 of dated17/09/2021 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 Mudulipada at-Podaghat reserves the right to cancel any or all of the applications without assigning any reason thereof.

By the order of

Collector-rum-Chairman OAVs,

Malkangiri

Printipal 302 1023
OAV, Khairput, 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.

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
 - 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.

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. <u>Cook</u>:

- 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.

	ADARSHA VIDYALAYA,	EN IN GIRLS HOST OF	EL OF ODISHA BLOCK
Fi	ill the application form in block letters.		
1.	Post applied for : WARDEN.		
2.	Name of the applicant in (Block letters)		
	First Name Middle Name	Last Na	 me
3.	Father's / Husband Name:		
4.	(a) Present Address:-House/Plot No	Pada/Habitation Name	
	Name of Revenue VillageName of G.		
	Name of Police Station	Name o	f Dist
	Pin Code No	•••••	
	(b) Permanent Address House/Plot No	Pada/Habitation Na	me
	Name of Revenue Villag	geNam	e of G.P
	Name of Police Station	Name o	f Dist
	Pin Code No	······	
5.	Date of Birth: In Figures:	and the state of the state of	(DD/MM/YYYY)
	In words	•••••	7 121
	Age as on the date of advertisementYea		
6.	Aadhar Card No		
7.	Category applied under: Please tick ($$) whichever	is applicable.	
	UR SC ST SEBC	РН	
8.	Employment exchange registration No. & Date:		
9.	Experience in Hostel Management (At least 02 year		

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10. Educational Qualifications:

SI. No.	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks obtained	Percentage
01.	HSC			01/2/15/15	THE REST	
02.	+2					
03.	Bachelor Degree					

4 4	C NI-	E-Mail ID
11	I OUTSET IND	E-Mail II)
77.	Contact No	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

- 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.

Place-	Signature of the Applicant
Date:	

0	F ODISHA ADARSHA V	IDYALAYA,	SISTANT COOK II OF	N GIRLS HOSTEL BLOCK
	the application form in bloc			
1.	Post applied for Please tick	c(√): Cook	Asst. Cook	
2.	Name of the applicant in (I	Block letters)		
	First Name	Middle Name		
3.	Father's / Husband Name			
4.	(a) Present Address:-	House/Plot No	Pada/Habitation	Name
		Name of Revenue Villag	eName	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 Villag	eName	of G.P
		Name of Police Station.	Name of	Dist
		Pin Code No	a in or a se	
5.	Date of Birth: In Figures:	H.T. A. L. May 20 My A.	in for one Carola cor	(DD/MM/YYYY)
	In wordsAge as on the date of adver	tisementYea	rsMonths	days.
6.	Aadhar Card No			
7.	Category applied under : I	Please tick ($$) whichever	r is applicable.	
	UR SC ST	SEBC	PH	
8.	Experience in Cooking, if a	iny:-		
9.	Gender (Male/ Female):-			

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10	Educational	Qual	ificat	ions:
	contationa	A		

Sl. No.	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks obtained	Percentage
				1		-

		E W-UID	
11	Contact No	E-Mail ID	
77.	Contact House		

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

	A ADARSHA VIDYALAYA,OF
ill the application form in blo	ck letters.
Post applied for : Chowkid	
2. Name of the applicant in (Block letters)
First Name	Middle Name Last Name
Father's / Husband Name	2:
4. (a) Present Address:-	House/Plot NoPada/Habitation Name
	Name of Revenue VillageName of G.P
	Name of Police StationName of Dist
	Pin Code No
(b) Permanent Address	House/Plot NoPada/Habitation Name
	Name of Revenue VillageName of G.P
	Name of Police StationName of Dist
	Pin Code No
5. Date of Birth: In Figure	es: (DD/MM/YYYY)
In words	
Age as on the date of a	dvertisementYearsMonthsdays.
6. Aadhar Card No	
7. Category applied und	er : Please tick ($\sqrt{\ }$) whichever is applicable.
UR SC	ST SEBC PH

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10. Educational Qualifications:

SI.	F P .	Board/				
No.	Exam Passed	University	Year of	Full Marks	Marks	Percentage
01.	HSC	Oniversity	Passing	run Marks	obtained	reitentage

- 11. Contact No..... E-Mail ID....
- 12. Copy of certificates enclosed (self-attested) (Please tick the certificate which is enclosed)
 - HSC Certificate and mark sheet. i.
 - ii. Caste Certificate
 - iii. Aadhar Card.
 - iv. Resident Certificate.
 - Employment Registration Card. v.
 - Self-attested passport size photograph. vi.

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.

Place:		Signature of the Applicant.	
	**		
Date:			