

APPLICATION FORMAT FOR ENGAGEMENT OF STAFFS IN BOYS HOSTEL AT ODISHA

ADARSHA VIDYALAYA TILEIBANI, DEOGARH

(Note- Incomplete application/without document produce and applications received after due date shall be rejected)

1.Name of Post applied for: _____

2.Name of the candidate : _____
(in Block Letters)

3.Father's name : _____

4.Present Address : _____

5. Permanent Address: _____

6. Whether the applicant reside in Tileibani GP (Yes/No) _____

7. If Yes, Name of the Village: _____

8. If No, Name of the Block: _____

9. Contact No : _____ 10. Email ID: _____

11.Nationality : _____ 12. Category: _____

13. Date of Birth : _____ 14. Age as on 01.09.2025: _____

15.Sex: **MALE** (Male candidates only eligible) 16. Marital status : _____

17.Valid Employment Exchange Registration No.: _____

18.Educational Qualification:

Exam Passed	Board /University	Year of Passing	Total Marks	Marks Secured	% of Marks
10 th					
+2					
B.A/B.Sc					
Training (B.Ed.)					
Others, if any					

19. Work Experience:

Designation	Nature of Work	Name of the organization	Type of organization (Govt./Project/ Pvt./NGO)	Period of service		
				From	To	Completed years

DECLARATION

I do hereby declare that, all the information furnished above are true and correct to the best of my knowledge and belief.

Place: -

Date: -

Full Signature of the Candidate

Recent self-
attested Colour
Passport Size
Photograph to be
pasted

Document to be attached

1. Self-attested photocopies of all Certificate & Marksheet (10th/HSC onward) in support of Educational Qualification, experience Certificate, Caste Certificate, Residence Certificate and valid Employment Registration Card.
2. 02 recent passport size photograph (self-attested), One Photograph must be affixed to the application form in the box specified.
3. Self-attested photo identity cards (Aadhar and Voter Id)
4. 02 Self Addressed stamped envelopes.
5. Undertaking in your own handwriting.

UNDERTAKING FOR WARDEN

(Write the undertaking in your own handwriting, no printed form should be submitted)

I S/O

applied for the post of **WARDEN** will perform all the duties and responsibility assigned to me.

1. I will form the monthly food ministry and will coordinate with the members of the food ministry in order to ensure quality of food.
2. I will issue the materials for cooking in presence of the food ministry and maintain the consumption register.
3. I will take the attendance of boarders twice a day i.e. 5:30 AM & 5:30 PM.
4. I will verify and certify the stock each week with superintendent.
5. I will ensure safety and security of the boarders of the hostel.
6. I will ensure proper functioning of all electrical appliances/ water fittings etc.
7. I will take up other works as directed by Principal and Superintendent apart from the above mentioned duties.

Full Signature

Date:

UNDERTAKING FOR HEAD COOK/ ASSISTANT COOK

(Write the undertaking in your own handwriting, no printed form should be submitted)

I S/O

applied for the post of **HEAD COOK/ ASSISTANT COOK** will perform all the duties and responsibility assigned to me.

1. I will prepare the food as per the menu fixed by the district committee.
2. I will keep the dining place and kitchen neat and clean.
3. I will examine the, the quality of items with warden while preparing cooking items.
4. I will use fresh & green vegetables.
5. I will clean the vegetables used for cooking in fresh water.
6. I will not keep the cooked food open.
7. I will not keep stale food for further use.
8. I will monitor the hand washing of boarder before taking meal, cleaning of their tray and keeping in specified place before leaving the dining hall after taking the meal.
9. I will take up other works as directed by Principal, Superintendent and warden apart from the above mentioned duties.

Full Signature

Date:

UNDERTAKING FOR CHOWKIDAR-CUM-SWEEPER

(Write the undertaking in your own handwriting, no printed form should be submitted)

I S/O

applied for the post of **CHOWKIDAR-CUM-SWEEPER** will perform all the duties and responsibility assigned to me.

1. I will clean the hostel room with phenyl once every day.
2. I will clean the toilets and bathrooms twice every day with phenyl.
3. I will ensure security of the hostel/ properties of the hostel/ safety of inmates.
4. I will ensure that, the corridor lights are kept on for the safety of the hostel students.
5. I will accompany the warden if required for taking students to hospital during sick ness.
6. I will take up other works as directed by Principal, Superintendent and warden apart from the above mentioned duties.

Full Signature

Date: