



# ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ, ରାଜପୁର ODISHA ADARSHA VIDYALAYA

RAJAPUR, BEGUNIAPADA, (Gm.) PIN- 761031

Estd. 2016

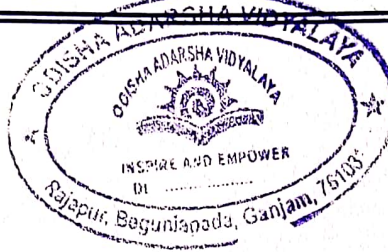


Under the Dept. of School & Mass Education, Govt. of Odisha, UDISE Code- 21190218401

Affiliated to CBSE, New Delhi, Affiliation No- 1520090, CBSE School No- 17183

Email id :- oav.rajapur@gmail.com / beguniapada@oav.edu.in

Letter No. : ୩୫୫/OAVR/୨୦୨୫



Date : ୧୦.୧୦.୨୦୨୫

## ବିଜ୍ଞାପନ

ଏତଦ୍ୱାରା ସର୍ବସାଧାରଣଙ୍କ ଅବଗତ ନିମନ୍ତେ ଜଣାଇ ଦିଆଯାଉଛି ଯେ, ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ, ରାଜପୁର, ବ୍ଲକ୍/ଜିଲ୍ଲା- ବେଗୁନିଆପଡ଼ା, ଗଞ୍ଜାମ ପତ୍ରସଂଖ୍ୟା: ୨୮୮ ଅନୁସାରେ ବିଦ୍ୟାଳୟରେ ଖାଲିଥିବା ଦୁଇଜଣ (୦୨) ପାଟିକା ସହାୟିକା ପଦବୀ ପାଇଁ ବରଖାସ୍ତ ଆହ୍ୱାନ କରାଯାଉଛି। ଆବଶ୍ୟକ ଯୋଗ୍ୟତାଥିବା ଇଚ୍ଛୁକ ପ୍ରାର୍ଥୀନୀମାନେ ଆସନ୍ତା ତା-୨୫.୦୭.୨୦୨୫ରିଖ ମଧ୍ୟରେ REGISTERED POST କିମ୍ବା SPEED POST ମାଧ୍ୟମରେ ବିଦ୍ୟାଳୟରେ ଫର୍ମ ଦାଖଲ କରନ୍ତୁ। (ଅନ୍ୟ କୌଣସି ମାଧ୍ୟମରେ ଫର୍ମଗ୍ରହଣ କରାଯିବନାହିଁ)

### ଆବଶ୍ୟକ ପ୍ରମାଣପତ୍ର :-

୧. ପ୍ରାର୍ଥୀନୀଙ୍କ ଭୋଟର ପରିଚୟ ପତ୍ର (VOTER CARD)
୨. ପ୍ରାର୍ଥୀନୀଙ୍କ ଜାତିଗତ ପ୍ରମାଣପତ୍ର (CASTE CERTIFICATE)
୩. ପ୍ରାର୍ଥୀନୀଙ୍କ ଆଧାର ପତ୍ର (AADHAR CARD)
୪. ପ୍ରାର୍ଥୀନୀଙ୍କ ଜନ୍ମତାରିଖର ପ୍ରମାଣପତ୍ର (BIRTH DATE PROOF)

ବି:ଦ୍ର :- ଆବେଦନ ପହଞ୍ଚିବାର ଶେଷ ତାରିଖ:- ୨୫/୦୭/୨୦୨୫

ସାକ୍ଷାତକାର ତାରିଖ- ପରେ ଅବଗତ କରାଯିବ ।

### ଆବେଦନପତ୍ର ପଠାଇବାର ଠିକଣା :-

OAV RAJAPUR, AT-RAGAPUR, PO- S.CHHACHINA, BLOCK-BEGUNIAPADA, DIST-GANJAM, PIN-761031, ODISHA



Application form

*M.K. Pradhan*  
10/10/25

PRINCIPAL

Odisha Adarsha Vidyalaya  
Rajapur, Begunia, Gm.



# ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ, ରାଜପୁର



ବୁକ-ବେଗୁନିଆପଡ଼ା, ଜିଲ୍ଲା-ଗଞ୍ଜାମ

(ମଧ୍ୟାହ୍ନ ଭୋଜନ ପ୍ରସ୍ତୁତି ନିମନ୍ତେ ପାଚିକା-ସହାୟିକା ପାଇଁ ଦରଖାସ୍ତ)

୧- ପ୍ରାର୍ଥୀନାମ ନାମ:- .....

୨- ପିତା/ସ୍ବାମୀ ନାମ:- .....

୩- ଛାତ୍ରୀ ଠିକଣା:- .....

୪- ବର୍ତ୍ତମାନ ଠିକଣା:- .....

୫. ସାମାଜିକ ଛିତି:- (ଅସହାୟ/ ବିଧବା/ପରିତ୍ୟକ୍ତା/ କୌଣସି ନୁହେଁ): - .....

୫- ଫୋନ୍ ନମ୍ବର:- .....

୬- ଜନ୍ମ ତାରିଖ:- .....

୭- ବୟସ:- .....

୮- ଜାତି/ବର୍ଗ :- .....

୯- ଆଧାର ନମ୍ବର :- .....

୧୦- ଶିକ୍ଷାଗତ ଯୋଗ୍ୟତା:- .....

ପାସପୋର୍ଟ ସାଇଜ  
ଫୋଟୋ

## ଘୋଷଣାନାମା

ମୁଁ ଶ୍ରୀମତୀ /କୁମାରୀ ..... ପିତା/ସ୍ବାମୀ .....

ଏତଦ୍ଦ୍ୱାରା ଘୋଷଣା କରୁଅଛି ଯେ, ଉପରୋକ୍ତ ଦରଖାସ୍ତରେ ଦର୍ଶାଯାଇଥିବା ସମସ୍ତ ତଥ୍ୟ /ବିବରଣୀ/ପ୍ରମାଣ ପତ୍ର ସତ୍ୟ ଅଟେ । ଯଦି ଭବିଷ୍ୟତରେ କୌଣସି ତଥ୍ୟ ମିଥ୍ୟା ପ୍ରମାଣିତ ହୁଏ ତେବେ, ମୋର ପ୍ରାର୍ଥୀଙ୍କୁ ରଦ୍ଦ କରାଯିବ ।

ସ୍ଥାନ:- .....

ତାରିଖ:- .....

ପ୍ରାର୍ଥୀନାମ ସ୍ୱାକ୍ଷର





**Shri Gangadhar Sahoo, OAS**  
State Nodal Officer (MDM)  
State Project Management Unit (MDM) &  
Ex-Officio Joint Secretary to Govt.  
School & Mass Education Department, Odisha.



No. 1344 /SPMU, Date 28-08-2014  
S&ME (MDM)- 345/2013

To

All Collectors

**Sub: Standard guideline for engagement of Cook-cum-Helpers under Mid-day Meal Programme, Odisha.**

Madam/Sir,

As you know Mid-Day Meal Programme is a national flagship programme in which Cook-cum-Helper plays a key role. Even though School Management Committee (SMC) is the appointing authority of Cook-cum Helper, in absence of a clear and uniform guideline disputes crop up in many places affecting smooth running of Mid-Day Meal and adding to the number of cases pending in different courts. So it was thought to put in place a standard guideline for engagement and disengagement of Cook-cum Helper and making it more transparent. The guideline is being enclosed for implementation with immediate effect. The odia version of the same guideline follows.

Yours faithfully,

Encl: CCH Guideline (English Version)

*[Signature]*  
State Nodal Officer (MDM) &  
Ex-Officio Joint Secretary to Govt.

Memo No. 1345 / Dt. 28.08.2014

Copy forwarded to P.S. to Commissioner-cum-Secretary for kind information of Commissioner-cum-Secretary.

*[Signature]*  
State Nodal Officer (MDM) &  
Ex-Officio Joint Secretary to Govt.

Memo No. 1346 / Dt. 28.08.2014

Copy forwarded to Director, Elementary Education, Odisha/  
Director, Secondary Education, Odisha for kind information.

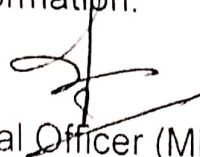
*[Signature]*  
State Nodal Officer (MDM) &  
Ex-Officio Joint Secretary to Govt.

School & Mass Education Department, Odisha, State Project Management Unit (MDM), SRC Building, 1st Floor, Unit-V, Bhubaneswar  
Off.: 0674-2393923, 2396903, E-mail : snomdm@gmail.com

**"Nutrition for Education"**

Memo No. 1347 / Dt. 28-08-2014

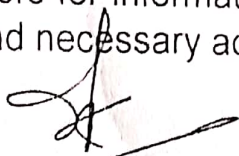
Copy forwarded to S.P.D. OPEPA for kind information.



State Nodal Officer (MDM) &  
Ex-Officio Joint Secretary to Govt.

Memo No. 1348 / Dt. 28-08-2014

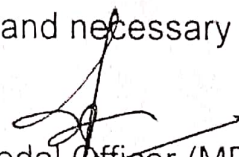
Copy forwarded to all District Education Officers for information and sensitization among the teachers & stakeholders and necessary action.



State Nodal Officer (MDM) &  
Ex-Officio Joint Secretary to Govt.

Memo No. 1349 / Dt. 28-08-2014

Copy forwarded to all Block Education Officer for information and sensitization among the teachers & stakeholders and necessary action.



State Nodal Officer (MDM) &  
Ex-Officio Joint Secretary to Govt.





## Guideline for Cook-cum-Helpers under MID-DAY MEAL Odisha



### Introduction:

The National Programme of Nutritional Support to Primary Education (NPNSPE), popularly known as Mid-Day-Meal Scheme was launched on 15<sup>th</sup> August 1995, with the twin objectives of :-

- **Boosting Universalization of Primary Education by increasing enrolment, retention and attendance.**
- **Simultaneously impacting the Nutritional Status of children studying in I-V and VI – VIII.**

Under this scheme, hot cooked meal is served on all school working days to the students present in the Govt. / Govt. Aided / NCLP / Madrasa / Maqtab Schools. Under the scheme Cook-cum-Helpers have a pivotal role to play in cooking, hygiene and service of Mid-Day Meal. So it was felt to have a detail guideline for their engagement and job profile.

### Objectives:

- a) To engage Cook-Cum-Helper by SMC for Mid-Day Meal in the schools.
- b) To empower the SMC/SHGs for effective running of Mid-Day Meal in schools.
- c) To provide an earning opportunity to the local residents especially women, weaker and deprived section of the society to work as MDM Cook-cum-Helper.

### Job profile of Cook-cum-Helper:

- To clean, wash and remove impurities if any from the raw material to be cooked and ensure cooking as per menu in hygienic manner and conditions.
- To serve the meals to the students at the designated hour in hygienic condition.
- To clean the kitchen and utensils and store the utensils in a hygienic condition.
- To ensure that the gas stove/cylinder has been properly switched off and the cylinder has been placed in the store taking all precautions to avoid any untoward incidents.
- To perform any other MDMS related miscellaneous job assigned by the SMC or in charge of the Scheme.
- To practise the Mid-Day Meal Quality Protocol issued vide SPMU letter no.745/dtd.24.07.2013 in letter and spirit with regard to personal health, hygiene, energy saving, safe and healthy cooking & serving.

### Student Norms of Engagement:

The Government of India vide letter F.No.1-1/2009-Desk (MDM) dated 24<sup>th</sup> November, 2009 prescribed the norms for engaging the Cook-cum-Helper under this scheme, which has been implemented by the State Government vide 233/SPMU(MDM)/dtd.16.04.2012, as per following table:-



Sl. No.	Enrolment Slabs	No. of Cook-cum-Helpers allowed
1	1 to 25	1
2	26 to 100	2
3	For every another 100	One more

It has been decided by Government of Odisha that specific approval of District Collector will be taken by School Management Committee (SMC) through the concerned District Education Officer to engage additional Cook-cum-Helper beyond two numbers. This norm has been put to place w.e.f. 01.04.2012.

#### Mode of Engagement:

The engagement shall be made by the School Managing Committees (SMC) at the school level. SMC is the appropriate authority for engagement of Cook-cum-Helpers. However, it is advised that the SMC must pass a resolution having at least 2/3<sup>rd</sup> members present in the meeting duly attended by the concerned Block education Officer (BEO) or his representative.

#### Eligibility Criteria:

While assessing the suitability of a candidate for Cook-cum-Helper the following norm may be followed

- Citizen of India more than 18 years old and less than 60 years old
- Should be medically fit and free from any contagious disease

#### Order of Priority:

- Destitute woman from ST community
- Destitute woman from SC community
- Destitute woman from other community
- Poor unwed mother having no means of livelihood or support from family of ST community
- Poor unwed mother having no means of livelihood or support from family of SC community
- Poor unwed mother having no means of livelihood or support from family of other community
- Poor Divorcee or Desertee from ST community
- Poor Divorcee or Desertee from SC community
- Poor Divorcee or Desertee from other community

#### Disqualification:

- A person above 60 years of age is not eligible and an existing cook-cum-helper attaining the age of 60 shall cease to continue.
- A person suffering from chronic contagious disease or becoming immobile shall cease to continue as Cook-cum-Helper. However, a Cook-cum-Helper can avail maternity leave for 15 days each for maximum two issues which shall be considered leave with honorarium. SMC shall manage cooking by making alternative arrangement and meet the cost out of MME or interest money.



- c) A family member or close relative of SMC president/ Member/ Local MP/ MLA/ Zilla Parishad Member/ Samit Member/ Sarpanch shall be disqualified for engagement as Cook-cum-Helper.
- d) A family member or close relative of a Govt. servant shall be disqualified for engagement as Cook-cum-Helper.
- e) A person having criminal background or criminal cases pending against her shall be disqualified for engagement as Cook-cum-Helper.

#### **Identification of Vacancies:**

The Head of the Institution will identify the vacancies as per prescribed norms and report the same to the SMC.

#### **Application of Reservation Roster:**

Since this is a hiring of voluntary services by the SMC for a particular school and that too for a specific period on a fixed honorarium, hence reservation roster shall not be applicable.

#### **Honorarium:**

The Cook-cum-Helpers will be paid an honorarium @ Rs. 1000/- (Rupees one thousand only) or the rate fixed from time to time by Govt. of India per month during school working days by the SMC out of grants made available by the Government. The honorarium shall be fixed by Govt. of Odisha, School and Mass Education Department taking the MDM-PAB approval into account.

#### **Age Limit:**

The age should not be less than 18 years and not more than 60 years. The services of Cook-cum-Helper will be terminated on attaining the age of 60 years or found unfit for health or disability reasons.

#### **Appointing or Disciplinary Authority:**

The Cook-Cum-Helper so recruited shall be a voluntary worker of the SMC for all intents and proposes. The appointing/ disciplinary authority in respect of Cook-Cum-Helper will be the SMC. The Block Education Officer shall be the appellate authority in respect of the order of engagement or disengagement of Cook-cum-Helper by SMC and District Education Officer the reviewing authority against the decision of Block Education Officer.

#### **Terms and Conditions:**

- a. Keeping in view the nature of work, the Cook-Cum-Helper should attend the duties on all school working days.
- b. Continuous absence leads to disruption of Mid-Day Meal lead to the termination of the services of the Cook-cum-Helper. The Cook-cum-Helper will not be entitled for any wages/ honorarium for the period of unauthorized absence.
- c. The Cook-Cum-Helper should be medically fit and free from any contagious disease. If a person found medically unfit or suffering from any contagious disease subsequently then his or her engagement will be cancelled.
- d. At the time of joining, the selected candidates have to submit the following documents to the SMC.
  - Two passport size photographs duly attested

- Attested copy of certificates
  - Attested copy of Voter Identity Card
  - Attested copy of 1<sup>st</sup> page of Bank Pass Book
- e. If the performance of the selected person is not found satisfactory/ good, the SMC shall have power to remove the person. However against any arbitrary removal appeal shall lie to Block Education Officer and review power with District Education Officer.
- f. In case, the Cook-Cum-Helper becomes surplus due to revision of norms for hiring of Cook-cum-Helper or decline in the enrollment or merger from school/ institution, principle of LAST COME, FIRST GO will apply and the service of person selected on later date will be dispensed with without giving any prior notice.

**Right to Claim Regular Appointment:**

The Candidates hired as Cook-cum-Helpers under the guidelines by the respective SMC shall have No right to claim regularization/ absorption/ appointment as regular employees under the State Government.

The Government of Odisha shall have the right to relax/ amend any of the terms & conditions/ provisions mentioned in the above scheme in public interest.

\*\*\*\*\*



Government of Odisha  
Department of School & Mass Education  
State Project Management Unit (PM Poshan)

No. 710 /SPMU., Date. 30-09-2024  
S&ME (PM POSHAN)-345/2013

From

Shri Raghuram R. Iyer, IAS  
State Nodal Officer, PM POSHAN

To

All District Education Officers

Sub:- Corrigendum to the Standard Guideline for engagement of Cook-cum-Helper under PM POSHAN Programme, Odisha.

Ref: This Office Letter No. 1344/SPMU/Dtd.28.08.2014 & Letter No. 1545, Dtd. 13.10.2014.

Madam/Sir,

With reference to the subject cited above, I am directed to request you to act upon the following norms as a sort of clarification to the guidelines sent to you vide this office Letter No. 1344/SPMU, Dtd. 28.08.2014 & Letter No. 1545, Dtd.13.10.2014.

Sl. No.	Enrolment Slabs	No. of Cook-cum-Helpers allowed
1	1 to 25	1
2	26 to 100	2
3	101 to 200	3
4	201 to 300	4
5	For every addition of 100 students	One more

This is for your kind information and necessary action.

Yours faithfully,

  
State Nodal Officer (PM Poshan)

Memo No 711 Dtd. 30-09-2024

Copy forwarded all Block Education Officers for kind information & necessary action.

  
State Nodal Officer (PM Poshan)

Memo No 712 Dtd. 30-09-2024

Copy forwarded to PS to Commissioner-cum-Secretary for kind appraisal of Commissioner-cum-Secretary.

  
State Nodal Officer (PM Poshan)