

GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR BOTH BOYS' AND GIRLS' HOSTEL AT ODISHA ADARSHA VIDYALAYA SANDHAPUR, JATNI, KHORDHA

The candidates are advised to go through the eligibility criteria for the following support staff in the Hostels of the Odisha Adarsha Vidyalaya Sandhapur, Jatni, Khordha and they may go for offline application (application form is at annexure-1) after being satisfied that he/she is eligible for the posts as per stipulated eligibility criteria and incomplete application form in any aspect shall be summarily rejected. .

Sl No	Name of the Support Staff	Number of Support Staff		
		Boys' Hostel	Girls' Hostel	Total
1	Warden	01	01	02
2	Chowkidar-cum-Sweeper	01	01	02
3	Head Cook	01	01	02
4	Assistant Cook	02	02	04
Total		05	05	10

1. Warden:

- (a) Male for Boys' hostel and Female for Girls' hostel.
 - (b) Qualification: B.A/B.Sc. from any recognized University.
 - (c) He/She has to stay in the hostel 24X7.
 - (d) Age: 30-60 Years as on the date of advertisement.
 - (e) Experience: At least 02 years in hostel management.
 - (f) Remuneration: Rs. 21,175/- per month (including EPF share of employee & Employer)
- 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 the respective district.
 - ii. If any in-service teacher of OAV is willing to discharge the duties of a warden in addition to his/her duties, He/she may be paid monthly remuneration of Rs. 3000/- in addition to his/her salary. But He/she must have to stay in the hostel even during the night hours and have to take all responsibilities.
 - iii. Retired 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:

- (a) Male
- (b) Remuneration: Rs.7500/-per month (including EPF share of employee & Employer)
- (c) Age: 21 to 32 years as on the date of advertisement
- (d) Qualification: He must have passed HSC Examination



3. Head Cook:

- (a) Male for Boys' hostel and Female for Girls' hostel.
- (b) He/She has to stay in the hostel 24X7
- (c) Remuneration: Rs. 9,000/- per month (including EPF share of employee & Employer)
- (d) Age: 30 to 40 years as on the date of advertisement.
- (e) If somebody is trained in cookery, he/she will be given preference & due weightage.
- (f) Cook himself/herself be perfectly hygienic in his/her dresses, cooking habits etc.
- (g) The committee staff conduct physical cooking of some items & evaluate the deliciousness/consumption of time preparation if the dishes/ hygienic condition of cooking & select the best.
- (h) The cook must be well conversant to use LPG.

4. Assistant Cook:

- (a) Male for Boys' hostel and Female for Girls' hostel.
- (b) He/She has to stay in the hostel 24X7.
- (c) Remuneration: Rs. 6,750/- per month (including EPF share of employee & Employer)
- (d) Age: 21 to 32 years as on the date of advertisement.
- (e) Maximum 02 number of Assistant Cooks can be engaged in one Hostel.
- (f) Having experience in cooking and other characteristics as specified above in 3.

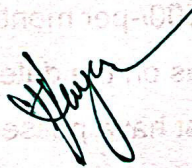
Duration of the engagement:

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

Process of Engagement:

(a) 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 the candidates from nearby blocks may be selected for the purpose. No candidates outside of the district should be recruited against the post stated above.

(b) Qualification for the different post may be taken from the above list.





ଓଡିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ, ସନ୍ଧ୍ୟାପୁର, ଜଟଣୀ, ଖୋର୍ଦ୍ଧା

ODISHA ADARSHA VIDYALAYA, SANDHAPUR

At-Sandhapur, P.O- Jatni, Block- Jatni, Dist.- Khordha-752050

Contact No. 9438914299, 8249309237 Email- jatni@oav.edu.in



ADVERTISEMENT

Applications are invited from deserving candidates for different supporting staff for both Boys' & Girls' Hostel at Odisha Adarsha Vidyalaya, Sandhapur, Jatni, Khordha as per the vacancies mentioned below in the table.

Sl No	Name of the Post	Qualification	Age	Remuneration	Vacancy Position		
					Boys' Hostel	Girls' Hostel	Total
1	Warden	B.A/B.Sc.	30-60 Yrs	Rs. 21,175/-	01	01	02
2	Chowkidar-cum-Sweeper	HSC	21-32 Yrs	Rs. 7500/-	01	01	02
3	Head Cook		30-40 Yrs	Rs. 9000/-	01	01	02
4	Assistant Cook		21-32 Yrs	Rs. 6750/-	02	02	04

Application and other details can be downloaded from the district website (www.khordha.odisha.gov.in). Interested candidates fulfilling the eligibility criteria may apply by registered / Speed Post only (**DON'T SUBMIT THE APPLICATION FORMS ON HAND IN THE VIDYALAYA OFFICE OR BY MAIL**) to Odisha Adarsha Vidyalaya Sandhapur, At- Sandhapur, P.O- Jatni, Dist.- Khordha, Pin-752050 by date: **10.9.2025**. The application forms received after due date shall be summarily rejected. The authority will not be responsible for any postal delay. Further the authorities reserve the right to cancel any or all the application without any reason thereof.

By Oder of Collector-cum-Chairman


Principal
Odisha Adarsha Vidyalaya
Sandhapur, Jatni, Khordha

**APPLICATION FOR THE POST OF WARDEN / HEAD COOK / ASST. COOK /
CHOWIKDAR-CUM-SWEEPER IN BOTH BOYS' AND GIRLS' HOSTEL OF
ODISHA ADARSHA VIDYALAYA SANDHAPU, JATNI, KHORDHA**

**Fill the application form in block letter.
Apply for Hostel.....(Boys' / Girls')**

**Fix a passport size
photographs**

1. Post Applied for:
2. Name of the Applicant:
3. Father's /husband Name:
4. Permanent Address:

House/Plot No:

Name of the Village:

Name of the G.P:

Name of the Block:

Name of the Police Station:

Name of the Dist.:

Pin Code:

5. Present Address:

House/Plot No:

Name of the Village:

Name of the G.P:

Name of the Block:

Name of the Police Station:

Name of the Dist.:

Pin Code:

6. Date of Birth:

DD/MM/YYYY

In Words

Age as on the date of Advertisement:

Years

Months

Days

7. Aadhar Card No:

8. Category applied under: UR/SEBC/SC/ST

9. Gender

10. Religion

11. Nationality

12. Education Qualification:

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

13. Contact No:**14. E-mail Id:**

(Attach authentic document)

15. Copy of certificate to be enclosed (Self-Attested) (Please tick the certificate which is enclosed)

- HSC Certificate & Mark Sheet
- +2 Certificate & Mark Sheet
- Caste Certificate
- Aadhar Card
- Residence Certificate
- Certificate of Experience in Hostel Management
- Self-Attested passport size photographs

DECLARATION:

- I do hereby declare that I have gone through the advertisement properly and I am eligible for the post. I am fully aware of the terms and conditions of recruitment and agree to abide them.
- 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 found to be false then my candidate may canceled/ rejected without assigning and reason thereof.

Date:**Place:****Full Signature of the Applicant**