

# ଜିଲ୍ଲା ଶିକ୍ଷା ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, କେନ୍ଦୁଝର

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ବିଜ୍ଞପ୍ତି

No. 6424 /Dt. 14 /08/2018

Applications are hereby invited from the deserving candidates for the post of support staffs given below on contractual basis at following Girls' Hostel in the premises of Odisha Adarsha Vidyalaya.

1. Odisha Adarsha Vidyalaya, Telkoi at Oriya
2. Odisha Adarsha Vidyalaya, Harichandanpur
3. Odisha Adarsha Vidyalaya, Joda at Lahanda

## DETAILS OF STAFFS FOR EACH OAV

Sl. No	Name of the Post	No. of Post	Qualification	Age (as on date of advertisement)	Remuneration Per Month (in ₹)
1	Warden (Female)	01	BA/B.Sc with B.Ed	40-60 Yrs	5000/-
2	Head Cook (Preference will be given to female candidates )	01	Trained in cookery shall be given preference	21-35 Yrs	3000/-
3	Asst. Cook (Preference will be given to female candidates )	02	Experience in Cooking shall be given preference	21-32 Yrs	2500/-
4	Chowkidar-cum-Sweeper (Male)	01	HSC Pass	21-32 Yrs	3000/-

Application form and other details can be downloaded from the website ([www.kendujhar.nic.in](http://www.kendujhar.nic.in)). Interested candidates fulfilling the eligibility criteria mentioned above may apply personally by hand in the Office of the Principal, Odisha Adarsha Vidyalaya concerned **within 15 days** from the date of publication of the advertisement (during office hours). The incomplete application forms and forms received after due date shall be summarily rejected. The Principal of the concerned OAV reserves the right to cancel any or all of the applications without assigning any reason thereof. The original certificates and other testimonials shall be verified on 31.08.2018 at N.S.Police High School, Keonjhar. So the applicants shall remain present on the date and venue at 10.30AM.

By the Order of

Collector-cum-Chairman, OAVs, Keonjhar

  
District Education Officer,  
KEONJHAR

Application form for the post of **Warden** ( Contractual) in Girls Hostel of OAV

Fill the application Form in Block Letters in own handwriting

Affix the self  
attested Passport  
size Photo graph  
here

1. Post Applied for - **WARDEN.**

2. Name & Address of the OAV -

OAV Telkoi at Oriya

OAV Harichandanpur

OAVJoda at Lahanda

Please Tick (✓) where the applicant wants to be engaged.

3. Name of the Applicant

.....

First Name

Middle Name

Last Name

4. Father's/Husband's Name

.....

5. Address

Present Address – AT-..... Po-.....

Block ....., District.....

Pin Code ..... Cont No .....

Permanent Address – AT-..... Po-.....

Block ....., District.....

Pin Code ..... Cont No .....

6. Aadhar Card No .....

7. Date of Birth (DD/MM/YYYY) .....

In Words.....

Age as on the date of advertisement.....Years.....Months.....Days

8. Category: Please tick (✓) whichever is applicable.

GEN  SC  ST  SEBC  PH

9. Experience in Hostel Management (Minimum 02 Years and above)-

10. Educational Qualification

Sl No.	Exam Passed	Board/University	Year of passing	Full Marks	Marks obtained	Percentage
1	+HSC					
2	+2					
3	Bachelor Degree					
4	B.Ed					

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

- HSC Certificate and Mark sheet
- +2 Certificate and Mark sheet
- Bachelor Degree Certificate and Mark sheet
- BED Certificate & Mark Sheet
- Caste Certificate
- Aadhaar Card
- Resident Certificate
- Certificate of experience in Hostel Management

**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 any reason thereof.

Date: .....

Place:.....

Signature of the Applicant



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

- HSC Certificate and Mark sheet
- +2 Certificate and Mark sheet
- Bachelor Degree Certificate and Mark sheet
- Caste Certificate
- Aadhaar Card
- Resident Certificate
- Training Certificate in Cookery (If any)

**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 any reason thereof.

Date: .....

Place:.....

Signature of the Applicant



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

- HSC Certificate and Mark sheet
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Date: .....

Place:.....

Signature of the Applicant

# ODISHA ADARSHA VIDYALAYA SANGATHAN

## GUIDELINES FOR ENGAGEMENT OF EMPLOYEES IN THE GIRLS' HOSTEL

The following employees will be engaged in the Girls' Hostels of the Odisha Adarsha Vidyalayas for smooth running of the hostels .

### Warden :1 (One)

- Qualification: BA/Bsc with BEd
- Age: 40-60 years as on the date of advertisement
- Experience: At least 02 years in hostel management.
- Remuneration: Rs. 5000/- per month
- Preference shall be given to the experienced, widows & destitutes.

i) The preference shall be given to the local candidate preferably from the block area. If not available, then from the 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 honorarium of Rs.3000/- in addition to her salary. But, she must have to stay in the hostel even during the night hours.

iii) Retired lady teacher, if willing & physically & mentally sound within the age limit of 62 years as on the date of the engagement may be engaged as warden.

### 1. Chowkidar-cum-Sweeper:

- Rs. 3000/- per month
- Age -21 to 32 years as on the date of advertisement.
- Qualification: He must have passed HSC Examination



2. **Head Cook :**

- Rs. 3000/- per month
- Age -21 to 35 years as on the date of advertisement.
- Female cook should be preferred (because they will work in girls' hostel)
- If somebody is trained in cookery, he/she will be given preference & due weightage.
- Head cook / Asst cook should 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 of the dishes / hygienic condition of cooking & select the best.
- The Head cook/ Asst. cook must be well conversant to use LPG.

3. **Assistant Cook:**

- Rs. 2500/- per month.
- Age -21 to 32 years as on the date of advertisement.
- Having experience in cooking & other characteristics as specified above as paragraph-3.

**Committee for selection of employees.**

A committee will be formed under the chairmanship of the Collector & Chairman OAV of the district for selection of employees for the girls' hostel.

- |  |                   |
|--|-------------------|
| 1. Collector & District Magistrate -         | Chairman          |
| 2. Principal of the Adarsha Vidyalaya -      | Member            |
| 3. District Education Officer -              | Member (Convener) |
| 4. District Project Coordinator (SSA) -      | Member            |
| 5. Head master of nearby Govt. High School - | Member            |

Duration of the engagement: - **For one year**

Type of engagement - **Contractual**

On expiry of one year period of contractual engagement the fresh contractual 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 getting the engagement order from the principal & joining in duty, the remunerations will be released through the school committee after his/her satisfactory performance. Acquittance Register will be maintained for the purpose.

**Process of Engagement:**

- Advertisement will be published in local dailies.
- Fifteen days' time may be given for inviting applications from intending candidates.
- 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 candidates from nearby blocks may be selected for the purpose but no one outside the district should be recruited against the posts stated above.
- Qualification for the different posts may be taken from the above list.