

GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR GIRLS' /BOY'S HOSTEL AT ODISHA ADARSHA VIDYALAYAs, KEONJHAR

The candidates are advised to go through the eligibility criteria for the following support staff in the Hostels of the Odisha Adarsha Vidyalaya's, Keonjhar and they may go for offline application after being satisfied that he/she is eligible for the posts as per stipulated eligibility criteria.

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

1. Warden:

- (a) For Girls' Hostel Warden should be Female and for Boys' Hostel Warden should be Male.
- (b) Qualification: B.A/B.Sc. from any recognized University.
- (c) 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) It should be Male for both Boys' and Girls' Hostel.
- (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) For Girls' Hostel Head Cook should be Female and for Boys' Hostel Head Cook should be Male.
- (b) 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, she will be given preference & due weightage.
- (f) Cook herself be perfectly hygienic in 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) For Girls' Hostel Assistant Cook should be Female and for Boys' Hostel Assistant Cook should be Male.
- (b) 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.

**APPLICATION FOR THE POST OF WARDEN / HEAD COOK / ASST. COOK /
CHOWIKDAR-CUM-SWEEPER IN BOYS'/GIRLS' HOSTEL OF
ODISHA ADARSHA VIDYALAYAs, KEONJHAR**

Fill the application form in block letter.

1. Post Applied for :

2. Name of the Applicant :

3. Father's /Husband's 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. Marital Status :

Fix a passport
size
photographs

11. Experience if any :

12. Education Qualification :

SI 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)

- i. HSC Certificate & Mark Sheet
- ii. +2 Certificate & Mark Sheet
- iii. Caste Certificate
- iv. Aadhar Card
- v. Residence Certificate
- vi. Certificate of Experience in Hostel Management
- vii. Self-Attested passport size photographs

DECLARATION:

1. 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.
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 found to be false then my candidature may canceled/ rejected without assigning and reason thereof.

Date:

Place:

Full Signature of the Applicant

ADVERTISEMENT

Applications are invited from deserving candidates for different supporting staffs for Boys'/Girls' Hostel at Odisha Adarsha VidyalayaS, Keonjhar as per the vacancies mentioned below in the table.

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

Application and other details can be downloaded from the district website (<https://kendujhar.odisha.gov.in/>). Interested candidates fulfilling the eligibility criteria may apply by registered Post only (**DON'T SUBMIT THE APPLICATION FORMS ON HAND IN THE VIDYALAYA OFFICE OR BY MAIL**) to concern Odisha Adarsha Vidyalaya address latest by 15.12.2025. The incomplete application forms and 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 OAVs

**District Education Officer
Keonjhar**