



OFFICE OF THE PRINCIPAL

ODISHA ADARSHA VIDYALAYA, SUNDARAPAL, HATADIHI
VILLAGE-SUNDARAPAL, BLOCK-HATADIHI, DISTRICT-KEONJHAR
(UNDER DEPT. OF SCHOOL & MASS EDUCATION, GOVT. OF ODISHA)



AFFILIATION NO- 1520193, SCHOOL CODE- 17279,
UDISE CODE-21060709203, EMAIL- hatadihi@oav.edu.in

LETTER NO-116/OAVSPL

DATE-16/04/2026

To

The District Governance Manager
National Information Centre, Keonjhar.

Sub- Request for publication of advertisement for the post of different supporting staff (Head Cook and Assistant Cook) for Boy's Hostel Odisha Adarsha Vidyalaya, Sundarapal, Hatadihi Keonjhar in District web portal of Keonjhar for wider circulation.

Respected Sir,

In inviting a reference to the subject cited above, I would like to request you to publish an advertisement for the post of different supporting staffs (Head Cook and Assistant Cook) for Boy's Hostel of Odisha Adarsha Vidyalaya Sundarapal, Hatadihi in District web portal of Keonjhar for wider circulation. I herewith attached the same for your kind perusal and necessary action.

Yours faithfully,

Principal

OAV Sundarapal, Hatadihi

ODISHA ADARSHA VIDYALAYA
SUNDARAPAL, HATADIHI, KEONJHAR

Memo no-117, Date-16/04/2026

Copy submitted to DEO, Keonjhar for favour of kind information.

Copy submitted to Sub-Collector, Keonjhar for favour of kind information.

Copy submitted to the Collector-cum-Chairman OAVS, Keonjhar for favour of kind information.

Copy submitted to the State Project Director, OAVS Bhubaneswar for favour of kind information.

Principal

OAV Sundarapal, Hatadihi

ODISHA ADARSHA VIDYALAYA
SUNDARAPAL, HATADIHI, KEONJHAR

**GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR BOYS' HOSTEL
AT ODISHA ADARSHA VIDYALAYA SUNDARAPAL, KEONJHAR**

The candidates are advised to go through the eligibility criteria for the following support staff in the boys Hostels of the Odisha Adarsha Vidyalaya sundarapal, Hatadihi, 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 Supporting Staff for Boys' Hostel
3	Head Cook (Male)	01
4	Assistant Cook (Male)	02
Total		03

1. Head Cook:

- (a) Male.
- (b) He 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 will be given preference & due weightage.
- (f) Cooking in perfectly hygienic 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.

2. Assistant Cook:

- (a) Male for Boys' 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.

APPLICATION FOR THE POST OF WARDEN / HEAD COOK / ASST. COOK
/ CHOWIKDAR-CUM-SWEEPER IN BOYS' HOSTEL OF
ODISHA ADARSHA VIDYALAYA SUNDARAPAL, 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 :

Fix a passport
size
photographs

10. Marital Status :

11. Experience if any :

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)

- 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



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Advertisement no. OAVSPL/01/2026

DATE-16/04/2026


ADVERTISEMENT

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

SI No	Name of the Post	Age	Remuneration	Vacancy Position for Boys' Hostel
1	Head Cook (Male)	30-40 Yrs	Rs. 9000/-	01
2	Assistant Cook (Male)	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 Odisha Adarsha Vidyalaya Sundarapal, AT- SUNDARAPAL, PO-SADHA VIA-HADGARH Block- Hatadihi, Dist.- Keonjhar, Pin-758023 latest by **02nd May 2026**. 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 the Order of
Collector-cum-Chairman OAVs, Keonjhar


Principal
OAV Sundarapal-Hatadihi
ODISHA ADARSHA VIDYALAYA
SUNDARAPAL, HATADIHI, KEONJHAR