



ଓଡିଶା ଆଦର୍ଶ ବିଦ୍ୟାଲୟ, ଗନ୍ଧିପାଳୀ, ମାଳକାନ୍ଦିର  
ODISHA ADARSHA VIDYALAYA, GONDHIPALLY, MALKANGIRI



DIST: MALKANGIRI, ODISHA, PIN CODE – 764045  
(Under Odisha Adarsha Vidyalaya Sangathan, an Autonomous Organization, Dept. of S & M. E, Govt. of Odisha)

Email – [oavgondhipally@gmail.com](mailto:oavgondhipally@gmail.com), website: [www.oav.edu.in](http://www.oav.edu.in)  
Affiliated to CBSE, New Delhi, CBSE Affiliation No – 1520045, School No – 17134, UDISE Code-21300900203

**NOTIFICATION**

No – 02/ Dated: 22/12/2022

In pursuance of the Letter NO. 2284, dated: 03.08.2021, of the State Project Director, Odisha Adarsha Vidyalaya Sangathan, applications are invited from eligible and intending Indian Nationals, preferably from Malkangiri block to be engaged for the posts of support staff for proposed 100 seated Girls' Hostel of O.A.V. Gondhipally, Malkangiri. Details of the eligibility, age, qualification etc. are as per the guidelines given in Annexure-E. Application should reach to the Principal, Odisha Adarsha Vidyalaya, Gondhipally, Near Govt. ITI, PO/Dist- Malkangiri, PIN- 764045 by Registered/Speed post only on or before Dt. 07.01.2023 by 5.00 p.m. The incomplete application forms and forms received after due date shall be summarily rejected. The Chairman, VMDC, Odisha Adarsha Vidyalaya, Malkangiri, reserves the right to cancel any or all of the applications without assigning any reason thereof. The decisions of the Chairman, Selection Committee will be final for all matters of recruitment.

SL. NO	NAME OF THE POST	TOTAL NUMBER OF POSTS TO BE FILLED UP	QUALIFICATION	AGE	REMUNERATION PER MONTH
01	WARDEN (FEMALE)	01	B.A/B.Sc (Experience: At least 02 years in hostel management).	30-60 Years	21,175.00
02	COOK	01	Trained in cooking shall be given preference.	30- 40 Years	9,000.00
03	ASST.COOK	02	Experience in cooking shall be given preference.	21-32 Years	6,750.00
04	CHOWKIDAR-CUM-SWEEPER	01	HSC pass	21-32 Years	7,500.00

By the order of  
Collector& Dist Magistrate-cum-Chairman,  
VMDC, OAV, Malkangiri

## ODISHA ADARSHA VIDYALAYA SANGATHAN

### GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF IN THE GIRLS' HOSTEL

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

#### 1. Warden: 1 (One)

- Qualification : B.A/ B.Sc from any recognized University
- Age: 30-60 years as on the date of advertisement
- Experience: At least 02 years in hostel management.
- Remuneration: Rs. 21,175/- per month
  - 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 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 remuneration of Rs. 3000/- in addition to her own salary. But She must have to stay in the hostel even during the night hours.
  - iii. Retired lady 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

- Remuneration - Rs. 7,500/- per month
- Age - 21 to 32 years as on the date of advertisement.
- Qualification : He must have passed HSC Examination.

#### 3. Cook:

- Remuneration - Rs. 9,000/- per month
- Age - 30 to 40 years as on the date of advertisement.
- If somebody is trained in cookery, he/she Will be given preference & due weightage.
- Cook 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 if the dishes / hygienic condition of cooking & select the best.
- The cook must be well conversant to use LPG.

4. Assistant Cook:

- Remuneration – Rs 6,750/- per month
- Age – 21 to 32 years as on the date of advertisement.
- Maximum 02 number of Assistant cooks can be engaged in one OAV.
- Having experience in cooking and other characteristics as specified above in Paragraph – 3.

Duration of the engagement	-	For one year	For all posts
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On expiry of one year period of engagement, fresh 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 receiving the engagement order from the Principal and joining in duty, the remunerations will be released through the school committee after his/her satisfactory performance. Attendance register will be maintained for the purpose.

**Process of Engagement:**

- Advertisement will be published in local dailies.
- Fifteen days time duration may be given for inviting application 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 the candidates from nearby blocks may be selected for the purpose. No candidates out side of the district should be recruited against the posts stated above.
- Qualification for the different posts may be taken from the above list.

APPLICATION FOR THE POST OF WARDEN IN GIRLS HOSTEL OF ODISHA  
ADARSHA VIDYALAYA, GONDHIPALLY OF Malkangiri BLOCK

Fill the application form in block letters.

1. Post applied for : WARDEN.
2. Name of the applicant in (Block letters)

.....  
First Name

.....  
Middle Name

.....  
Last Name

3. Father's / Husband Name : .....

4. (a) Present Address:- House/Plot No..... Pada/Habitation Name.....

Name of Revenue Village..... Name of G.P. ....

Name of Police Station..... Name of Dist.....

Pin Code No. ....

(b) Permanent Address House/Plot No..... Pada/Habitation Name.....

Name of Revenue Village..... Name of G.P. ....

Name of Police Station..... Name of Dist.....

Pin Code No. ....

5. Date of Birth : In Figures:

(DD/MM/YYYY)

In words .....

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

6. Aadhar Card No. ....

7. Category applied under: Please tick (✓) whichever is applicable.

UR  SC  ST  SEBC  PH

8. Employment exchange registration No. & Date: C 75, any .....

9. Experience in Hostel Management (At least 02 years):-

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10. Educational Qualifications:

Sl. No.	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks obtained	Percentage
01.	HSC					
02.	+2					
03.	Bachelor Degree					

11. Contact No..... E-Mail ID.....

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

- i. HSC Certificate and mark sheet.
- ii. +2 Certificate and mark sheet.
- iii. Bachelor Degree Certificate and mark sheet.
- iv. Caste Certificate.
- v. Aadhar Card.
- vi. Residence Certificate.
- vii. Certificate of experience in Hostel Management
- viii. Employment Registration Card. (If any)
- ix. Self-attested passport size photograph.

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 assigning any reason thereof.

Date:-.....

Place:- .....

Signature of the Applicant.

(2/2)

**APPLICATION FOR THE POST OF COOK/ ASSISTANT COOK IN GIRLS HOSTEL  
OF ODISHA ADARSHA VIDYALAYA, Gondhipally OF Malkangiri BLOCK**

Fill the application form in block letters.

1. Post applied for Please tick (✓):      Cook       Asst. Cook

2. Name of the applicant in (Block letters)

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

**Middle Name**

3. Father's / Husband Name: .....

4. (a) Present Address:- House/Plot No.....Pada/Habitation Name.....

Name of Revenue Village.....Name of G.P.....

Name of Police Station.....Name of Dist.....

Pin Code No.....

Pin Code No.....

Pin Code No.....

Pin Code No.....

(b) Permanent Address House/Plot No.....Pada/Habitation Name.....

Name of Revenue Village.....Name of G.P .....

Name of Police Station..... Name of Dist.....

Pin Code No.....

5. Date of Birth : In Figures:    (DD/MM/YYYY)

In words .....

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

6. Aadhar Card No.....

7. Category applied under : Please tick (✓) whichever is applicable.

UR  SC  ST  SEBC  PH

**8. Experience in Cooking, if any:-**

9. Gender (Male/ Female):-

10. Educational Qualifications:

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

11. Contact No..... E-Mail ID.....

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

- i. Certificate of Academic Qualifications.
- ii. Caste Certificate.
- iii. Aadhar Card.
- iv. Resident Certificate.
- v. Training Certificate in Cookery (If any).
- vi. Self-attested passport size photograph.

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 assigning any reason thereof.

Date:-.....

Place:-.....

Signature of the Applicant.

APPLICATION FOR THE POST OF CHOWKIDAR-CUM-SWEeper IN GIRLS  
HOSTEL OF ODISHA ADARSHA VIDYALAYA, Gondhipally OF  
Malkangiri BLOCK

Fill the application form in block letters.

1. Post applied for : Chowkidar-cum-Sweeper.

2. Name of the applicant in (Block letters)

.....  
First Name

.....  
Middle Name

.....  
Last Name

3. Father's / Husband Name : .....

4. (a) Present Address:- House/Plot No..... Pada/Habitation Name.....

Name of Revenue Village..... Name of G.P.....

Name of Police Station..... Name of Dist.....

Pin Code No.....

(b) Permanent Address House/Plot No..... Pada/Habitation Name.....

Name of Revenue Village..... Name of G.P.....

Name of Police Station..... Name of Dist.....

Pin Code No.....

5. Date of Birth : In Figures:

.....      .....

.....

(DD/MM/YYYY)

In words .....

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

6. Aadhar Card No.....

7. Category applied under : Please tick (✓) whichever is applicable.

UR  SC  ST  SEBC  PH

8. Employment exchange registration No. & Date: (16/09/2012)

9. Gender (Male/ Female):-

10. Educational Qualifications:

Sl. No.	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks obtained	Percentage
01.	HSC					

11. Contact No..... E-Mail ID.....

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

- i. HSC Certificate and mark sheet.
- ii. Caste Certificate.
- iii. Aadhar Card.
- iv. Resident Certificate.
- v. Employment Registration Card. (If any)
- vi. Self-attested passport size photograph.

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 assigning any reason thereof.

Date:-.....

Place:-.....

Signature of the Applicant.