



ODISHA ADARSHA VIDYALAYA KALYANSINGPUR
DIST-RAYAGADA, ODISHA, PINCODE -765016
(Under Odisha Adarsha Vidyalaya Sangathan, An Autonomous Organization,
Dept. of School and Mass Education, Govt. of Odisha)
UDISE Code: 21270526701 School:17251
CBSE Affiliation Number: 1520165
Email-ksingpur@oav.edu.in



Advertisement No: 02/2023

Date :18/06/2023

NOTIFICATION

In pursuance of the Letter No.414/OAVS, dated- 24.01.2023, of the State Project Director, Odisha Adarsha Vidyalaya Sangathan, applications are invited from eligible and intending **female** candidates, preferably from the respective Block area to be engaged for the post of support staff i.e. one warden, one head cook, two assistant cook, one chowkidar cum sweeper for proposed 100 seated Girls' Hostel of **O.A.V. Kalyansingpur, O.A.V. Gudari, O.A.V. Muniguda, O.A.V. Bahupadar, O.A.V. Bhaleri Bissamcuttack and O.A.V. Chandrapur**. Details of the eligibility criteria along with guidelines are available in the District Website of Rayagada. Application should reach to the respective vidyalaya physically from Dt.21.06.2023 to Dt.25.06.2023 by 5pm. The incomplete application forms and forms received after due date shall be summarily rejected. The principal of respective Odisha Adarsha Vidyalaya, reserves the right to cancel any or all of the application without assigning any reason thereof.

SL. NO.	NAME OF THE POST	NO. OF POST FOR GIRLS' HOSTEL	TOTAL NO. OF POST TO BE FILLED UP	QUALIFICATION	AGE	REMUNERATION PER MONTH
01	WARDEN (FEMALE)	01	01	B.A/B.Sc (Experience at least two years in hostel management)	30-60 years	7260/-
02	COOK	01	01	Trained in cooking shall be given preference	30-40 years	4840/-
03	ASST. COOK	02	02	Experience in cooking shall be given priority	21-32 years	3630/-
04	CHOWKIDAR-CUM-SWEEPER	01	01	HSC Pass	21-32 years	4270/-

ODISHA ADARSHA VIDYALAYA SANGATHAN

GUIDELINES FOR ENGAGEMENT OF EMPLOYEES IN THE GIRLS' HOSTEL

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

Warden:1(one)

- Qualification: BA/B .Sc from any recognized university.
- Age: 30-60 years on the date of advertisement.
- Experience: At least 02 (two) years in hostel management.
- Remuneration: Rs. 7260/- 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. 3,000/- in addition to her own 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

- Remuneration: Rs. 4270/- per month.
- Age: 21-32 years as on the date of advertisement.
- Qualification: She must have passed HSC Examination.

2. Cook:

- Remuneration: Rs. 4840/- per month.
- Age: 30-40 years as on the date of advertisement.
- If somebody is trained in cookery, she will be given preference & due weightage.
- Cook herself must be perfectly hygienic in her dresses, cooking habits etc.
- The committee shall conduct Physical cooking of some items & evaluate the deliciousness / consumption of time for the 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:

- Remuneration: Rs. 3630/- per month.
- Age: 21-32 years as on the date of advertisement.
- Having experience in cooking & other characteristics as specified above in paragraph-3.

Duration of Engagement: For one year.

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 releases:

After receiving the engagement order from the Principal and joining in duty, the remuneration will be released through the school committee after his/her satisfactory performance. Attendance Register will be maintained for the purpose.

Process of Engagement:

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. No candidate outside of the district should be recruited against the post stated above.