

DISTRICT EDUCATION OFFICE, KEONJHAR

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NOTIFICATION

No. 7518 /Dt. 02 /08/2017


Applications are hereby invited from the deserving candidates for the post of supporting staffs given below on **contractual** basis at Girls' Hostel in the premises of **Odisha Adarsha Vidyalaya Banspal at Talachampe** & **Odisha Adarsha Vidyalaya, Champua at Champua** of Keonjhar District.

DETAILS OF STAFFS FOR EACH OAV

Sl. No	Name of the Post	No. of Post	Qualification	Age	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). 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.

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 Odisha Adarsha Vidyalaya, Banspal at Talachampe & Odisha Adarsha Vidyalaya ,Champua at Champua.

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 Banspal at Talachampe ☐

OAV Champua at Champua ☐

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					

Per

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

Handwritten signature

Application form for the post of **Head Cook/Assistant Cook** (Contractual) in Girls Hostel of Odisha Adarsha Vidyalaya, Banspal at Talachampe & Odisha Adarsha Vidyalaya ,Champua at Champua.

Fill the application Form in Block Letters in own handwriting

Affix the self
attested
Passport size
Photo graph
here

12. Post Applied for Please Tick (✓)- Head Cook ☐ Asst.Cook ☐

13. Name & Address of the OAV -

OAV Banspal at Talachampe ☐

OAV Champua at Champua ☐

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

14. Name of the Applicant

First Name

Middle Name

Last Name

15. Father's/Husband's Name

16. Address

Present Address – AT-..... Po-.....

Block District.....

Pin Code Cont No

Permanent Address – AT-..... Po-.....

Block District.....

Pin Code Cont No

17. Aadhar Card No

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

In Words.....

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

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

GEN ☐ SC ☐ ST ☐ SEBC ☐ PH ☐

20. Experience in Cooking –

21. Gender (Male/Female)-

22. Educational Qualification

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

23. 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

3. 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.
4. 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

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Application form for the post of **Chowkidar-cum-Sweeper** (Contractual) in Girls Hostel of Odisha Adarsha Vidyalaya, Banspal at Talachampe & Odisha Adarsha Vidyalaya ,Champua at Champua.

Fill the application Form in Block Letters in own handwriting

Affix the self
attested
Passport size
Photo graph
here

24. Post Applied for - **Chowkidar-cum-Sweeper**

25. Name & Address of the OAV -

OAV Banspal at Talachampe ☐

OAV Champua at Champua ☐

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

26. Name of the Applicant

First Name

Middle Name

Last Name

27. Father's/Husband's Name

28. Address

Present Address – AT-..... Po-.....

Block District.....

Pin Code Cont No

Permanent Address – AT-..... Po-.....

Block District.....

Pin Code Cont No

29. Aadhar Card No

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

In Words.....

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

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

GEN ☐ SC ☐ ST ☐ SEBC ☐ PH ☐

32. Gender (Male/Female)-

33. Educational Qualification

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

P. No.

34. 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

Declaration

5. 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.
6. 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



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

Pro

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 if 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 |

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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.

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