



# ଓଡିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ, ଝାରବାହାଲି



**ODISHA ADARSHA VIDYALAYA, JHARBAHALI,**

Ulunda, Subarnapur, Odisha, Pin -767062, Email: oav.jharbahali@gmail.com

A CBSE Affiliated School Under S& ME Govt. of Odisha, Affiliation no. 1520033, School Code- 1744

F.NO OAV/UND/2021-22/57

Notice

DATE 28/08/21

In pursuance to Letter No.2284/Date.03.08.2021 of the State Project Director ,OAVs,Bhubaneswar application are invited from eligible Candidates from Ulunda Block are to be engaged for the post of support staff i.e one Warden are Cook and Two Assistant Cook, one Night Watchman Cum-Sweeper proposed Girls Hostel .Details of the guidelines containing eligibility criteria application from are available in subarnapur Dist website ([WWW.Subarnapur.nic.in](http://WWW.Subarnapur.nic.in)) from 5 pm onwards. No form will be receive after the last date.

Thanking you

Memo No.- 58 Dt. 25/08/21

Copy Submitted to The State project director,BBSR for favour of kind information.

Memo No.- 59 Dt. 25/08/21

Copy Submitted to The Hon'ble D.M & Collector Cum Chairman VMDC, Subarnapur for favour of kind information.

Memo No 60 Dt. 25/08/21

Copy Submitted to The District Education Officer, Subarnapur for favour of kind information.

Memo No 61 Dt. 25/08/21

Copy Submitted to The District Information officer, Subarnapur for favour of kind information

Memo No 62 Dt. 25/08/21

Copy Submitted to The Block Development Officer, Ulunda for favour of kind information.

Memo No 63 Dt 25/08/21

Copy Submitted to The Block Education Officer,Ulunda for favour of kind information.

Yours faithfully

Principal(i/c)

OAV,Jharbahal  
Odisha Adarsha Vidyalaya  
Jharbahali (Ulunda)



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### ବିଜ୍ଞାପନ

ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ ଝାରବାହାଲି ଛାତ୍ରା ନିବାସ ପାଇଁ ବୃତ୍ତିଭିତ୍ତିକ ଖର୍ଚ୍ଚନ, ରୋଷେୟା, ସହଜରା ରୋଷେୟା ଏବଂ ରାତ୍ରଜରୁଆଳି-ତଥା-ଝାକୁଦାର ପାଇଁ ଦରଖାସ୍ତ ଆବେଦନ କରୁଛି । ଦରଖାସ୍ତ ତାଖଲର ଅତିମ ତାରିଖ ୧୨.୦୯.୨୦୨୧ । ଅଧିକ ବିବରଣୀ ପାଇଁ [www.subarnapur.nic.in](http://www.subarnapur.nic.in) କୁ ଦେଖିପାରିବେ ।

ସା./- ଅଧ୍ୟକ୍ଷ

**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. 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. 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. 4270/- per month
- Age - 21 to 32 years as on the date of advertisement.
- Qualification : He must have passed HSC Examination.

**3. Cook:**

- Remuneration - Rs. 4840/- 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 3630/- 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.

#### Committee for selection of employees.

A committee will be formed under the chairmanship of the Collector & Chairman DAV of the district for selection of employees for the girls' hostel.

- |                                       |   |                   |
|---------------------------------------|---|-------------------|
| 1. Collector & District Magistrate    | - | Chairman          |
| 2. Principal of the Adarsha Vidyalaya | - | Member (Convener) |
| 3. District Education Officer         | - | Member            |
| 4. DWO of the District                | - | Member            |

Duration of the 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 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 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.

**APPLIATION FORM**

TO

**THE PRINCIPAL,  
ODISHA ADARSHA VIDYALAYA, JHARBAHALI  
DISTRICT: - SUBARNAPUR (767062)**

PASTE A  
RECENT  
PASSPORT SIZE  
PHOTOGRAPH

**(APPLICATION FOR THE POST OF SUPPORT STAFF**  
**(FILL THE APPLICATION IN BLOCK LETTERS IN OWN HANDWRITING)**  
**(IN COMPLETE APPLICATION WILL BE REJECTED)**

1.	Post Applied For				
2.	Full Name				
3.	Father's Name / Husband's Name				
4.	Present Address				
5.	Permanent Address				
6.	Whether the applicant reside in Ufulla GP (Yes / No)				
7.	If Yes, Name of the Village				
8.	If No, Name of the Block				
9.	Date of Birth (Proof of Date of Birth / HSC Exam. Certificate to be attached )				
10.	Sex ( Male / Female / Others)				
11.	Categories (ST/SC/SEBC/UR / PH , Ex-Service Man / Sports Person)				
12.	Educational qualification (If awarded CGPA please provide conversation formula)	Name of the Board / University	Year of passing	Name of the Institution	Percentage of marks / CGPA
	HSC				
	Higher Secondary (+2)				
	Degree (+3)				
	Others				

13.	Employment Exchange Registration Number and Date	
14.	Valid Up-to (Self attested copy to be attached)	
15.	Mobile Number	
16.	Email-ID	
17.	Name of the office if now working or Worked earlier (attached self attested supportive documents)	
18.	<b>List of documents attached</b>	
	(1)	(7)
	(2)	(8)
	(3)	(9)
	(4)	(10)
	(5)	(11)
	(6)	(12)

**Declaration**

- (I) I do hereby declare that, all the information /statement furnished in this application is complete and correct in my believe and knowledge.
- (II) I have read the details in the advertisement & I do hereby declare that, I fulfill all the condition of all the eligibility criteria prescribed for the post of Support staff. I am fully aware of the one term of requirement and agree to abide by them. if any information furnished by me is found to be falls, fake, fabricated at any stage my candidature will be automatically rejected without assigning any reason thereof and legal proceeding may be initiated.

Place: -

Date: -

Full Signature of the Candidate