



OFFICE OF THE PRINCIPAL, ODISHA ADARSHA VIDYALAYA

AT/PO-Pichukuli, Block- Bolagarh, District-Khordha, Odisha, Pin-752064

UDISE-21170621175, School Code:17499, Affiliation No:1520398

Email: bolagarh@oav.edu.in, Phone No-7008514770



Letter No. 204 //

Date: 25.08.2025 //

To,

The District e-Governance Manager, Khordha

E-Mail- degm.khordha@odisha.gov.in

Contact No.-8260958670

Sub: Request for publication of advertisement for the post of different support staff of Girls' hostels of OAV Pichukuli, Bolagarh, Khordha in District Web Portal of Khordha for wider circulation.

Sir,

In inviting a reference to the subject cited above, I would request you to publish the advertisement for the post of different support staff for Girls' hostels of OAV Pichukuli, Bolagarh, Khordha in District web portal of Khordha for wider circulation. The details are annexed.

Yours Sincerely

Encloser: As above

[Signature]
Principal 25.8.25
OAV Pichukuli
Bolagarh, Khordha

Memo No. 205 // Date. 25.08.25 //

Copy Submitted to the Block Education Officer, Bolagarh for information and necessary action with a request to publish the same in the notice board for wider circulation.

[Signature]
Principal 25.8.25
OAV Pichukuli
Bolagarh, Khordha

Memo No. 206 // Date. 25.8.25 //

Copy Submitted to the District Education Officer, Khordha for information and necessary action with a request to publish the same in the notice board for wider circulation.

[Signature]
Principal 25.8.25
OAV Pichukuli
Bolagarh, Khordha

Memo No. 207 // Date. 25.8.25 //

Copy Submitted to the Collector-cum-Chairperson, OAVs, Khordha for kind information.

[Signature]
Principal 25.8.25
OAV Pichukuli
Bolagarh, Khordha

Memo No. 208 // Date. 25.8.25 //

Copy Submitted to the Collector-cum-Chairperson, OAVs, Khordha for kind information.

[Signature]
Principal 25.8.25
OAV Pichukuli
Bolagarh, Khordha



ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ, ପିଚୁକୁଳି, ବୋଲଗର, ଖୋର୍ଦ୍ଧା
OFFICE OF THE PRINCIPAL, ODISHA ADARSHA VIDYALAYA
AT/PO-Pichukuli, Block- Bolagarh, District-Khordha, Odisha, Pin-752064
UDISE-21170621175, School Code:17499, Affiliation No:1520398
Email:bolagarh@oav.edu.in, Phone No-7008514770



Letter No 199 //

Date: 25.08.25 //


ADVERTISEMENT

Applications are invited from deserving candidates for different supporting staffs for Girls' Hostel at Odisha Adarsha Vidyalaya, Pichukuli, Bolagarh, Khordha as the vacancies mentioned below in the table.

Sl No.	Name Of the Post	Qualification	Age	Remuneration	Vacancy Position for Girls' hostel
1	Warden	B.A/B.Sc.	30-60 Yrs	Rs. 21,175/-	01
2	Chowkidar-cum-Sweeper	HSC	21-32 Yrs	Rs. 7500/-	01
3	Head Cook		30-40 Yrs	Rs. 9000/-	01
4	Assistant Cook		21-32 Yrs	Rs. 6750/-	02

Application and other details can be downloaded from the district website (www.khordha.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 Pichukuli, Bolagarh, Khordha, AT/Po-Pichukuli, PS- Begunia, Dist. Khordha, Pin-752064 by date: **12.9.2025**. The incomplete application 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 Oder of Collector-cum-Chairman OAVs


Principal
OAV, Pichukuli
Bolagarh, Khordha

**GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR THE GIRLS'
HOSTEL AT ODISHA ADARSHA VIDYALAYA
PICHUKULI, BOLAGARH, KHORDHA**

The candidates are advised to go through the eligibility criteria for the following support staff in the Hostels of the Odisha Adarsha Vidyalaya Pichukuli, Bolagarh, Khordha 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 Support Staff for Girls' Hostel
1	Warden	01
2	Chowkidar-cum-Sweeper	01
3	Head Cook	01
4	Assistant Cook	02
Total		05

1. Warden:

- (a) Female
 - (b) Qualification: B.A/B.Sc. from any recognized University.
 - (c) She has to stay in the hostel 24X7
 - (d) Age: 30-60 Years as on the date of advertisement.
 - (e) Experience: At least 02 years in hostel management.
 - (f) Remuneration: Rs. 21,175/- per month (including EPF share of employee & Employer)
-
- 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 the respective district.
 - ii. If any in-service teacher of OAV is willing to discharge the duties of a warden in addition to his/her duties, He/she may be paid monthly remuneration of Rs. 3000/- in addition to his/her salary. But He/she must have to stay in the hostel even during the night hours and have to take all responsibilities
 - iii. Retired 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:

- (a) Male
- (b) Remuneration: Rs.7500/-per month (including EPF share of employee & Employer)
- (c) Age: 21 to 32 years as on the date of advertisement
- (d) Qualification: He must have passed HSC Examination

3. Head Cook:

- (a) Female..
- (b) She 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, she will be given preference & due weightage.
- (f) Cook herself be perfectly hygienic in her 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.

4. Assistant Cook:

- (a) Female.
- (b) 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 GIRLS' HOSTEL OF ODISHA ADARSHA
VIDYALAYA PICHUKULI, BOLAGARH, KHORDHA**

(Fill the application form in block letter)

1. Post Applied for :
2. Name of the Applicant :
3. Father's /husband Name :
4. Permanent Address:
 - House/Plot No :
 - Village :
 - Grampanchayat :
 - Block :
 - Police Station :
 - Dist. :
 - Pin Code :
5. Present Address :
 - House/Plot No :
 - Village :
 - Grampanchayat :
 - Block :
 - Police Station :
 - Dist. :
 - Pin Code :
6. Date of Birth : DD/MM/YYYY:
In Words:
Age as on the date of Advertisement: Years.....MonthsDays.....
7. Aadhar Card No :
8. Category applied under : UR/SEBC/SC/ST
9. Gender :
10. Education Qualification :

Fix a passport size
photographs

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

11. Contact No : _____

12. E-mail Id : _____

(Attach authentic document)

13. 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 cancelled/ rejected without assigning and reason thereof.

Date: _____

Place: _____

Full Signature of the Applicant