



OFFICE OF THE PRINCIPAL
ODISHA ADARSHA VIDYALAYA, PARAGPOSH, BLOCK-LAHUNIPARA
DIST-SUNDARGARH (ODISHA), PIN-770044

E-mail: lahunipara@oav.edu.in



U-DISE CODE:21051008202

CBSE Affiliation No: 1520175

School Code:17261

Letter no.218/oavlnp/2025

Date:08/11/2025

Subject-Advertisement for supporting staff for Boys' Hostel of Odisha Adarsha Vidyalaya,Paragposh,Lahunipara

ADVERTISEMENT FOR SUPPORT STAFF FOR ODISHA ADARSHA
VIDYALAYA,PARAGPOSH,BOYS' HOSTEL
AT-PARAGPOSH, PO-LAHUNIPARA, DIST-SUNDARGARH, PIN-770044

Applications are invited from eligible male candidates for different supporting staffs by **speed post/ Regd. Post (ANY OTHER MODE OF APPLICATION WILL NOT BE ACCEPTED)** with Biodata and photocopies of educational qualification and experience **latest by 30.11.2025**.

SL. No.	Name of the Post	Qualification/ Experience	Age	Remuneration	Vacancy
1	Warden	B.A/B.Sc. and 2 years Experience	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

Applicants are advised to go through the district website (www.Sundargarh.odisha.gov.in) for application form and guidelines. Which can also be available from the principal's office on any working day from 10:00 AM to 04:00 PM. The application other than Speed post/ Regd. Post and received **after due date** shall be summarily rejected. All candidates who apply by Speed post / Regd. Post will attend interview at **10:00 AM on 10.12.2025** with all original documents and two passport size photos at **OAV, Paragposh,Lahunipara**. No letter or call or message will be given separately to the candidates for attending interview & **No TA/DA shall be claimed for attending the interview**. The selection committee reserves the right to reject any one or all the application without any reason thereof.

By Order of Collector-cum-Chairman OAVS

Sd/- Principal

Odisha Adarsha Vidyalaya, Paragposh,Lahunipara

Principal
Odisha Adarsha Vidyalaya, Paragposh,
Lahunipara, Sundargarh, Odisha

Kahu
08/11/25
PRINCIPAL

ODISHA ADARSHA VIDYALAYA
PARAGPOSH, LAHUNIPARA

GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR THE HOSTEL

The following support staff will be engaged in the Hostels of the Odisha Adarsha Vidyalaya Paragposh, Lahunipara for smooth running of the hostels.

1. Warden: (One)

- Male for Boys' hostel.
 - Qualification: B.A/B.Sc. from any recognized University.
 - He has to stay in the hostel 24 x 7.
 - Age: 30-60 Years as on the date of advertisement.
 - **Experience:** At least 02 years in hostel management.
 - **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 own salary. But He 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 (One)

- Male for Boys' Hostel.
- **Remuneration:** Rs. 7,500/- per month (including EPF share of Employee & Employer)
- Age: 21 to 32 years as on the date of advertisement.
- **Qualification:** He must have passed HSC Examination.

3. Head Cook (One)

- Male for Boys' hostel
- He has to stay in the hostel 24 x 7.
- Remuneration: Rs. 9,000/- per month (including EPF share of Employee & Employer)
- Age: 30 to 40 years as on the date of advertisement.
- If somebody is trained in cookery, he will be given preference & due weightage.
- Cook himself be perfectly hygienic in his dresses, cooking habits etc.
- The committee staff conduct physical cooking of some items & evaluate the deliciousness/ consumption of time for preparation of the dishes/ hygienic condition of cooking & select the best.
- The cook must be well conversant to use LPG.

4. Assistant Cook (Two)

- Male for Boys' hostel.
- He has to stay in the hostel 24X7.
- Remuneration: Rs. 6750/- per month (including EPF share of Employee & Employer)
- Age: 21 to 32 years as on the date of advertisement
- Maximum 02 number of Assistant Cooks can be engaged in one Hostel.
- Having experience in cooking and other characteristics as specified above in 9.3

APPLICATION FORM

(FOR ENGAGEMENT OF SUPPORT STAFF IN HOSTELS OF OAV PARAGPOSH, LAHUNIPARA)

Application for the Post of _____

Applied for Hostel (Boys' Hostel): _____

1. Name in Full (In Block Letter) : _____

2. Father's Name : _____

3. Permanent Address : _____

PIN _____

4. Address for Communication : _____

PIN _____

5. Contact Number : _____

6. E-Mail ID : _____

7. Gender : _____

8. Marital Status : _____

9. Date of Birth : _____

10. Age as on 08.11.2025 : _____

Affix self-attested
colour passport
size photograph

11. Educational Qualification :

Examination Passed	Institution/ University	Year of Passing	Total Marks	Marks Secured (Excluding Extra optional)	Percentage of Secured Marks	Remarks
HSC/Matric						
+2/ Intermediate (Arts/Science/Commerce)						
+3/ Graduation (Arts/Science/Commerce)						
Others(If Any)						

12. Work Experience (If any):

Sl. No.	Nature of Work	Name of the Organization	Type of Organization (Govt./Pvt./Project/NGO)	Completed Years

13. Documents to be attached along with application form:

- (a) Duly filled of hostel application form.
- (b) Self-attested Xerox copy of all the educational certificates & mark sheets.
- (c) Self-attested Xerox copy of Aadhaar card/PAN card/Any other authenticated ID proof.
- (d) Self-attested Xerox copy of Resident Certificate issued by the competent authority.
- (e) Any authenticated age proof certificate (for Head cook & Assistant Cook only).
- (f) Experience certificate as applicable.
- (g) Three (03) nos. of recent passport sized colour photo of the candidates.

14. DECLARATION

I do hereby declare that all statement made above are true, complete and correct to the best of my knowledge and belief. I also declare that my candidature is liable to be cancelled, if it is found subsequently that the information along with document submitted by me are false and fabricated.

Date:

Place:

Full signature of the Candidate



OFFICE OF ODISHA ADARSHA VIDYALAYA PARAGPOSH, LAHUNIPARA, SUNDERGARH

CBSE AFFILIATION NO: 1520175, SCHOOL CODE: 17261,

School Email id: oav.lahunipara@gmail.com

Official email id: lahunipara@oav.edu.in



Notice/Letter No: 218/OAVLNP/2025

Date: 08/11/2025

ADVERTISEMENT FOR ENGAGEMENT OF SUPPORT STAFF IN BOYS' HOSTELS OF OAV PARAGPOSH, LAHUNIPARA

1. Applications are invited from eligible candidates for filling up different support staff for Boys' hostel (other than KGBV type-IV hostel) of Odisha Adarsha Vidyalaya Paragposh, Block-Lahunipara, District- Sundargarh for the session 2025-26.

2. Details of the post & eligibility criteria for Boys' Hostel

Sl. No.	Name of the post	No. of post	Gender	Essential Qualification	Age (as on 08.01.2025)	Remuneration (Including EPF Share of employee & Employer)
1	Warden	1	Male	B.A/B.Sc. from any recognized university, Experience: At least 02 years in Hostel Management	30-60 years	Rs. 21,175.00 /-
2	Chowkidar-cum-Sweeper	1	Male	HSC Pass	21-32 years	Rs. 7,500.00 /-
3	Head Cook	1	Male	Experience in cooking	30-40 years	Rs. 9,000.00 /-
4	Assistant Cook	2	Male	Experience in cooking	21-32 years	Rs. 6,750.00 /-

3. The application form completed in all respect along with relevant enclosure may be submitted to the **PRINCIPAL OAV PARAGPOSH, AT/PO-PARAGPOSH, BLOCK-LAHUNIPARA, DISTRICT-SUNDARGARH, PIN-770040** by Speed post or Registered post only and in a closed envelop super scribed with "Application for the post of **WARDEN/CHOWKIDAR-CUM-SWEEPER/HEAD COOK/ASSISTANT COOK FOR BOYS' HOSTEL**" on or before 30.11.2025. Application form and other details can be downloaded from the district website (<http://sundargarh.odisha.gov.in>).

4. The last date of receiving application form is **30.11.2025 (Sunday)**. Applications received after the due date shall not be entertained.

5. Documents to be attached along with application form:

- Duly filled of hostel application form.
- Self-attested Xerox copy of all the educational certificates & mark sheets.
- Self-attested Xerox copy of Aadhaar card/PAN card/Any other authenticated ID proof.
- Self-attested Xerox copy of Resident Certificate issued by the competent authority.
- Any authenticated age proof certificate.
- Experience certificate as applicable.

By order of Block Development Officer, Lahunipara

S/d- Principal

Odisha Adarsha Vidyalaya Paragposh

Lahunipara, Sundargarh

PRINCIPAL
ODISHA ADARSHA VIDYALAYA
PARAGPOSH, LAHUNIPARA