



OFFICE OF THE PRINCIPAL ODISHA ADARSHA VIDYALAYA, KUSUMDIHI

BLOCK: KOIRA, DIST: SUNDARGARH, STATE: ODISHA, PIN: 770048

(Under Odisha Adarsha Vidyalaya Sangathan as Autonomous Organization, Deptt. S & M.E. Govt. of Odisha)

Email: oavkoira@gmail.com UDISE CODE: 21050706002, Estd: 2017

Affiliated to CBSE, New Delhi, CBSE Affiliation No: 1520174, School No: 17260, Website: oav.edu.in

Letter No- OAVK/2025/ 193

Date- 07.11.2025

To

DeGM,
Sundargarh,
Dist. Sundargarh, Odisha.

Subject: Request for Publication of Recruitment Notice of Hostel Staff for Non-KGBV Hostel, OAV Kusumdihi, on the Block NIC Portal (from 08.11.2025 to 23.11.2025)

Sir,

With due respect, I would like to inform you that **Odisha Adarsha Vidyalaya, Kusumdihi, Koira** requires the following male staff for smooth and effective functioning of the **Non-KGBV Hostel** under this institution:

5. **Hostel Warden (Male) – 01 Post**
6. **Head Cook (Male) – 01 Post**
7. **Assistant Cook (Male) – 02 Posts**
8. **Watchman-cum-Sweeper – 01 Post**

In this regard, I request you to kindly take necessary steps to **publish the recruitment advertisement on the Block NIC Portal** for wide publicity among eligible local candidates.

The detailed notice along with eligibility criteria and terms and conditions is enclosed herewith for your kind reference and further necessary action.

Your kind cooperation in this matter will be highly appreciated.

Thanking you,

Yours faithfully,

Enclosed

2. Guideline for recruitment.


Principal
Odisha Adarsha Vidyalaya
Kusumdihi, Koira, Sng



ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ ସଙ୍ଗଠନ
ODISHA ADARSHA VIDYALAYA SANGATHAN
N-1/9, Nayapali, PO: Sainik School, District- Khurda,
Bhubaneswar, Odisha- 751005, Website: oav.edu.in
Phone - 0674 - 2302329
Email: oavsbbsr.od@gov.in/spd@oav.edu.in



No. 4023 /OAVS.

Date: 07-08-25

File No:-931 /OAVS/Aca./2020(Part-I)

From

Smita Rout, IAS
State Project Director.

To

All Collectors & District Magistrates,
All District Education Officers,
All OAV Principals.

Sub: Forwarding of approved guideline for functionalization of OAV hostels (both Boys' and Girls') other than KGBV Type-IV Girls' hostel.

Ref: - S&ME Department Letter No: - 21780/SME, Dated 06/08/2025

Madam/Sir,

With reference to the letter and subject cited above, it is to inform that, hostel buildings of the OAVs (list enclosed), are ready in every aspect to make it functional as non-KGBV hostels. Further, it has been intimated vide SME Department letter referred above to take necessary steps in consultation with all the stakeholders to functionalize the hostels as per list enclosed at the earliest.

In the mean time, Government has been pleased to approve the guidelines for operationalization of hostels (both Boys' & Girls') other than KGBV Type-IV girls' hostel of the OAVs. The approved Guidelines for operationalization of hostels (Both Boys' & Girls') other than KGBV Type-IV girls' hostel is enclosed herewith for reference.

Therefore, keeping in view of the larger interest of students, commuting from long distances, you are requested to take necessary steps to functionalize these hostels as per guidelines at the earliest.

This is for your information and necessary action.

Enclosures: - As Above

Yours faithfully,


State Project Director

Memo No. 4024 Date 07-08-25

Copy forwarded to the State Project Director, OSEPA for information & necessary action.

Kul
H/W

State Project Director

Memo No. 4025 Date 07-08-25

Copy forwarded to the Sr. P.S. to Commissioner-cum-Secretary to Govt., S & ME Department for kind perusal of Commissioner-cum-Secretary.

Kul
H/W

State Project Director

Government of Odisha
School & Mass Education Department

No. 21780 /SME, Dated 6/8/25
SME-SSE-SSE-0053-2022

From

Shalini Pandit, IAS
Commissioner-cum-Secretary to Govt.

To

All Collectors & District Magistrates.

Sub: Functionalization of OAV hostels other than KGBV Type-IV girls' hostel-reg.

Ref: 1.S&ME Department letter No.27600, Dated 21.12.2022.

2. Memo No. 404 dated 24.01.2023 addressed to all DEOs by SPD, OAVS

Madam/ Sir,

You are aware that Govt. has set up Odisha Adarsha Vidyalayas in each block (total 314) of provide affordable quality education as per CBSE curriculum. Further, Govt. have also approval one Girls hostel and one Boys hostel for each Odisha Adarsha Vidyalaya.

In the 173 Educationally Backward Blocks in the State, 100 seated Type-IV KGBV girls' hostels have been approved by Government of India for use as Girls hostels of Odisha Adarsha Vidyalayas to be funded under Samagra Sikhya scheme.

For the remaining 141 numbers of Girls hostels & 314 Boys hostels a guideline for hostels were notified vide S&ME Department letter No.27600, Dated 21.12.2022. As per the said guideline boarders of these hostels would be required to pay Rs 2000/- per month for fooding and other expenses.

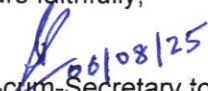
In order to provide equal opportunity to all students, Government, after careful consideration, have now decided to waive the fees required to be paid by students in OAV hostels. Accordingly, State Government will provide free hostel facilities for the boarders of 141 Girls and 314 Boys hostels as is being provided through Samagra Sikhya in the 173 Girl's hostels in Educationally Backward Blocks.

As reported, 106 non KGBV hostels, both boys' and girls' (list enclosed) are completed in every aspect and ready to be functionalized from this academic session. The one-time fixed grant, recurring grant for one year and fooding & support staff remuneration for 3 months (as advance) will be credited to such 106 OAV Principals. The approved guideline to functionalize non-KGBV hostels will be communicated separately.

Keeping in view of the larger interest of students, you are requested to take necessary steps in consultation with all the stakeholders to functionalize these hostels at the earliest.

This must be treated as **MOST URGENT**.

Yours faithfully,


Commissioner-cum-Secretary to Govt.

Memo No 21781 /SME, Dated 6/8/25

Copy forwarded to the SPD, OAVS, Odisha, Bhubaneswar/ all District Education Officers for information and immediate necessary action.


Additional Secretary to Government

- 7.3. During selection preference shall be given to the candidates coming to school from long distance.
- 7.4. Preference will be given in order of Class XII followed by class XI and so on.
- 7.5. Senior most lady teacher and Senior most male teacher will act as Superintendent for girls' hostel and boys' hostel respectively.

8. STAFF POSITION FOR ONE 100 SEATED HOSTELS: -

Sl. n o.	Name	Number	Remarks
1	Superintendent	1	Senior Most Male/Lady teacher of the Vidyalaya
2	Warden	1	To be Selected by the District as per Govt. guideline
3	Head Cook	1	
4	Assistant Cook	2	
5	Chowkidar-cum-Sweeper	1	

9. GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR THE HOSTEL

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

9.1 Warden: (One)

- Male for Boys' hostel and Female for Girls' hostel.
 - Qualification: B.A/B.Sc from any recognized University.
 - He/ She 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/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.

9.2 Chowkidar-cum-Sweeper (One)

- Male
- 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

9.3 Head Cook (One)

- Male for Boys' hostel and Female for Girls' hostel.
- He/ She 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/she will be given preference & due weightage.
- Cook himself/herself be perfectly hygienic in his/her dresses, cooking habits etc.
- The committee staff 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.

9.4 Assistant Cook (Two)

- Male for Boys' hostel and Female for Girls' hostel.
- He/ She 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

- 10.2.3.** He/she will take care of health of boarders and provide first aid/ medical care whenever required.
- 10.2.4.** Superintendent has to look after each and every internal issue of that hostel.
- 10.2.5.** He/ She will be responsible for maintenance of records, quality of food, hygienic conditions of the boarders.
- 10.2.6.** He/ She has to visit hostel twice daily.
- 10.2.7.** All the employees working in the hostel must report before the Superintendent daily.
- 10.2.8.** To ensure safety and security of the boarders of the hostel.
- 10.2.9.** To ensure proper functioning of all electrical appliances/ water fittings etc.

10.3. WARDEN: -

- 10.3.1.** A monthly food ministry will be formed from among the boarders comprising of five members (three from Senior and two from junior classes). Warden has to coordinate with the members of the food ministry in order to ensure quality of food. Every month, the ministry will be changed with new members.
- 10.3.2.** The warden will issue the materials for cooking in presence of the food ministry and maintain the consumption register.
- 10.3.3.** Warden will take the attendance of boarders twice a day i.e. 5:30 AM & 5:30 PM.
- 10.3.4.** In each week the warden and superintendent will verify and certify the stock.
- 10.3.5.** To ensure safety and security of the boarders of the hostel.
- 10.3.6.** To ensure proper functioning of all electrical appliances/ water fittings etc.

10.4. HEAD COOK/ ASSISTANT COOK: -

- 10.4.1.** Cook will prepare the food as per the menu fixed by the district committee.
- 10.4.2.** Cook, Assistant cook will keep the dining place and kitchen neat and clean.
- 10.4.3.** While preparing the cooking items, the quality of items shall be examined by the warden and the cook/ Assistant cook.
- 10.4.4.** Fresh & green vegetables must be used.
- 10.4.5.** After proper cleaning of the vegetables in fresh water by cook and Asst. cook it will be used for cooking.
- 10.4.6.** The cooked food shall not be kept open.
- 10.4.7.** Stale food shall not be kept for further use.
- 10.4.8.** The boarders shall wash their hands before taking meal, clean the tray and keep in specified place before leaving the dining hall after taking the meal. This work will be monitored by the Head cook and Assistant cooks.

RECRUITMENT NOTIFICATION
OFFICE OF THE PRINCIPAL
ODISHA ADARSHA VIDYALAYA, KUSUMDIHI, KOIRA

NOTICE FOR RECRUITMENT OF BOY'S HOSTEL STAFF

ADVERTISEMENT: Opening date -08.11.2025 closing date -23.11.2025

Applications are invited from eligible candidates for engagement of hostel staff in the BOYS HOSTEL ODISHA ADARSHA VIDYALAYA, KUSUMDIHI, KOIRA on a purely contractual basis.

The details of the vacant posts are as follows:

SN	Name of the Post	No. of Posts	Gender	Education Qualification Required	Remuneration (per month)	AGE	EXPERIENCE
1	Hostel Warden	01	Male	Graduate / Equivalent	₹21175.00	30-60	02 YEARS
2	Head Cook	01	Male	---	₹9000.00	30-40	--
3	Assistant Cook	02	Male	---	₹6750.00	21-32	--
4	Watchman-cum-Sweeper	01	Male	HSC PASSED	₹7500.00	21-32	--

NB.

1. Details guideline for the recruitment of the hostel support staff is mentioned in the letter by **ODISHA ADARSHA VIDYALAYA SANGATHAN, LETTER NO 4023/OAVS.**
2. Interested candidates may submit their application in the prescribed format along with self-attested photocopies of educational certificates, experience certificate, Aadhaar, Residence certificate, Caste Certificate and recent passport-size photographs (02 copies). ***Applications should reach to the office via post by 30.11.2025.*** (Address for submission: **AT-KUSUMDIHI, PO-KALTA, PS-KALTA, SUNDARGARH, ODISHA,770052.**)
3. ***After the verification of the applications, eligible candidates will be called for the interview.***

Sd/-
The Principal
OAV Kusumdihi, Koira, Sng

APPLICATION FORM FOR ENGAGEMENT OF HOSTEL STAFF

Post Applied For:

Name of Applicant:

Father's Name:

Date of Birth:

Age (as on 08.11.2025):

Gender:

Educational Qualification:

Experience (if any):

Address for Correspondence:

Contact No.:

Email ID (if any):

Aadhaar Number:

Whether Local Resident: Yes / No

Signature of Applicant: _____

Date: _____

Documents to be enclosed:

1. Self-attested photocopies of all educational and experience certificates.
2. Recent passport-size photograph (two copies).
3. Aadhaar
4. Caste Certificate
5. Residential Certificate.