

OFFICE OF THE PRINCIPAL
ODISHA ADARSHA VIDYALAYA , KAMALAGA , HEMGIR
BLOCK-HEMGIR , DIST-SUNDARGARH , PIN-770013
EMAIL-ID- hemgiri@oav.edu.in , Ph No- 6370886727



Letter No. 387/2025

Date-08.11.2025

ADVERTISEMENT FOR ENGAGEMENT OF SUPPORT STAFF
IN BOYS' & GIRLS' HOSTELS OF OAV KAMALAGA, HEMGIR

1. Applications are invited from eligible candidates for filling up different support staff for Boys' and Girls' hostel (other than KGBV type-IV hostel) of Odisha Adarsha Vidyalaya Kamalaga, Hemgir, District-Sundargarh for the session 2025-26. This engagement is purely contractual and temporary in nature with consolidated remuneration (including EPF Share of employee & Employer) per month. On expiry of one 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. 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 posts stated below.

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 Per month (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. Details of the post & eligibility criteria for Girls' Hostel

Sl. No.	Name of the post	No. of post	Gender	Essential Qualification	Age (as on 08.01.2025)	Remuneration Per month (including EPF Share of employee & Employer)
1	Warden	1	Female	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	Female	Experience in cooking	30-40 years	Rs. 9,000.00/-
4	Assistant Cook	2	Female	Experience in cooking	21-32 years	Rs. 6,750.00/-

Abhishek

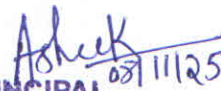
4. The application form completed in all respect along with relevant enclosure may be submitted to the **PRINCIPAL OAV KAMALAGA, HEMGIR, AT/PO-KAMALAGA, BLOCK-HEMGIR, DISTRICT-SUNDARGARH, PIN-770013** by Speed post or Registered post only in a closed envelop super scribed with "Application for the post of **WARDEN/CHOWKIDAR-CUM-SWEEPER/HEAD COOK/ASSISTANT COOK FOR BOYS' OR GIRLS' HOSTEL**" on or before **22.11.2025**. Application form and other details can be downloaded from the District website (<http://sundargarh.odisha.gov.in>).

5. The last date of receiving application form is **22.11.2025 (Saturday)**. Applications received after the due date shall not be entertained.

6. 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 candidate.

By order of Block Development Officer, Hemgir


PRINCIPAL
Odisha Adarsha Vidyalaya
Kamalaga, Hemgir

GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR THE HOSTEL

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

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.

2. Chowkidar-cum-Sweeper (One)

- Male for Boys' and Girls' 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.

Ashu K

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.

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 point 3.

Ashraf

APPLICATION FORM

(FOR ENGAGEMENT OF SUPPORT STAFF IN HOSTELS OF OAV KAMALAGA, HEMGIR)

Application for the Post of _____

Applied for Hostel (Boys' or Girls 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						
+3/ Graduation (Arts/Science)						
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 candidate.

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