

# ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ ମହିଷାପାଟଣା ବାଳକ ଛାତ୍ରାବାସ ନିମନ୍ତେ ସହାୟକ ରୋଷେୟା ପାଇଁ ନିଯୁକ୍ତି ବିଜ୍ଞପ୍ତି

ବିଜ୍ଞାପନ ସଂଖ୍ୟା- ୦୦୩

ତାରିଖ- ୨୨.୧୧.୨୦୨୪

ଓଡ଼ିଶା ସରକାରଙ୍କ ଅଧୀନରେ ପରିଚାଳିତ ଡେକାନାଲ ଜିଲ୍ଲାରେ ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ ମହିଷାପାଟଣା ବାଳକ ଛାତ୍ରାବାସ ନିମନ୍ତେ ଦୁଇ ଜଣ ପୁରୁଷ ସହାୟକ ରୋଷେୟା ( Assistant Cook) ବୁକ୍ତି ଭିତ୍ତିକ ନିଯୋଜନ ନିମନ୍ତେ ଯୋଗ୍ୟ ପ୍ରାର୍ଥୀଙ୍କଠାରୁ ନିର୍ଦ୍ଧାରିତ ଫର୍ମରେ ଦରଖାସ୍ତ ଆହ୍ୱାନ କରାଯାଉଅଛି । ପଦବୀ ବ୍ରହ୍ମ ସମ୍ପୂର୍ଣ୍ଣ ଭାବରେ ଅସ୍ଥାୟୀ ଓ ବୁକ୍ତି ଭିତ୍ତିକ ଅଟେ । ଯୋଗ୍ୟ ପ୍ରାର୍ଥୀମାନଙ୍କ ଆବଶ୍ୟକ ଶିକ୍ଷାଗତ ଯୋଗ୍ୟତାର ସାର୍ତ୍ତଫଳେତ ଓ ମାର୍କସିଟ୍, ଅଭିଜ୍ଞତା, ଜନ୍ମତାରିଖ, ଆବେଦନ କରିଥିବା ପଦବୀର ନାମ ସହ ଆବାସିକ ପ୍ରମାଣପତ୍ର ଆଦିର ସ୍ୱାକ୍ଷରିତ ଅବିକଳ ନକଲ ସହିତ ଦୁଇଟି ପାସପୋର୍ଟ ସାଇଜ୍ କଲର ଫଟୋଗ୍ରାଫ ଆବେଦନପତ୍ର ଫର୍ମରେ ସଂଲଗ୍ନ କରି ତା-୦୧/୧୨/୨୦୨୪ ରିଖି ସୁଦ୍ଧା ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ ମହିଷାପାଟଣା, ପୋଷ୍ଟ- ମହିଷାପାଟଣା, ବ୍ଲକ୍-ସଦର, ଜିଲ୍ଲା- ଡେକାନାଲ, ପିନ୍ କୋଡ୍- ୭୫୯୦୧୩ ଠିକଣାରେ ରେଜିଷ୍ଟ୍ରି/ ସ୍ଥିତ ପୋଷ୍ଟ କରି ଆବେଦନ କରିବେ କିମ୍ବା ବ୍ୟକ୍ତିଗତ ଭାବେ ବିଦ୍ୟାଳୟରେ ଆବେଦନ ଫର୍ମ ସହ ସମସ୍ତ ପ୍ରମାଣପତ୍ର ଦାଖଲ କରିବେ । ବିଜ୍ଞାପନର ସମ୍ପୂର୍ଣ୍ଣ ବିବରଣୀ ଓ ଆବେଦନ ଫର୍ମ <https://Dhenkanal.odisha.gov.in> ରେ ଉପଲବ୍ଧ ଅଟେ ।

ସ୍ୱାକ୍ଷର

ଅଧ୍ୟକ୍ଷ, ଓଏରି ମହିଷାପାଟଣା

ଡେକାନାଲ

## APPLICATION FORM

Application for the post of: \_\_\_\_\_

Name of the Non-KGBV Hostel: \_\_\_\_\_ Block:- \_\_\_\_\_

Affix self-attested  
colour  
Photograph

1. Name of the candidate (in BLOCK LETTER): \_\_\_\_\_
2. Father's/Husband's Name: \_\_\_\_\_
3. Permanent Address:  
Village: \_\_\_\_\_ Block: \_\_\_\_\_  
G. P.: \_\_\_\_\_ Post Office : \_\_\_\_\_  
Dist: \_\_\_\_\_ PIN : \_\_\_\_\_
4. Present Address:  
Village: \_\_\_\_\_ Block: \_\_\_\_\_  
G. P.: \_\_\_\_\_ Post Office : \_\_\_\_\_  
Dist: \_\_\_\_\_ PIN : \_\_\_\_\_
5. Name of the residence & Block  
(Attach self-attested photocopy of residence certificate): \_\_\_\_\_
6. E.mail Address/Telephone No. / Mobile No. \_\_\_\_\_
7. Date of Birth (As per HSC Certificate): \_\_\_\_\_
8. Sex (Male/Female): \_\_\_\_\_
9. Marital Status: (Married/Unmarried): \_\_\_\_\_
10. Category (SC/ST/SEBC/PH/Ex-Serviceman/Women): \_\_\_\_\_
11. Age as on dated 31.08.2025: \_\_\_\_\_
12. Experience ,If any:(Attach Valid documents): \_\_\_\_\_
13. Qualification: \_\_\_\_\_

Exam. Passed	Board/ University/Institute	Year of passing	Division /Grade	Full Marks	Marks secured (including Extra Optional)	% of Marks

### DECLARATION

I do hereby declare that, all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I have carefully read the details of advertisement /notice and declare that I fulfill all the conditions of eligibility prescribed for the post. In case of any of the statement / particulars is/are found incorrect during or after the selection, my candidature for the said post will be cancelled / forfeited and I shall be held responsible for that.

Place:

Date:

Full Signature of the applicant



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.

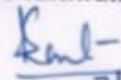
In the mean time, Government has been pleased to approve the guidelines for operationalization of hostels (both Boys' & Girls') other than KGBV Type-IV girls' hostel of the OAVs. The approved Guidelines for operationalization of hostels (Both Boys' & Girls') other than KGBV Type-IV girls' hostel is enclosed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

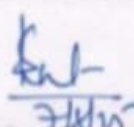
Enclosures: - As Above

Yours faithfully,

  
State Project Director

Memo No. 4024 Date 07-08-25

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

  
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.

  
State Project Director



Government of Odisha  
School & Mass Education Department

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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

# NON KGBV HOSTELS TO BE FUNCTIONAL

SL NO	DISTRICT	BLOCK	OAV NAME	HOSTEL TYPE
1	ANGUL	KISHORENAGAR	OAV RANIAKATA	GIRLS
2	ANGUL	ANGUL	OAV KHANDAHATA	GIRLS
3	ANGUL	CHENDIPADA	OAV GOPINATHPUR	BOYS
4	ANGUL	TALCHER	OAV MAHULPAL	GIRLS
5	ANGUL	ATHMALLIK	OAV BANMALIPUR	GIRLS
6	ANGUL	BANARPAL	OAV SHANTRI	GIRLS
7	ANGUL	KANIHA	OAV JHARABARANI	GIRLS
8	ANGUL	KANIHA	OAV JHARABARANI	BOYS
9	BALANGIR	BALANGIR	OAV PATHARCHIPA	BOYS
10	BALANGIR	PUINTALA	OAV MAHIMUNDA	BOYS
11	BALANGIR	AGALPUR	OAV DUDUKA	GIRLS
12	BALASORE	REMUNA	OAV SUTEI	GIRLS
13	BALASORE	SIMULIA	OAV DAKHINAODA	BOYS
14	BALASORE	SIMULIA	OAV DAKHINAODA	GIRLS
15	BARAGARH	ATTABIRA	OAV BHOIPURA	GIRLS
16	BARAGARH	BARAGARH	OAV GOVINDAPUR	GIRLS
17	BARAGARH	BARPALI	OAV KUSANPALI	GIRLS
18	BARAGARH	JHARBANDH	OAV BALIDHIPA	BOYS
19	CUTTACK	KANTAPADA	OAV CHITTALPUR	GIRLS
20	DEOGARH	TILEIBENI	OAV TILEIBENI BHQ	BOYS
21	DHENKANAL	DHENKANAL SADAR	OAV MAHISHPAT	BOYS
22	DHENKANAL	DHENKANAL SADAR	OAV MAHISHPAT	GIRLS
23	DHENKANAL	KAMAKHYANAGAR	OAV JANTARIBOL	BOYS
24	DHENKANAL	KAMAKHYANAGAR	OAV JANTARIBOL	GIRLS
25	DHENKANAL	GONDIA	OAV BISWANATHPUR	BOYS
26	DHENKANAL	GONDIA	OAV BISWANATHPUR	GIRLS
27	DHENKANAL	PARAJANG	OAV BARIHAPUR	GIRLS
28	DHENKANAL	ODAPADA	OAV TENTULIAPADA	BOYS
29	DHENKANAL	ODAPADA	OAV TENTULIAPADA	GIRLS
30	GANJAM	ASKA	OAV NIMINA	GIRLS
31	GANJAM	BHANJANAGAR	OAV JILLUNDIPALLI	GIRLS
32	GANJAM	POLOSARA	OAV HATIOTA	BOYS
33	JAGATSINGHPUR	JAGATSINGHPUR	OAV SALIJANGA	GIRLS
34	JAGATSINGHPUR	BALIKUDA	OAV DUA	GIRLS
35	JAGATSINGHPUR	BIRIDI	OAV SANKARPUR	GIRLS
36	JAGATSINGHPUR	KUJANG	OAV AGAPAL	BOYS
37	JAGATSINGHPUR	KUJANG	OAV AGAPAL	GIRLS
38	JAGATSINGHPUR	RAGHUNATHPUR	OAV KORKARA	BOYS
39	JAGATSINGHPUR	RAGHUNATHPUR	OAV KORKARA	GIRLS

SL NO	DISTRICT	BLOCK	OAV NAME	HOSTEL TYPE
40	JAGATSINGHPUR	TIRTOL	OAV MULISINGH	BOYS
41	JAGATSINGHPUR	TIRTOL	OAV MULISINGH	GIRLS
42	KALAHANDI	NARLA	OAV CHAPATKHANDA	BOYS
43	KANDHAMAL	PHULBANI	OAV DHOBATOTA	BOYS
44	KENDRAPARA	PATTAMUNDAI	OAV BANTO	BOYS
45	KEONJHAR	SAHADAPARA	OAV SAHARAPARA	BOYS
46	KEONJHAR	HATADIHI	OAV SUNDARAPAL	BOYS
47	KEONJHAR	GHATAGAON	OAV TIKIRA	BOYS
48	KEONJHAR	GHASIPURA	OAV SUANPADA	BOYS
49	KEONJHAR	GHASIPURA	OAV SUANPADA	GIRLS
50	KEONJHAR	CHAMPUA	OAV CHAMPUA	BOYS
51	KEONJHAR	PATNA	OAV KENDIPOS	BOYS
52	KEONJHAR	BANSPAL	OAV TALACHAMPEI	BOYS
53	KEONJHAR	KENDUJHAR SADAR	OAV BODAPALASA	BOYS
54	KHURDA	BEGUNIA	OAV BEGUNIA	GIRLS
55	KHURDA	BALIPATNA	OAV BHAKRASAH	GIRLS
56	KHURDA	BOLAGARH	OAV TIKATALA	GIRLS
57	KHURDA	JATNI	OAV SANDHAPUR	BOYS
58	KHURDA	JATNI	OAV SANDHAPUR	GIRLS
59	KORAPUT	KOTPAD	OAV KOTPAD BHQ	BOYS
60	KORAPUT	POTTANGI	OAV KOTIA	BOYS
61	KORAPUT	POTTANGI	OAV KOTIA	GIRLS
62	MAYURBHANJ	SAMAKHUNTA	OAV SANSOLE	BOYS
63	MAYURBHANJ	JAMADA	OAV PASNA	BOYS
64	MAYURBHANJ	BIJATALA	OAV LUHASILA	BOYS
65	MAYURBHANJ	BISOI	OAV JAMIRDIHA	BOYS
66	MAYURBHANJ	TIRING	OAV BADALIMA	BOYS
67	MAYURBHANJ	BAHALDA	OAV JHARGAN	BOYS
68	MAYURBHANJ	KUSUMI	OAV SANJAYDHANPOSI	BOYS
69	NAYAGARH	ODAGAON	OAV AKHUPADAR	GIRLS
70	NAYAGARH	BHAPUR	OAV FATEGARH	BOYS
71	NAYAGARH	BHAPUR	OAV FATEGARH	GIRLS
72	NAYAGARH	RANAPUR	OAV BALARAMPUR	BOYS
73	NAYAGARH	RANAPUR	OAV BALARAMPUR	GIRLS
74	NAYAGARH	DASAPALLA	OAV DWARAGAON	GIRLS
75	NUAPADA	SINAPALI	OAV TIMANPUR	BOYS
76	PURI	SATYABADI	OAV SATYABADI	GIRLS
77	PURI	ASTARANG	OAV SARIFPUR	GIRLS
78	PURI	DELANG	OAV BERBOI	GIRLS
79	PURI	KAKATPUR	OAV KUNJA	GIRLS



SL NO	DISTRICT	BLOCK	OAV NAME	HOSTEL TYPE
80	PURI	NIMAPARA	OAV HANSAPADA	BOYS
81	PURI	NIMAPARA	OAV HANSAPADA	GIRLS
82	PURI	PIPLI	OAV GOBINDAPUR	GIRLS
83	SAMBALPUR	DHANKAUDA	OAV BADSINGHARI	GIRLS
84	SAMBALPUR	JAMANKIRA	OAV CHINIMAHUL	GIRLS
85	SAMBALPUR	MANESWAR	OAV PARMANPUR	GIRLS
86	SUBARNAPUR	DUNGURIPALI	OAV FATAMUNDA	GIRLS
87	SUNDARGARH	BARGAON	OAV BHOIPALI	BOYS
88	SUNDARGARH	BARGAON	OAV BHOIPALI	GIRLS
89	SUNDARGARH	TANGARPALLI	OAV UJALPUR	BOYS
90	SUNDARGARH	TANGARPALLI	OAV UJALPUR	GIRLS
91	SUNDARGARH	HEMGIRI	OAV KAMALAGA	BOYS
92	SUNDARGARH	HEMGIRI	OAV KAMALAGA	GIRLS
93	SUNDERGARH	LEPHRIPADA	OAV LEPHRIPADA	BOYS
94	SUNDERGARH	LEPHRIPADA	OAV LEPHRIPADA	GIRLS
95	SUNDERGARH	SUNDARGARH	OAV TALSANKARA	BOYS
96	SUNDERGARH	SUNDARGARH	OAV TALSANKARA	GIRLS
97	SUNDERGARH	SUBDEGA	OAV SIMDEGA	BOYS
98	SUNDERGARH	GURUNDIA	OAV GURUNDIA	BOYS
99	SUNDERGARH	NUAGAON	OAV JAHARITOLI	BOYS
100	SUNDERGARH	LATHIKATA	OAV LATYHIKATA	BOYS
101	SUNDERGARH	BISRA	OAV MAHIPANI	BOYS
102	SUNDERGARH	KOIRA	OAV KUSUMDIHI	BOYS
103	SUNDERGARH	KUARMUNDA	OAV TELIPOSH	BOYS
104	SUNDERGARH	BANAIGARH	OAV BABUNUAGAON	BOYS
105	SUNDERGARH	BANAIGARH	OAV BABUNUAGAON	GIRLS
106	SUNDERGARH	LAHUNIPARA	OAV PARAGAPOSH	BOYS



## **GUIDELINES FOR OPERATIONALISATION OF HOSTELS IN ODISHA ADARSHA VIDYALAYAS**

### **1. BACKGROUND: -**

Odisha Adarsha Vidyalaya Sangathan has been established during 2015-16 to provide quality teaching in English medium at Secondary level for the children specially in semi-urban or rural areas and to give scope to the talents who are unable to afford for English medium education. In addition to educational facilities, Govt. has decided to provide hostel facilities to the needy ones and those are unable to commute every day from distance places. Initially, 173 numbers of 100 seated Type-IV KGBV girls' hostel have been approved by Govt. for 173 Odisha Adarsha Vidyalayas in EBBs. As 314 Odisha Adarsha Vidyalayas, have been setup in 313 blocks (Except Bhubaneswar block) of the state, Govt. after careful consideration, have decided to run 141 numbers of girls' hostel in remaining 141 OAVs and 314 numbers of boys' hostels within OAV premises to provide equal opportunities to the students in other blocks besides EBBs.

### **2. OBJECTIVES: -**

- 2.1. To ensure access and quality education to the students of remote area by setting up of residential facilities close to Vidyalayas.
- 2.2. To provide better educational opportunities and enable the talents from remote areas to continue their study in a conducive environment.

### **3. STRATEGIES: -**

- 3.1. Approval of 173 numbers of 100 seated Type-IV KGBV Girls' hostels has been given by Govt of India.
- 3.2. Rest 141 numbers of non-KGBV girls' hostel and 314 numbers of boys' hostel will be made operational in phased manner from the state Govt. by following this guideline.

### **4. IMPLEMENTATION: -**

The scheme will be implemented by the Government of Odisha through OAVS providing all types of financial grant.

### **5. MONITORING: -**

A systematic approach towards monitoring is required through a three-tier system as follows in order to improve the practices and activities to a desirable extent for smooth functioning of the hostels.

- State Level Committee (SLC)
- District Level Committee (DLC)
- Vidyalaya Level Committee (VLC)

**5.1. STATE LEVEL COMMITTEE:** - State level advisory committee will be constituted comprising of the following members –

1. Commissioner-cum-Secretary- Chairperson
2. SPD, OAVS-Member
3. SPD, OSEPA- Member
4. Director, DHSE, Odisha- Member

5. Addl. Secretary to Govt, S &ME Dept.-Member
6. Director, DSE, Odisha-Member
7. Financial Advisor, OAVS -Member
8. Joint Director, Academics, OAVS-Member Secretary

The state level committee will review the functioning of all the hostels across the state. The members of state level committee will sit as and when required and at least twice in a year for discussion on potential problems, if any and extend constructive support, suggestions.

- 5.2. DISTRICT LEVEL COMMITTEE:** - There will be an advisory committee at district level as District level committee. The district level committee comprising of following members will be headed by Collector & District Magistrate.

1. Collector & District Magistrate – Chairperson
2. CDMO – Member
3. District Education Officer – Member Secretary
4. District Welfare Officer – Member
5. ADEO (Scheme) – Member
6. Headquarter Block Accounts Officer-Member
7. Nodal Principal of OAVs of that district – Member
8. Another OAV Principal of that district- Member
9. Headquarters BEO – Member

- 5.2.1.** The committee will look after every issues/challenge relating to hostels functioning in all OAVs of the concerned district. The members of District level committee will sit as and when required and at least thrice in a year. The committee will take decision with respect to procurement of all required items for hostels at district level. During the procurement state Govt. Financial rules should be strictly followed, as these hostels will be managed by the state Govt.

- 5.3. VIDYALAYA LEVEL COMMITTEE:** -Vidyalaya level committee will supervise the day-to-day activities of the hostel in order to ensure the smooth functioning of Hostels. The group comprises of the following members.

1. Principal of that Vidyalaya – Chairperson
2. Superintendent – Member Secretary
3. Hostel Warden – Member
4. Boarder representatives (2, preferably from Class-IX/XI) – Member

The committee meeting must be held in every month to discuss issues & challenges and chalk out constructive strategies for smooth functioning of the hostel.

**6. FINANCIAL NORMS: -**

The funding pattern for the hostels other than KGBV hostel will be regulated under Odisha Govt. financial norms.

- 6.1.** One-time fixed asset grant (Rs. 13,99,900/- per one 100 seated hostel)
- 6.2.** Yearly Recurring grant (Rs. 8,59,000/- per one 100 seated hostel per Year)

- 6.3. Warden salary also another recurring grant (Rs. 2,54,100/-per one 100 seated hostel per year)
- 6.4. Rice at the subsidized cost will be provided to Hostel by Govt.
- 6.5. All Vidyalayas will open separate Joint Savings Bank Account (Principal and Superintendent) for operating the funds meant for hostel operationalization (separate for Boys' hostel and Girls' hostel) and for its day-to-day activities. The abstract of management cost is as follows: The detailed item wise cost and suggestions are furnished at **Annexure A**.

#### MANAGEMENT COST FOR ONE 100 SEATED HOSTELS

Sl.no.	Item	Amount	Frequency	Funding Agency
1	A. Purchase of items for boarders	1083000	one time grant	OAVS
2	B. Items for cooking purpose	101900	one time grant	OAVS
3	C. Fixed Asset	95000	one time grant	OAVS
4	D. Bed Items	120000	one time grant	OAVS
	<b>TOTAL</b>	<b>1399900</b>		
5	E. Maintenance grant	40000	Recurring grant per annum	OAVS
6	F. Medical care grant	75000	Recurring grant per annum	OAVS
7	G. Newspaper, Magazine grant	24000	Recurring grant per annum	OAVS
8	H. Toiletries & sanitation	120000	Recurring grant per annum	OAVS
9	I. Electric charges	600000	Recurring grant per annum	OAVS
	<b>TOTAL</b>	<b>8,59,000</b>		
10	Honorarium to warden @ 21,175 per month	<b>254100</b>	Monthly expenditure	OAVS
11	Fooding to each boarder @ 1700 per month	1700x 100x 12 = <b>20,40,000</b>	Monthly expenditure	OAVS
12	Honorarium to staff (Head Cook-1, Asst. Cook-2, Chowkidar-1)	30000X12 = <b>3,60,000</b>	Monthly expenditure	OAVS

#### 7. SELECTION CRITERIA OF STUDENTS FOR HOSTEL ADMISSION: -

For admission in the hostels, students will be selected by the Principals of the Vidyalayas as per the following criteria.

- 7.1. The distance from the residence of the student to the OAV will be taken as the basic criteria for selection of students for hostel.
- 7.2. Students staying within 05 kilometers of radius shall not be eligible to stay in hostels as boarders.



- 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

### **Committee for selection of employees**

A committee will be formed under the chairmanship of the Collector & Chairman, OAV of the district for selection of employees for the 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 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.

### **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 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 above.
- Qualification for the different posts may be taken from the above list.

## **10. RESPONSIBILITIES OF DIFFERENT STAKE HOLDERS FOR SMOOTH OPERATIONALISATION OF HOSTELS**

**10.1. PRINCIPAL:** -Principal has to visit hostels on regular basis. He/ She has to monitor all records of the hostel regularly. The quality of the cooked food in the hostel must be checked by the principals through surprise visit at regular intervals.

### **10.2. SUPERINTENDENT: -**

**10.2.1.** He/ she will maintain discipline among boarders.

**10.2.2.** He/she will look into the grievances/ complaints received from boarders.



- 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.

## **11. STANDARD PROCEDURE FOR THE MANAGEMENT OF MESS ACTIVITY: -**

### **11.1. STORAGE: -**

- 11.1.1.** The month's supply of rice should be properly stocked in a clean and dry place in a way that it is secured from any dampening i.e. on a raised platform/ rack. The storage area should be clearly marked with **"RICE FOR MESS IN HOSTEL"**.
- 11.1.2.** The month's supply of other food items should be stored in the air tight storage bins/ containers for better preservation. The storage bins shall be kept at a considerable height, using racks or shelves. No storage bins should be kept on the floor.
- 11.1.3.** At every stage, first in, first out standard shall be maintained. Earlier stocks should be exhausted before the fresh stocks are put to use. The containers shall be cleaned and dried before adding the new stock.
- 11.1.4.** The storage area shall be free from rats/ rodents/pests/spider webs, cockroaches etc.
- 11.1.5.** No medicine/ toxic chemical/ poison/ disinfectants shall be kept within Kitchen area or Storage Room.
- 11.1.6.** The storage area should be regularly cleaned. The hostel Superintendent and warden shall supervise and ensure the cleanliness of the storage area in regular intervals.
- 11.1.7.** Storage room shall be securely locked by the Hostel Superintendent, warden, when not in use.
- 11.1.8.** Ensuring and supervising the proper storage of the food items is the primary responsibility of the Superintendent of Hostel, Warden and Principal. Any deviation found in the adherence of the guidelines would attract disciplinary action.

### **11.2. KITCHEN/ COOKING PLACE: -**

- 11.2.1.** The Kitchen/ cooking area should be permanent with provision for proper ventilation, lighting, adequate space for movement and with proper locking system.
- 11.2.2.** Cooking area must be free from filthy surroundings and shall have at all times overall hygienic environment.
- 11.2.3.** Ceilings and walls should be periodically cleaned with no flaking paint or plaster, or spider webs. Floors should be washed daily.
- 11.2.4.** No spraying of insecticide/ pesticide/ floor cleaners, of any type, shall be done when cooking is being done.
- 11.2.5.** Ensuring and supervising the proper up-keep of the kitchen/ cooking place is the primary responsibility of the Superintendent of Hostel, Warden and Principal. Any deviation found in the adherence of the guidelines would attract disciplinary action against them.

### **11.3. SUPPLY OF RATION AND PRE-COOKING SAFETY ARRANGEMENT: -**

- 11.3.1.** The daily supply of ration to the head cook and asst. cooks should be done by the warden in the presence of food minister of the school cabinet and should be duly recorded in the Consumption register.



- 11.3.2. While supplying ration for cooking, adequate care should be taken by the warden to ensure that no rotten/ pest- infested food items are supplied for cooking.
- 11.3.3. Periodic quality testing like smell test/ granularity/color test should be done by the hostel superintendent to detect any adulteration or presence of pests.
- 11.3.4. Before cooking, all the food items should be cleaned/ washed properly by the Asst. cooks for removal of any unhygienic / foreign material.
- 11.3.5. Drinking water shall be used in kitchen for cooking.
- 11.3.6. No children should be engaged in the preparatory cooking activities like chopping/ cutting, cleaning of the food items to avoid any untoward incidence.
- 11.3.7. Vessel/ cooking utensils, which is likely to cause metallic contamination and injurious to health, shall not be used in food preparation. The cooking utensils shall be washed properly before cooking.
- 11.3.8. Ensuring proper supply of ration, adherence to the pre-cooking activities is the primary responsibility of the hostel Superintendent, Principal and warden. Any deviation found in the adherence of the guidelines would attract disciplinary action against them.

#### **11.4. PERSONAL HYGIENE OF THE HEAD COOK & ASSISTANT COOKS: -**

- 11.4.1. The Head cook & Asst. cooks must wash their hands properly, frequently and at the appropriate times before, during and after cooking. Soap/ liquid hand wash/hand sanitizer/disinfectants should be provided for hand washing/ sanitization to the Head cook & Asst. Cooks.
- 11.4.2. They shall keep the fingernails regularly trimmed and avoid fingernail polish.
- 11.4.3. The hair of the Head cook & Asst. Cooks should be combed and properly tied while cooking and serving food.
- 11.4.4. The Head cook & Asst. Cooks having contagious/ infectious disease/ open wound shall be banned from cooking food till he/ she recovers and alternate arrangement for that period.
- 11.4.5. They must not chew tobacco/ betel/ khaini etc. during preparatory work, cooking and while serving food.
- 11.4.6. They must wear proper cooking outfit while doing the same.
- 11.4.7. The principals and hostel superintendent shall educate & sensitize the Head cook & Asst. Cooks in this regard and ensure adherence of the same by the Head cook & Asst. Cooks.
- 11.4.8. Though Head cook & Asst. Cooks are primary accountable to maintain personal hygienic standards as mentioned in the guideline, regular supervision and compliance to the guidelines is to be ensured by the Hostel Superintendent and Warden In case of non-compliance to these



guidelines by the Head cook & Asst. Cooks, this shall be brought to the notice of the principal for suitable disciplinary action.

#### **11.5. SAFETY DURING COOKING: -**

- 11.5.1.** Head cook & Asst. cooks will wash hands with soap/ liquid hand wash and water before cooking.
- 11.5.2.** All utensils used for cooking shall be cleaned using branded cleaning agents and shall be thoroughly washed to remove all traces of the cleaning agent.
- 11.5.3.** Clean utensils with lid cover shall be used for cooking.
- 11.5.4.** Cooking food over 75-degree Celsius kills most of the bacteria. Therefore, food shall be thoroughly cooked and boiled.
- 11.5.5.** Eggs should be thoroughly hard boiled to erase every chance of bacterial infestation.
- 11.5.6.** It should be ensured that no small children/ students are near the cooking area to avoid any mishap.
- 11.5.7.** General villagers/ suspicious persons, not on the monitoring duty, shall not be allowed inside the kitchen to avoid any intentional sabotage.
- 11.5.8.** Ensuring adherence to the guidelines relating to safety during cooking is the primary responsibility of the Head cook & Asst. Cooks while hostel superintendent and warden of hostels are accountable to check and supervise the same on the daily basis. The principal also needs to periodically check and supervise the functioning of the hostel. For any deviation, Head cook & Asst. Cooks and hostel superintendent and warden of hostel would be held accountable.

#### **11.6. SAFETY DURING SERVING: -**

- 11.6.1.** The food shall be served to the students in presence of the hostel superintendent and warden of hostel.
- 11.6.2.** All cooked items shall be kept in containers covered with lid.
- 11.6.3.** The Head cook & Asst. Cooks shall first at least 30 minutes prior to serving to the children in the presence of Hostel superintendent / warden.
- 11.6.4.** The meal must be served within one hour of cooking.
- 11.6.5.** The persons serving food must wash hands with soap/ liquid hand wash and water before serving food. No student shall be engaged for serving the food to avoid any mishap.
- 11.6.6.** Clean spoons with long handles shall be used for serving. Touching of ready to eat foods with bare hands should be avoided. (Example: - cooked rice should not be served with hand)
- 11.6.7.** The hostel superintendent and members of food ministry shall ensure that all students have washed their hands with soap/ liquid hand wash properly before taking the food.

- 11.6.8.** Meal shall be served on clean (washed, rinsed and air dried) dish/ plates to students.
- 11.6.9.** The hostel superintendent and warden shall ensure that meal is served in the dining area/ appropriate place and ensure that the place is cleaned before serving starts.
- 11.6.10.** The students shall be seated in the dining area and the food shall be served in their plates. There shall be no queuing of student in the kitchen area for receiving the food. During many occasions it was seen that due to the queuing and pushing of students, they accidentally fall into big cooking vessels which often becomes fatal.
- 11.6.11.** The hostel superintendent and warden of hostel shall supervise the proper serving of the food to the students on daily basis and are responsible for ensuring this. Any laxity/ deviation found in the adherence of the guidelines would attract strict disciplinary action against them.

**11.7. DISPLAY OF FOOD MENU: -**

- 11.7.1.** The weekly menu chart (as prescribed by the District Level Committee) reflecting the menu for breakfast, lunch and dinner shall be printed in a flex and displayed at a conspicuous location.
- 11.7.2.** It is the responsibility of the Principal/Superintendent to ensure display of the Menu chart and its periodic replacement so as to ensure proper visibility of the information to all concerned.

**12. RECORD KEEPING**

The following registers are to be maintained regularly.

1. Attendance register
  2. Stock register
  3. Issue register
  4. Regular diet register
  5. Time table register
  6. Leave register
  7. Consumable register
  8. Visitors log book
  9. Cash book
  10. Dead stock register
  11. Health register
  12. Guard File
  13. Notice Book
  14. Apart from this registers/ album with respect to documentation of various co-curricular activities/ observance of different days of state/ national/ international importance can also be maintained.
- 12.1.** The stock entry of the ration/ food items procured shall be made by Warden/ Hostel Superintendent with quantities / date of supply/ purchases etc. duly countersigned by the principal.
- 12.2.** It is the responsibility of the Principal, Hostel Superintendent and warden to ensure proper upkeep of the records. In cases where records are found inadequate, improperly maintained or forged, the principal,

hostel superintendent and warden will be held accountable and strict disciplinary action will be taken against them.

- 12.3. The mess attendance registers for boarders, mess cash book and mess stock and issue register shall be maintained on a regular and up to date basis by the hostel superintendent associating the food minister/ boarder's representative.
- 12.4. All registers and records must be maintained as per OGFR formats.

### **13. INTERNAL FEEDBACK & GRIEVANCE REDRESSAL MECHANISM**

- 14.1. The food minister/ members of food ministry of the hostel shall take feedback from the boarders on the quality and quantity of food served and any other issues related to mess management and shall place grievances, if any, to the notice of mess in-charge.
- 14.2. A complaint / suggestion box shall be placed inside the hostel premise enabling the boarders to freely express their views and suggestions on the different aspects of hostel management, including mess management.
- 14.3. The principal should ensure that the complaint box is opened twice a week in the presence of school cabinet members, hostel superintendent and take suitable action concerning the suggestions/ complains.