



## OFFICE OF THE PRINCIPAL

ODISHA ADARSHA VIDYALAYA, MAHIPANI, BLOCK-BISRA  
DIST-SUNDARGARH (ODISHA), PIN-770036

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U-DISE CODE NO-21050300903

CBSE Affiliation no- 1520169

School code-17255

Letter no. 243 / BIS / 2025

Date: 07.11.2025



### **ADVERTISEMENT FOR SUPPORT STAFF FOR ODISHA ADARSHA VIDYALAYA, MAHIPANI, BOYS' HOSTEL AT- MAHIPANI, PO-BHALAULATA, DIST-SUNDARGARH, PIN-770036**

Applications are invited from eligible male candidates for different supporting staffs (for 1 year in contractual nature) 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 24.11.2025**.

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](http://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, Mahipani, Bisra**. 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, mahipani, Bisra

*[Handwritten Signature]*  
7.11.25

Principal

OAV, Mahipani, Bisra

**PRINCIPAL**  
**ODISHA ADARSHA VIDYALAYA**  
**MAHIPANI, BISRA**

**GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR BOYS' HOSTEL**  
**AT ODISHA ADARSHA VIDYALAYA, MAHIPANI, BISRA, SUNDARGARH**

The following support staff will be engaged in the Boys' Hostel of Odisha Adarsha Vidyalaya, Mahipani, Bisra for smooth running of the hostel.

Sl No	Name of the post	Number of support staff
1	Warden	01
2	Chowkidar-cum-sweeper	01
3	Head Cook	01
4	Assistant Cook	02
Total		05

**1. Warden**

- a. Male candidate
  - b. Qualification: B.A/B.Sc from any recognized University
  - c. He has to stay in the hostel 24X7
  - d. Age: 30-60 years as on 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 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 duties, He may be paid monthly remuneration of Rs. 3000/- in addition to his own salary. But He must have to stay in the hostel even during 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 engagement, may be engaged as Warden.

**2. Chowkidar – cum - Sweeper**

- a. Male candidate
- b. Qualification: Must have passed HSC Examination.
- c. Age: 21-32 years as on date of advertisement.
- d. Remuneration: Rs: 7,500/- per month (including EPF share of employee & Employer)

**3. Head Cook**

- a. Male candidate
- b. He has to stay in the hostel 24X7
- c. Remuneration: Rs: 9,000/- per month (including EPF share of employee & Employer)
- d. Age: 30-40 years as on the date of advertisement.
- e. If somebody is trained in cookery, he will be given preference and due weightage.
- f. Cook himself be perfectly hygienic in his dress, cooking habits etc.

- g. The committee shall conduct physical cooking of some items and evaluate the deliciousness/consumption of time for preparation, if the dishes/ hygienic condition of cooking and select the best.
- h. The cook must be well conversant to use LPG.

**4. Assistant Cook**

- a. Male candidate
- b. He has to stay in the hostel 24X7
- c. Remuneration: Rs: 6,750/- per month (including EPF share of employee & Employer)
- d. Age: 21-32 years as on the date of advertisement.
- e. Maximum of 2 no of Assistant cooks can be engaged in one hostel.
- f. Having experience in cooking and other characteristics as specified above in 3.

**Duration of 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 near by blocks may be selected for the purpose. No candidate 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.





**ODISHA ADARSHA VIDYALAYA, MAHIPANI, BISRA**

**APPLICATION FOR THE POST OF WARDEN/HEAD COOK/ASST. COOK/CHOWKIDAR-CUM-SWEEPER IN BOYS'**

**HOSTEL OF ODISHA ADARSHA VIDYALAYA, MAHIPANI, BISRA, SUNDARGARH**

**(Registered post and Speed post only)**

**Fill the application form in block letter.**

1. Post Applied For:.....
2. Name of the Applicant:.....
3. Father's Name:.....

4. Permanent Address:

House/Plot No:

Name of the Village:

Name of the G.P:

Name of the Block:

Name of the Police Station:

Name of the District:

Pin Code:

**Paste a recent  
Passport size  
Photograph**

5. Present Address:

House/Plot No:

Name of the Village:

Name of the G.P:

Name of the Block:

Name of the Police Station:

Name of the District:

Pin Code:

6. Date of Birth:.....(DD/MM/YYYY)

In Words:.....

7. Aadhar Card No :.....

8. Category applied under: UR /SEBC /SC /ST

9. Gender:.....

10. Religion:.....

11. Nationality:.....

12. Educational Qualification:

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

13. Experience

Sl no	Name of the Employer with address	Post held	Period	
			From	To

14. Contact No.....

15. E-mail.....

16. Self-Attested copies of relevant documents are to be enclosed (Please tick the certificate which is enclosed)

**(Attach Authentic Documents only)**

- i) HSC Certificate & Mark sheet
- ii) +2 Certificate & Mark sheet
- iii) B.A/B.sc Certificate & Mark sheet
- iv) Caste Certificate
- v) Aadhar card
- vi) Resident certificate
- vii) Certificate of experience in similar field if any
- viii) 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, complete & correct 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 be cancelled/rejected without assigning any reason thereof.

Date:

Place:

Full Signature of the Applicant

N.B: Envelope containing application must be mentioned "**APPLICATION FOR THE POST OF.....**" in capital bold letter on the top of the envelope.