

# OFFICE OF THE PRINCIPAL

ODISHA ADARSHA VIDYALAYA, LEHPHIPADA

BLOCK-LEPHRIPADA, DIST-SUNDARGARH, PIN-770011

Under the Deptt. Of School and Mass Education, Govt. of Odisha

EMAIL ID- lephripada@oav.edu.in, PH no – 7681063228

School no- 17409 ; Affiliated to CBSE, New Delhi, Affiliation no- 1520356 ; UDISE Code- 21051201304

Letter No-2107/OAVLEP/2025

Date: 08.11.2025

## ADVERTISEMENT FOR ENGAGEMENT OF SUPPORT STAFF IN BOYS' & GIRLS' HOSTELS OF OAV, LEHPHIPADA, SUNDARGARH

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 Lephripada, Sundargarh 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). 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.

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

| No. | Name of the post      | No. of post | Gender | Essential Qualification   | Age (as on 08.11.2025) | 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. 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 (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   | I-ISC 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/-  |

4. The application form completed in all respect along with relevant enclosure may be submitted to the PRINCIPAL OAV LEHPHIPADA, SUNDARGARH AT/PO-CHHATENPALI, BLOCK-LEPHRIPADA, DISTRICT-SUNDARGARH, PIN-770011 by speed post or Registered post only and in a closed envelop super scribed with "Application for the post of WARDEN/CHOWKIDAR-CUMSWEEPER/HEAD COOK/ASSISTANT COOK

*[Handwritten signature]*  
08/11/2025

FOR BOYS' OR GIRLS' HOSTEL" on or before 24.11.2025. Application form and other details can be downloaded from the District website ( www.sundargarh.odisha.gov.in)


5. The last date of receiving application form is 24.11.2025 (Monday). Applications received after the due date shall not be entertained.

6. If no experienced candidate applies, the selection will be based on marks only.

7. Documents to be attached along with application form:

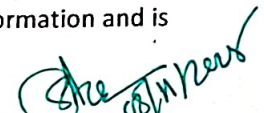
- (a) Duly filled of hostel application form.
- (b) Self-attested Xerox copy of all the educational certificates & mark sheets.
- (c) Self-attested Xerox copy of Aadhaar card/PAN card/Any other authenticated ID proof.
- (d) Self-attested Xerox copy of Resident Certificate issued by the competent authority.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

By order of Block Development Officer, Lephripada

  
PRINCIPAL  
Odisha Adarsha Vidyalaya  
Lephripada, Sundargarh

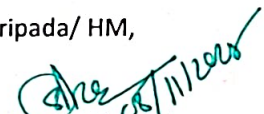
Memo No 2108...../Date 08.11.2025

Copy submitted to District Informatics Officer (DIO), Sundargarh for favour of your kind information and is requested to web hoist the above advertisement in the district website for wide publicity.

  
PRINCIPAL  
Odisha Adarsha Vidyalaya  
Lephripada, Sundargarh


Memo No 2109...../Date 08.11.2025

Copy submitted to Block Development Officer, Lephripada, Welfare Extension Officer, Lephripada/ HM, Jairam High School, Lephripada for favour of your kind information and necessary action.

  
PRINCIPAL  
Odisha Adarsha Vidyalaya  
Lephripada, Sundargarh

Memo No 2110...../Date 08.11.2025

Copy submitted to District Welfare Officer, Sundargarh/ District Education Officer, Sundargarh/Collector & DM-cum-Chairman of OAVs, Sundargarh/ State Project Director, OAVS, Bhubaneswar for favour of your kind information and necessary action.

  
PRINCIPAL  
Odisha Adarsha Vidyalaya  
Lephripada, Sundargarh



## GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR THE HOSTEL

The following support staff will be engaged in the Hostels of the Odisha Adarsha Vidyalaya Lephripada, Sundargarh 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.

### 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 9.3

# **APPLICATION FORM**

**(FOR ENGAGEMENT OF SUPPORT STAFF IN HOSTELS OF on OAV, LEHRIPADA, SUNDARGARH)**

**Application for the Post of :** \_\_\_\_\_

**Applied for Hostel (Boys'/Girls') :** \_\_\_\_\_

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/<br>University | Year of<br>Passing | Total<br>Marks | Marks<br>Secured<br>(Excluding<br>Extra<br>optional) | Percentage<br>of Secured<br>Marks | Remarks |
|---|----------------------------|--------------------|----------------|--|-----------------------------------|---------|
| HSC/Matric                                  |                            |                    |                |  |                                   |         |
| +2/ Intermediate<br>(Arts/Science/Commerce) |                            |                    |                |  |                                   |         |
| +3/ Graduation<br>(Arts/Science/Commerce)   |                            |                    |                |  |                                   |         |
| Others (If Any)                             |                            |                    |                |  |                                   |         |

**12. Work Experience (If any):**

| No. | Nature of Work | Name of the<br>Organization | Type of Organization<br>(Govt./ Pvt. /Project/<br>NGO) | Completed<br>Years |
|-----|----------------|-----------------------------|--|--------------------|
|     |                |                             |  |                    |
|     |                |                             |  |                    |

**13. 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 (for Head cook & Assistant Cook only).
- Experience certificate as applicable.
- 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**