



**ODISHA ADARSHA VIDYALAYA JAHARITOLI,
BLOCK-NUAGAON, DIST- SUNDARGARH**

PIN-770035, UDISE NO-21051304602 Email id- nuagaon@oav.edu.in

CBSE Affiliation No.- 1520172 School Code-17258



Letter No:358/OAVJAH/ 25

Date: 08.12.2025

To,

The District e Governance Manager (DeGM),
Collectorate, Sundargarh.

Sub: To publish the given advertisement on Dt.08.12.2025(Monday) in district website-reg

Sir,

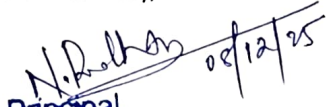
Please find herewith the enclosed copy of Advertisement Material regarding invitation of application for the engagement of one Head cook post from 09-12-2025 to 15-12-2025 and interview cum skill based test for Warden, Chowkidar-cum-Sweeper ,Head-cook and Asst. cook applicants on 20-12-2025 , on contractual basis for the Boys Hostel, Odisha Adarsha Vidyalaya Jaharitoli, Nuagaon of Sundargarh District for wide circulation.

I request you to kindly web hoist the said Advertisement by 08.12.2025 positively in the District Website www.sundargarh.odisha.gov.in for information of all concerned. Hope for your kind cooperation.

This is for your information and necessary action.

Encl.: As above.

Yours faithfully,


Principal
Odisha Adarsha Vidyalaya
Jaharitoli, Nuagaon Block
Dist-Sundargarh

Memo No. 359/OAVJAH/25


Date . 08.12.2025

Copy submitted to Chief Executive Officer, DMF, Sundargarh for information.

Copy to PA to Collector for information of the Collector, Sundargarh.

Copy to DEO Sundargarh for information .

Copy to BDO Nuagaon for information .


Principal
Odisha Adarsha Vidyalaya
Jaharitoli, Nuagaon Block
Dist-Sundargarh

ADVERTISEMENT FOR ENGAGEMENT OF SUPPORT STAFF

IN BOYS' HOSTEL OF OAV JAHARITOLI, NUAGAON, SUNDARGARH

1. Applications are invited from eligible candidates for filling up one Head-cook post for Boys' hostel of Odisha Adarsha Vidyalaya Jaharitoli, Nuagaon, 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

Sl. No.	Name of the post	No. of post	Gender	Essential Qualification	Age (as on 08.12.2025)	Remuneration per month (including EPF Share of employee & Employer)
1.	Head Cook	1	Male	Experience in cooking	30-40 years	Rs. 9,000.00/-

3. The application form completed in all respect along with relevant documents may be submitted to the **PRINCIPAL OAV JAHARITOLI, AT-JAHARITOLI, PO- PURUNAPANI, BLOCK-NUAGAON, DISTRICT-SUNDARGARH, PIN-770035** by Speed post or Registered post only and in a closed envelop super scribed with **"Application for the post of HEAD COOK FOR BOYS' HOSTEL** on or before 15.12.2025.

Application form and other details can be downloaded from the District website (<http://sundargarh.odisha.gov.in>).

4. The last date of receiving application form is **15.12.2025 (Monday)**. Applications received after the due date shall not be entertained.

5. Don't submit the application forms by hand in the Vidyalaya Office or by Mail

6. All candidates who apply for Head-cook post must attend **"Documents Scrutiny"** at **10:00AM on 17.12.2025(Wednesday)** with all the original documents at **OAV Jaharitoli**. No letter or call or message will be given separately to the candidates for attending it. Attendance is mandatory. Please note that candidature will be canceled if the applicant is absent on the day of document scrutiny.

7. All the candidates those who have applied for **Warden and Night watchman-cum-sweeper** have to attend an interview at **10:00AM on 20-12-2025(Saturday)**

8. All the candidates those who have applied for **Head-cook or asst-cook post** have to attend **Physical cooking skill test at 10:00AM on 20-12-2025 (Saturday)**. Candidates have to bring their own gas stove, utensils , raw food materials etc . School will not provide any substances.

9. No TA / DA will be provided to any of the candidate from school to attend document scrutiny /interview/cooking skill test.

10. The selection Committee reserves the right to reject any one or all applications without assigning any reason thereof.

11. If no experienced candidate applies, the selection will be based on marks/cooking skill test only.

12. 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.
- (d) Self-attested Xerox copy of Voter I'd card
- (e) Self-attested **Xerox** copy of **Resident Certificate issued by the competent authority**.
- (f) Any authenticated age proof certificate (for Head cook & Assistant Cook only).
- (g) Experience certificate as applicable.
- (h) Character certificate from local police station

GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR THE BOYS' HOSTEL

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

1. Head Cook (One)

- Male
- He 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 will be given preference & due weightage.
- Cook himself be perfectly hygienic in his 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.

APPLICATION FORM FOR THE POST OF HEAD-COOK (CONTRACTUAL) IN BOYS HOSTEL

(Fill the application Form in Block Letters in own handwriting)

1. Post Applied For:

2. Name & Address of the OAV : Odisha Adarsha Vidyalaya,
Jaharitoli, Nuagaon

Photo

3. Name of the Applicant :

4. Father's/Husband's Name:

5. Address

Present Address : AT-..... Po-.....

GP.....Block

District.....PIN Code

Permanent Address : AT-..... Po-.....

GP.....Block

District.....PIN Code

6. Mob. No :..... WhatsApp No:

7. Aadhar Card No:

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

Age as on the date of advertisement.....Years.....Months.....Days

10. Marital Status :.....

11. Category: Please tick (✓) whichever is applicable. GEN /SC/ ST/ SEBC/PwD

11. Experience in Hostel Management/ Cooking (In years) :

12. Educational Qualification:

Sl. No.	Exam Passed	Board/University	Year of Passing	Full Marks	Marks Obtained	Percentage
1	10 th					
2	+2					
3	Graduation					
4	Others(if any)					

13. Work Experience (If any):

Sl. No.	Nature of Work	Name of the Organization	Type of Organization (Govt./Pvt./Project/NGO)	Completed Years

12. Copy of self-attested documents enclosed (Please tick the certificate which is enclosed)

- HSC Certificate and Mark sheet
- +2 Certificate and Mark sheet
- Bachelor Degree Certificate and Mark sheet
- Any authenticated age proof certificate (for Head cook & Assistant Cook only).
- Resident Certificate
- Caste Certificate
- Character Certificate from local police station
- Aadhaar Card
- Voter ID Card
- Training / Experience Certificate in Hostel Management/Cookery (If any)
- Three (03) nos. of recent passport sized colour photo of the candidates

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 Applicant