

**GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR  
100 BEDDED GIRLS' HOSTEL & 100 BEDDED BOYS' HOSTEL  
AT ODISHA ADARSHA VIDYALAYA BALARAMPUR, RANPUR BLOCK,  
NAYAGARH DISTRICT**

The candidates are advised to go through the eligibility criteria for the following support staff in the Hostels of the **Odisha Adarsha Vidyalaya Balarampur, Ranpur Block, Nayagarh** and they may go for offline application after being satisfied that he/she is eligible for the posts as per stipulated eligibility criteria.

Sl. No.	Name of the Support Staff	Number of Support Staff for Girls' Hostel	Number of Support Staff for Boys' Hostel
1	Warden	01 (Female)	01 (Male)
2	Chowkidar-cum-Sweeper	01 (Male)	01 (Male)
3	Head Cook	01 (Female)	01 (Male)
4	Assistant Cook	02 (Female)	02 (Male)
<b>Total</b>		<b>05</b>	<b>05</b>

**1. Warden:**

- (a) Female for Girls' Hostel & Male for Boys' Hostel.
- (b) Qualification: B.A/B.Sc. from any recognized University.
- (c) She / He has to stay in the hostel 24X7
- (d) Age: 30-60 Years as on the 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 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 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:**

- (a) Male for both Girls' & Boys' Hostel
- (b) Remuneration: Rs.7500/-per month (including EPF share of employee & Employer)
- (c) Age: 21 to 32 years as on the date of advertisement
- (d) Qualification: He must have passed HSC Examination

## **3. Head Cook:**

- (a) Female for Girls' Hostel & Male for Boys' Hostel.
- (b) She / He has to stay in the hostel 24X7
- (c) Remuneration: Rs.9,000/- per month (including EPF share of employee & Employer)
- (d) Age: 30 to 40 years as on the date of advertisement.
- (e) If somebody is trained in cookery, she / he will be given preference & due weightage.
- (f) Cook herself / himself be perfectly hygienic in her / his dresses, cooking habits etc.
- (g) The committee staff conduct physical cooking of some items & evaluate the deliciousness/consumption of time preparation if the dishes/ hygienic condition of cooking & select the best.
- (h) The cook must be well conversant to use LPG.

## **4. Assistant Cook:**

- (a) Female for Girls' Hostel & Male for Boys' Hostel.
- (b) She / He has to stay in the hostel 24X7.
- (c) Remuneration: Rs. 6,750/- per month (including EPF share of employee & Employer)
- (d) Age: 21 to 32 years as on the date of advertisement.
- (e) Maximum 02 number of Assistant Cooks can be engaged in one Hostel.
- (f) Having experience in cooking and other characteristics as specified above in 3.

## **Duration of the 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 nearby blocks may be selected for the purpose. No candidates 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.

**APPLICATION FOR THE POST OF WARDEN / HEAD COOK / ASST. COOK /  
CHOWIKDAR-CUM-SWEEPER IN GIRLS' HOSTEL & BOYS' HOSTEL OF  
ODISHA ADARSHA VIDYALAYA BALARAMPUR, RANPUR BLOCK, NAYAGARH**

Fill the application form in Block / Capital letters.

**Application for \_\_\_\_\_ Hostel (Girls / Boys)**

1. Post Applied for :

2. Name of the Applicant :

3. Father's /husband 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 Dist. :

Pin Code :

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 Dist. :

Pin Code :

6. Date of Birth :

(DD/MM/YYYY)

In Words

Age as on the date of Advertisement:

Years

Months

Days

7. Aadhar Card No :

8. Category applied under :

UR/SEBC/SC/ST

9. Gender :

Fix a passport size  
recent colour  
photograph

10. Educational Qualification :

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

(Attach authentic document)

11. Contact No :

12. E-mail Id :

13. Copy of certificate to be enclosed (Self-Attested) (Please tick the certificate which is enclosed)

- i. HSC Certificate & Mark Sheet
- ii. +2 Certificate & Mark Sheet
- iii. Caste Certificate
- iv. Aadhar Card
- v. Residence Certificate
- vi. Certificate of Experience in Hostel Management
- vii. 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 to the best of my knowledge and belief. If at any stage any information furnished by me is found to be false, then my candidature may be cancelled/ rejected without assigning any reason thereof.

Date:

Place:

Full Signature of the Applicant