

**GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR GIRLS' HOSTEL AT ODISHA
ADARSHA VIDYALAYA CHITALPUR, CUTTACK**

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

SI No	Name of the Support Staff	Number of Support Staff for Girls' Hostel
1	Chowkidar-cum-Sweeper	01
2	Head Cook	01
3	Assistant Cook	01
Total		03

1. Chowkidar-cum-Sweeper:

- (a) Male
- (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.

2. Head Cook:

- (a) Female.
- (b) She 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 will be given preference & due weightage.
- (f) Cook herself be perfectly hygienic in her 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.

3. Assistant Cook:

- (a) Female.
- (b) She 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 01 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 HEAD COOK / ASST. COOK /
CHOWIKDAR-CUM-SWEEPER IN GIRLS' HOSTEL OF
ODISHA ADARSHA VIDYALAYA CHITALPUR, CUTTACK

Fill the application form in block letter.

1. Post Applied for :

2. Name of the Applicant :

3. Father's /Husband'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 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 :

10. Marital Status :

Fix a passport
size
photographs

11. Experience if any :

12. Education Qualification :

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

13. Contact No :

14. E-mail Id :

(Attach authentic document)

15. Copy of certificate, if applicable, 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 found to be false then my candidature may be canceled/ rejected without assigning and reason thereof.

Date:

Place:

Full Signature of the Applicant