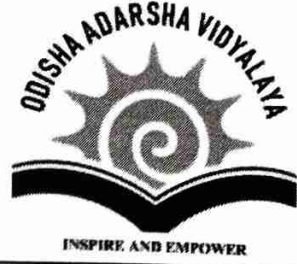




**OFFICE OF THE PRINCIPAL**  
**ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ ଦୁଆ, ବାଲିକୁଦା**  
AT-DUA, PO-BORIKINA, BLOCK-BALIKUDA, PIN-754110  
DISTRICT-JAGATSINGHPUR, UDISE CODE- 21110110202  
SCHOOL CODE-17557, CBSE Affiliation No.-1520444  
Email ID- balikuda@oav.edu.in Contact No.-7008944617



Letter no.- 529

Date- 13/01/2026

**NOTIFICATION**

- This advertisement is issued to engage Support Staff in the Hostel for Girls of the Odisha Adarsha Vidyalaya, Dua, Balikuda for smooth running of the hostel pursuant to the guidelines issued vide OAV letter No.4023/OAVS dated 07.08.2025. As per the guidelines the applications are invited from eligible candidates for the following posts.
  - Warden
  - Head Cook
  - Assistant Cook
  - Chowkidar – cum - Sweeper
- Duration of the engagement :-For one year
- On expiry of one year period of engagement the fresh engagement shall be made with a gap of at least one working day basing on the satisfactory performance of the employee.

**A) GIRLS' HOSTEL**

Sl	Name of the Post	No. of Posts	Gender	Age as on date of advertisement	Educational Qualification	Experience	Consolidated Monthly Remuneration including EPF share of Employee & Employer
1	Warden	01 (One)	Female	30 to 60 Years	B.A / B.Sc	At least 02 years in Hostel management	Rs. 21,175/-
2	Head Cook	01 (One)	Female	30 to 40 Years	-----	Having Experience in Cooking	Rs. 9,000/-
3	Assistant Cook	02 (Two)	Female	21 to 32 Years	-----	Having Experience in Cooking	Rs. 6,750/-
4	Chowkidar – cum – Sweeper	01 (One)	Male	21 to 32 Years	HSC Passed	-----	Rs. 7,500/-

Documents to be attached (Self-attested Xerox copy only)

- (a) Three copies of recent colored passport size photograph,
- (b) Voter ID/PAN Card/Aadhar Card/Any other authenticated ID Proof,
- (c) Any authenticated age proof certificate(If any)
- (d) Residential/Nativity Certificate by the competent authority
- (e) Experience certificate(for the post of warden ,head cook and assistant cook)
- (f) Certificate in support of educational qualification up to graduation for the post of warden
- (g) Certificate in support of educational qualification(matric) for the post of chowkidar cum sweeper.
- (h) Certificate in support of educational qualification for the post of head cook and assistant cook(if any)

The application form completed in all respect along with relevant enclosure may be submitted to the Odisha Adarsha Vidyalaya, Dua, Balikuda Address: At-Dua, Po – Borikina, Block- Balikuda, Dist – Jagatsinghpur, Odisha , Pin - 754110 in a closed envelop super scribed "Application for the post of WARDEN /HEAD COOK /ASST. COOK/ CHOWKIDAR- CUM- WATCHMAN for Girls' Hostel of OAV, Dua, Block – Balikuda" through Registered /Speed post only.

For Any Query contact - **7008944617**.

The last date of receiving application forms is **30/01/2026**.

Applications received after the due date shall not be entertained.

In all cases the Guidelines stipulated in Letter No. 4023 Dt. 07.08.2025 of the State Project Director, OAVS, Bhubaneswar is final.

*Ajit Pradhan*  
13/01/26  
Principal  
Odisha Adarsha Vidyalaya  
Dua  
Block-Balikuda  
Principal  
OAV, Dua,  
Block - Balikuda

# **APPLICATION FORM FOR THE APPOINTMENT OF SUPPORTING STAFF OF HOSTEL**

1. Application for the post of :

2. Name :

3. Age as on 01.11.2025 :

4. Date of Birth :

5. Marital Status :

6. Address for Communication :

7. Resident Distance from  
school premises in K.M :

8. Local residential : Yes ☐ No ☐

9. Experience if any :

10. Phone / Mobile :

11. Email :

12. Type Of Hostel Preferred : Boys ☐ Girls ☐

13. Educational Qualifications:

Sl No.	Qualification	Year of passing	Board/ University	Total Mark	Mark Secured	Percentage
1						
2						
3						
4						
5						
6						
7						

14. Professional Qualifications:

Sl No.	Qualification	Specialisation or Subjects	School/ College / University/ Institute	Year of passing
1				
2				

Recent  
Passport  
Size Photo

**15. Hobbies / Interests :**

**16. Languages Known :**

**17. Any other Information :**

**Required Documents:**

1. All Educational Certificate/ Mark sheet
2. Residential Certificate
3. Caste Certificate
4. Aadhar Card / Voter Id
5. Passport Size Colour Photo (4 Pcs)
6. Birth Certificate / HSC Passed Certificate ( With Clear Indication Of Date Of Birth )

**Declaration:**

I hereby declared that the above-mentioned information is correct to the best of my knowledge and I will solely be responsible for any discrepancy found therein.

Date :

Place :

Signature of Candidate