



ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ, ପେଣ୍ଡାବାହାଳ, ନାକ୍ତିଦୂଳ, ସମ୍ବଲପୁର  
ODISHA ADARSHA VIDYALAYA, PENTHABAHAL  
NAKTIDEUL, SAMBALPUR

At: Penthabahal, Po/Ps: Naktideul, Dist.: Sambalpur, PIN: 768118  
Email :naktideul@oav.edu.in Estd. : 2020



Under the Dept. of School & Mass Education, Govt. of Odisha  
AFFILIATION NO-1520395 UDISE CODE-21030710402 SCHOOL CODE-17496

**ADVERTISEMENT FOR CONTRACTUAL ENGAGEMENT IN  
DIFFERENT POST IN GIRL'S HOSTEL OF ODISHA ADARSHA  
VIDYALAYA, PENTHABAHAL, NAKTIDEUL BLOCK,  
SAMBALPUR DISTRICT.**

Applications are invited from eligible candidates (Female candidates for warden & Cooks, Male candidate for Chowkidar-cum-Sweeper) for filling up following different support staff of Girl's Hostel Odisha Adarsha Vidyalaya, Penthabahal, Naktideul Block, Sambalpur for the session 2026-27. The engagement is purely Contractual and temporary in nature with consolidated remuneration (including EPF Share of employee and Employer) and is renewable after one year of service subject to satisfactory performance.

The details Qualification and desired Qualification is given in the box

Sl. No.	Name of the Post	No of Post	Essential Qualification	Age (As on date of Advertisement)	Remuneration per month
01	Warden	01	B.A/B. Sc Experience: At least 02 years in Hostel Management	30-60 Yrs	Rs.21175.00
02	Head Cook	01	Trained in Cookery	30-40 Yrs	Rs.9000.00
03	Asst. Cook	02	Experience in Cooking	21-32 Yrs	Rs.6750.00
04	Chowkidar-cum-Sweeper	01	HSC Pass	21-32 Yrs	Rs.7500.00

Application form and other details can be downloaded from the District website (<https://sambalpur.odisha.gov.in/>). Interested candidates fulfilling the eligibility criteria may apply to the undersign by Speed post or Registered Post only to the Principal, Odisha Adarsha Vidyalaya , Penthabahal, Naktideul, Sambalpur, At-Penthabahal, Po/Ps-Naktideul, Dist-Sambalpur, Pin-768118, Odisha on or before dt:30.04.2026. The incomplete application forms received after due date shall be summarily rejected. The authorities will not be responsible for any postal delay. Further the authorities reserve the right to cancel any or all of the applications without any reason thereof.

By order of Collector-cum-Chairman OAVs

  
Principal  
OAV Penthabahal  
Naktideul, Sambalpur



**ODISHA ADARSHA VIDYALAYA SANGATHAN**  
**GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR GIRL'S HOSTEL**

**1. Warden: (One)**

- Female candidate only.
- Qualification: B.A/B. Sc from any recognized University.
- 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 her duties, she may be paid monthly remuneration of Rs. 3000/- in addition to her own salary. But 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 candidate only.
- Remuneration: Rs. 7,500/- per month (including EPF share of Employee & Employer).
- Age 21 to 32 Years as on date of Advertisement.
- Qualification: He must have passed HSC Examination.

**3. Head Cook (One)**

- Female candidate only.
- 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, she will be given preference & due weightage.
- Cook herself 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.

#### **4. Assistant Cook (Two)**

- Female candidate only.
- 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.

#### **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 upon the satisfactory performance of the employee.

#### **Process of engagement:**

- Advertisement will be published in local dailies.
- Fifteen days' time duration may be given for inviting application from intending candidates.
- Preference shall be given to the 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 posts stated above.
- Qualification for the different posts may be taken from the above list.



**APPLICATION FORMAT FOR ENGAGEMENT OF SUPPORT STAFF IN GIRL'S HOSTEL OF  
ODISHA ADARSHA VIDYALAYA, NAKTIDEUL OF SAMBALPUR DISTRICT.**

1. Name of Post applied for (In Block Letters): \_\_\_\_\_
2. Name of the Candidate (in Block letters): \_\_\_\_\_
3. Father/Husband's Name: \_\_\_\_\_
4. Present Address: \_\_\_\_\_
5. Permanent Address: \_\_\_\_\_
6. Email ID and Contact No.: \_\_\_\_\_
7. Nationality: \_\_\_\_\_
8. Date of Birth: \_\_\_\_\_
9. Age as on Date of Adv: \_\_\_\_\_
10. Sex (Male/Female): \_\_\_\_\_
11. Category (SC/ST/SEBC/GENERAL) \_\_\_\_\_
12. Marital Status (Married/Unmarried): \_\_\_\_\_
13. Employment Exchange Registration No.: \_\_\_\_\_

Recent Self  
Attested  
Passport Size  
Photograph

14. Educational Qualification:

Exam Passed	Board/University/Institution	Years of Passing	Total Marks	Mark secured	% of Mark
10 <sup>th</sup>					
+2					
+3(Graduation)					
Others					

15. Work experience if any:

Designation	Nature of Work	Name of the Organisation	Type of Organisation (Govt/Pvt/Project/NGO)	Period of Service		
				From	To	Completed Years

**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 cancelled/ rejected without assigning and reason thereof.

Place:

Date:

**Full Signature of Candidate**

**Documents to be attached**

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

1. HSC Certificate & Mark sheet
2. +2 Certificate & Mark sheet
3. BA/B. Sc Certificate & Mark sheet
4. Caste Certificate
5. Aadhar Card
6. Residence Certificate
7. Experience Certificate
8. Employment Registration Certificate
9. 03 recent passport size photographs (self attested). One Photograph must be affixed to the application form in the box specified.

