

GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR THE POST OF (WARDEN / HEAD COOK / ASST. COOK / CHOWIKDAR-CUM-SWEEPER) IN HOSTEL OF ODISHA ADARSHA VIDYALAYA, BEGUNIA (BOYS), BOLAGARH (BOYS), TANGI (GIRLS), KHORDHA (BOYS), OAV, BALIPATNA (GIRLS), BOLAGARH (GIRLS) AND JATNI (BOYS & GIRLS) IN KHORDHA DISTRICT

The candidates are advised to go through the eligibility criteria for engagement of support staff in the Hostels of the following Odisha Adarsha Vidyalayas of Khordha district as per vacancies mentioned against each OAV and they may go for offline application after being satisfied that he/she is eligible for the post as per stipulated eligibility criteria.

SL. NO	NAME OF THE OAV	VACANT POSTS TO BE FILLED UP			
		WARDEN	NWS	HEAD COOK	ASST. COOK
1	BEGUNIA (Boys' Hostel)	1	1	1	2
2	BOLAGARH (Boys' Hostel)	1	1	1	2
3	KHORDHA (Boys' Hostel)	1	1	1	2
4	TANGI (Girls' Hostel)	1	1	1	2
5	BALIPATNA (Girls' Hostel)	0	0	1	1
6	JATNI (Girls' Hostel)	0	1	0	2
7	JATNI (Boys' Hostel)	0	0	1	2
5	BOLAGARH (Girls' Hostel)	0	0	0	1

1. Warden:

- Male for Boys' hostel and Female for Girls' hostel.
 - Qualification: B.A/B.Sc. only from any recognized University.
 - He/She has to stay in the hostel 24X7
 - Age: 30-60 Years as on the date of advertisement.
 - Experience: At least 02 years in hostel management only.
 - Remuneration: Rs. 21,175/- per month (including EPF share of employee & Employer)
- 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.

2. Chowkidar-cum-Sweeper:

- Male
- Remuneration: Rs.7500/-per month (including EPF share of employee & Employer)
- Age: 21 to 32 years as on the date of advertisement
- Qualification: He must have passed HSC Examination

3. Head Cook:

- Male for Boys' hostel and Female for Girls' hostel.
- He/She has to stay in the hostel 24X7
- 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/she will be given preference & due weightage.
- Cook himself/herself be perfectly hygienic in his/her dresses, cooking habits etc.
- 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.
- The cook must be well conversant to use LPG.

4. Assistant Cook:

- (a) Male for Boys' hostel and Female for Girls' hostel.
- (b) He/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 02 number of Assistant Cooks can be engaged in one Hostel.
- (f) Having experience in cooking and other characteristics as specified above in 3.

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.

Selection Process:

The original documents will be verified by Sub-committee at the time of interview. The sub-committee will decide the date, time & venue for interview of Warden and Chowkidar-cum-Sweeper in one day and practical cooking test on next day for Head Cook & Asst. Cook. The panel list of shortlisted candidates alongwith rejection list for individual posts of each OAV will be published in District Website and Notice board in concerned OAVs & O/o DEO, Khordha soon after approval of the committee.

The shortlisted candidates will be intimated to appear the interview and practical cooking test by the Principal concerned through Regd. Post & Notice Board. The eligible shortlisted candidates for the post of Warden will be selected through career based marks (60%), interview (20%) & experience (20%), Chowkidar-cum-Sweeper through interview only (100 marks) and the candidates for the post of Head Cook & Asst. Cook be selected only through practical cooking test (100 marks). Career assessment is to be done as per the prescribed format awarding marks for academic qualifications, Interview and experience for selection of Warden.

Education Level	Weightage (%)
10 th (Matriculation)	10
12 th (Intermediate)	20
Graduation	30

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.

PRINCIPAL

APPLICATION FOR THE POST OF(WARDEN / HEAD COOK / ASST.
COOK / CHOWIKDAR-CUM-SWEEPER) IN (BOY'S/GIRL'S) HOSTEL OF
ODISHA ADARSHA VIDYALAYA,(BLOCK), KHORDHA DISTRICT

Fill the application form in block letter.

Fix a passport size
photographs

1. Post Applied for :
2. Name of the Applicant :
3. Father's /Husband's Name :
4. Category : UR/SEBC/SC/ST
5. Nationality :
6. Religion :
7. Gender :
8. Date of Birth :

In words-

Age as on the date of Advertisement: Years..... Months..... Days.....

9. 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:

10. 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:

11. Aadhar Card No:

12. Education Qualification:

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

13. Contact No:

14. E-mail Id:

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

- HSC Certificate & Mark Sheet
- +2 Certificate & Mark Sheet
- Graduation (B.A/B.Sc only) certificate & Mark sheet
- Caste Certificate
- Aadhar Card
- Residence Certificate from the competent authority only
- Certificate of Experience in Hostel Management only
- Self-Attested passport size photographs

DECLARATION:

- 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.
- 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