



OFFICE OF THE PRINCIPAL

ODISHA ADARSHA VIDYALAYA, MAJHIGUDA

BLOCK-KOSAGUMUDA, DIST-NABARANGPUR

(A CBSE affiliated co-educational English medium School)

Affiliation No.: 1520110

E-Mail: kosagumuda@oav.edu.in

School Code: 17166

Letter No.: 269 /2026

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ADVERTISEMENT FOR CONTRACTUAL ENGAGEMENT TO DIFFERENT POSTS IN BOYS' HOSTEL OF ODISHA ADARSHA VIDYALAYA, MAJHIGUDA KOSAGUMUDA, NABARANGPUR DISTRICT

Applications are invited from eligible male candidates for filling up the following support staff posts in the Boys' Hostel of Odisha Adarsha Vidyalaya, Majhiguda, Kosagumuda. The engagement is purely contractual and temporary in nature, with consolidated remuneration (including the EPF share of the employee and employer) and is renewable after one year of service, subject to satisfactory performance.

The details of the qualifications and desired qualifications are given below:

Sl. No.	Name of the Post	No. of Posts	Essential Qualification	Age	Remuneration per Month
01	Warden	01	B.A./B.Sc. Experience: At least 02 years in Hostel Management	30-60 Years	Rs. 21,175/-
02	Head Cook	01	Trained in Cookery	30-40 Years	Rs. 9,000/-
03	Assistant Cook	02	Experience in Cooking	21-32 Years	Rs. 6,750/-
04	Chowkidar-cum-Sweeper	01	HSC Pass	21-32 Years	Rs. 7,500/-

Application forms and other details can be downloaded from the District website: <https://nabarangpur.odisha.gov.in>. Interested candidates fulfilling the eligibility criteria may apply to the undersigned by Speed Post or Registered Post only to: **Odisha Adarsha Vidyalaya, At – Majhiguda, P.O. – Kosagumuda, P.S. – Kosagumuda, Dist. – Nabarangpur, PIN – 764061 on or before 08.10.2026**, along with educational qualification certificates and experience certificates, if available.

Incomplete application forms and forms received after the 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 applications without assigning any reason thereof.

By order of Collector-cum-Chairman

Sd/-
Principal
OAV, Majhiguda, Kosagumuda

ODISHA ADARSHA VIDYALAYA SANGATHAN
GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR BOYS' HOSTEL

1. Warden – One Post

- Male candidate only.
 - Qualification: B.A./B.Sc. from any recognized University.
 - He has to stay in the hostel 24 × 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. Preference shall be given to local candidates, preferably from the block area. If not available, candidates from other adjacent blocks of the respective district may be considered.
 - II. If any in-service teacher of OAV is willing to discharge the duties of Warden in addition to his/her regular duties, he/she may be paid a monthly remuneration of Rs. 3,000/- in addition to his/her own salary. However, he/she must stay in the hostel during night hours and take all responsibilities.
 - III. Retired teachers, if willing and physically and mentally sound, within the age limit of 62 years as on the date of engagement, may be engaged as Warden.

2. Chowkidar-cum-Sweeper – One Post

- Male candidate only.
- Remuneration: Rs. 7,500/- per month (including EPF share of Employee & Employer).
- Age: 21–32 years as on the date of advertisement.
- Qualification: He must have passed the HSC Examination.

3. Head Cook – One Post

- Male candidate only.
- He has to stay in the hostel 24 × 7.
- Remuneration: Rs. 9,000/- per month (including EPF share of Employee & Employer).
- Age: 30–40 years as on the date of advertisement.
- If a candidate is trained in cookery, he will be given preference and due weightage.
- The cook should maintain proper hygiene in his dress, cooking habits, etc.
- The committee shall conduct a practical cooking test and evaluate the taste, time taken for preparation, hygienic condition of cooking, etc., and select the best candidate.
- The cook must be well conversant with the use of LPG.

4. Assistant Cook – Two Posts

- Male candidate only.
 - He has to stay in the hostel 24 × 7.
 - Remuneration: Rs. 6,750/- per month (including EPF share of Employee & Employer).
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- Age: 21–32 years as on the date of advertisement.
- Maximum 02 Assistant Cooks can be engaged in one hostel.
- Candidates having experience in cooking and possessing other required characteristics shall be preferred.

Duration of Engagement

On expiry of one year of engagement, fresh engagement shall be made with a gap of at least one working day, based on the satisfactory performance of the employee.

Preference for Engagement

Preference shall be given to local candidates.



**APPLICATION FORMAT FOR ENGAGEMENT OF SUPPORT STAFF IN BOYS' HOSTEL OF
ODISHA ADARSHA VIDYALAYA, MAJHIGUDA, KOSAGUMUDA, NABARANGPUR DISTRICT**

1. Name of Post Applied for: _____
2. Name of the Candidate (in Block Letters): _____
3. Father'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 Advertisement: _____
10. Marital Status (Married/Unmarried): _____
11. Employment Exchange Registration No.: _____

Recent Self-
Attested
Passport Size
Photograph

12. Educational Qualification:

Examination Passed	Board/University/Institution	Year of Passing	Maximum Marks	Marks Secured	Percentage
10th					
+2					
+3 (Graduation)					
Others					

13. Work Experience, if any:

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

DECLARATION

I do hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place: _____

Date: _____

Full Signature of Candidate

Documents to be attached

- Self-attested photocopies of all certificates and mark sheets (HSC onwards) in support of Educational Qualification, Experience Certificate, Caste Certificate, Residence Certificate and valid Employment Registration Card.
- Two recent passport-size photographs (self-attested). One photograph must be affixed to the application form in the box specified.
- Self-attested photo identity card (Aadhaar/Voter ID/PAN Card/Driving Licence).
- Two self-addressed stamped envelopes.

