

**OFFICE OF THE DISTRICT EDUCATION OFFICER, NABARANGPUR**

No. 3335 /2018

Date 28.07.2018.

**ADVERTISEMENT**

Applications are invited from interested eligible candidates for the post of Chowkidar-cum-Sweeper, Head Cook and Asst. cook for OAV, Chandahandi, Umerkote and Kosagumuda of Nabarangpur District on contractual basis for smooth running of Girls Hostel. The eligibility criteria, age limit, Number of post and remuneration of the post and others has been noted against the respective posts as furnished below. The application must be sent to the District Education Officer, Nabarangpur through **SPEED OR REGISTERED** post only. The envelope must be superscribed as "Application for the post of \_\_\_\_\_ Odisha Adarsha Vidyalaya". The application must be accompanied with 02 (Two) no's of photographs and self attested Xerox copies of relevant certificates if any applicable to the post.

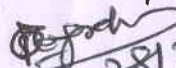
Sl No	Name of the post	No of posts	Remuneration	Age limit (age as on date of advertisement)	Eligibility	Remarks
01	Chowkidar-cum-Sweeper	01(one)	3000/- P.M consolidated	21 to 32 years	HSC pass	
02	Head Cook	01(one)	3000/- P.M consolidated	21 to 35 years	He/she should be perfectly hygienic in his/her dresses; cooking habits. He/she must be well conversant to use LPG and experience in cooking.	Preference will be given to female as they will work in Girls hostel.
03	Asst .Cook	02(Two)	2500/- P.M. consolidated	21 to 32 years	He/she should be perfectly hygienic in his/her dresses; cooking habits. He/she must be well conversant to use LPG and experience in cooking.	Preference will be given to female as they will work in Girls hostel.

The last date of receipt of the application form is **13.08.2018** during office hours.

The application received beyond the dateline, in ordinary post, incomplete application and application without enclosures will be summarily rejected.

The details of the post its eligibility and selection criteria has been given in the OAV letter No-2305.Dated 25.09.2017 & Application form which is available in the District Website [www.nabarangpur.nic.in](http://www.nabarangpur.nic.in). The same may be downloaded from the said website.

By order of Collector, Nabarangpur

  
28/7/18  
District Education Officer,  
Nabarangpur

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**ODISHA ADARSHA VIDYALAYA SANGATHAN**

N-1/9, Nayapalli, PO: Sainik School, Bhubaneswar - 751005

Phone No. 0674-2302324, Email-oavsbbsr.od@gov.in

No. 2303 /OAVS/17, Date 25-09-2017

File no. 319/OAVS/17



From,

Sri Ratnakar Rout, IAS  
State Project Director  
& Ex-officio Additional Secretary to Govt.,  
S & ME Deptt., Govt. of Odisha

To,

The Collector & District Magistrate,  
Angul, Bolangir, Baragarh, Boudh, Ganjam, Gajapati, Kalahandi, Keonjhar,  
Koraput, Malkangiri, Mayurbhanj, Nabarangpur, Nuapada, Sonepur,  
Sundergarh

Sub:- **To finalise the selection of support staff for girls hostel in the premises of OAVs.**

Madam/Sir,

With reference to the subject cited above, it is to intimate that the hostel buildings for 100 girls are going to be completed in the premises of the Odisha Adarsha Vidyalayas and the contractors will hand over the buildings to the School & Mass Education Department of the State very soon. Now the support staff i.e. one warden, one head cook, two asst. cooks and one chowkidar per hostel need to be selected & kept in readiness for their immediate engagement to make hostels functional. A detailed guideline for the selection of support staff for the hostel is annexed for your kind reference.

It is therefore, requested to start with the selection process of support staff for the hostels to be made functional from the year 2017-18. The process of selection may be completed by **15<sup>th</sup> November, 2017** positively. The list of the hostels to be made functional is enclosed for kind information.

Encl. - As above

Yours faithfully,

*[Signature]*  
25.09.2017  
State Project Director

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18/10/17

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DAV  
D  
10/11/17

*[Handwritten]*  
4847  
13.10.17

MAHARAJA STATE INSTITUTE OF TECHNOLOGY

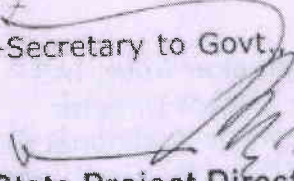
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Memo No. 2304

Date 25-09-2017

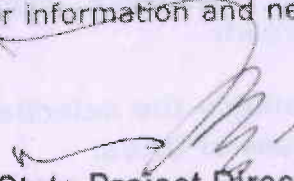
Copy submitted to the Commissioner-cum-Secretary to Govt. S & ME Deptt. for favour of kind information.

  
25.09.2017  
State Project Director

Memo No. 2309

Date 25-09-2017

Copy submitted to the DEOs of Angul, Bolangir, Baragarh, Boudh, Ganjam, Gajapati, Kalahandi, Keonjhar, Koraput, Malkangiri, Mayurbhanj, Nabarangpur, Nuapada, Sonepur, Sundergarh for information and necessary action.

  
25.9.2017  
State Project Director

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# ODISHA ADARSHA VIDYALAYA SANGATHAN

## GUIDELINES FOR ENGAGEMENT OF EMPLOYEES IN THE GIRLS' HOSTEL

The following employees will be engaged in the Girls' Hostels of the Odisha Adarsha Vidyalayas for smooth running of the hostels .

### Warden 1 (One)

- Qualification: BA/Bsc with BEd
- Age: 40-60 years as on the date of advertisement
- Experience: At least 02 years in hostel management.
- Remuneration: Rs. 5000/- per month
- Preference shall be given to the experienced, widows & destitutes

i) The preference shall be given to the local candidate preferably from the block area. If not available, then from the respective District.

ii) If any in service lady teacher of OAV is willing to discharge the duties of a warden in addition to her duties, she may be paid monthly honorarium of Rs 3000/- in addition to her salary. But, she must have to stay in the hostel even during the night hours.

iii) Retired lady teacher, if willing & physically & mentally sound within the age limit of 62 years as on the date of the engagement may be engaged as warden.

### 1. Chowkidar-cum-Sweeper

- Rs. 3000/- per month
- Age -21 to 32 years as on the date of advertisement
- Qualification: He must have passed HSC Examination

## 2. Head Cook :

- Rs. 3000/- per month
- Age -21 to 35 years as on the date of advertisement.
- Female cook should be preferred (because they will work in girls' hostel)
- If somebody is trained in cookery, he/she will be given preference & due weightage.
- Head cook / Asst cook should himself/herself be perfectly hygienic in his/her dresses, cooking habits etc.
- The committee shall 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 Head cook/ Asst. cook must be well conversant to use LPG

## 3. Assistant Cook.

- Rs. 2500/- per month.
- Age -21 to 32 years as on the date of advertisement.
- Having experience in cooking & other characteristics as specified above as paragraph-3.

## Committee for selection of employees.

A committee will be formed under the chairmanship of the Collector & Chairman OAV of the district for selection of employees for the girls' hostel

- |  |                   |
|--|-------------------|
| 1. Collector & District Magistrate -         | Chairman          |
| 2. Principal of the Adarsha Vidyalaya -      | Member            |
| 3. District Education Officer -              | Member (Convener) |
| 4. District Project Coordinator (SSA) -      | Member            |
| 5. Head master of nearby Govt. High School - | Member            |

Duration of the engagement : -  
Type of engagement : -

**For one year  
Contractual**

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

**How remuneration will be released: -**

After getting the engagement order from the Principal & joining in duty, the remunerations will be released through the school committee after his/her satisfactory performance. Acquittance Register will be maintained for the purpose.

**Process of Engagement : -**

- Advertisement will be published in local dailies.
- Fifteen days time may be given for inviting application from intending candidates.
- 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 candidates from nearby blocks may be selected for the purpose but no one outside the district should be recruited against the posts stated above.
- Qualification for the different posts may be taken from the above list.

**APPLICATION FORM**  
**(To be submitted by registered post/speed post only)**

Application for the post of \_\_\_\_\_ in Odisha Adarsha Vidyalaya of Chandahandi / Umerkote & Kosagumuda of Nabarangpur District.

01. Name of the Applicant -----  
(In Block Letters)

Mother's Name: -----

03 Father's Name: -----

04. Sex -----

05. Caste: -----

06. Whether belongs to widow/Destitute -----

If so, please tick the appropriate box:

for Destitute

07. Date of Birth (in figures); -----

In words; -----

(Proof of age should be submitted)

08. Educational qualifications;

Exam passed	Name of the board/Council/university from which passed	Division obtained	Marks secured	Total marks	percentage
HSC or Equivalent					
+2					
+3					
Professional if any					

09. Permanent Address; -----  
-----  
-----

(Voter identity card and Residence Certificate to be attached)

10. Address for correspondence; -----  
-----  
-----

Contact No; -----

Affix two recent  
passport size  
photos here

(P.T.O)

11. Experience if any -----  
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(To be supported with necessary certificate from the competent authority)

**DECLARATION**

1. I do hereby declare that i have gone through the advertisement and i am eligible for the post .I am fully aware of the terms of the recruitments and agree to abide by them.
  
02. The information furnished by me in the Application is true to the best of my knowledge and belief. If at any stage any information furnished by me is found to be false the candidature may be cancelled without assigning any reason thereof.

Date; -----

Place; -----

**Signature of the Applicant**