

## OFFICE OF THE DISTRICT EDUCATION OFFICER, NABARANGPUR

NO. 3806 / GH- 106/19-20.Dated the 30/6 July, 2019.ADVERTISEMENT


Applications are invited from interested eligible candidates for Warden on Contractual basis of Odisha Adarsha Vidyalaya Raigarh, Dabugan, Chaandahandi, Umerkote, Tentulikhunti of Nabarangpur District for smooth running of Girls Hostel as detailed below. The eligibility criteria, age limit, Number of posts and remuneration of the post and others has been noted against the post. The application must be sent to the District Education Officer, Nabarangpur through **Speed post or Registered post** only. The envelop must be super scribed as "Application for the post of Warden O.A.Vs". The application must be accompanied with 02 nos. 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
1	Warden	05 (five)	Rs.5000/- (Rupees five thousand )p.m.,	40-60 Years ( 62 for retired lady teacher)	BA/ B.Sc. with B.Ed with 02 years experience in Hostel management	Preference shall be given to experienced, widows and destitute of local candidates preferably from the Block area.

The last date of receipt of the Application Form is 14.08.2019 during office hour.

The applications received beyond the date line, in ordinary post, incomplete application and application without its enclosures will be summarily rejected.

The details of the post, its eligibility and selection criteria has been given in the OAV Lr.No. 1744/ dt. 13.07.2017 & 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.

  
 Collector-cum-Chairman, OAVs,  
 Nabarangpur.



# ODISHA ADARSHA VIDYALAYA SANGATHAN

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

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

Letter No. 1744 /OAVS/17 Date 13/07/2017

From

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

To

The Collector & District Magistrate,  
Bolangir, Dhenkanal, Ganjam, Keonjhar, Koraput, Mayurbhanj,  
Nawarangapur, Nuapada

Sub: To finalise the selection of support staffs 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 engaged & kept in readiness to make the 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 **16<sup>th</sup> August, 2017** positively. The list of hostels to be made functional is annexed for kind information.

Yours Faithfully

State Project Director

Memo 1745, Dated. 13/07/2017

Copy submitted to the PS to the Commissioner-cum-Secretary to Govt. S & ME Department for kind information of the Commissioner-cum-Secretary & VC-EC, OAVs.

State Project Director

Memo 1746, Dated. 13/07/2017

Copy submitted to the DEOs of Bolangir, Dhenkanal, Ganjam, Keonjhar, Koraput, Mayurbhanj, Nawarangapur, Nuapada for information and necessary action.



# 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



Duration of the engagement -

For one year

Type of engagement -

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 applications 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

N.B. All the above engagements must be completed before 30th April 2017



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 of 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            |

(11)

## APPLICATION FORM

( To be submitted in Regd Post/ Speed Post only)

Application for the post of \_\_\_\_\_ in Odisha Adarsha Vidyalaya  
of Dabugam/ Raighar of Nabarangpur District for Smooth Running of Girls Hostel.

1. Name of the Applicant: \_\_\_\_\_  
(In Block Letter)
2. Mother's Name : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Sex : \_\_\_\_\_
5. Caste : \_\_\_\_\_

Affix two  
recent  
passport  
size photos  
here

6. Whether belongs to widow/ destitute : \_\_\_\_\_

If so, please tick the appropriate box: For widow  For Destitute

7. Date of Birth(in figure) : \_\_\_\_\_

In words : \_\_\_\_\_

(Proof of age should be submitted)

8. Educational Qualification:

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)					

9. Permanent Address : \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(Water Identity Card and Residence Certificate to be attached)

DTN



170

10. Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact No: \_\_\_\_\_

11. Experience if any.  
\_\_\_\_\_

(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 recruitment and agree to abide by them.
2. 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 then my candidature may be cancelled without assigning any reason thereof.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of the Applicant.