

**ODISHA ADARSHA VIDYALAYA JAHARITOLI,
BLOCK-NUAGAON, DIST- SUNDARGARH**

PIN-770035, UDISE NO-21051304602 Email id- nuagaon@oav.edu.in

CBSE Affiliation No.- 1520172 School Code-17258



Letter No:295/OAVJAH/ 25

Date: 08.11.2025

To,

The District e Governance Manager (DeGM),
Collectorate, Sundargarh.

Sub: To publish the given advertisement on Dt.08.11.2025(Saturday) in district website-reg

Sir,

Please find herewith the enclosed copy of Advertisement Material regarding engagement of the following posts on Contractual basis in Odisha Adarsha Vidyalaya Jaharitoli, Nuagaon of Sundargarh District for wide circulation.

- | | | |
|---------------------------------|---|----------|
| 1) Warden (Male) | = | 01 post. |
| 2) Cook (Male) | = | 01 post. |
| 3) Asst. Cook (Male) | = | 02 post. |
| 4) Chowkidar-cum-Sweeper (Male) | = | 01 post |

I request you to kindly web hoist the said Advertisement by 08.11.2025 positively in the District Website www.sundargarh.odisha.gov.in for information of all concerned. Hope for your kind cooperation.

This is for your information and necessary action.

Encl.: As above.

Yours faithfully,


Principal
Odisha Adarsha Vidyalaya
Jaharitoli, Nuagaon Block
Dist-Sundargarh

Memo No. 296/OAVJAH/25

Date . 08.11.2025

Copy submitted to Chief Executive Officer, DMF, Sundargarh for information.

Copy to PA to Collector for information of the Collector, Sundargarh.

Copy to DEO Sundargarh for information .

Copy to BDO Nuagaon for information .


Principal
Odisha Adarsha Vidyalaya
Jaharitoli, Nuagaon Block
Dist-Sundargarh

ADVERTISEMENT FOR ENGAGEMENT OF SUPPORT STAFF

IN BOYS' HOSTEL OF OAV JAHARITOLI, NUAGAON, SUNDARGARH

1. Applications are invited from eligible candidates for filling up different support staff for Boys' hostel of Odisha Adarsha Vidyalaya Jaharitoli, Nuagaon, Sundargarh for the session 2025-26. This engagement is purely contractual and temporary in nature with consolidated remuneration (including EPF Share of employee & Employer). On expiry of one 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.

2. Details of the post & eligibility criteria for Boys' Hostel

| Sl. No. | Name of the post | No. of post | Gender | Essential Qualification | Age (as on 08.11.2025) | Remuneration per month (including EPF Share of employee & Employer) |
|---------|-----------------------|-------------|--------|---|------------------------|---|
| 1 | Warden | 1 | Male | B.A/ B.Sc. from any recognized university, Experience: At least 02 years in Hostel Management | 30-60 years | Rs. 21,175.00/- |
| 2 | Chowkidar-cum-Sweeper | 1 | Male | HSC Pass | 21-32 years | Rs. 7,500.00/- |
| 3 | Head Cook | 1 | Male | Experience in cooking | 30-40 years | Rs. 9,000.00/- |
| 4 | Assistant Cook | 2 | Male | Experience in cooking | 21-32 years | Rs. 6,750.00/- |

3. The application form completed in all respect along with relevant documents may be submitted to the **PRINCIPAL OAV JAHARITOLI, AT-JAHARITOLI, PO- PURUNAPANI, BLOCK-NUAGAON, DISTRICT-SUNDARGARH, PIN-770035** by Speed post or Registered post only and in a closed envelop super scribed with "**Application for the post of WARDEN/CHOWKIDAR-CUM- SWEEPER/HEAD COOK/ASSISTANT COOK FOR BOYS' HOSTEL**" on or before 24.11.2025. Application form and other details can be downloaded from the District website (<http://sundargarh.odisha.gov.in>).

4. The last date of receiving application form is **24.11.2025 (Monday)**. Applications received after the due date shall not be entertained.

5. Don't submit the application forms by hand in the Vidyalaya Office or by Mail

6. All candidates who apply for any of the post must attend "**Documents Scrutiny**" at **10:00AM on 05.12.2025(Friday)** with all the original documents at **OAV Jaharitoli**. No letter or call or message will be given separately to the candidates for attending it. Attendance is mandatory. Please note that candidature will be canceled if the applicant is absent on the day of document scrutiny.

7. The selection Committee reserves the right to reject any one or all applications without assigning any reason thereof.

8. If no experienced candidate applies, the selection will be based on marks only.

9. Documents to be attached along with application form:

- (a) Duly filled of hostel application form.
- (b) Self-attested **Xerox** copy of all the educational certificates & mark sheets.
- (c) Self-attested Xerox copy of Aadhaar card/PAN card.
- (d) Self-attested Xerox copy of Voter I'd card
- (e) Self-attested **Xerox** copy of **Resident Certificate issued by the competent authority.**
- (f) Any authenticated age proof certificate (for Head cook & Assistant Cook only).
- (g) Experience certificate as applicable.
- (h) Character certificate from local police station

GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR THE BOYS' HOSTEL

The following support staff will be engaged in the Hostels of the Odisha Adarsha Vidyalaya Jaharitoli for smooth running of the hostels.

1 Warden: (One)

- Male for Boys' hostel.
 - Qualification: B.A/B.Sc from any recognized University.
 - He 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 his duties, He may be paid monthly remuneration of Rs. 3000/- in addition to his own salary. But he 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
- Remuneration: Rs. 7,500/- 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 (One)

- Male
- He 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, he will be given preference & due weightage.
- Cook himself 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)

- Male
- He 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 9.3

**APPLICATION FORM FOR THE POST OF WARDEN/HEAD COOK/ASSISTANT
COOK/CHOWKIDAR-CUM-SWEEPER (CONTRACTUAL) IN BOYS HOSTEL**

(Fill the application Form in Block Letters in own handwriting)

1. Post Applied For:

2. Name & Address of the OAV : Odisha Adarsha Vidyalaya,
Jaharitoli, Nuagaon



3. Name of the Applicant :

4. Father's/Husband's Name:

5. Address

Present Address : AT-..... Po-.....

GP.....Block

District.....PIN Code

Permanent Address : AT-..... Po-.....

GP.....Block

District.....PIN Code

6. Mob. No :..... WhatsApp No:

7. Aadhar Card No:

8. Date of Birth (DD/MM/YYYY) :.....

Age as on the date of advertisement.....Years.....Months.....Days

10. Marital Status :.....

11. Category: Please tick (v) whichever is applicable. GEN /SC/ ST/ SEBC/PwD

11. Experience in Hostel Management/ Cooking (In years) :

12. Educational Qualification:

| Sl. No. | Exam Passed | Board/University | Year of Passing | Full Marks | Marks Obtained | Percentage |
|---------|------------------|------------------|-----------------|------------|----------------|------------|
| 1 | 10 th | | | | | |
| 2 | +2 | | | | | |
| 3 | Graduation | | | | | |
| 4 | Others(if any) | | | | | |

13. Work Experience (If any):

| Sl. No. | Nature of Work | Name of the Organization | Type of Organization (Govt./Pvt./Project/NGO) | Completed Years |
|---------|----------------|--------------------------|---|-----------------|
| | | | | |
| | | | | |

12. Copy of self-attested documents enclosed (Please tick the certificate which is enclosed)

- HSC Certificate and Mark sheet
- +2 Certificate and Mark sheet
- Bachelor Degree Certificate and Mark sheet
- Any authenticated age proof certificate (for Head cook & Assistant Cook only).
- Resident Certificate
- Caste Certificate
- Character Certificate from local police station
- Aadhaar Card
- Voter ID Card
- Training / Experience Certificate in Hostel Management/Cookery (If any)
- Three (03) nos. of recent passport sized colour photo of the candidates

DECLARATION

I _____ do hereby declare that all statement made above are true, complete and correct to the best of my knowledge and belief. I also declare that my candidature is liable to be cancelled, if it is found subsequently that the information along with document submitted by me are false and fabricated

Date:

Place:.....

Full Signature of the Applicant