



OFFICE OF THE PRINCIPAL

ODISHA ADARSHA VIDYALAYA, LEPHRIPADA

BLOCK-LEPHRIPADA, DIST-SUNDARGARH, PIN-770011

Under the Deptt. Of School and Mass Education, Govt. of Odisha

EMAIL ID- lephripada@oav.edu.in, PH no – 7681063228



School no- 17409 ; Affiliated to CBSE, New Delhi, Affiliation no- 1520356 ; UDISE Code- 21051201304

Letter No- 2054/OAVLEP/2025

Date: 22.12.2025

To,

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

Sir,

Please find herewith the enclosed copy of advertisement regarding engagement of the following posts on contractual basis in OAV, Lephripada of Sundargarh district for wide publication.

For Boys' Hostel: -

1. Head cook (Male candidates only) = 01 Post
2. Assistant Cook (Male candidates only) = 02 post

For Girls' Hostel: -

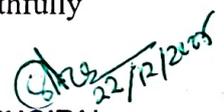
1. Chowkidar-cum-Sweeper (Male Candidates only) = 01 post
(HSC qualification)

I request you to kindly web hoist the said Advertisement by 22.12.2025 positively in the District Website for information of all concerned.

This is for favour of your kind information and necessary action.

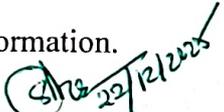
Encl.: As above.

Yours faithfully


PRINCIPAL
Odisha Adarsha Vidyalaya
Lephripada, Sundargarh

Memo No. 2055 / Date 22.12.2025

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


PRINCIPAL
Odisha Adarsha Vidyalaya
Lephripada, Sundargarh

Memo No. 2056 / Date 22.12.2025

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


PRINCIPAL
Odisha Adarsha Vidyalaya
Lephripada, Sundargarh



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Letter No- 2057/OAVLEP/2025

Date: 22.12.2025

ADVERTISEMENT FOR ENGAGEMENT OF SUPPORT STAFF IN BOYS' & GIRLS' HOSTELS OF OAV, LEPHRIPADA, BLOCK-LEPHRIPADA

1. Applications are invited from **eligible male candidates only** for filling up different support staff for Boys' and Girls' hostel (other than KGBV type-IV hostel) of Odisha Adarsha Vidyalaya ,Lephripada District-Sundargarh for the session 2025-26. This engagement is purely contractual and temporary in nature with consolidated remuneration (including EPF Share of employee & Employer) per month. 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. 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 posts stated below.**

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

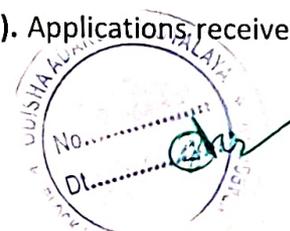
Sl. No.	Name of the post	No. of post	Gender	Essential Qualification	Age (as on 22.12.2025)	Remuneration Per month (including EPF Share of employee & Employer)
1	Head Cook	1	Male Candidates Only	Experience in cooking	30-40 years	Rs. 9,000.00/-
2	Assistant Cook	2	Male Candidates Only	Experience in cooking	21-32 years	Rs. 6,750.00/-

3. Details of the post & eligibility criteria for Girls' Hostel

Sl. No.	Name of the post	No. of post	Gender	Essential Qualification	Age (as on 22.12.2025)	Remuneration Per month (including EPF Share of employee & Employer)
2	Chowkidar-cum-Sweeper	1	Male Candidates Only	HSC Pass	21-32 years	Rs. 7,500.00/-

4. The application form completed in all respect along with relevant enclosure may be submitted to the **PRINCIPAL OAV LEPHRIPADA, SUNDARGARH AT/PO-CHHATENPALI, BLOCK- LEPHRIPADA, DISTRICT-SUNDARGARH, PIN-770011** by Speed post or Registered post only in a closed envelop super scribed with "**Application for the post of HEAD COOK FOR BOYS' HOSTEL or ASSISTANT COOK FOR BOYS' HOSTEL or CHOWKIDAR-CUM-SWEEPER FOR GIRLS' HOSTEL**" on or before 05.01.2026. Application form and other details can be downloaded from the district website (<http://sundargarh.odisha.gov.in>).

5. The last date of receiving application form is **05.01.2026 (Monday)**. Applications received after the due date shall not be entertained.



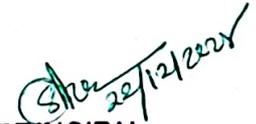
6. All the candidates those who have applied for Head Cook and Assistant cook post have to attend the document verification & Physical cooking skill test on 12.01.2026 (Monday) at 9:30AM to onwards. Candidates have to bring their own gas stove, utensils, raw food materials etc. School will not provide any substances.

7. All the candidates those who have applied for Chowkidar-cum-sweeper have to attend the document verification & interview on date 12.01.2026 (Monday) at 9.30 A.M to onwards.

8. 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/Any other authenticated ID proof.
- (d) Self-attested Xerox copy of Resident Certificate issued by the competent authority.
- (e) Any authenticated age proof certificate (Assistant Cook only).
- (f) Experience certificate (if any).
- (g) Two (02) nos. of recent passport sized colour photo of the candidate.

By the order of Block Development Officer, Lephripada


PRINCIPAL
Odisha Adarsha Vidyalaya
Lephripada, Sundargarh

GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR THE HOSTEL

The following support staff will be engaged in the Boys' & Girls' Hostels of the Odisha Adarsha Vidyalaya, Lephripada for smooth running of the hostels.

1. Head Cook (One post)

- Only Male candidates for Boys' hostel.
- He has to stay in the hostel 24X7.
- Remuneration: Rs. 9000/- 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.

2. Assistant Cook (Two post)

- Only Male candidates for Boys' hostel.
- 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 Boys' hostel.
- 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.

2. **Chowkidar-cum-Sweeper (One post)**

- Only Male Candidates for Girls' hostel.
- 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.



APPLICATION FORM

(FOR ENGAGEMENT OF SUPPORT STAFF IN HOSTELS OF OAV KAMALAGA, HEMGIR)

Application for the Post of _____

Applied for Hostel (Boys' or Girls Hostel): _____

1. Name in Full (In Block Letter): _____

2. Father's Name : _____

3. Permanent Address : _____

PIN _____

4. Address for Communication : _____

PIN _____

5. Contact Number : _____

6. E-Mail ID : _____

7. Gender : _____

8. Marital Status : _____

9. Date of Birth : _____

10. Age as on 20.12.2025 : _____

Affix self-attested
colour passport
size photograph

11. Educational Qualification :

Examination Passed	Institution/ University	Year of Passing	Total Marks (Excluding Extra optional)	Marks Secured (Excluding Extra optional)	Percentage of Secured Marks	Remarks
HSC/Matric						
+2/ Intermediate						
Others (If Any)						

12. Work Experience (If any):

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

13. Documents to be attached along with application form:

- Duly filled of hostel application form.
- Self-attested Xerox copy of all the educational certificates & mark sheets.
- Self-attested Xerox copy of Aadhaar card/PAN card/Any other authenticated ID proof.
- Self-attested Xerox copy of Resident Certificate issued by the competent authority.
- Any authenticated age proof certificate (for Assistant Cook only).
- Experience certificate as applicable.
- Two (02) nos. of recent passport sized colour photo of the candidate.

14. 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 Candidate