



Letter No. 462/2025

Date-20.12.2025

**ADVERTISEMENT FOR ENGAGEMENT OF SUPPORT STAFF
IN BOYS' & GIRLS' HOSTELS OF OAV KAMALAGA, HEMGIR**

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 Kamalaga, Hemgir, 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 20.12.2025)	Remuneration Per month (including EPF Share of employee & Employer)
1	Assistant Cook	1	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 20.12.2025)	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 KAMALAGA, HEMGIR, AT/PO-KAMALAGA, BLOCK-HEMGIR, DISTRICT-SUNDARGARH, PIN-770013** by Speed post or Registered post only in a closed envelop super scribed with "**Application for the post of ASSISTANT COOK FOR BOYS' HOSTEL or CHOWKIDAR-CUM-SWEEPER FOR GIRLS' HOSTEL**" on or before 03.01.2026. 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 **03.01.2026 (Saturday)**. Applications received after the due date shall not be entertained.

6. All the candidates those who have applied for Assistant cook post have to attend the document verification & Physical cooking skill test on **09.01.2026 (Friday)** at 9:30AM to onwards. Candidates have to bring their own gas stove, utensils, raw food materials etc. School will not provide any substances.

Check

7. All the candidates those who have applied for Chowkidar-cum-sweeper have to attend the document verification & interview on date 09.01.2026 (Friday) 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, Hemgir

Ashreek
20/12/25
PRINCIPAL
Odisha Adarsha Vidyalaya
Kamalaga, Hemgir

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 Kamalaga, Hemgir for smooth running of the hostels.

1. Assistant Cook (One 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.
- 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.

Ashreek

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): _____

Affix self-attested
colour passport
size photograph

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 : _____

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:

- (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 (for Assistant Cook only).
- (f) Experience certificate as applicable.
- (g) 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