



**OFFICE OF THE PRINCIPAL, ODISHA ADARSHA VIDYALAYA  
TELIPOSH, KUARMUNDA, DIST- SUNDARGARH**

PIN-770039, UDISE NO-21050805903, School code- 17256, CBSE Affiliation no.:-1520170  
Email id- oavkuarmunda@gmail.com , kuarmunda@oav.edu.in website - www.oav.edu.in

Letter No.02/TEP/2026

Date-05.01.2026

**EXTENSION OF LAST DATE FOR  
ADVERTISEMENT FOR ENGAGEMENT OF SUPPORT STAFF  
IN BOYS' HOSTEL OF OAV TELIPOSH, KUARMUNDA**

1. It is hereby notified that due to non-receiving of required application forms, the last date for applying for the post of **assistant cook** has been extended till **09.01.2026**.  
Other Terms & Conditions remains the same.

**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 16.12.2025)	Remuneration (including EPF Share of employee & Employer)
1	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 enclosure may be submitted to the **PRINCIPAL OAV TELIPOSH KUARMUNDA, AT-TELIPOSH PO-KUARMUNDA, BLOCK-KUARMUNDA, DISTRICT-SUNDARGARH, PIN-770039** by Speed post or Registered post only and in a closed envelop superscribed with "**Application for the post of ASSISTANT COOK FOR BOYS' HOSTEL**" on or before 09.01.2026. Application form and other details can be downloaded from the District website (<http://sundargarh.odisha.gov.in>).

**5. 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 Head cook & Assistant Cook only).
- Experience certificate as applicable.

*By order of Block Development Officer, Kuarmunda*

**Memo No. 03/TEP/2026**

Copy submitted to DeGM, Collectorate, Sundargarh requested to hoist the above advertisement in the district website.

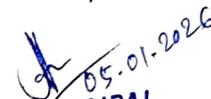
**Date-05.01.2026**

  
**PRINCIPAL  
OAV, TELIPOSH  
KUARMUNDA**

**Memo No. 04/TEP/2026**

Copy submitted to Welfare Extension Officer, Kuarmunda/ Block Education Officer, Kuarmunda/Block Development Officer, Kuarmunda for favor of your kind information and necessary action.

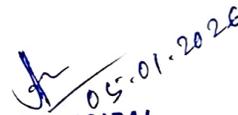
**Date-05.01.2026**

  
**PRINCIPAL  
OAV, TELIPOSH  
KUARMUNDA**

**Memo No. 05/TEP/2026**

Copy submitted to District Welfare Officer, Sundargarh/ District Education Officer, Sundargarh/Collector & DM-cum-Chairman of OAVs, Sundargarh/ State Project Director, OAVS, Bhubaneswar for favour of your kind information and necessary action.

**Date-05.01.2026**

  
**PRINCIPAL  
OAV, TELIPOSH  
KUARMUNDA**

## **GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR THE HOSTEL**

The following support staff will be engaged in the Hostel of the Odisha Adarsha Vidyalaya Teliposh, Kuarmunda for smooth running of the hostel.

### **1. Assistant Cook (Two)**

- Male 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 one Hostel.
- Having experience in cooking 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.

# APPLICATION FORM

(FOR ENGAGEMENT OF SUPPORT STAFF IN HOSTEL OF OAV TELIPOSH, KUARMUNDA)

Application for the Post of \_\_\_\_\_

Applied for Hostel (Boys'): \_\_\_\_\_

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 16.12.2025 : \_\_\_\_\_

Affix self-attested  
colour passport  
size photograph

### 11. Educational Qualification

Examination Passed	Institution/University	Year of Passing	Total Marks	Marks Secured (Excluding Extra optional)	Percentage of Secured Marks	Remarks
HSC/Matric						
+2/ Intermediate (Arts/Science/Commerce)						
+3/ Graduation (Arts/Science/Commerce)						
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 Head cook & Assistant Cook only).
- Experience certificate as applicable.
- Three (03) nos. of recent passport sized colour photo of the candidates.

### 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