



**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.27/TEP/2026

Date-17.01.2026

**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 **24.01.2026**. 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 08.11.2025)	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 **24.01.2026**. 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. 28/TEP/2026

Date-17.01.2026

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


**PRINCIPAL
OAV, TELIPOSH
KUARMUNDA**

Memo No. 29/TEP/2026

Date-17.01.2026

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


**PRINCIPAL
OAV, TELIPOSH
KUARMUNDA**

Memo No. 30/TEP/2026

Date-17.01.2026

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.


**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 numbers 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 08.11.2025 : _____

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:

- (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 Head cook & Assistant Cook only).
- (f) Experience certificate as applicable.
- (g) 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**