



# ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ

## OFFICE OF THE PRINCIPAL

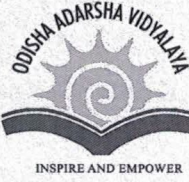
ODISHA ADARSHA VIDYALAYA CHHANAMERI, SANAKHEMUNDI, GANJAM

DEPARTMENT OF SCHOOL & MASS EDUCATION GOVT. OF ODISHA

(Affiliated to CBSE, New Delhi, and Affiliation No: 1520034, School Code: 17123)

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Contact No. 06814-291112



Letter no. 283/2022/OAV Chhanameri

Date: 02.08.2022

File No.- 39/GIRLS HOSTEL/2022

### Instructions to the applicants

1. This advertisement is issued to fill up the post of Warden & Head Cook in Girls Hostel of the Odisha Adarsha Vidyalaya Chhanameri, Sanakhemundi. Post will be filled up by the eligible candidate through a selection process by the Principal, OAV, Chhanameri, Sanakhemundi, Ganjam on merit / experience basis & interview.
2. Type of engagement :- Contractual
3. Duration of the engagement- One year
4. On expiry of one year period of contractual engagement the fresh contractual engagement shall be made with a gap of at least one working day basing on the satisfactory performance of the employee.

### **Educational Qualification / Selection Criteria for the different post in Girls Hostels of Odisha Adarsha Vidyalaya Chhanameri, Sanakhemundi, Ganjam.**

Sl No.	Name of the Post	No. of Post	Gender / Age as on 01.02.2021	Educational Qualification	Consolidated monthly remuneration	Remarks
1	Warden	1	Female 30 to 60 Year	B.A & B. Sc from any recognized University	Rs.7260/-	
2	Head Cook	1	Female 30 to 40	Not required	Rs. 4840/-	

### **For Warden:-**

1. Candidates from the same block where **Girls Hostel of OAV** is located will be preferred. In case of non-availability of eligible candidates, candidates from other blocks of this district will be considered.
2. If any in service lady teacher of OAV is willing to discharge the duties of a warden in addition to her duties she may be paid monthly honorarium of Rs.3000/- in addition to her salary. But she must have to stay in the hostel even during the

3. Retired lady teacher, if willing & physically & mentally sound within the age limit of 62 years as on the date of the engagement may be engaged as warden.
4. Preference shall be given to the experienced, widows & destitute.
5. At least 2Yrs. Experience in hostel management is preferable.

**For Head Cook:-**

1. If somebody is trained in cookery, he/she will give preference & due weightage.
2. Cook himself/herself is perfectly hygienic in his/her dresses, cooking habits etc.
3. The committee shall conduct physical cooking of some items & evaluate the delicious/consumption of time for preparation if the dishes/hygienic condition of cooking & select the best.
4. The cook must be well conversant to use LPG.


**Documents to be attached (Self-attested photocopy only)**

- (a) Three copies of recent colored passport size photograph,
- (b) Voter ID/ PAN Card/ Aadhaar Card/ Any other authenticated ID Proof
- (c) Mark Sheets/ Certificates.
- (g) Residential/Nativity Certificate by the competent authority,
- (h) Any authenticated age proof certificate.
- (i) Experience certificate. (If any)

The application form completed in all respect along with relevant enclosure may be submitted to the Principal, OAV Chhanameri, PO- Chhanameri, Via- Pudamari, Block- Sanakhemundi, Dist- Ganjam Pin-761014 in a closed envelop super scribed "Application for the post of Warden & Head Cook for the Girls Hostel OAV Chhanameri of Sanakhemundi Block" through Registered / Speed post only.

The Application form will be downloaded from the district website i.e WWW.GANJAM.NIC.IN

The last date of receiving application forms is 13.08.2022. Applications received after due date shall not be entertained.

  
Principal  
02/08/2022  
Principal  
Adarsha Vidyalaya  
Chhanameri, Sanakhemundi, Ganjam

**APPLICATION FOR ENGAGEMENT IN GIRLS HOSTEL OF**  
**OAV CHHANAMERI, SANAKHEMUNDII**

Affix attested  
copy of passport  
size  
**PHOTOGRAPH**

Application for the post of : **WARDEN/HEAD COOK**

1. Name in full ( in Block letter ) : .....

2. Father's / Husband's Name : .....

3. Permanent Address : .....

.....  
.....  
.....  
PIN-.....

4. Address for communication : .....

.....  
.....  
.....  
PIN-.....

5. Contact No. : .....

6. E-mail ID : .....

7. Gender : **Male / Female**

8. Marital Status : **Married / Unmarried**

9. Date of Birth : .....

.....  
**(In Words)**

10. Age as on **31.07.2022** : .....

**11. Educational Qualification :**

Examination Passed	Institution/ University	Total Marks	Marks secured	Marks secured (Excluding Extra Optional)	% of Marks / Division / Class	Year of Passing	Remarks
HSC							
+2 / Intermediate ( Arts / Science / Commerce )							
+3/Graduation ( Arts / Science / Commerce )							
Others ( if any )							

**12. Experiences :**

**13. Documents to be attached (Self-attested Xerox copy only)**

- (a) Three copies of recent colored passport size photograph,
- (b) Voter ID/ PAN Card/ Aadhaar Card/ Any other authenticated ID Proof
- (c) Mark Sheets/ Certificates.
- (g) Residential/Nativity Certificate by the competent authority,
- (h) Any authenticated age proof certificate.
- (i) Experience certificate

**DECLARATION:**

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

**Place:**

**Date :**

**Full Signature of the Candidate.**