



# ଓଡିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ

## ODISHA ADARSHA VIDYALAYA

KARAPALLI; BLOCK: RANGEILUNDA,  
DIST: GANJAM, ODISHA, PIN: 761002  
(UNDER DEPARTMENT OF S & ME, GOVT. OF ODISHA)  
(Email- [rangeilunda@oav.edu.in](mailto:rangeilunda@oav.edu.in))

AFFILIATED TO CBSE, NEW DELHI ,AFFILIATION No. - 1520088, SCHOOL No. -17151



No. 106/OAVKPL/2023

Date. 15.04.2023

### ADVERTISEMENT

Applications are invited from deserving candidates for the post of the Head Cook and an Assistant Cook for Girls Hostel OAV, Karapalli, Rangeilunda, Dist- Ganjam as the vacancies mentioned below in the table.

Sl No.	Name of the Post	Qualification	Age	Remuneration per month	Vacancy position	Remarks
1	Head Cook		30-40 yrs	9000/-	01	
2	Assistant Cook		21-32 yrs	6750/-	01	

Application and other details can be downloaded from the District website ([www.ganjam.nic.in](http://www.ganjam.nic.in)). Interested candidates fulfilling the eligibility criteria may apply by registered post only (Don't submit the application forms on hand in the Vidyalaya office or by Mail) to Odisha Adarsha Vidyalaya, At- Karapalli, Po- Narayanpur, Dist- Ganjam, Pin-761002 by date: 06.05.2023. The Incomplete application forms received after due date shall be summarily rejected. The authorities will not be responsible for any postal delay. Further the authorities reserve the right to cancel any or all the application without any reason thereof.

Principal

Odisha Adarsha Vidyalaya,  
Karapalli, Rangeilunda, Ganjam

Principal  
Odisha Adarsha Vidyalaya  
Karapalli, Ganjam

**ODISHA ADARSHA VIDYALAYA SANGATHAN**  
**GUIDELINES FOR ENGAGEMENT OF EMPLOYEES IN**  
**GIRLS' HOSTEL**

The following supporting staffs will be engaged in the Girls' Hostel of the Odisha Adarsha Vidyalaya for smooth running of the Hostel.

**1. WARDEN (FEMALE)**

- Remuneration Rs 21,175/- per month
- Qualification: B.A/B.Sc from any recognized University.
- Age – 30 to 60 years as on the date of advertisement
- Experience : At least 02 years of Hostel management

1. Preference shall be given to the local candidate preferably from the block area. If not available, then from the order adjacent block of respective district.
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 remuneration of Rs. 3000/- in addition to her own salary. But she must have to stay in the hostel even during the night hours.
3. Retired lady teachers, if willing and physically & Mentally sound within the age limit of 62 years as on the date of the engagement, may be engaged as warden.

**2. CHOWKIDAR- CUM- SWEEPER**

- Remuneration – Rs- 7500/- per month.
- Age- 21 to 32 years as on the date of advertisement.
- Qualification : He must have passed HSC Examination.

**3. HEAD COOK:**

- Remuneration – Rs 9000/- per month
- Age- 30 to 40 years as on the date of advertisement.
- If somebody is trained in cookery, he/ she will be given preference & due weightage.
- Cook himself/ herself be perfectly hygienic in his/ her dresses, cooking habits etc.
- The committee shall conduct physical cooking of some items & evaluate the deliciousness/ consumption of time for preparation if the dishes/ hygienic condition of cooking & select the best.



#### 4. ASST. COOK

- Remuneration – Rs 6750/- per month
- Age 21-32 years as on date of advertisement
- Maximum 02 number of Assistant cooks can be engaged in one OAV.
- Having experience in cooking and other characteristics
- If somebody is trained in cookery, She will be given preference & due weightage.
- Cook herself perfectly, hygienic in her dresses & cooking habits.
- The committee shall conduct physical cooking some items & evaluate the deliciousness/ consumption of time for preparation of the dishes / hygienic condition of cooking select the best.
- Must be well conversant to use LPG.



APPLICATION FOR THE POST OF HEAD COOK/ ASSISTANT COOK IN GIRLS HOSTEL, ODISHA  
ADARSHA VIDYALAYA, KARAPALLI, PO- NARAYANPUR, BLOCK- RANGEILUNDA, DIST- GANJAM

Fill the application form in block letter.

1. Post Applied for : .....
2. Name of the Applicant in (Block Letters).....
3. Father's/ Husband Name .....
4. Present Address.....  
House /Plot No :.....  
Pada/ Habitation Name.....  
Name of Revenue Village.....  
Name of G.P.....  
Name of Police Station.....  
Name of Dist.....  
Pin Code.....
5. (B)Present Address.....  
House /Plot No :.....  
Pada/ Habitation Name.....  
Name of Revenue Village.....  
Name of G.P.....  
Name of Police Station.....  
Name of Dist.....  
Pin Code.....
6. Date of Birth: ...../...../.....  
In Words .....  
Age as on the date of advertisement .....years.....Months.....days
7. Aadhar Card No:.....
8. Category applied Under .....  
UR : .....SC: .....ST:.....SEBC.....PH.....
9. Employment exchange registration No & Date.....
10. Gender :.....

Sl. No	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks Obtained	Percentage

12. Contact No.....

13. E-mail Id.....

14. Copy of certificates to be enclosed (Self- Attested) (Please tick the certificate which is enclosed)

- i. HSC Certificate & Mark Sheet
- ii. +2 Certificate & Mark Sheet
- iii. Bachelor Degree Certificate & mark Sheet
- iv. Caste Certificate
- v. Aadhar Card
- vi. Resident Certificate
- vii. Certificate of Experience in Hostel Management
- viii. Employment Registration Card
- ix. Self- attested passport size photograph.

**DECLARATION :**

1. I do hereby declare that I have gone through the advertisement properly and I am eligible for the post. I am fully aware of the terms and conditions of recruitment and agree to abide them.
2. The above information furnished by me is true to the best of my knowledge and belief. If at any stage any information furnished by me is found to be false then my candidature may canceled / rejected without assigning and reason thereof.

Date :-.....

Place :- .....

Signature of the Applicant