

**OFFICE OF THE DISTRICT EDUCATION OFFICER, GAJAPATI,
PARALAKHEMUNDI**

No. 3503 /OAVS-30

Date. 31 / 05 /2021

ADVERTISEMENT

Applications are invited from interested eligible candidates for engagement as Warden, Chowkidar-cum-Sweeper, Head Cook & Asst. cook in different Girls Hostel of Odisha Adarsha Vidyalayas under Gajapati District on contractual basis, as per the Letter No.2303/OAVs/17 dated. 25.09.2017, Letter No. 2517 dated. 30. 10. 2018 & Letter No. 999 dated.18.03.2021 of the State Project Director, OAVS, Bhubaneswar. The total Nos. of posts to be filled up, eligible criteria, age limit, and remuneration of the each posts noted against the respective posts and vacancy position are mentioned below. The application must be sent to the concerned **Principals of Odisha Adarsha Vidyalaya** under Gajapati District through **Speed Post or Registered Post** only. The envelop must be super scribed as "Application for the post of _____ in Girls Hostel of Odisha Adarsha Vidyalayas" The application must be accompanied with 02 nos. of photographs, self attested Xerox copies of relevant certificates & mark sheets required and two self addressed envelopes with postal stamp Rs.30/- (each) as per requirement of the post.

Sl.No	Name of the OAV and Block	Warden	Chowkidar-cum - Sweeper	Head Cook	Asst. Cook
1	OAV, Kaithapadar , Rayagada Block	01	-	-	-
2	OAV, Lingipur, Gosani Block	01	01	01	02
3	OAV, Parimala , Nugagada Block	01	-	-	-
4	OAV, Chelligada, R.Udayagiri Block	01	-	-	01
5	OAV,Gundima , Mohana Block	-	-	-	01
6	OAV, Allada, Kasinagar Block	01	-	-	01

The last date of receipt of the application form is 31 / 06 /2021 during office hour.

Eligible criteria for Warden

1. Age- 30-60 Yrs (62 for retired lady teacher) as on the date of advertisement
2. Qualifications- BA/ BSc/B Com or Bed. from any recognized university
3. Experience- At least 02 years in hostel management, Preference shall be given to Experienced
4. Widows and destitute- Local candidates preferable from the Block Area
5. Remuneration - Rs.5000/- P.M Consolidated

Eligible criteria for Chowkidare –cum- Sweeper

1. Age -21 to 32 Yrs as on the advertisement
2. Qualification –He must have passed HSC Examination
3. Remuneration-Rs. 3000/- P.M Consolidated
4. Local candidates preferable from the nearby Panchayat and Block Area

Eligible criteria for Head Cook

1. Age -21 to 35 Yrs as on the advertisement
2. Experience- He or She should be perfectly hygienic in his/ her dresses, cooking habits. He/She must be well conversant to use LPG and have experience in cooking
3. Local candidates preferable from the nearby Panchayat and Block Area
4. Remuneration - Rs.3000/- P.M Consolidated

Eligible criteria for Assistant. Cook

1. Age- 21 to 32 Yrs as on the date of advertisement
2. Experience- He or She should be perfectly hygienic in his/ her dresses, cooking habits. He/She must be well conversant to use LPG and have experience in cooking
3. Local candidates preferable from the nearby Panchayat and Block Area
4. Remuneration - Rs.2500/- P.M Consolidated

The applications received beyond the date line, in ordinary post, incomplete application and application without its enclosures will be summarily rejected.

The details of the post, its eligibility criteria and selection procedure has been given in the OAV letter No.2303 dated. 25.09.2017, Letter No.2517 dated. 30.10.2018 & Letter No. 999 dated.18.03.2021 along with the application form which is available in the District Website i.e. www.gajapati.nic.in The same may be download from the said website.

The concerned principals are instructed to receive the applications post wise, scrutinise the same as per vacancy and prepare the provisional list as per guidelines of OAVS at their level for submission of the same to the District Education Office, Gajapati within a week for processing and finalisation of the same at District level.

Collector & District Magistrate,
Gajapati

Memo No 3503(A) /Date. 31 / 05 /2021

Copy to All the Principals of OAV/All the BEOs for information and they are requested to display the advertisement in the notice board for wide publication

District Education Officer,
Gajapati, Paralakhemundi

Memo No 3503(B) /Date. 31 / 05 /2021

Copy to the District Informatics Officer, NIC, Gajapati for information and they are requested to upload the same for wide publication of the advertisement.

District Education Officer,
Gajapati, Paralakhemundi

Memo No 3503(C) /Date. 31 / 05 /2021

Copy to the Notice Board, DEO,DPC & Collectorate, Gajapati for wide publication of the advertisement.

District Education Officer,
Gajapati, Paralakhemundi

APPLICATION FOR THE POST OF _____ (CONTRACTUAL) IN GIRIS' HOSTEL OF ODISHA ADARSHA VIDYATAYA, _____ OF GAJAPATI DISTRICT.

(TO BE FILLED IN BY THE APPLICANT IN BLOCK LETTER)

1	Post applied for					
2	Name of the applicant					
3	Father's/ Mother's Name					
4	Gender (Male/ Female)					
5	Present address	House / Plot No				
		Street/ Habitation				
		Village				
		Grame Panchayat				
		Police station				
		Block				
		District				
		Pin code				
6	Permanent address	House / Plot No				
		Street/ Habitation				
		Village				
		Grame Panchayat				
		Police station				
		Block				
		District				
		Pin code				
7	Date of Birth	In figures	DD-	MM-	YYYY-	
		In words				
8	Age on date of advertisement	Years	Months	Days		
9	Aadhar card No					
10	Category (Please tick whichever applicable)	UR	ST	SC	SEBC	PH
11	Employment registration No.& Date					
12	Experience certificate					
13	Educational qualification					
	Exam. passed	Board/ University	Year of Passing	Full Marks	Obtain Marks	Percentage
14	Contact No.	Email id				
15	Xerox copies of document submitted (Strike out whichever is not applicable)					
	i	HSC & Mark sheet	Yes/No	vi	Resident Certificate	Yes/No
	ii	+2 Certificate & Mark sheet	Yes/No	vii	Employment Registration Card	Yes/No
	iii	Graduation certificate & Mark sheet	Yes/No	viii	Certificate of Experience in Hostel Management	Yes/No
	iv	Cast certificate	Yes/No	ix	Self-attested passport photos	Yes/No
	v	Aadhar card	Yes/No	x	Others, if any (specify)	Yes/No

Signature of the Applicant

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DECLARATION

I hereby declare that I have gone through the advertisement and I am eligible for the post. I am fully aware of the terms of the recruitment and agree to abide by them.

The above information furnished by me in the application is true to the best of my knowledge and belief. If at any stage any information furnished by me is found to be false, my candidature may be cancelled/rejected without assigning any reason thereof.

Date_____

Place._____

Signature of the Applicant

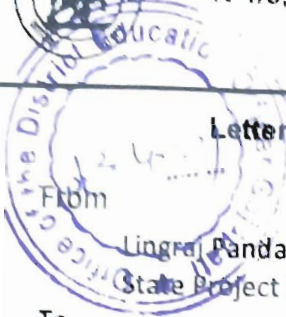


ODISHA ADARSHA VIDYALAYA SANGATHAN

N-1/9, Nayapalli, PO: Sainik School, Bhubaneswar – 751005

email: oavsbbsr.od@gov.in / spd@oav.edu.in

Phone No.0674-2302344,



Letter No. 999 /OAVS/2020 Date 18.03.2021

File No

From

Lingraj Panda, IAS

State Project Director

To

The Collector and District Magistrate,
Gajapati

Sub : Relaxation of selection criteria for Warden in Girls'Hostels of OAVs

Ref : Letter No. 894/OAVS-30, Dated 19.02.2020 of office of DEO, Gajapati

Madam/Sir,

With reference to the subject and letter cited above, I am to intimate that Government vide Letter No. 5061/ Dated 03.03.2021 of S & ME Dept. has been pleased to approve relaxation of minimum age criteria for selection of warden in Girls'hostels of OAVs from 40 – 60 years to 30 – 60 years of age.

In this regard you are requested to take necessary steps for selection of warden in Girls'hostels of OAVs.

Yours faithfully

State Project Director

18/3/2021

Memo No. 1000 / Date 18.03.2021

Copy forwarded to Principals of all Odisha Adarsha Vidyalayas for information and necessary action.

State Project Director

18/3/2021

Memo No. 1001 / Date 18.03.2021

Copy forwarded to all District Education Officers for information and necessary action.

State Project Director

18/3/2021

Memo No. 1002 / Date 18.03.2021

Copy forwarded to all Collector and District Magistrates for information and necessary action.

State Project Director

18/3/2021



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ODISHA ADARSHA VIDYALAYA SANGATHAN

N-1/0 Nayapali PO Sainik School, Bhubaneswar, District- Khurda
PIN- 751001, Phone- 0674-2302324 email oavsbbar.od@gov.in
website- www.oavs.in



No

2517

Date: 30-10-2018

From Sri Bhupendra S. Poonia, IAS
State Project Director

To All Collectors except Jharsuguda & Puri

Subject: Relaxation of qualification of Warden for girls' hostel

Re:- This Office letter no. 1744 dated 13.07.2017 and letter no. 2303 dated 25.09.2017

Madam/Sir,

With reference to the subject cited above, it is to intimate that the minimum qualification of the Warden for the Girls' hostels was BA/BSc with BEd. But as per the report of the DEOs very few no. of applicants with BA/BSc with BEd applied for the post of the Warden, as a result in most of the districts support staff except warden, has been finalised. Considering the need of Warden for operationalization of the girls hostel, the minimum qualification of the warden has been relaxed to graduates from any recognized University. But all other conditions in the guideline remain unchanged.

It is therefore, requested to take early steps for selection of warden for the hostels & also for operationalization of the girls' hostels in the district.

Yours faithfully,

State Project Director

Memo No.

2518

Date: 30-10-2018

Copy forwarded to all the DEOs except Jharsuguda & Puri for information and necessary action

State Project Director

31.10.18

2.11.18



ODISHA ADARSHA VIDYALAYA SANGATHAN

N-1/9, Naya Pally, P.O. Sainik School, Bhubaneswar - 751005

Phone No. 0674-2302324, Email: oavsbbsr.od@gov.in

No. 1102 /OAVS/17, Date 25.09.2017

File no. 319/OAVS/17



From,

Sri Ratnakar Rout, IAS
State Project Director
& Ex-officio Additional Secretary to Govt.,
S & ME Deptt., Govt. of Odisha

The Collector & District Magistrate,
Angul, Bolangir, Baragarh, Boudh, Ganjam, Gajapati, Kalahandi, Keonjhar,
Koraput, Malkangiri, Mayurbhanj, Nabarangpur, Nuapada, Sonepur,
Sundergarh

Sub:- To finalise the selection of support staff for girls hostel in the premises of OAVs.

Madam/Sir,

With reference to the subject cited above, It is to intimate that the hostel buildings for 100 girls are going to be completed in the premises of the Odisha Adarsha Vidyalayas and the contractors will hand over the buildings to the School & Mass Education Department of the State very soon. Now the support staff i.e. one warden, one head cook, two asst. cooks and one chowkidar per hostel need to be selected & kept in readiness for their immediate engagement to make hostels functional. A detailed guideline for the selection of support staff for the hostel is annexed for your kind reference.

It is therefore, requested to start with the selection process of support staff for the hostels to be made functional from the year 2017-18. The process of selection may be completed by 15th November, 2017 positively. The list of the hostels to be made functional is enclosed for kind information.

Yours faithfully,

Encl. - As above

State Project Director

ODISHA ADARSHA VIDYALAYA SANGATHAN

GUIDELINES FOR ENGAGEMENT OF EMPLOYEES IN THE GIRLS' HOSTEL

The following employees will be engaged in the Girls' Hostels of the Odisha Adarsha Vidyalayas for smooth running of the hostels.

Warden : 1 (One)

- Qualification: BA/Bsc with BEd
- Age: 40-60 years as on the date of advertisement
- ✓ Experience: At least 02 years in hostel management.
- Remuneration: Rs. 5000/- per month
- Preference shall be given to the experienced, widows & destitutes.

i) The preference shall be given to the local candidate preferably from the block area. If not available, then from the respective District.

ii) 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 night hours.

iii) 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.

1. Chowkidar-cum-Sweeper:

- Rs. 3000/- per month
- Age -21 to 32 years as on the date of advertisement.
- Qualification: He must have passed HSC Examination

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2 Head Cook :

- Rs. 3000/- per month
- Age -21 to 35 years as on the date of advertisement
- Female cook should be preferred (because they will work in girls hostel)
- If somebody is trained in cookery, he/she will be given preference & due weightage.
- Head cook / Asst cook should 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
- The Head cook/ Asst. cook must be well conversant to use LPG.

3 Assistant Cook:

- Rs. 2500/- per month.
- Age -21 to 32 years as on the date of advertisement
- Having experience in cooking & other characteristics as specified above as paragraph-3.

Committee for selection of employees.

A committee will be formed under the chairmanship of the Collector & Charman OAV of the district for selection of employees for the girls' hostel.

1. Collector & District Magistrate -	Chairman
2. Principal of the Adarsha Vidyalaya -	Member
3. District Education Officer -	Member (Convener)
4. District Project Coordinator (SSA) -	Member
5. Head master of nearby Govt. High School -	Member

Duration of the engagement : -

**For one year
Contractual**

Type of engagement : -

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.

How remuneration will be released: -

After getting the engagement order from the Principal & joining in duty, the remunerations will be released through the school committee after his/her satisfactory performance. Acquittance Register will be maintained for the purpose.

Process of Engagement : -

- Advertisement will be published in local dailies.
- Fifteen days time may be given for inviting application from intending candidates.
- 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 candidates from nearby blocks may be selected for the purpose but no one outside the district should be recruited against the posts stated above.
- Qualification for the different posts may be taken from the above list.