

GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR BOYS' HOSTEL AT
ODISHA ADARSHA VIDYALAYA,LATHIKATA,AT/PO/PS-
LATHIKATA,SUNDARGARH,PIN-770037

The following purely contractual support staff will be engaged in the Boys' Hostel of Odisha Adarsha Vidyalaya, Lathikata, Sundargarh for smooth running of the hostel. The post are initially for a period of one year or up to 31-03-2026 whichever is earlier. Rearrangement will be done on satisfactory performance of the candidates assessed by the school level monitoring committee. No candidate under any circumstance will demand any regular post on basis of this purely contractual assignment. The following temporary post are required for Boys Hostel of Odisha Adarsha Vidyalaya, Lathikata.

Sl. No	Name of the Post	Qualification	Age	Remuneration	Vacancy Position
1	Warden	B.A/B. Sc and 2 Yrs Experience	30-60Yrs	21175/-	01
2	Chowkidar-cum-Sweeper	HSC	21-32 Yrs	7500/-	01
3	Head Cook	Experience in Cooking	30-40 Yrs	9000/-	01
4	Assistant Cook	Experience in Cooking	21-32 Yrs	6750/-	02

EDUCATIONAL QUALIFICATION AND EXPERIENCE :

1. Warden

- a. Male candidate
 - b. Qualification: B.A/B.Sc from any recognized University
 - c. He has to stay in the hostel 24X7
 - d. Age: 30-60 years as on date of advertisement.
 - e. Experience: At least 02 years in hostel management.
 - f. Remuneration: Rs: 21,175/- per month (including EPF share of employee & Employer)
- i. The preference shall be given to local candidate preferably from the block area. If not available, then from the other adjacent block of the respective District.
 - ii. Retired teachers, if willing and physically & mentally sound within the age limit of 62 years as on the date of engagement, may be engaged as Warden.
 - iii. Selection of warden will be conducted on the weightage of educational qualification, experience in any private or govt. hostel management and personal interview.

2. Chowkidar – cum - Sweeper

- a. Male candidate
- b. Qualification: Must have passed HSC Examination.
- c. Age: 21-32 years as on date of advertisement.
- d. Remuneration: Rs: 7,500/- per month (including EPF share of employee & Employer)
- e. Selection will be done on the basis of qualification, test in cleaning and sweeping and personal interview.

3. Head Cook

- a. Male candidate
- b. He has to stay in the hostel 24X7
- c. Remuneration: Rs: 9,000/- per month (including EPF share of employee & Employer)
- d. Age: 30-40 years as on the date of advertisement.
- e. If somebody is trained in cookery, he will be given preference and due weightage.
- f. Cook himself be perfectly hygienic in his dress, cooking habits etc.
- g. The committee shall conduct physical cooking of some items and evaluate the deliciousness/consumption of time for preparation, if the dishes/ hygienic condition of cooking and select the best.
- h. The cook must be well conversant to use LPG.
- i. Each candidates will bring his cooking material like Gas,Utensil,Grocery Items,Vegetable and spices to participate in the interview.The school will not provide any cooking assistance and the cost of cooking will also be born by candidates.
- j. The committee will take a personal interview of each candidates regarding cooking.

4. Assistant Cook

- a. Male candidate
- b. He has to stay in the hostel 24X7
- c. Remuneration: Rs: 6,750/- per month (including EPF share of employee & Employer)
- d. Age: 21-32 years as on the date of advertisement.
- e. Maximum of 2 no of Assistant cooks can be engaged in one hostel.
- f. Having experience in cooking.
- g. The Assistant cook must be well conversant to use LPG
- k. Each candidates will bring his cooking material like Gas,Utensil,Grocery Items,Vegetable and spices to participate in the interview.The school will not provide any cooking assistance and the cost of cooking will also be born by candidates.
- l. The committee will take a personal interview of each candidates regarding cooking.

Duration of Engagement:

The Engagement of all posts are purely contractual.No one can demand any regular or permanent post in the hostel or in OAVS on the basis of this purely contractual assignment.An agreement on a Non Judicial stamp paper costing Rs. 10/- will be made where the candidates will agree to abide by all the conditions applicable for a purely contractual job. No notice,case or suit can be filed by and candidate against the committee for regular appointment or Re engagement (If performance is not satisfactory) On expiry of engagement period on 31-03-2026, fresh engagement shall be made with a gap at least one working day basing on the satisfactory performance of the employee.Every year fresh temporary engagement will be given on 2nd April onward.

Process of Engagement:

- a. Preference shall be given to local candidates of Lathikata Block area. If candidates are not available in that locality, then geographical jurisdiction of the block will be taken as a unit. If still candidates are not available, then the candidates from near by blocks may be selected for the purpose. No candidate outside of the district should be recruited against the post stated above.
- b. Qualification for the different post may be taken from the above list.

How To Apply:

All male candidates will apply to the Principal OAV, Lathikata AT/PO/PS- LATHIKATA, SUNDARGARH, PIN- 770037 motioning the post applied for in the proper format of application either obtaining from OAV, Lathikata or downloading from www.sundargarh.odisha.gov.in. The application form should be properly filled and attached with xerox copies of all educational qualification, experience, certificate, permanent resident certificate from Tahasildar, caste certificate of ST/SC/OBC from Tahasildar, Two passport size photo. All xerox copy should be self attested. All applications must be sent by speed post/ Regd. Post Only. Application received after 24-11-2025 will not accepted. All application without proper qualification/experience/documents or received after due date will be rejected.

Date of Interview:

Candidates who have applied through speed post/ Regd. post must attend interview at **Odisha Adarsha Vidyalaya, Lathikata** at **10:00AM on 09-12-2025** with all original documents, experience certificate etc. Cook and Assistant Cook applicant must bring their cooking items and cooking material to provide one kind of food to the committee. No cost of cooking and No TA/DA will be paid to any candidate to attending interview.

APPLICATION FORM

(FOR ENGAGEMENT OF WARDEN/HEAD COOK/ASST.COOK/CHOWKIDAR CUM SWEEPER)

(Only Male Candidates can Apply by speed post/Regd.Post)

Application for the Post of _____

Affix self-attested
colour passport
size photograph

1. Name in Full (In Block Letter) : _____

2. Father's Name : _____

3. Permanent Address : _____

PIN _____

4. Address for Communication : _____

PIN _____

5. Contact Number : _____ Whatsapp No _____

6. E-Mail ID : _____

7. Are you from Lathikata Block : Yes/No

8. Marital Status : _____

9. Date of Birth : _____

10. Age as on 24.11.2025 : _____

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 (Art/Science)						
Any Other Qual.						
Others(If Any)						

12. Work Experience :

Sl. No.	Post Held	Name of the Hostel Where you worked	Type of Organization (Govt./Pvt.)	Completed Years	Contact No of Experience certificate issuing officer

Documents to be attached along with application form:

- (a) Duly filled in 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 Caste & Resident Certificate issued by the Tahasildar.
- (e) Any authenticated age proof certificate (for Head cook & Assistant Cook only).
- (f) Experience certificate Signed by previous employer as applicable.
- (g) Two (02) nos. of recent passport sized colour photo of the candidates.

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 canceled, 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