

DISTRICT EDUCATION OFFICE, JAJPUR

At/Po/Dist-Jajpur, Pin-755001

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ADVERTISEMENT FOR ENGAGEMENT OF SUPPORTING STAFF IN THE GIRLS' HOSTEL OF ODISHA ADARSHA VIDYALAYA AT MADHAPUR UNDER SUKINDA BLOCK, JAJPUR

NOTIFICATION

No. 5996 / Edn/OAVS/ Date 14.09.2021 /

Applications are invited through Registered Post / Speed Post from the eligible candidates of JAJPUR District in prescribed format for engagement of Supporting Staff in Girls' Hostel of Odisha Adarsha Vidyalaya, Madhapur under Sukinda Block of Jajpur District for smooth running of the hostel. The detailed vacancy position is mentioned below:

Sl.No.	Name of the Post	No. of Vacancies	Qualification	Age Limit	Remuneration per Month	Remarks
01	Warden	01(One)	B.A. / B.Sc. from any recognized University	30 to 60 Yrs as on date of Advertisement	Rs. 7260/-	1. Preference shall be given to the local candidate from the block area. If not available, then from the other adjacent block of the district will be preferred. 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 teacher, if willing and physically & mentally sound within the age limit of 62 Yrs as on the date of the engagement, may be engaged as warden.
02	Chowkidar-cum-Sweeper	01(One)	He must have passed HSC Examination	21 to 32 years as on the date of advertisement	Rs.4720/-	
03	Cook	01(One)	If somebody is trained in Cookery, he/she will be given preference & due weightage	30 to 40 years as on the date of advertisement	Rs. 4840/-	1.Cook himself / herself be perfectly hygienic in his/her dresses, cooking habits etc. 2.The cook must be well conversant to use LPG.
04	Assistant Cook	02(Two)	Having experience in cooking	21 to 32 Years as on the date of advertisement	Rs. 3630/-	1.Cook himself / herself be perfectly hygienic in his/her dresses, cooking habits etc. 2.The cook must be well conversant to use LPG.

Eligibility :

In order to eligible for engagement, a candidate must satisfy the following conditions :

- i. He / she must be a citizen of India.
- ii. He /she must be physically & mentally sound.
- iii. He/she must not be having more than one spouse living.
- iv. He/she must know Odia language.

Selection Process:

Selection will be made as per Guidelines of the OAVS, Odisha, Bhubaneswar. The District Level Selection Committee will finalize the selection of candidates.

Receiving of Application:

1. Last Date for receiving of Application Form is **27.09.2021 by 5.30 P.M.**
2. The applications will be received through Registered Post / Speed Post only.
3. Write the Name of the Post applied for on the Envelope containing the application.
4. The applications shall not be received directly by Hand or after the last date & time.
5. The Applications received after due date will be rejected.

Office Address :

District Education Office, Jajpur

At/ Po/ Dist : Jajpur - 755001

Engagement :

1. Engagement will be made purely on Temporary basis for One Year.
2. On expiry of One Year period of engagement, fresh engagement shall be made with a gap of at least one working day basing on the satisfactory performance of the employee.

For download of application Form & other details please visit the District Website : www.jajpur.nic.in.



Collector-cum-Chairman, OAVs, Jajpur

APPLICATION FORMAT

**For Engagement of Supporting Staff in Girls Hostel of Odisha Adarsha Vidyalaya, Madhapur
, Block:- Sukinda . District:- Jajpur**

Application for the post of.....

1. Name of the Applicant (Block Letters):- _____
2. Father's/ Husband s Name:- _____
3. Address with PIN CODE : _____
(i) Present Address:- _____
(ii) Permanent Address:- _____
(iii) Name of the Block :- _____
4. Date of Birth (In Figure) :- _____ In words _____
5. Gender:- Male/Female:- _____
6. Marital Status:- Married/Un-Married/Widow:- _____
7. Age as on 31.08.2021 :- _____
8. Employment Exchange No:- _____
9. Aadhar No/ Voter I-Card No:- _____
10. Educational qualifications:-

Sl No	Exam passed	Board / University	Year of passing	Total Marks	Marks Secured	Marks secured without Extra-Optional	Percentage of Mark	Division /Class
1	HSC							
2	Intermediate /+2							
3	Graduation/ +3							

11. Documents to be attached -:

- (i) Self attested copy of HSC Certificate & Mark Sheet(s)
- (ii) Self attested copy of Intermediate/+2/12th Certificate & Mark Sheets
- (iii) Self attested copy of Graduation /+3/BA/B.Sc/B.Com Certificate & Mark Sheet
- (iv) Self attested copy of Recent Residential Certificate issued by competent authority
- (v) Self attested copy of Employment exchange registration Card.(If Available)
- (vi) Self attested copy of Experience Certificate (Cook & Asst. Cook & others if any)
- (vii) Two passport size photograph (Self attested)
- (viii) Self attested copy of ID proof (Voter Card/ Aadhar Card)

Declaration

I do hereby declare that all the 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 latter found that the information along with documents submitted by me are false and fabricated.

Place:-

Date:-

Full Signature of the Candidate



ODISHA ADARSHA VIDYALAYA SANGATHAN**GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF IN THE GIRLS' HOSTEL**

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

1. Warden: 1 (One)

- Qualification : B.A/ B.Sc from any recognized University
 - Age: 30-60 years as on the date of advertisement
 - Experience: At least 02 years in hostel management.
 - Remuneration: Rs. 7260/- per month
- i. The preference shall be given to the local candidate preferably from the block area. If not available, then from the other adjacent block of 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 remuneration of Rs. 3000/- in addition to her own salary. But She must have to stay in the hostel even during the night hours.
 - iii. 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. 4270/- per month
- Age - 21 to 32 years as on the date of advertisement.
- Qualification : He must have passed HSC Examination.

3. Cook :

- Remuneration - Rs. 4840/- 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.
- The cook must be well conversant to use LPG.

4. Assistant Cook:

- Remuneration – Rs 3630/- per month.
- Age – 21 to 32 years as on the date of advertisement.
- Maximum 02 number of Assistant cooks can be engaged in one OAV.
- Having experience in cooking and other characteristics as specified above in Paragraph – 3.

Committee for selection of employees.

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

- | | | |
|---------------------------------------|---|-------------------|
| 1. Collector & District Magistrate | - | Chairman |
| 2. Principal of the Adarsha Vidyalaya | - | Member (Convener) |
| 3. District Education Officer | - | Member |
| 4. DWO of the District | - | Member |

Duration of the engagement - For one year

On expiry of one year period of engagement, fresh 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 receiving the engagement order from the Principal and joining in duty, the remunerations will be released through the school committee after his/her satisfactory performance. Attendance register will be maintained for the purpose.

Process of Engagement:

- Advertisement will be published in local dailies.
- Fifteen days time duration 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 taken as a unit. If still candidates are not available, then the candidates from nearby blocks may be selected for the purpose. No candidates out side of the district should be recruited against the posts stated above.
- Qualification for the different posts may be taken from the above list.

R. S. Singh