

**GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR GIRLS' HOSTEL AT
ODISHA ADARSHA VIDYALAYA RAMDASPUR, BARANGA, CUTTACK**

The candidates are advised to go through the eligibility criteria for the following support staff in the Hostels of the Odisha Adarsha Vidyalaya Ramdaspur, Baranga, Cuttack and they may go for offline application after being satisfied that he/she is eligible for the posts as per stipulated eligibility criteria.

Sl No	Name of the Support Staff	Number of Support Staff for Girls' Hostel
1	Warden	01
2	Chowkidar-cum-Sweeper	01
3	Head Cook	01
4	Assistant Cook	02
Total		05

1. Warden:

- (a) Female
- (b) Qualification: B.A/B.Sc. from any recognized University.
- (c) She has to stay in the hostel 24X7.
- (d) Age: 30-60 Years as on the 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 the local candidate preferably from the block area. If not available, then from the other adjacent block of the respective district.
 - ii. If any in-service teacher of OAV is willing to discharge the duties of a warden in addition to his/her duties, He/she may be paid monthly remuneration of Rs. 3000/- in addition to his/her salary. But He/she must have to stay in the hostel even during the night hours and have to take all responsibilities.
 - iii. Retired 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:

- (a) Male
- (b) Remuneration: Rs.7500/-per month (including EPF share of employee & Employer)
- (c) Age: 21 to 32 years as on the date of advertisement
- (d) Qualification: He must have passed HSC Examination

3. Head Cook:

- (a) Female.
- (b) She has to stay in the hostel 24X7.
- (c) Remuneration: Rs. 9,000/- per month (including EPF share of employee & Employer)
- (d) Age: 30 to 40 years as on the date of advertisement.
- (e) If somebody is trained in cookery, she will be given preference & due weightage.
- (f) Cook herself be perfectly hygienic in her dresses, cooking habits etc.
- (g)The committee staff conduct physical cooking of some items & evaluate the deliciousness/ consumption of time preparation if the dishes/ hygienic condition of cooking & select the best.
- (h) The cook must be well conversant to use LPG.

4. Assistant Cook:

- (a) Female.
- (b) She has to stay in the hostel 24X7.
- (c) Remuneration: Rs. 6,750/- per month (including EPF share of employee & Employer)
- (d) Age: 21 to 32 years as on the date of advertisement.
- (e) Maximum 02 number of Assistant Cooks can be engaged in one Hostel.
- (f) Having experience in cooking and other characteristics as specified above in 3.

Duration of the engagement:

On expiry of a year period of engagement, fresh engagement shall be made with a gap at least one working day basing on the satisfactory performance of the employee.

Process of Engagement:

- (a) 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 the candidates from nearby blocks may be selected for the purpose. No candidates 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.