

INSTRUCTION TO THE APPLICANTS

In pursuance of the requirement for smooth functioning of the **Non-KGBV Girls' Hostel** of Odisha Adarsha Vidyalaya, Ramdaspur, Baranga, Cuttack for the academic session **2026–27**, applications are invited from eligible candidates for engagement in different categories of support staff. The engagement shall be governed by the following terms and conditions:

1. **Duration:** The period of engagement shall be for **one (01) year** from the date of joining.
2. **Renewal:** On expiry of period of one year, fresh engagement may be considered based on **satisfactory performance**, subject to a break of at least **one working day**, as per applicable norms.
3. **Selection Procedure:** Selection of candidates shall be made through a prescribed process including scrutiny of applications and interview, as applicable. The decision of the Selection Committee shall be final.
4. **Eligibility Criteria:** Candidates must fulfil the prescribed educational qualifications, age limit, and other eligibility conditions applicable to the respective posts. Applications not conforming to the eligibility criteria shall be summarily rejected.
5. **Remuneration:** Selected candidates shall be paid a **consolidated monthly remuneration** as admissible for the respective posts under the applicable norms.
6. **Submission of Application:** Applicants must submit their applications in the prescribed format along with self-attested copies of relevant certificates, mark sheets, experience certificates (if any), identity proof, and recent passport-size photograph within the stipulated time.
7. **Verification of Documents:** Original documents shall be verified at the time of interview/engagement. Engagement shall be cancelled if any information furnished by the applicant is found to be false or incorrect.
8. **Termination:** The authority reserves the right to terminate the engagement at any time in case of unsatisfactory performance, misconduct, or violation of terms and conditions.
9. **General Conditions**
 - ❖ The engagement does not confer any right for regular appointment in future.
 - ❖ The competent authority reserves the right to accept or reject any or all applications without assigning any reason thereof.

Educational Qualification/Selection Criteria for different post in Girls Hostel of Odisha Adarsha Vidyalaya, Ramdasapur, Baranga Cuttack.

Sl. No.	Name of the post	No of Post	Gender/Age as on date.	Educational Qualification	Consolidated monthly remuneration	Remarks
1	Warden	1	Female 30 to 60 years	B.A / B.Sc.	21175/-	<p>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.</p> <p>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 own salary. But He/she must have to stay in the hostel even during the night hours and have to take all responsibilities.</p> <p>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.</p> <p>iv. She has to stay in the hostel 24 x 7.</p>
2	Chowkidar-cum-sweeper	1	Male 21 to 32 years	Matric pass	7500/-	<ul style="list-style-type: none"> ▪ Age: 21 to 32 years as on the date of advertisement ▪ Qualification: He must have passed HSC Examination
3	Head Cook	1	Female 30 to 40 years		9000/-	<ul style="list-style-type: none"> ▪ 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 staff conduct physical cooking of some items & evaluate the deliciousness/ consumption of time for preparation if the dishes/ hygienic condition of cooking &

						<p>select the best.</p> <ul style="list-style-type: none"> ▪ She has to stay in the hostel 24 x 7 . ▪ The cook must be well conversant to use LPG.
4	Assistant Cook	2	Female 21 to 32 years		6750/-	<ul style="list-style-type: none"> ▪ 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 staff conduct physical cooking of some items & evaluate the deliciousness/ consumption of time for preparation if the dishes/ hygienic condition of cooking & select the best. ▪ She has to stay in the hostel 24 x 7. ▪ The cook must be well conversant to use LPG.

Documents to be attached (Self attested Xerox copy only)

1. Three Copies of recent coloured passport size photograph.
2. Voter ID /PAN Card/Aadhar Card /Any other authenticated ID Proof.
3. Matric Certificate & Marksheet.
4. Intermediate (+2 /12th) certificate & marksheet
5. Graduation (+3/BA/B. Com/B.Sc.) Certificate & Marksheet
6. Residential /Nativity Certificate by the complete authority.
7. Any authenticated age proof certificate age proof certificate (For Head cook & Asst Cook only)
8. The Experience Certificate.
9. Police Clearance Certificate (PCC) (if selected)
10. Hepatitis B Certificate from Govt. Hospital for Head Cook & Assistant Cooks (if Selected)
11. Character Certificate from Govt. Gazetted Officers. (if Selected).

The envelope containing the application must be superscribed as:

“Application for the Post of _____ for Non-KGBV Girls’ Hostel of OAV Ramdaspur, Baranga Block.” The application should be sent **only through Speed Post**. The last date for receipt of application is **21.03.2026** (within 15 days from the date of publication of the advertisement in the District website). Applications received after the due date shall not be entertained under any circumstances.