

ODISHA ADARSHA VIDYALAYA, DWARAGAON, DASPALLA, NAYAGARH

(An organization under the Ministry of School and Mass Education, Govt. of Odisha)

ଓଡିଶାଆଦର୍ଶବିଦ୍ୟାଳୟ

ଦ୍ୱାରାଗାଁ, ଦଶପଲ୍ଲୀ, ନୟାଗର୍ହ - ୭୫୨୦୯୩

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CBSE Affiliation No- 1520385



ଓଡିଶାଆଦର୍ଶବିଦ୍ୟାଳୟ

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U-Dise - 21160205902

CBSE School Code-17486

Letter No 1102 // Date 17/01/2026**ADVERTISEMENT**

Applications are invited from deserving candidates for different supporting staff for Girls' Hostel at Odisha Adarsha Vidyalaya, Dwaragaon, Daspalla, Nayagarh as the vacancies mentioned below in the table.

Name of the Post	Qualification	Age	Remuneration	Vacancy Position for Girls Hostel
Warden	B.A / B.sc	30-60 Yrs	Rs. 21,175/-	01 (F)
Chowkidar-cum-Sweeper	HSC	21-32 Yrs	Rs. 7500/-	01 (M)
Head Cook		30-40 Yrs	Rs. 9000/-	01 (F)
Assistant Cook		21-32 Yrs	Rs. 6750/-	02 (F)

Application and other details can be downloaded from the district website (www.nayagarh.odisha.gov.in). Interested candidates fulfilling the eligibility criteria may apply by registered Post only (DON'T SUBMIT THE APPLICATION FORMS ON HAND IN THE VIDYALAYA OFFICE OR BY MAIL) to Odisha Adarsha Vidyalaya, Dwaragaon, Daspalla, At - Dwaragaon, PO - Dihagaon, PS - Daspalla, Dist - Nayagarh, PIN-752093 by date i.e. 31.01.2026. The incomplete application forms received after due date shall be summarily rejected. The authority will not be responsible for any postal delay. Further the authorities reserve the right to cancel any or all the applications without any reason thereof.

By Order of Collector-cum-Chairman OAVs

*BBHCS
17/01/2026*
 Principal
 Odisha Adarsha Vidyalaya
 Dwaragaon, Daspalla
**Principal
 OAV, Dwaragaon
 Daspalla, Nayagarh**

GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR GIRLS' HOSTEL AT ODISHA ADARSHA VIDYALAYA DWARAGAON, DASPALLA, NAYAGARH

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

SI No	Name of the Support Staff	Number of Support Staff for Girls' Hostel
1	Warden	01
2	Chowkidar-cum-Sweeper (Male)	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 her duties, she may be paid monthly remuneration of Rs. 3000/- in addition to her salary. But 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.

5. **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.

6. **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.

APPLICATION FOR THE POST OF WARDEN / HEAD COOK / ASST. COOK / CHOWIKDAR-
CUM-SWEEPER IN GIRLS' HOSTEL OF ODISHA ADARSHA VIDYALAYA,
DWARAGAON, DASPALLA, NAYAGARH

Fill the application form in block letter.
Apply for Girls' Hostel

Fix a passport size
photographs

1. Post Applied for :
House/Plot No :
Name of the Village :
Name of the G.P :
Name of the Block :
Name of the Police Station :
Name of the Dist. :
Pin Code :

2. Name of the Applicant :
House/Plot No :
Name of the Village :
Name of the G.P :
Name of the Block :
Name of the Police Station :
Name of the Dist. :
Pin Code :

3. Father's /husband Name :

4. Permanent Address:
House/Plot No :
Name of the Village :
Name of the G.P :
Name of the Block :
Name of the Police Station :
Name of the Dist. :
Pin Code :

5. Present Address :
House/Plot No :
Name of the Village :
Name of the G.P :
Name of the Block :
Name of the Police Station :
Name of the Dist. :
Pin Code :

6. Date of Birth : DD/MM/YYYY
In Words
Age as on the date of Advertisement: Years Months Days
7. Aadhar Card No :
8. Category applied under : UR/SEBC/SC/ST
9. Gender :

10. Education Qualification :

SI No	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks Obtained	Percentage

11. Contact No :

12. E-mail Id :
(Attach authentic document)

13. Copy of certificate to be enclosed (Self-Attested) (Please tick the certificate which is enclosed)

- i. HSC Certificate & Mark Sheet
- ii. +2 Certificate & Mark Sheet
- iii. B.A./B.Sc. Certificate & Mark Sheet
- iv. Caste Certificate
- v. Aadhar Card
- vi. Residence Certificate
- vii. Certificate of Experience in Hostel Management
- viii. Self-Attested passport size photographs

DECLARATION:

- 1. I do hereby declare that I have gone through the advertisement properly and I am eligible for the post. I am fully aware of the terms and conditions of recruitment and agree to abide them.
- 2. The above information furnished by me is true to the **best of my knowledge and belief**. If at any stage any information furnished by me found to be false then my candidature may be cancelled/ rejected without assigning any reason thereof.

Date:

Place:

Full Signature of the Applicant