

OFFICE OF THE DISTRICT EDUCATION OFFICER, MALKANGIRI

Phone No.06861-295181, E-Mail-deomalkangiri21@gmail.com

NOTIFICATION

No. 2934 /Dated: 17.09.2021

Applications are invited from deserving candidates for engagement of support staff in the Girls' Hostel of Five Odisha Adarsh Vidyalayas i.e. 1. Kangrukonda of Kalimela Block 2. Bapanpally of Podia Block, 3. Chitrakonda of Korukonda Block, 4. Gunduriguda of Kudumulugumma Block and 5. Podaghat of Khairput Block of Malkangiri district.

DETAILS OF STAFFS REQUIRED

Sl. No.	Name of the Post	No. of Post for each Girls' hostel	Total No. of posts to be filled up.	Qualification	Age	Remuneration Per Month
01.	Warden (Female)	01	05	B.A./B.Sc. (Experience: At least Two years in Hostel Management)	30-60 Yrs	7260/-
02.	Cook	01	05	Trained in cookery shall be given preference	30-40 Yrs	4840/-
03.	Asst. Cook	02	10	Experience in cookery shall be given preference	21-32 Yrs	3630/-
04.	Chowkidar-cum-Sweeper (Male)	01	05	HSC Pass	21-32 Yrs	4270/-

Application forms and other details can be downloaded from the District website (www.malkangiri.nic.in). Interested candidates fulfilling the eligibility criteria may apply by Registered Post/ Speed Post to the District Education Officer, Malkangiri (Near RTO Office), Po/Dist:- Malkangiri, Pin-764045 within 15 days from the date of publication of the advertisement i.e. on or before 01.10.2021. The incomplete application forms and forms received after due date shall be summarily rejected. The District Education Officer, Malkangiri reserves the right to cancel any or all of the applications without assigning any reason thereof.

By the order of
Collector-cum-Chairman OAVs,
Malkangiri


17.9.2021
District Education Officer,
Malkangiri.

ODISHA ADARSHA VIDYALAYA SANGATHAN
GUIDELINES FOR ENGAGEMENT OF EMPLOYEES 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.

Warden: 1(One)

- Qualification: BA/B. Sc from any recognized university.
 - Age: 30-60 years as on the date of advertisement.
 - Experience: At least 02 (Two) 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. 3,000/- in addition to her own salary. But, she must have to stay in the hostel even during the night hours.
 - iii) Retired lady teacher, if willing & physically & mentally sound within the age limit of 62 years as on the date of the engagement, may be engaged as warden.

1. 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.

2. 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 of the dishes/ hygienic condition of cooking & select the best.
- The Head Cook/Asst. Cook must be well conversant to use LPG.

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3. Assistant Cook:

- Remuneration: Rs. 3630/- per month.
- Age - 21 to 32 years as on the date of advertisement.
- Having experience in cooking & other characteristics as specified above in paragraph-3.

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 releases:

After receiving the engagement order from the Principal and joining in duty, the remuneration will be released through the school committee after his/her satisfactory performance. Attendance Register will be maintained for the purpose.

Process of Engagement:

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 candidates from nearby blocks may be selected for the purpose. No candidates outside of the district should be recruited against the post stated above.

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**APPLICATION FOR THE POST OF WARDEN IN GIRLS HOSTEL OF ODISHA
ADARSHA VIDYALAYA, _____ OF _____ BLOCK**

Fill the application form in block letters.

1. Post applied for : **WARDEN**.
2. Name of the applicant in (Block letters)

.....
First Name Middle Name Last Name

3. Father's / Husband Name :

4. (a) Present Address:-House/Plot No.....Pada/Habitation Name.....

Name of Revenue Village.....Name of G.P.....

Name of Police Station.....Name of Dist.....

Pin Code No.....

- (b) Permanent Address House/Plot No.....Pada/Habitation Name.....

Name of Revenue Village.....Name of G.P.....

Name of Police Station.....Name of Dist.....

Pin Code No.....

5. Date of Birth : In Figures: (DD/MM/YYYY)

In words

Age as on the date of advertisement Years.....Months.....days.

6. Aadhar Card No.....

7. Category applied under: Please tick (✓) whichever is applicable.

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8. Employment exchange registration No. & Date:.....

9. Experience in Hostel Management (At least 02 years):-

10. Educational Qualifications:

Sl. No.	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks obtained	Percentage
01.	HSC					
02.	+2					
03.	Bachelor Degree					

11. Contact No..... E-Mail ID.....

12. Copy of certificates enclosed (self-attested) (Please tick the certificate which is enclosed)

- i. HSC Certificate and mark sheet.
- ii. +2 Certificate and mark sheet.
- iii. Bachelor Degree Certificate and mark sheet.
- iv. Caste Certificate.
- v. Aadhar Card.
- vi. Residence Certificate.
- vii. Certificate of experience in Hostel Management.
- viii. Employment Registration Card.
- ix. Self-attested passport size photograph.

Declaration:

(1) I declare that I have gone through the advertisement and I am eligible for the post. I am fully aware of the terms of recruitment and agree to abide by 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 is found to be false then my candidature may be cancelled/ rejected without assigning any reason thereof.

Date:-.....

Place:-.....

Signature of the Applicant.

APPLICATION FOR THE POST OF COOK/ ASSISTANT COOK IN GIRLS HOSTEL OF ODISHA ADARSHA VIDYALAYA, _____ OF _____ BLOCK

Fill the application form in block letters.

1. Post applied for Please tick (✓) : **Cook** **Asst. Cook**

2. Name of the applicant in **(Block letters)**

.....
First Name Middle Name Last Name

3. Father's / Husband Name :

4. (a) Present Address:- House/Plot No.....Pada/Habitation Name.....
Name of Revenue Village.....Name of G.P.....
Name of Police Station.....Name of Dist.....
Pin Code No.....

(b) Permanent Address House/Plot No.....Pada/Habitation Name.....
Name of Revenue Village.....Name of G.P.....
Name of Police Station.....Name of Dist.....
Pin Code No.....

5. Date of Birth : In Figures: (DD/MM/YYYY)

In words
Age as on the date of advertisement Years.....Months.....days.

6. Aadhar Card No.....

7. Category applied under : Please tick (✓) whichever is applicable.

UR SC ST SEBC PH

8. Experience in Cooking, if any:-

9. Gender (Male/ Female):-

10. Educational Qualifications:

Sl. No.	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks obtained	Percentage

11. Contact No..... E-Mail ID.....

12. Copy of certificates enclosed (self-attested) (Please tick the certificate which is enclosed)

- i. Certificate of Academic Qualifications.
- ii. Caste Certificate.
- iii. Aadhar Card.
- iv. Resident Certificate.
- v. Training Certificate in Cookery (If any).
- vi. Self-attested passport size photograph.

Declaration:

- (1) I declare that I have gone through the advertisement and I am eligible for the post. I am fully aware of the terms of recruitment and agree to abide by 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 is found to be false then my candidature may be cancelled/ rejected without assigning any reason thereof.

Date:-.....

Place:-.....

Signature of the Applicant.

APPLICATION FOR THE POST OF CHOWKIDAR-CUM-SWEEPER IN GIRLS
HOSTEL OF ODISHA ADARSHA VIDYALAYA, _____ OF
_____ BLOCK

Fill the application form in block letters.

1. Post applied for : Chowkidar-cum-Sweeper.

2. Name of the applicant in (Block letters)

.....
First Name Middle Name Last Name

3. Father's / Husband Name :

4. (a) Present Address:- House/Plot No.....Pada/Habitation Name.....
Name of Revenue Village.....Name of G.P.....
Name of Police Station.....Name of Dist.....
Pin Code No.....

(b) Permanent Address House/Plot No.....Pada/Habitation Name.....
Name of Revenue Village.....Name of G.P.....
Name of Police Station.....Name of Dist.....
Pin Code No.....

5. Date of Birth : In Figures: (DD/MM/YYYY)

In words
Age as on the date of advertisement Years.....Months.....days.

6. Aadhar Card No.....

7. Category applied under : Please tick (✓) whichever is applicable.

UR SC ST SEBC PH

8. Employment exchange registration No. & Date:.....

9. Gender (Male/ Female):-

10. Educational Qualifications:

Sl. No.	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks obtained	Percentage
01.	HSC					

11. Contact No..... E-Mail ID.....

12. Copy of certificates enclosed (self-attested) (Please tick the certificate which is enclosed)

- i. HSC Certificate and mark sheet.
- ii. Caste Certificate.
- iii. Aadhar Card.
- iv. Resident Certificate.
- v. Employment Registration Card.
- vi. Self-attested passport size photograph.

Declaration:

- (1) I declare that I have gone through the advertisement and I am eligible for the post. I am fully aware of the terms of recruitment and agree to abide by 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 is found to be false then my candidature may be cancelled/ rejected without assigning any reason thereof.

Date:-.....

Place:-.....

Signature of the Applicant.



DISTRICT EDUCATION OFFICE : MALKANGIRI

Phone : 06861-295181, Email : deomalkangiri21@gmail.com



To

Letter No 2935

Dated 17-09-2021

**The District Informatics Officer,
Malkangiri.**

Sub: -

Uploading of Advertisement inviting applications for engagement of support staffs in Girls' Hostel of Five Odisha Adarsh Vidyalayas i.e. 1. Kangrukonda of Kalimela Block 2. Bapanpally of Podia Block, 3. Chitrakonda of Korukonda Block, Gunduriguda of Kudumulugumma Block and Podaghat of Khairput Block of Malkangiri district.


Sir,

I am directed by the Collector, Malkangiri to publish advertisement inviting applications for engagement of support staff in Girls' Hostel of Five Odisha Adarsh Vidyalayas i.e. 1. Kangrukonda of Kalimela Block 2. Bapanpally of Podia Block, 3. Chitrakonda of Korukonda Block, Gunduriguda of Kudumulugumma Block and Podaghat of Khairput Block of Malkangiri district.

As such I would request you to kindly upload the advertisement in the district website for information of all concerned. Both hard and soft copy of the advertisement is enclosed herewith for your information and necessary action. A short advertisement is being published in the newspaper to refer the web portal.


Yours faithfully,

Encl: As above.


17-9-2021
District Education Officer,
Malkangiri

Memo No. 2936 /2021 Date. 17.09.21

Copy submitted to the Collector & District Magistrate - cum- Chairman, OAVs, Malkangiri for favour of kind information and necessary action.


17-9-2021
District Education Officer,
Malkangiri