DISTRICT EDUCATION OFFICE, PURI

Letter No. 11484 **Date** 02/12/2025

ADVERTISEMENT FOR HOSTEL SUPPORT STAFF

Applications are invited from the deserving candidates for different supporting staffs for six number of Girls' Hostels i.e. **OAV Gobindapur, Pipili, OAV Satyabadi, OAV Kunja, Kakatapur, OAV Sarifpur, Astarang, OAV Berboi, Delang & OAV Hansapada, Nimapara** and One number of Boys' hostel at **OAV Hansapada, Nimapara** of Puri district as per the vacancies mentioned below.

Sl. No	Name of the Post	Qualification	Age	Remuneration (including EPF share of Employee & Employer)	Vacancy Position of each Girls'/ Boys' Hostel
1	Warden	B.A/B.Sc.	30-60 Yrs	Rs.21,175/-	01
2	Chowkidar-cum-Sweeper	HSC	21-32 Yrs	Rs.7500/-	01
3	Head Cook		30-40 Yrs	Rs.9000/-	01
4	Assistant Cook		21-32 Yrs	Rs.6750/-	02

Application form and other details can be downloaded from the district website i.e. **puri.odisha.gov.in**. Interested candidates fulfilling the eligibility criteria may apply to the Principal of the concerned OAV by **20-12-2025** (during office hours). The applications will be sent through Registered Post / Speed Post only. **THE APPLICATION FORMS SUBMITTED BY HAND, MAIL, COURIER OR ANY OTHER MODE WILL NOT BE ENTERTAINED**. The incomplete application forms & application forms received after due date shall be summarily rejected. The authority will not be responsible for postal delay. Further the authority reserves the right to cancel any or all the applications without assigning any reason thereof.

By Order of Collector-cum-Chairman, OAVs, Puri

2/12/25

District Education Officer, Puri

Memo No.: 11485 **Date:** 02/12/25

Copy to DeGM, Collectorate, Puri for information and necessary action. He is requested to publish the notice in the Puri district website for information of general public.

2/12/25

District Education Officer, Puri

Memo No.: 11486 **Date:** 02/12/25

Copy to Advt Manager, The Samaj / The Prameya for information and necessary action. They are requested to publish the notice in their respective newspaper for information of general public.

2/12/25

District Education Officer, Puri

GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR GIRLS'/BOYS' HOSTELS IN DIFFERENT OAVs OF PURI DISTRICT

The candidates are advised to go through the eligibility criteria for engagement as the following support staff in the Hostels of different Odisha Adarsha Vidyalayas of Puri District notified by Odisha Adarsha Vidyalaya Sangathan, Bhubaneswar vide no-4023/OAVS date 07-08-2025 and they may go for offline application after being satisfied that he/she is eligible for the post as per stipulated eligibility criteria.

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

1. Warden: (One)

(a) Male for Boys' hostel and Female for Girls' hostel.

(b) Qualification: B.A/B.Sc. from any recognized University.

(c) He/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. 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: (One)

(a) Male Candidate

(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:(One)

(a) Male for Boys' hostel and Female for Girls' hostel.

(b) He/ 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, he/she will be given preference & due weightage.

(f) Cook himself/herself be perfectly hygienic in his/her dresses, cooking habits etc.

(g) The committee may conduct physical cooking of some items & evaluate the deliciousness/consumption of time for preparation of the dishes/ hygienic condition of cooking & select the best.

(h) The cook must be well conversant to use LPG.

4. Assistant Cook:(Two)

(a) Male for Boys' hostel and Female for Girls' hostel.

(b) He/ 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 point no-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.

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

APPLICATION FOR THE POST OF WARDEN / HEAD COOK / ASST. COOK / CHOWKIDAR-CUM-SWEEPER IN GIRLS'/BOYS' HOSTEL OF ODISHA ADARSHA VIDYALAYA, ,Block: , PURI

FILL THE APPLICATION FORM IN BLOCK LETTER

Apply for Girls' Hostel / Boys' Hostel

Fix a passport size photograph

1. Post Applied for :
2. Name of the Applicant :
3. Father's /husband's 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 : UR/SEBC/SC/ST
9. Gender :

10. Educational Qualification :

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

11. Contact No :1. _____ 2. _____

12. E-mail Id : _____

13. Photocopy of documents to be enclosed (Self-Attested)

i. HSC Certificate
ii. HSC Mark Sheet
iii. +2 Certificate
iv. +2 Mark Sheet
v. BA/BSc Certificate
vi. BA/BSc Mark Sheet
vii. Caste Certificate
viii. Aadhar Card
ix. Residence Certificate
x. Certificate of Experience in Hostel Management
xi. 2 nos. 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 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 & fabricated, then my candidature shall be cancelled/ rejected without assigning any reason thereof.

Date:

Place:

Full Signature of the Applicant