

OFFICE OF THE DISTRICT EDUCATION OFFICER, BOUDH.

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Office Phone No. 06841-222059

No. 129 /OAVS Dtd.11.01.2019

Applications are invited by speed post / registered post only for the post i.e. Warden, Head Cook & Assistant Cook (Contractual Employees) for Girls' Hostel in the premises of Odisha Adarsha Vidyalaya of Boudh District(i.e. Harabhanga & Kantamal Block) with consolidated remuneration of Rs. 5000/-, Rs. 3000/- & Rs. 2500/- per month as per guidelines. Interested candidates are advised to visit the District website www.boudh.nic.in for detail re-advertisement, prescribed application format and other conditions.

The last date for submission of application at the office of the District Education Officer, Boudh is **29.01.2019 at 05.00 P.M.**

By Order of Collector, Boudh


District Education Officer
Boudh.

APPLICATION FOR THE POST FOR ENGAGEMENT OF WARDEN, HEAD COOK & ASSISTANT COOK (CONTRACTUAL) IN 100 SEATED GIRLS' HOSTEL IN THE PREMISES OF ODISHA ADARSHA VIDYALAYA (OAVS) OF BOUDH DISTRICT.

Fill the application form in Block letter in own Handwriting

Enclose one copy of self attested ID proof (Voter I. Card/D.L/Aadhaar Card, etc)

Post Applied:.....(Mention Correctly)

1. Name of the Applicant (Block letters)

.....
 First Name Middle Name Last Name

2. Father's Name:

3. Address with PIN code:

Present Address:

Permanent Address:

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

In words.....

5. Male/Female.....

6. Category applied under: Please Tick(✓) whichever applicable

UR/SC/ST/SEBC and other category if any

7. Employment exchange registration no.& date:

8. Educational Qualification:

Sl. No.	Exam. Passed	Board/ University	Year of Passing	Full Mark	Mark obtained	Percentage of Mark
1	HSC					
2	+2					
3	Graduate					

9. Contract Mobile Number/E-mail ID: Mob.No.(1).....Addl. Mob.No.(2).....

10. Copy of certificates enclosed(self attested, Please tick the certificate which is enclosed)

- HSC Certificate with mark sheet
- +2 Certificate with mark sheet
- Graduate certificate with mark sheet
- Experience Certificate in support of knowledge on Hostel Management/Head Cook/Asst. Cook.
- Caste Certificate
- NOC in case of in-service candidates
- Copy of employment exchange Regd. Card.
- One Identity Proof
- Any other certificate

Declaration:-

- 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.
- 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

ODISHA ADARSHA VIDYALAYA SANGATHAN
DISTRICT EDUCATION OFFICE, BOUDH.

GUIDELINE FOR ENGAGEMENT OF WARDEN / HEAD COOK & ASST.COOK IN 100 SEATED GIRLS' HOSTE IN THE PREMISES OF ODISHA ADARSHA VIDYALAYA (OAVS) OF BOUDH DISTRICT.

Sl. No.	Name of the Block	Name of the Girls' Hostel	No. of Post for Female
1	Kantamal	In the premises of Model School at Ainlachuan	Warden-1 Head Cook-1 Asst.Cook-1
2	Harabhanga	In the premises of Model School at Manipur	Warden-1 Asst.Cook-1

The following employees will be engaged in Girls' Hostels of the OAVS for smooth running of the hostels.

WARDEN- 01(ONE) For Female Candidate)

- Qualification :- Graduate for any recognised University,
 - Age :- 40 to 60 years as on the date of advertisement
 - Experience :- At least 02 years in hostel management.
 - Remuneration :- Rs.5000/- per month.
 - Preference shall be given to the experienced, widows & destitute.
- i) The preference shall be given to the local candidate preferably from the Block area. If not available, then the 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 honorarium of Rs.3000/- in addition to her 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.

HEAD COOK: 01(ONE) For Female Candidate)

- Rs. 3000/- per month.
- Age - 21 to 35 years as on the date of advertisement.
- Female cook should be preferred (because they will work in girls' hostel)
- If somebody is trained in cookery, he/she will be given preference & due weight-age.
- Head cook/Asst.cook should 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, if the dishes/hygienic condition of cooking & select the best.
- The Head cook/Asst. cook must be well conversant to use LPG.

Assistant Cook :- 01(one) For Female Candidate)

- Rs.2500/- per month
- Age - 21 to 32 years as on the date of advertisement
- Having experience in cooking

Duration of the Engagement :- For one year

Type of Engagement :- Contractual

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

After getting the engagement order from the Principal & joining in duty, the remunerations will be released through the school committee after his/her satisfactory performance. Acquaintance Register will be maintained for the purpose.

The applicants are required to submit two self-addressed envelope along with application form and supporting documents relating to qualification, age, and others in favour of them.

Last Application should reach to this office on or before **29.01.2019** through **Registered Post/Speed Post** only. The Committee reserves the right to take any decision to overcome the problem encountered at the later stage.

By the Order of Collector-cum-Chairman


District Education Officer
Boudh.