



OFFICE OF THE DISTRICT PROJECT COORDINATOR
SAMAGRA SIKSHA, BOUDH

Circuit House Campus, Boudh, P.O./Dist- BOUDH- 762 014
website : www.opepa.in email: dpcboudhssa.opepa@nic.in

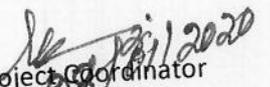


Date 28-01-2020

No. 123/6E/2020

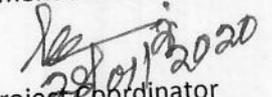
Applications are invited from the eligible female candidates for one post of Asst. Cook in Purunakatak KGBV. The engagement of Asst. Cook is purely temporary and terminable at any time without assigning any reason thereof. The details of the qualifications, selection process as well as other criteria and prescribed application forms available in the District Project Office, Samagra Siksha, Boudh in all working days and in District web site www.boudh.nic.in and OSEPA, Bhubaneswar website www.opepa.nic.in. The application in prescribed format along with all required documents and testimonials should be submitted to the Office of the District Project Coordinator, Samagar Siksha, Boudh by 15th Feb. 2020 at 5 P.M in registered post. Incomplete applications and applications received after due date & time will be rejected.

By the order of
Collector-cum-Chairman


District Project Coordinator
Samagra Siksha, Boudh

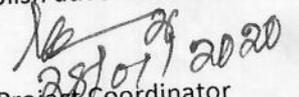
✓ Memo No 124 /Date 28-01-2020

Copy to DIO, NIC, Boudh for information and he is requested to publish the advertisement as cited above in the district web site for the information of general public.


District Project Coordinator
Samagra Siksha, Boudh

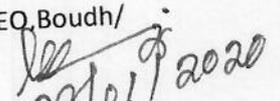
Memo No 125 /Date 28-01-2020

Copy to Asst. Director(MIS), OSEPA, BBSR for information and he is requested to publish advertisement as cited above in the OSEPA web site for the information of general public.


District Project Coordinator
Samagra Siksha, Boudh

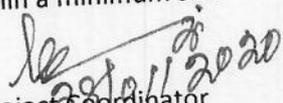
Memo No 126 /Date 28-01-2020

Copy to this Notice Board of Samagra Siksha, Boudh/ Notice Board of DEO, Boudh, BEO Boudh/ Harabhanga/Kantamal for the information of general public.


District Project Coordinator
Samagra Siksha, Boudh

Memo No 127 /Date 28-01-2020

Copy to the Advertisement Manager/ Editor The Samaj/Sambal for information and he is requested to publish the above advertisement in your daily news paper within a minimum size and Govt. price.


District Project Coordinator
Samagra Siksha, Boudh

**APPLICATION FORM FOR ENGAGEMENT OF DIFFERENT POSTS IN
KASTURABA GANDHI BALIKA VIDYALAYAS OF BOUDH DISTRICT**

Affix front side self
attested copy of
passport size
color
PHOTOGRAPH

Application for the post of

Date of Application

INDEX NO. (To be filled up by the Office)

1. Name in full (in Block letter) :
2. Father's / Husband's Name :
3. Permanent Address
(Revenue village (Hamlet / Habitation) :
G.P. : Block :
Post : Dist.
PIN : Mobile No. :
E.mail. :
4. Address for communication
(Revenue village (Hamlet / Habitation) :
G.P. : Block :
Post : Dist.
PIN : Mobile No. :
E.mail. :
5. Sex : Female (Yes/No)
6. Marital Status : Married / Single
7. Date of Birth (with proof) (dd/mm/yyyy) :
8. Age as on 01.0 .20 (dd/mm/yyyy) :

9. Educational Qualification:

Exam. Passed	Board / University	Full Marks	Marks secured	% of Marks	Division / Class	Year of Passing	Remarks
HSC / 10 th							
Intermediate / +2 (Arts / Science / Commerce)							
Graduation /+3 (Arts / Science / Commerce)							
B.Ed.							
Computer							
Others (if any)							

N.B. : Applicants for the post of Part Time Teacher (English) must mention in the remarks column whether they are having English as Honours subject or having 50% marks in English as a subject in Graduation.

10. Documents to be attached (Attested Xerox copy only), put (✓) in the appropriate box.

- | | | | | | |
|--------------------------|--------------------------|--|--------------------------|--------------------------|--------------------------|
| a) Matric Certificate | <input type="checkbox"/> | b). Matric Mark Sheet | <input type="checkbox"/> | c).+2 Certificate | <input type="checkbox"/> |
| d).+2 Mark Sheet | <input type="checkbox"/> | e). Graduation Certificate | <input type="checkbox"/> | f).Graduation Mark Sheet | <input type="checkbox"/> |
| g).BEd. Certificate | <input type="checkbox"/> | h). BEd. Mark Sheet | <input type="checkbox"/> | i).Computer Certificate | <input type="checkbox"/> |
| j) Computer Mark Sheet | <input type="checkbox"/> | k). Residential Certificate | <input type="checkbox"/> | l) Caste Certificate | <input type="checkbox"/> |
| m) Employment Regd. Card | <input type="checkbox"/> | n). Three original Color Passport Photo with self signature in the back side | <input type="checkbox"/> | | |
- o) Two self addressed envelope of 23cm x 10 cm with postage stamp worth Rs.25/- each.

DECLARATION

I do hereby declare that all information furnished above are true, complete and correct to the best of my knowledge and belief. I am fully aware that in the event of my information being found false / fabricated or incorrect at any stage, my candidature / engagement is liable to be cancelled / terminated without any reason.

Place :

Date :

Full Signature of the Candidate.



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QUALIFICATION AND SELECTION CRITERIA FOR ENGAGEMENT OF ASST. COOK IN PURUNAKATAK KGBV.

Sl. No	Name of the Post	Prescribed Qualification	Selection Process
1	Assistant Cook Monthly remuneration Rs. 4300/-	<ol style="list-style-type: none">1. Age:- 18 to 35 years as on the date of advertisement .2. Female cook will be preferred (because they will work in the Girls Hostel)3.If somebody is trained in cookery . She will be preferred .4. The Head Cook/ Asst. Cook should herself perfectly hygienic in her dress, cooking habit etc.5. The head cook/ Asst. Cook must be well conversant to use LPG.	<ol style="list-style-type: none">1. The committee will conduct physical cooking of some items and evaluate the deliciousness/ time consumption/ hygienic condition of cooking and select the best.2. Preference will be given to the local candidate because their service will be better utilized in the KGBV Hostel. In case of non availability of eligible lady candidate, same block will be given preference.

By the order of
Collector-cum-Chairman


District Project Coordinator
Samagra Siksha, Boudh

ORISSA PRIMARY EDUCATION PROGRAMME AUTHORITY
"SHIKSHA SOUDHA" UNIT-V BHUBANESWAR-751001



Ph. No 9674 238230/1
FAX 9674-238272/1
E-mail: opepeadu@yahoo.co.in

SHRI A.K.PATTANAIK, OAS-I
DY DIRECTOR, GIRLS EDUCATION

Dated

No _____ (23)/GE/10

To

The District Project Coordinator, SSA
Angul, Bilsore, Boudh, Baragada, Bolangir, Bhadrak, Dhenkanal, Deogada
Gjapat, Ganjam, Jajpur, Kalahandi, Kandhamal, Koraput, Keonjhar,
Mayurbhanj, Malkangiri, Nawarangpur, Nuapada, Rayagada, Sambalpur,
Sonepur, Sundergarh

SUB:

JOB CHART OF THE STAFF OF KASTURABA GANDHI BALIKA
VIDYALAYA (KGBV)

Sir,

With reference to the subject cited above, I am directed to enclose the JOB CHART of the staff of KGBV along with the HM of the School (KGBV). You are requested to direct the Gender Coordinator, SSA to circulate the same to all the KGBVs of your district with an instruction to follow the Job Chart scrupulously. Further the Gender Coordinator may be directed to ensure implementation of the following instructions in KGBV:

2. The Financial Consultant may be instructed to supervise the work of Accountant & provide onsite support to the Accountants. Financial Consultant should visit the KGBV at least once in a month & submit a report to the District Project Coordinator.
3. Gender Coordinator should visit the KGBVs on regular intervals & provide necessary support.
4. Besides, Head Masters may be instructed to abide by the guidelines supplied regarding their job chart to streamline the activities of KGBVs through decentralization of duties and responsibilities.
5. A monitoring team may be constituted to supervise the regular activities for its smooth functioning.

Yours faithfully

DY DIRECTOR
Dated

Memo No (23)/GE/10

Copy to the Gender Coordinator of the KGBV district for information & necessary action. She/He is directed to follow the above said instructions scrupulously and circulate the job chart to all the KGBV staffs of your district with an instruction to follow the Job Chart scrupulously.

DY DIRECTOR

- ⇒ ବିଭିନ୍ନ ସହ ଶିକ୍ଷଣ କାର୍ଯ୍ୟ ମଧ୍ୟମରେ ବିକାଶପ୍ରିତି ଆଗ୍ରହ ସୃଷ୍ଟି କରିବେ । Wardgame ଅଭ୍ୟାସରା, ଶତ୍ରୁ ଜନ, ଶେନ ଇତ୍ୟାଦି ।
- ⇒ ସହ ଶିକ୍ଷଣ ବିଷୟକୁ ବିକାଶଦାନ ସହ ସଂଯୋଗ କରିବା ।
- ⇒ Entry Behaviour test କରିବା (ବିଦ୍ୟାଳୟ ଛାତ୍ରଛାତ୍ରୀ + ଅନ୍ତେବାସୀ)
- ⇒ Test ଅନୁଯାୟୀ ଦଳଗଠନ କରି ବିଦ୍ୟାଳୟ ସମୟରେ ବିକାଶଦାନରେ ସହଯୋଗ କରିବା ।
- ⇒ PTTଙ୍କ ମଧ୍ୟରେ ବିଷୟ ବ୍ୟାୟିକ ।
- ⇒ ଅଧିକ ପରିମାଣରେ ବହି/ ମାଗାଜିନ୍ ଇତ୍ୟାଦିର ସହାୟତା ନେବା ।
- ⇒ ନିଜେ Library books ପଢ଼ିବା ଓ ପିଲାଙ୍କୁ ପଢ଼ାଇବା ।
- ⇒ ପିଲାଙ୍କ Note Book regular check କରିବେ ଓ ଭୁଲ୍ ତ୍ରୁଟି ସଂଶୋଧନ କରିବେ ।
- ⇒ Personal File Maintainsର Wardenଙ୍କୁ ସହାୟତା ଦେବା ।
- ⇒ Monthly Progress report maintain କରିବା ।
- ⇒ ବିଶେଷ ଦିନର ପାଳନ ପାଇଁ ସ୍ୱତନ୍ତ୍ର କାର୍ଯ୍ୟକ୍ରମ ପ୍ରଧାନ ଶିକ୍ଷକ/ Warden/ବିଷକ ଶିକ୍ଷକ/ students Representativeଙ୍କୁ ନେଇ ପ୍ରସ୍ତୁତ କରିବା ।
- ⇒ ବାଷ୍ପିକ Activity Calendar ପ୍ରସ୍ତୁତି କରି ତାକୁ କାର୍ଯ୍ୟକାରୀ କରିବା । ଏଥିରେ H.M./Warden/ School Teacherଙ୍କୁ ସମ୍ମିଳ କରିବା ।
- ⇒ ସକାଳ ଓ ସନ୍ଧ୍ୟାରେ Part Time Teacherମାନେ ବିଦ୍ୟାଳୟର Home taskକୁ Practice କରାଇବେ/ ପାଠରେ ଦୁର୍ବଳ ଛାତ୍ରୀମାନଙ୍କର ପ୍ରତିକାର ମୂଳକ (remedial) ଶିକ୍ଷା ପ୍ରଦାନ କରିବେ ।
- ⇒ ଦେହ ଖରାପ ହେଲେ ସେବିକାର ଭୂମିକା ମଧ୍ୟ ତୁଲାଇବେ ।
- ⇒ ଶିକ୍ଷା ଓ ଶିକ୍ଷଣ ସମ୍ବନ୍ଧୀୟ ସମସ୍ତ କାର୍ଯ୍ୟ ସମ୍ପାଦନ କରିବେ ।
- ⇒ ଏଡଭର୍ଟିନ୍ ଆବଶ୍ୟକତାକୁ ପ୍ରଧାନ ଶିକ୍ଷକ ଏବଂ Warden ଯାହା କାର୍ଯ୍ୟ ଦେବେ ସେଥିରେ ସହଯୋଗ କରିବେ ।

Cook/ Asst. Cook

- ⇒ ଖାଦ୍ୟ ନେରୁକୁ ଲକ୍ଷ୍ୟ କରି ଆବଶ୍ୟକ ଡିନିଷର ତାଲିକା ଖାର୍ଚ୍ଚନଙ୍କୁ ପ୍ରଦାନ କରିବେ ।
- ⇒ ଖାର୍ଚ୍ଚନ / ପ୍ରଧାନ ଶିକ୍ଷକଙ୍କ ପରାମର୍ଶରେ ସାମଗ୍ରୀ ଅଣାଇବେ ।
- ⇒ ଚାଉଳ, ତାଲି, ତେଲ ଆବଶ୍ୟକନୁଯାୟୀ ଓଜନ କରି କାଢ଼ିବେ ।
- ⇒ ଚାଉଳକୁ ପାଛୁଟି ବା ବାଛି ତ ଦେହରୁ ଗୋଟି ବାହାର କରିବେ ।
- ⇒ ପରିବା କାଟିବେ ଓ ପରିବାକୁ ଭଲଭାବେ ସଫାପଣରେ ଧୋଇବେ ।
- ⇒ ମସଲା ବାଟିବେ ।
- ⇒ Head Cook ରୋଷେଇ ଗଲବେଳେ ଆବଶ୍ୟକ ପଡ଼ିଲେ ରୋଷେଇରେ ସହାୟ୍ୟ କରିବେ ।
- ⇒ ରୋଷେଇ ଘର ଓ ବସନ ସଫା କରିବେ ।
- ⇒ ପିଲାଙ୍କୁ ଖାଦ୍ୟ ପରିବେଷଣ ପୂର୍ବରୁ ବାରଣ୍ଡାକୁ ଝାଡୁ ମାରି ଆସନ ପକାଇବେ ।
- ⇒ ପିଲାଙ୍କୁ ବସାଇ ଖାଦ୍ୟ ପରିବେଷଣ କରିବେ ଓ ୨ୟ ଥର କେହି ମାରିଲେ ପ ଖରେ ନେଇ ଦେବେ


 Ashok Kumar
 Deputy Director
 O.P.S. Mubainwala