



OFFICE OF THE PRINCIPAL
ODISHA ADARSHA VIDYALAYA KESHRAJPUR
BLOCK-BODEN, DIST-NUAPADA



ENGAGEMENT OF SUPPORT STAFF FOR BOYS' HOSTEL, OAV KESHRAJPUR

Applications from eligible male candidates belonging to Dist- Nuapada are hereby invited for the engagement of the following support staff in Boys' Hostel at Odisha Adarsha Vidyalaya Keshrajpur w.e.f. 04-04-2026 to 18-04-2026 on all working days.

Sl. No.	Name of the Post	No. of Vacancy
1	Warden (Male)	One (01)
2	Head Cook (Male)	One (01)
3	Assistant Cook (Male)	Two (02)
4	Chowkidar-cum-Sweeper (Male)	One (01)

Interested candidates belonging to Nuapada District may visit the District website: www.nuapada.odisha.gov.in and the Vidyalaya website: <https://oav.edu.in/OAVKRP> for checking their eligibility and other details. Application form and guidelines can be downloaded from the above websites. Preference will be given to the candidates belonging to Boden block. Candidates belonging to other districts need **NOT** to apply.

G. Muktari
Principal
PRINCIPAL 02.04.26.
ODISHA ADARSHA VIDYALAYA
KESHRAJPUR, NUAPADA



ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ, କେଶରାଜପୁର, ନୂଆପଡ଼ା
ODISHA ADARSHA VIDYALAYA, KESHRAJPUR

At:Keshrajpur,Po:Khaira,Ps:Boden
District-Nuapada,Pin-766111

✉- boden@oav.edu.in, oavkeshrajpur111@gmail.com

U-DISE No.21250108404,CBSE AFF.No.-1520098

CBSE School Code-17152, Contact No-9437103868



LETTER NO:233/OAVK/2026

DATE-02.04.2026

**NOTICE FOR ENGAGEMENT OF SUPPORT STAFF FOR BOYS'
HOSTEL, OAV KESHRAJPUR**

Applications are invited from eligible Male candidates for engagement of support staff on purely temporary / contractual basis for the 100 seated Boys' Hostel of OAV Keshrajpur Block-Boden, Dist-Nuapada.

Sl. No.	Name of the Post	Nos. of Vacancy	Education Qualification	Age Limit	Remuneration per Month
01	Warden	01	B.A. / B.Sc. from any recognized university	30 yrs to 60 yrs	Rs.21,175.00
02	Head Cook	01	-	30 yrs to 40 yrs	Rs.9,000.00
03	Assistant Cook	02	-	21 yrs to 32 yrs	Rs.6,750.00
04	Chowkidar	01	HSC Passed	21 yrs to 32 yrs	Rs.7,500.00

NB : Remuneration included with EPF share of both Employee & Employer.

ELIGIBILITY & CONDITIONS :

- The engagement is purely temporary and will not confer any right for regular appointment.
- Applicant must be a resident of the concerned block / district.
- Candidate must be physically and mentally fit.
- Experience in hostel management / cooking / security duty will be given preference.

HOW TO APPLY :

- Interested candidates may download the prescribed application form along with guidelines from the district website: nuapada.odisha.gov.in and Vidyalaya website: <https://oav.edu.in/OAVKRP> or application form may be obtained from Office of the Principal, OAV Keshrajpur.

- The filled-in application form, along with self-attested photocopies of all relevant documents (educational qualification, age proof, residence and experience certificates), must be submitted in a sealed envelope superscribed “APPLICATION FOR ENGAGEMENT OF SUPPORT STAFF FOR BOYS’ HOSTEL, OAV KESHRAJPUR”.
- Submission of Application Form: 04-04-2026 to 18-04-2026

Address for Submission:

**The Principal
Odisha Adarsha Vidyalaya
Keshrajpur, Block-Boden,
Dist-Nuapada, Odisha-766111**

Mode of Submission:

Through Speed Post / Registered Post or by hand to the Office of the Principal, OAV Keshrajpur.

- **NOTE:** Incomplete applications or applications received after the last date will be summarily rejected. The authority reserves the right to cancel the engagement process at any stage without assigning any reason.

Q. Matari
Principal 02.04.26

OAV Keshrajpur
PRINCIPAL
ODISHA ADARSHA VIDYALAYA
KESHRAJPUR, NUAPADA

Memo No: 234/OAVK/2026 // DATE-02.04.2026

Copy submitted to the District Education Officer, Nuapada for favour of kind information and necessary action.

Q. Matari
Principal 02.04.26

OAV Keshrajpur
PRINCIPAL
ODISHA ADARSHA VIDYALAYA
KESHRAJPUR, NUAPADA

Memo No: 235/OAVK/2026 // DATE-02.04.2026

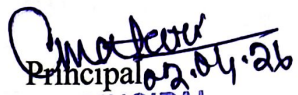
Copy submitted to the District Welfare Officer, Nuapada for favour of kind information and necessary action.

Q. Matari
Principal 02.04.26

OAV Keshrajpur
PRINCIPAL
ODISHA ADARSHA VIDYALAYA
KESHRAJPUR, NUAPADA


Memo No: 236/OAVK/2026 // DATE-02.04.2026

Copy submitted to the Collector-cum-Chairman, VMDC, OAVs, Dist-Nuapada for kind information and necessary action.


Principal 02.04.26
OAV Keshraipur
PRINCIPAL
ODISHA ADARSHA VIDYALAYA
KESHRAJPUR, NUAPADA

Memo No: 237/OAVK/2026 // DATE-02.04.2026

Copy submitted to the State Project Director, OAVS, Bhubaneswar for kind information and necessary action.


Principal 02.04.26
OAV Keshraipur
PRINCIPAL
ODISHA ADARSHA VIDYALAYA
KESHRAJPUR, NUAPADA

8. STAFF POSITION FOR ONE 100 SEATED HOSTELS: -

Sl. n o.	Name	Number	Remarks
1	Superintendent	1	Senior Most Male/Lady teacher of the Vidyalaya
2	Warden	1	To be Selected by the District as per Govt. guideline
3	Head Cook	1	
4	Assistant Cook	2	
5	Chowkidar-cum-Sweeper	1	

9. GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF FOR THE HOSTEL

The following support staff will be engaged in the Hostels of the Odisha Adarsha Vidyalayas for smooth running of the hostels.

9.1 Warden: (One)

- Male for Boys' hostel and Female for Girls' hostel.
- Qualification: B.A/B.Sc from any recognized University.
- He/ She has to stay in the hostel 24 x 7
- Age: 30-60 Years as on the date of advertisement.
- Experience: At least 02 years in hostel management.
- 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 his/her duties, He/she may be paid monthly remuneration of Rs. 3000/- in addition to his/her own salary. But He/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.

9.2 Chowkidar-cum-Sweeper (One)

- Male
- Remuneration: Rs. 7,500/- per month (including EPF share of Employee & Employer)
- Age: 21 to 32 years as on the date of advertisement
- Qualification: He must have passed HSC Examination

9.3 Head Cook (One)

- Male for Boys' hostel and Female for Girls' hostel.
- He/ She has to stay in the hostel 24 x 7
- Remuneration: Rs. 9,000/- per month (including EPF share of Employee & Employer)
- 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 staff 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 cook must be well conversant to use LPG.

9.4 Assistant Cook (Two)

- Male for Boys' hostel and Female for Girls' hostel.
- He/ She has to stay in the hostel 24X7.
- Remuneration: Rs. 6750/- per month (including EPF share of Employee & Employer)
- Age: 21 to 32 years as on the date of advertisement
- Maximum 02 number of Assistant Cooks can be engaged in one Hostel.
- Having experience in cooking and other characteristics as specified above in 9.3

Committee for selection of employees

A committee will be formed under the chairmanship of the Collector & Chairman, OAV of the district for selection of employees for the hostel.

- | | | |
|---------------------------------------|---|---------------------|
| 1. Collector & District Magistrate | - | Chairman |
| 2. Principal of the Adarsha Vidyalaya | - | Member (Convener) |
| 3. District Education Officer | - | Member |
| 4. DWO of the district | - | Member |
| Duration of the engagement | - | For one year |

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.

How remuneration will be released:

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

Process of Engagement:

- Advertisement will be published in local dailies.
- Fifteen days' time duration may be given for inviting application from intending candidates.
- 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 posts stated above.
- Qualification for the different posts may be taken from the above list.

10. RESPONSIBILITIES OF DIFFERENT STAKE HOLDERS FOR SMOOTH OPERATIONALISATION OF HOSTELS

10.1. PRINCIPAL: -Principal has to visit hostels on regular basis. He/ She has to monitor all records of the hostel regularly. The quality of the cooked food in the hostel must be checked by the principals through surprise visit at regular intervals.

10.2. SUPERINTENDENT: -

10.2.1. He/ she will maintain discipline among boarders.

10.2.2. He/she will look into the grievances/ complaints received from boarders.



**APPLICATION FORM FOR ENGAGEMENT OF SUPPORT STAFF
FOR 100-SEATED BOYS' HOSTEL, OAV KESHRAJPUR
BLOCK- BODEN, DIST.-NUAPADA (ODISHA)**

1. Post Applied For (Tick any one):

Warden Head Cook Assistant Cook Chowkidar

2. Personal Details:

Full Name (in Block Letters)		Recent Passport Size Photograph
Father's / Husband's Name		
Date of Birth (DD/MM/YYYY)		
Age as on 23-02-2026	___ Years ___ Months ___ Days	
Gender	Male Only	
Category (SC/ST/OBC/SEBC/UR)		
Permanent Address (with PIN Code)		

Mobile No.		WhatsApp No.	
Email ID			

3. Educational Qualification:

Examination Passed	Board / University	Year of Passing	Total Marks	Marks Obtained	Percentage %	Div.

4. Work Experience (if any):

5. Declaration:

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I understand that if any information is found to be false, my application is liable to be rejected.

Place : _____

Date : _____

Signature of Applicant

CHECK LIST

Sl. No.	Name of the Relevant Document(s) / Certificate(s)	Submitted (Yes / No)
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		

GUIDELINES AND INSTRUCTIONS

The engagement of Support Staff (Warden, Head Cook, Assistant Cook, Chowkidar) for the 100 seated Boys' Hostel at OAV Keshrajpur will be made purely on contractual / temporary basis as per the following terms and conditions:

1. The engagement is purely temporary and does not confer any right for regular appointment.
2. The applicant must be a resident of the concerned block (Boden) / district (Nuapada).
3. Age limit: As prescribed by the OAVS guidelines for hostel staff engagement.
4. The candidate should be physically and mentally fit for duty.
5. Educational Qualification: Minimum qualification as per the respective post.
6. Experience in hostel management /cooking / security duty will be preferred.
7. Honorarium will be paid as per the prescribed norms of OAVS.
8. The engagement may be terminated at any time if performance is found unsatisfactory or services are no longer required.
9. Selected candidates must produce original certificates / documents for verification at the time of interview.
10. Any canvassing or suppression of facts will lead to cancellation of candidature.