



## OFFICE OF THE PRINCIPAL

### ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ ବାରକୋଟ ଦେବଗଡ଼

ODISHA ADARSHA VIDYALAYA, BARKOTE, DEOGARH

Block - Barkote, District - Deogarh, Odisha - 768110,

Contact No.- 9938496104, e-mail - barkote@oav.edu.in

CBSE Affiliation No: 1520184, School Code: 17270, U-DISE Code: 21040100304



### ADVERTISEMENT NO.- 01/2026

#### CONTRACTUAL ENGAGEMENT OF STAFFS IN BOYS' & GIRLS' HOSTEL OF OAV BARKOTE, DEOGARH

Applications from eligible candidates are invited for the filling up following different contractual posts in the Boys & Girls' Hostel of OAV Barkote Deogarh. The candidates have to submit application to the **Principal, OAV Barkote, At- Gopapur, Po-Barkote Dist.- Deogarh, Pin - 768110** in the prescribed format along with all supporting documents by Registered/ Speed post so as to reach this office on or before **02.05.2026**. Separate application should be submitted for different post. Envelope should be Super scribed in **Capital Letter** on the top as **"APPLICATION FORM FOR THE POST OF \_\_\_\_\_ (CONTRACTUAL) IN BOYS'/GIRLS' HOSTEL**. No application will be received through email and by hand. Further requested to appear before the Selection Board with original documents on Dated: **05.05.2026** at 8.00 A.M. at ADM Conference Hall, Collectorate, Deogarh. The incomplete application forms received after due date shall be rejected. The authority shall not be responsible for any postal delay. Further the authority reserves the right to cancel any or all the application without any reason thereof.

Sl No	Name of the Post	Vacancy		Remuneration per month	Age as on Date of advertisement
		Boys' Hostel	Girls' Hostel		
1	Warden	01(Male)	01(Female)	Rs. 21,175/-	30-60 years
2	Head Cook	01(Male)	01(Female)	Rs. 9,000/-	30-40 years
3	Assistant Cook	02(Male)	02(Female)	Rs. 6,750/-	21-32 years
4	Chowkidar-cum-Sweeper	01(Male)	01(Male)	Rs. 7,500/-	21-32 years

For Application Form and detail guidelines(eligibility criteria, qualification etc), Please visit District Website <https://deogarh.odisha.gov.in/>

#### N.B:

1. No TA/DA will be paid for the above purpose

2. Date and Place Of Document Verification- 05.05.2026, ( At 08.00 A.M) ADM Conference Hall ,Collectorate Deogarh

By Order of Collector-cum-Chairman,

  
Principal  
OAV Barkote.  
Principal / ଅଧ୍ୟକ୍ଷ  
ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ  
Odisha Adarsha Vidyalaya  
Barkote / ବାରକୋଟ  
Deogarh / ଦେବଗଡ଼

**APPLICATION FORMAT FOR ENGAGEMENT OF STAFFS IN BOYS' & GIRLS' HOSTEL OF  
ODISHA ADARSHA VIDYALAYA BARKOTE, DEOGARH**

*(Note- Incomplete application/without document produce and applications received after due date shall be rejected)*

1.Name of Post applied for: \_\_\_\_\_

2.Name of the candidate : \_\_\_\_\_  
(in Block Letters)

3.Father's name : \_\_\_\_\_

4.Present Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Whether the applicant reside in GP of Barkote Block(Yes/No) \_\_\_\_\_

7. If Yes, Name of the Village: \_\_\_\_\_

8. If No, Name of the Block: \_\_\_\_\_

9. Contact No : \_\_\_\_\_ 10. Email ID: \_\_\_\_\_

11.Nationality : \_\_\_\_\_ 12. Category: \_\_\_\_\_

13. Date of Birth : \_\_\_\_\_ 14. Age as on18.04.2026: \_\_\_\_\_

15.Sex: **MALE** (Male candidates only eligible) 16. Marital status : \_\_\_\_\_

17.Valid Employment Exchange Registration No.: \_\_\_\_\_

**18.Educational Qualification:**

Exam Passed	Board /University	Year of Passing	Total Marks	Marks Secured	% of Marks
10 <sup>th</sup>					
+2					
B.A/B.Sc					
Training (B.Ed.)					
Others, if any					

**19. Work Experience:**

Designation	Nature of Work	Name of the organization	Type of organization (Govt./Project/ Pvt./NGO)	Period of service		
				From	To	Completed years

**DECLARATION**

I do hereby declare that, all the information furnished above are true and correct to the best of my knowledge and belief.

Place: -

Date: -

Full Signature of the Candidate

Recent self-attested Colour Passport Size Photograph to be pasted

## **DOCUMENTS TO BE ATTACHED**

1. Self-attested photocopies of all Certificate & Mark sheet (10<sup>th</sup>/HSC onward) in support of Educational Qualification, experience Certificate, Caste Certificate, Residence Certificate and valid Employment Registration Card.
2. 02 recent passport size photographs (self-attested), One Photograph must be affixed to the application form in the box specified.
3. Self-attested photo identity cards (Aadhar and Voter Id)
4. 02 Self Addressed stamped envelopes.

# **GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFFS FOR THE BOYS HOSTEL**

## **General Condition for Engagement**

The candidate (i) must be a permanent resident of Deogarh district of Odisha, (ii) Must have passed ME standard in Odia Language, (iii) Must not be having more than one spouse living, (iv) Must furnish no objection certificate from the employer, if he is in service

All the posts are purely contractual and can be terminated at any time.

### **1. Warden: (One)**

- Male for Boys' hostel and Female for Girls' hostel
  - Qualification: B.A/B.Sc from any recognized University.
  - He 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 duties, he may be paid monthly remuneration of Rs. 3000/- in addition to his own salary. But he 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.

### **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.
- The preference shall be given to the local candidate.

### **3. Head Cook (One)**

- Male for Boys' hostel and Female for Girls' hostel
- He 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 will be given preference & due weightage.
- The preference shall be given to the local candidate.
- Cook himself be perfectly hygienic in his 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.

#### **4. Assistant Cook (Two)**

- Male for Boys' hostel and Female for Girls' hostel
- He 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.
- Qualification: He must have passed HSC Examination
- Maximum 02 number of Assistant Cooks can be engaged in one Hostel.
- Having experience in cooking and other characteristics as specified above in 3.

### **RESPONSIBILITIES OF DIFFERENT STAKE HOLDERS FOR SMOOTH OPERATIONALISATION OF HOSTELS**

#### **Warden**

1. A monthly food ministry will be formed from among the boarders comprising of five members (three from Senior and two from junior classes). Warden has to coordinate with the members of the food ministry in order to ensure quality of food. Every month, the ministry will be changed with new members.
2. The warden will issue the materials for cooking in presence of the food ministry and maintain the consumption register.
3. Warden will take the attendance of boarders twice a day i.e. 5:30 AM & 5:30 PM.
4. In each week the warden and superintendent will verify and certify the stock.
5. To ensure safety and security of the boarders of the hostel.
6. To ensure proper functioning of all electrical appliances/ water fittings etc.
7. Apart from the above-mentioned duties, he will have to take up other works as directed by Principal and Superintendent.

#### **Head Cook/ Assistant Cook**

1. Cook will prepare the food as per the menu fixed by the district committee.
2. Cook, Assistant cook will keep the dining place and kitchen neat and clean.
3. While preparing the cooking items, the quality of items shall be examined by the warden and the cook/ Assistant cook.
4. Fresh & green vegetables must be used.
5. After proper cleaning of the vegetables in fresh water by cook and Asst. cook it will be used for cooking.
6. The cooked food shall not be kept open.
7. Stale food shall not be kept for further use.

8. The boarders shall wash their hands before taking meal, clean the tray and keep in specified place before leaving the dining hall after taking the meal. This work will be monitored by the Head cook and Assistant cooks

9. Apart from the above-mentioned duties, he will have to take up other works as directed by Principal and Warden.

**Chowkidar-Cum-Sweeper**

1. He will clean the hostel room with phenyl once every day

2. He will clean the toilets and bathrooms twice every day with phenyl

3. He will ensure security of the hostel/ properties of the hostel/ safety of inmates.

4. He will ensure that, the corridor lights are kept on for the safety of the hostel students.

5. He will accompany the warden if required for taking students to hospital during sickness.

6. Apart from the above-mentioned duties, he will have to take up other works as directed by Principal and Warden.