



ODISHA ADARSHA VIDYALAYA, KOLNARA

At/Po/Block- Kolnara, District- Rayagada (Odisha) PIN-765017

(An English Medium senior secondary school affiliated by CBSE, New Delhi under school & Mass Education, Govt. of Odisha)

Mail ID-✉ kolnara@oav.edu.in

CBSE Affiliation No. - **1520164**, School Code- **17250**, U-DISE -**21270714307**



ADVERTISEMENT FOR GIRLS' HOSTEL SUPPORT STAFF

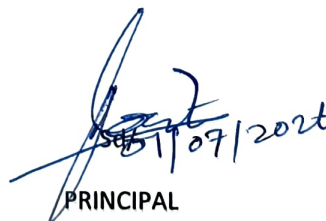
Applications are invited from the intending candidates for engagement of different support staff for Girls' Hostel, Odisha Adarsha Vidyalaya Kolnara in Rayagada District as per the vacancies mentioned below:

SL No.	Name of the Post	Vacancy Position	Qualification	Age Limit as on 31.03.2026	Remuneration (including EPF Share of Employee & Employer) per month
1	Warden (Female)	01	B.A/B.Sc. from any Recognized University.	30-60 Yrs	Rs 21,175/-
2	Head Cook (Female)	01	-	30-40 Yrs	Rs 9,000/-
3	Asst Cook (Female)	02	-	21-32 Yrs	Rs 6,750/-
4	Chowkidar-cum-Sweeper (Male)	01	HSC	21-32 Yrs	Rs 7,500/-

Application form and other details can be downloaded from the district website www.rayagada.gov.in. Interested candidates fulfilling the eligibility criteria may apply to 'The Principal, Odisha Adarsha Vidyalaya, AT/PO-Kolnara, PS-Chandili, Dist-Rayagada, Odisha, PIN-765017 by 25.07.2026 through Registered Post / Speed Post only. The application forms submitted by hand / courier or any other mode will not be accepted. Incomplete 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 application without assigning any reason thereof.

Shortlisted candidates will be called for interview after scrutiny by the Vidyalaya level committee.

The date of interview will be notified on the official website www.rayagada.gov.in or via phone call.


PRINCIPAL

ODISHA ADARSHA VIDYALAYA, KOLNARA

Principal

ODISHA ADARSHA VIDYALAYA
KOLNARA, RAYAGADA



APPLICATION FORM FOR ENGAGEMENT OF SUPPORT STAFF
FOR 100 SEATED GIRLS HOSTEL OF OAV ,KOLNARA,RAYAGADA



1. Post Applied For (Tick anyone):

- Warden Head Cook Assistant Cook Chowkidar_cum_Sweeper

2. Personal Details:

Full Name(in Block Letters)		Recent Passport Size Photograph
Father's Name		
Date of Birth (DD/MM/YYYY)		
Age as on 01-07-2026	___ Years ___ Months ___ Days	
Gender		
Religion		
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

CHECKLIST

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

Copy of certificate to be enclosed (Self-Attested)
(Please tick the certificate which is enclosed)

- i) HSC Certificate & Mark Sheet
- ii) +2 Certificate & Mark Sheet certificate which
- iii) Caste Certificate
- iv) Aadhar Card
- v) Residence Certificate
- vi) Certificate of Experience in Hostel Management
- vii) Self-Attested passport size photographs

GUIDELINES AND INSTRUCTIONS

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 Kolnara District Rayagada**.
3. Age Limit: As per prescribed by the OAVS guidelines for Hostel Staff Engagement.
4. The candidates 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.

Duration of the engagement:

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.

Process of Engagement:

(a) 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 stated above.

(b) Qualification for the different post may be taken from the above list.

sl No.	Name of post	Qualifiaction	Age
1	WARDEN	BA/B.SC	30-60Yrs
2	COOK	-----	30-40 Yrs
3	ASST.COOK	-----	21-32 Yrs
4	CHOWKIDAR CUM NIGHT WATCHMAN	HSC	21-32 Yrs



ସମଗ୍ର ଶିକ୍ଷା
ସମଗ୍ରା ଶିକ୍ଷା
Samagra Shiksha



ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY

"SHIKSHA SOUDHA", UNIT-V, BHUBANESWAR-751001

MS. ANANYA DAS, IAS
STATE PROJECT DIRECTOR

Phone - 0674-2395325,
FAX- 2392721.
E mail-opepaedu@yahoo.co.in

No. 3634 /GE/2025

Dated 25.03.25

To

The DEO-Cum-DPC, SS
(Angul, Balasore, Boudh, Bargarh, Bolangir, Bhadrak, Dhenkanal,
Deogarh, Gajapati, Ganjam, Jajpur, Kalahandi, Kandhamal, Koraput,
Keonjhar, Mayurbhanj, Malkangiri, Nawarangpur, Nuapada, Rayagada,
Sambalpur, Sonapur & Sundargarh).

Sub: Enhancement of remuneration of KGBV employees (Type-III & IV)
working under Samagra Shiksha.

Madam/Sir,

In inviting a reference to the subject cited above, it is to inform that, keeping in view the PAB Approval for the year 2024-25 towards remuneration of KGBV employees under Samagra Shiksha, the Govt. in School & Mass Education Deptt. has been pleased to enhance the remuneration of KGBV employees (Type-III & IV) w.e.f. 01.04.2024. The revised remuneration details of the KGBV employees (Type-III & IV) is attached at Annexure – 'A' & 'B' respectively.

You are therefore requested to ensure immediate release of the enhanced remuneration of aforesaid employees w.e.f. 01.04.2024.

Encl. As above.

Yours faithfully

State Project Director

Memo No. 3635 /GE/25/ Date. 25.03.25

Copy forwarded to Collector- Chairperson, SS (Angul, Balasore, Boudh, Bargarh, Bolangir, Bhadrak, Dhenkanal, Deogarh, Gajapati, Ganjam, Jajpur, Kalahandi, Kandhamal, Koraput, Keonjhar, Mayurbhanj, Malkangiri, Nawarangpur, Nuapada, Rayagada, Sambalpur, Sonapur & Sundargarh) for information.

State Project Director

Memo No. 3636/GE/25 // Date. 25.03.25

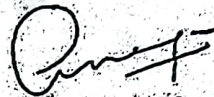
Copy forwarded to State Project Director, OAVS for information.



State Project Director

Memo No. 3637/GE/25 // Date. 25.03.25

Copy forwarded to Sr. PS to the Commissioner-Cum-Secretary to Govt., S & ME Deptt. for kind information of Commissioner-Cum-Secretary.



State Project Director



ANNEXURE - A

Statement of enhanced remuneration of KGBV Employees as per AWP&B 2024-25 (Type-III)

SI No	No. of approved Posts by AWP&B 2024-25	Total No. of post approved	Present monthly remuneration in Rs. (including EPF share of Employee & Employer)	Enhanced monthly remuneration in Rs. (including EPF share of Employee & Employer)	Differential amount in Rs.	Total fund required in Rs. for payment @ enhanced rate	Fund approved in AWP&B 2024-25 In lakhs
1	Warden	192	21,175.00	23,292.50	2117.5	53665920	536.6592
2	Part Time Teacher	546	7,500.00	8,250.00	750	54054000	540.54
3	Accountant	182	13,750.00	15,125.00	1375	33033000	330.33
4	Head Cook	182	9,000.00	9,900.00	900	21621600	216.216
5	Asst. Cook	546	6,750.00	7,425.00	675	48648600	486.486
6	Support Staff (Peon & Chawkidar)	728	7,500.00	8,250.00	750	72072000	720.72
7	Urdu Teacher	2	10,000.00	11,000.00	1000	264000	2.64

ANNEXURE - B

Statement of enhanced remuneration of KGBV Employees as per AWP&B 2024-25 (Type-IV)

SI No	No. of approved Posts by AWP&B 2024-25	Total No. of post approved	Present monthly remuneration in Rs.(including EPF share of Employee & Employer)	Enhanced monthly remuneration in Rs.(including EPF share of Employee & Employer)	Differential amount in Rs.	Total fund required in Rs. for payment @ enhanced rate	Fund approved in AWP&B 2024-25 in lakhs
1	Warden	173	21,175.00	23,292.50	2117.5	48355230	483.5523
2	Head Cook	173	9,000.00	9,900.00	900	20552400	205.524
3	Asst. Cook	346	6,750.00	7,425.00	675	30828600	308.286
4	Chawkidar	173	7,500.00	8,250.00	750	17127000	171.27

[Signature]

[Signature]
5D, 9.12

[Signature]

[Signature]



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



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FAX-0674-2392721
E.mail- opepaedu@yahoo.co.in

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

No. 7085 (23)/GE/10

Dated. 14. 10. 2011

To

The District Project Coordinator, SSA
Angul, Blasore, Boudh, Baragada, Bolangir, Bhadrak, Dhenkanal, Deogada,
Gjapati, Ganjam, Jajpur, Kalahandi, Kandhamal, Koraput, Keonjhar,
Mayurbhanj, Malkangiri, Nawarangpur, Nuapada, Rayagada, Sambalpur,
Sonapur, 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. 14. 10. 2011

Memo No 7086 (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

14. 10. 11

କନ୍ଥୁରବା ଗାନ୍ଧି ବାଳିକା ବିଦ୍ୟାଳୟର କର୍ମଚାରୀଙ୍କ ଭୂମିକା ଓ ଦାୟିତ୍ୱ
 ଓର୍ଡର୍ (Warden)

ପରେ ଗୃହକର୍ତ୍ତାଙ୍କ ଭୂମିକା - ଓର୍ଡର୍ ଭୂମିକା

ଆବାସିକ ବିଦ୍ୟାଳୟର ସମସ୍ତ କର୍ମଚାରୀଙ୍କ କାର୍ଯ୍ୟ ତଦାରଖ / ସମନ୍ୱୟ/ ଦସତାବୁଜି

ଆବାସିକ ବିଦ୍ୟାଳୟ ପରିଷ୍କାର ପରିଚ୍ଛନ୍ନତା - କୋଠରୀ ରୋଷେଇ ସାମଗ୍ରୀ
 ଡଙ୍ଗବିନ୍ ନାଳ
 ଶୌଚାଳୟ ପାଣିକୁଣ୍ଡ

ପିଲାଙ୍କର ବ୍ୟକ୍ତିଗତ ପରିଷ୍କାର ପରିଚ୍ଛନ୍ନତା

- ⇒ ସାବୁନ୍ ଓ ସାମ୍ପୁର ବ୍ୟବହାର ଓ ତାର ରକ୍ଷଣାବେକ୍ଷଣ
- ⇒ ଚପଲ ଓ ଜୋତାର ବ୍ୟବହାର ଓ ତାର ରକ୍ଷଣାବେକ୍ଷଣ
- ⇒ ପରିସ୍ରାଗାର ଓ ପାଇଖାନାର ବ୍ୟବହାର
- ⇒ ନିଜ ଜିନିଷ ପତ୍ର ସଜାଡ଼ି ରଖିବା
- ⇒ ଦାନ୍ତ ଯତ୍ନ ବ୍ରସ୍ତ, ଜିର ଛେଲା ଓ ଯେକ୍ ବ୍ୟବହାର
- ⇒ ନଖକଟାର ବ୍ୟବହାର
- ⇒ ସାନିଟାରୀ ପେଡର ବ୍ୟବହାର ଓ ତାକୁ ନିଷ୍କାସନ
- ⇒ ଯୋଷାକ ପତ୍ର ସଫା ଓ ତାର ଯତ୍ନ
- ⇒ ଶୋଇବା ପୂର୍ବରୁ ମଗାରି ଓ ବିଛଣାର ବ୍ୟବହାର
- ⇒ ଡଙ୍ଗବିନ୍ର ବ୍ୟବହାର
- ⇒ କମ୍ପୋଷ୍ଟ ପିଟର ବ୍ୟବହାର
- ⇒ ପାଣି ପାଇପର ବ୍ୟବହାର
- ⇒ ଲାଇଟ୍ ସୁଇଚ୍ ଓ ପଞ୍ଜାର ବ୍ୟବହାର
- ⇒ ମଗା ଧୂସ ଓ ଝୁଣାର ବ୍ୟବହାର
- ⇒ ମାଦକ ଦ୍ରବ୍ୟର ସେବନ ନିଷେଧ

ଗୃହକର୍ତ୍ତାଙ୍କ ଶିକ୍ଷା

- ⇒ ସକାଳେ ବିଛଣା ଛାଡ଼ିବାଠାରୁ ରାତିରେ ଶୋଇବାକୁ ଯିବା ପର୍ଯ୍ୟନ୍ତ ପ୍ରତ୍ୟେକ କାମ ସମୟାନୁସାରେ ଗୃହକର୍ତ୍ତା ଭାବେ କରିବେ ।
- ⇒ ଅତିଥି ଆସିଲେ ତାଙ୍କୁ ନମସ୍କାର / ପ୍ରଣାମ/ Good Morning / Good evening (ମୋତ୍ର ଏହା ଦଳବଦ୍ଧ ହୋଇ କରିବେ ନାହିଁ) । ଯିଏ ଯେତେବେଳେ ଭେଟିବ ସେତିକିବେଳେ କରିବ । ଆଉ ଶ୍ରେଣୀକୁ ଅତିଥି ପ୍ରବେଶ କଲେ ସମୁଦ୍ର ଭାବେ ନମସ୍କାର / Good Morning/ Good evening କୁହାଯିବ ।
- ⇒ ଖାଦ୍ୟ ଖାଇବା ପୂର୍ବରୁ ଓ ପରେ ସାବୁନ୍ ବ୍ୟବହାର କରିବେ ।
- ⇒ ଖାଦ୍ୟ ଖାଇବା ସମୟରେ ପରସ୍ପର କଥାବାର୍ତ୍ତା କରିବେ ନାହିଁ ।


 Ashok Kumar (OAS-1)
 Deputy Director (Administration)
 OPEPA, Bhubaneswar

- ⇒ ଖାଇବାକୁ ବସିବାପୂର୍ବରୁ ଆସନର ବ୍ୟବହାର କରିବେ ।
- ⇒ ଖାଇବା ସମୟରେ ପାଖରେ ପାଣି ରଖିବେ
- ⇒ ଖାଦ୍ୟକୁ ଭଲଭାବେ ଚୋବାଇ ଖାଇବେ
- ⇒ ଦିନ ମଧ୍ୟରେ ନିଶ୍ଚିତ ଭାବେ ୫-୬ଲିଟର ପାଣି ପିଇବେ ।
- ⇒ ବିଦ୍ୟାଳୟକୁ ଯିବାବେଳେ ଜୋଡା, batch, tie ପିନ୍ଧି ଯିବେ ।
- ⇒ ବହିଗୁଡ଼ିକୁ ବ୍ୟାଗରେ ନେଇଯିବେ ।
- ⇒ ସକାଳ, ସନ୍ଧ୍ୟା ଓ ଶୋଇବାପୂର୍ବରୁ ପ୍ରାର୍ଥନା କରିବେ
- ⇒ ଅନ୍ୟାନ୍ୟ କାର୍ଯ୍ୟାବଳୀ ଯାହା ଗୋଟେ ଉତ୍ତମ ବାଲିକା କରିବା ଆବଶ୍ୟକ ତାହା କରିବେ ।
- ⇒ ନିଜେ ଶିକ୍ଷାଦାନ କରିବେ ଓ ସାମୟିକ ଶିକ୍ଷକଙ୍କ ଶିକ୍ଷାଦାନକୁ ପିଲା କି ଭଲି ଗ୍ରହଣ କରୁଛି ଲକ୍ଷ୍ୟ କରିବେ ।
- ⇒ ଶିକ୍ଷାଦାନ ସମୟରେ ପିଲାଙ୍କ ପ୍ରତି ସମାନ ମନେଭାବ ଯୋଷଣ କରିବେ ।
- ⇒ ପିଲାଙ୍କୁ ବିରକ୍ତ ହେବେ ନାହିଁ ।
- ⇒ ଯଥେଷ୍ଟ ଶିକ୍ଷଣ ସାମଗ୍ରୀ ଓ କାର୍ଯ୍ୟକ୍ରମର ବ୍ୟବହାର କରିବେ ।
- ⇒ ପିଲାର ଶିକ୍ଷଣ ସ୍ତରରୁ ଠିକ ଭାବେ Part time ଶିକ୍ଷକଙ୍କ ସହାୟତାର ନିରୂପଣ କରିବେ ।
- ⇒ ପିଲାର ସହ ଶିକ୍ଷଣ କାର୍ଯ୍ୟର ଦକ୍ଷତା ସମସ୍ତ କାର୍ଯ୍ୟକାରୀଙ୍କ ସହାୟତାରେ ଚିହ୍ନଟ କରିବେ ।
- ⇒ ସହ ଶିକ୍ଷଣକାର୍ଯ୍ୟର ଅଗ୍ରଗତି ନିମନ୍ତେ ପ୍ରଧାନ ଶିକ୍ଷକଙ୍କ ସହ ଆଲୋଚନା କରି ପଦକ୍ଷେପ ନେବେ ।
- ⇒ ପିଲାଙ୍କୁ ଖେଳ, କ୍ରିଡ଼, ଡିବେଟ୍, ରଚନା ଓ ଡ୍ରାମା ପ୍ରତିଯୋଗିତାରେ ଭାଗ ନେବାପାଇଁ ଉତ୍ସାହ ପ୍ରଦାନ କରିବେ ।
- ⇒ ପିଲାଙ୍କର Personal File maintain କରିବେ ।
- ⇒ ବ୍ୟକ୍ତିଗତ ଆଗ୍ରହ, ଅନାଗ୍ରହକୁ ଲକ୍ଷ୍ୟକରି ତାର ଚିକିତ୍ସା କରାଯିବ ।
- ⇒ Libraryରେ ପଠନ ଓ Computer ଶିକ୍ଷାପ୍ରତି ଆଗ୍ରହ ଆଣିଲାଭଳି ପରିବେଶ ସୃଷ୍ଟି କରିବେ ।
- ⇒ ରୋଗ ହେଲେ ମାଆ ଭଳି ସେବା କରିବେ ଓ କରାଇବେ ।
- ⇒ ଡାକ୍ତରଙ୍କ ପାଖକୁ ନେବେ ।
- ⇒ ଖେଳ ସମୟରେ ଉପସ୍ଥିତ ରହିବେ ।
- ⇒ ଚାରିତ୍ରିକ ଗଠନ ପାଇଁ ଗପ/ ଉପଦେଶ ଦେବେ ।
- ⇒ ମାଆ ଭଳି ସ୍ନେହ, ଭରଣୀ ଭଳି ସାଙ୍ଗଟିଏ ହେବେ ।

Register to be Maintained by Warden

- ⇒ Daily Consumption register
- ⇒ Attendance of Staff and student Register
- ⇒ Consumable distribution register
- ⇒ Sanitary Pad Register
- ⇒ Medical Register
- ⇒ Personal Medicine chart with Drafts Prescription
- ⇒ Visiting register


 Ashok Kumar Pattnaik (OAS-1)
 Deputy Director (Administration)
 OPEPA, Bhubaneswar

⇒ Entry Register

⇒ Home going register

⇒ Health Hygiene

⇒ Day school or boarders ମଧ୍ୟରେ ପ୍ରଭେଦ ଦେଖାଦଲେ/ ବିଶୃଙ୍ଖଳା ହେଲେ Head Master ସମସ୍ତଙ୍କ noticeକୁ ଆଣିବେ, ଏଥିପାଇଁ Register Maintain କରିବେ । ସର୍ବୋପରି ପିଲାଙ୍କ ସୁରକ୍ଷା ପ୍ରତି ଦୃଷ୍ଟି ଦେବେ । ସୁରକ୍ଷାର ପ୍ରଶ୍ନ ଆସିଲେ ପ୍ରଧାନଶିକ୍ଷକ ହୁଅନ୍ତୁ ବା ଉପରିସ୍ଥ କର୍ମଚାରୀ ହୁଅନ୍ତୁ ତାଙ୍କ ବିରୋଧରେ ପଦକ୍ଷେପ ନେବେ । ଶିଶୁ ଅଧିକାର ଗୁଡ଼ିକର ସୁରକ୍ଷା ନିମନ୍ତେ ଶିଶୁଅଧିକାର ଅଧିନିୟମ ୨୦୦୯ରେ ଦର୍ଶାଯାଇଥିବା ନିୟମଗୁଡ଼ିକୁ କଡ଼ାକଡ଼ି ଭାବେ ପାଳନ କରିବା ।

KGBV ଏକ ଅନୁଷ୍ଠାନ ନୁହେଁ, ଏହା ଏକ ପରିବାର ଯେଉଁ ପରିବାରର ମୁଖ୍ୟ ହେଉଛନ୍ତି ପ୍ରଧାନ ଶିକ୍ଷକ ଏବଂ ଯାହାର କର୍ତ୍ତା ହେଉଛନ୍ତି Warden । ପରିବାର ସଦସ୍ୟ ହେଉଛନ୍ତି ଶିକ୍ଷକ/ ଶିକ୍ଷୟିତ୍ରୀ/ ସାମୟିକ ଶିକ୍ଷକ/ ତଥା କର୍ମଚାରୀ ବୃନ୍ଦ ଏବଂ ୧୦୦ ଜଣ କମ୍ପୁରୀ କନ୍ୟା । ସମସ୍ତଙ୍କର ମିଳିତ ଉଦ୍ୟମ ରହିଲେ ସେହି ନୀତି ତଳରୁ କମ୍ପୁରୀ ନିଷିତ ତାର ସୁବାସ ବିଚରଣ କରିବ ।

⇒ Monthly Test ର questionର copy (VI, VII, VIII) ଶିକ୍ଷକମାନଙ୍କଠାରୁ ଆଣି ସଂଗ୍ରହ କରି ରଖିବେ ।

⇒ Monthly Test Result PTT/ ଅଭିଭାବକମାନଙ୍କ ସହିତ Share କରିବେ ଏବଂ ଆବଶ୍ୟକ ସ୍ଥଳେ ପିଲାଙ୍କ ସହ ପୁନଃ ବର୍ଣ୍ଣନା କରିପାରିବେ ।

⇒ Wardenଙ୍କ ବିନା ନୁହେଁ କେହି ପିଲାଙ୍କୁ ସାକ୍ଷାତ କରିପାରିବେ ନାହିଁ ।

⇒ ବିଦ୍ୟଳୟ ପରିଚାଳନା କମିଟିରେ ଖାତେନ ଅଂଶ ଗ୍ରହଣ କରିବେ ।

⇒ ପିଲାଙ୍କୁ ଆବଶ୍ୟକ ମୁତାବକ ଖାଦ୍ୟ ସାମଗ୍ରୀ / ନିତ୍ୟ ବ୍ୟବହାରିୟ ଜିନିଷ ଓ ଲିଖନ ପଠନ ସାମଗ୍ରୀ ଯୋଗାଇବେ ।

⇒ ହଫ୍ଟେଲ ପରିଚାଳନାରେ ମୁଖ୍ୟ ଭୂମିକା ଗ୍ରହଣ କରିବେ ।

Teacher/ Part time teacher (ଶିକ୍ଷକ) :

⇒ ଶିକ୍ଷକ/ ଶିକ୍ଷୟିତ୍ରୀ ଯିତୁ ସୁଲଭ / ମାତୃ ସୁଲଭ ଆଚରଣ ପ୍ରଦର୍ଶନ କରିବେ ।

- Entry point Behaviour Test ପୂର୍ବରୁ ପିଲାଙ୍କ ସହ ମିଶିବେ ଏବଂ ତାଙ୍କର ଅଭାବ ଅସୁବିଧା ଗୁଡ଼ିକ ଜାଣିବେ (ସୁବିଧା / ଅସୁବିଧା / ଲିଖନ/ କଥନ)

⇒ ପିଲାଙ୍କ hobby ସମ୍ବନ୍ଧରେ ଜାଣିବା ।

⇒ ସହଶିକ୍ଷଣ ବିଷୟଗୁଡ଼ିକ ପ୍ରତି ଆଗ୍ରହ ସମ୍ବନ୍ଧରେ ଜାଣିବା ଓ ଏହାଜାଣି ସେ ବିଷୟ ଉପରେ ଅଧିକ ଗୁରୁତ୍ଵାରୋପ କରିବେ ।

⇒ ପିଲାଙ୍କ ସହ ଖେଳ ସମୟରେ ଖେଳିବା

⇒ ପିଲାଙ୍କ ଉପଯୁକ୍ତ ବସ୍ତୁଟିଏ ହେବା ।


⇒ ପିଲାଙ୍କର ଦୈନନ୍ଦିନ କାର୍ଯ୍ୟ ଓ ଆଚରଣଗତ ତ୍ରୁଟିର ସଂଶୋଧନ ନିମନ୍ତେ ଖାତେନ, ପିଅନଙ୍କ ସହ ମିଳିତ ଭାବେ କାର୍ଯ୍ୟ ପିଛା ଗ୍ରହଣ କରିବା ।

AS, Deputy (In-charge) (Mentoring & Counselling)

- ⇒ ବିଭିନ୍ନ ସହ ଶିକ୍ଷଣ କାର୍ଯ୍ୟ ମାଧ୍ୟମରେ ଶିକ୍ଷାପ୍ରତି ଆଗ୍ରହ ସୃଷ୍ଟି କରିବେ । Wardgame, ଅନ୍ତାକ୍ଷରୀ, ବିତ୍ତାଙ୍ଗନ, ଖେଳ ଇତ୍ୟାଦି ।
- ⇒ ସହ ଶିକ୍ଷଣ ବିଷୟକୁ ଶିକ୍ଷାଦାନ ସହ ସଂଯୋଗ କରିବା ।
- ⇒ Entry Behaviour test କରିବା (ବିଦ୍ୟାଳୟ ଛାତ୍ରଛାତ୍ରୀ + ଅନ୍ତେବାସୀ)
- ⇒ Test ଅନୁଯାୟୀ ବଳଗଠନ କରି ବିଦ୍ୟାଳୟ ସମୟରେ ଶିକ୍ଷାଦାନରେ ସହଯୋଗ କରିବା ।
- ⇒ PTTଙ୍କ ମଧ୍ୟରେ ବିଷୟ ବଢ଼ାଯିବ ।
- ⇒ ଅଧିକ ପରିମାଣରେ ବହି/ ମାଗାଜିନ୍ ଇତ୍ୟାଦିର ସହାୟତା ନେବା ।
- ⇒ ନିଜେ Library books ପଢ଼ିବା ଓ ପିଲାଙ୍କୁ ପଢ଼ାଇବା ।
- ⇒ ପିଲାଙ୍କ Note Book regular check କରିବେ ଓ ଭୁଲ୍ ତ୍ରୁଟି ସଂଶୋଧନ କରିବ ।
- ⇒ Personal File Maintainରେ Wardenଙ୍କୁ ସହାୟତା ଦେବା ।
- ⇒ Monthly Progress report maintain କରିବା ।
- ⇒ ବିଶେଷ ଦିନର ପାଳନ ପାଇଁ ସ୍ୱତନ୍ତ୍ର କାର୍ଯ୍ୟକ୍ରମ ପ୍ରଧାନ ଶିକ୍ଷକ/ Warden/ଶିକ୍ଷକ ଶିକ୍ଷିକା/ students Representativeଙ୍କୁ ନେଇ ପ୍ରସ୍ତୁତ କରିବା ।
- ⇒ ବାର୍ଷିକ Activity Calendar ପ୍ରସ୍ତୁତି କରି ତାକୁ କାର୍ଯ୍ୟକାରୀ କରିବା । ଏଥିରେ H.M./Warden/ School Teacherଙ୍କୁ ସାମିଲ କରିବା ।
- ⇒ ସକାଳ ଓ ସନ୍ଧ୍ୟାରେ Part Time Teacherମାନେ ବିଦ୍ୟାଳୟର Home taskକୁ Practice କରାଇବେ/ ପାଠରେ ଦୁର୍ବଳ ଛାତ୍ରୀମାନଙ୍କର ପ୍ରତିକାର ମୁଲକ (remedial) ଶିକ୍ଷା ପ୍ରଦାନ କରିବେ ।
- ⇒ ଦେହ ଖରାପ ହେଲେ ସେବିକାର ଭୂମିକା ମଧ୍ୟ ତୁଲାଇବେ ।
- ⇒ ଶିକ୍ଷା ଓ ଶିକ୍ଷଣ ସମ୍ବନ୍ଧୀୟ ସମସ୍ତ କାର୍ଯ୍ୟ ସମାପନ କରିବେ ।
- ⇒ ଏତଦଭିନ୍ନ ଆବଶ୍ୟକସ୍ଥଳେ ପ୍ରଧାନ ଶିକ୍ଷକ ଏବଂ Warden ଯାହା କାର୍ଯ୍ୟ ଦେବେ ସେଥିରେ ସହଯୋଗ କରିବେ ।

Cook/ Asst. Cook

- ⇒ ଖାଦ୍ୟ ମେନୁକୁ ଲକ୍ଷ୍ୟ କରି ଆବଶ୍ୟକ ଜିନିଷର ତାଲିକା ସ୍ୱୀକୃତିପ୍ରାପ୍ତ ପ୍ରଦାନ କରିବେ ।
- ⇒ ସ୍ୱୀକୃତି / ପ୍ରଧାନ ଶିକ୍ଷକଙ୍କ ପରାମର୍ଶରେ ସାମଗ୍ରୀ ଅଣାଇବେ ।
- ⇒ ଚାଉଳ, ଡାଲି, ତେଲ ଆବଶ୍ୟକନୁଯାୟୀ ଓଜନ କରି କାଢ଼ିବେ ।
- ⇒ ଚାଉଳକୁ ପାହୁଡ଼ି ବା ବାଛି ତା ଦେହରୁ ଗୋଡ଼ି ବାହାର କରିବେ ।
- ⇒ ପରିବା କାଟିବେ ଓ ପରିବାକୁ ଭଲଭାବେ ସଫାପାଣିରେ ଧୋଇବେ ।
- ⇒ ମସଲା ବାଟିବେ ।
- ⇒ Head Cook ରୋଷେଇ କଲାବେଳେ ଆବଶ୍ୟକ ପଡ଼ିଲେ ରୋଷେଇରେ ସାହାଯ୍ୟ କରିବେ ।
- ⇒ ରୋଷେଇ ଘର ଓ ବାସନ ସଫା କରିବେ ।
- ⇒ ପିଲାଙ୍କୁ ଖାଦ୍ୟ ପରିବେଷଣ ପୂର୍ବରୁ ବାରଣ୍ଡାକୁ ଝାଡୁ ମାରି ଆସନ ପକାଇବେ ।
- ⇒ ପିଲାଙ୍କୁ ବସାଇ ଖାଦ୍ୟ ପରିବେଷଣ କରିବେ ଓ ୨ୟ ଥର କେହି ମାଗିଲେ ପାଖରେ ନେଇ ଦେବେ ।


 Ashok Kumar
 Deputy Director (Admission)
 I.P.A.

- ⇒ ପିଲାଙ୍କୁ ପାନୀୟ ଜଳ ଯୋଗାଇବେ (ଖାଇବା ସମୟରେ)
- ⇒ ପିଲା ଖାଇସାରିଲେ ବାରଣ୍ଡା ଧୋଇଦେବେ ।
- ⇒ ସଭାସଭାରେ ଥରେ ପିଲାଙ୍କ ବାସନକୁ ଗରମ ପାଣିରେ ଧୋଇବା ।
- ⇒ ରୋଷେଇ ବର୍ଜ୍ୟବସ୍ତୁ (ପରିବା ଚୋପା, ଯେଜ) କୁ ଦୂରରେ ଖାତରେ ଫୋପାଡ଼ିବା ।
- ⇒ ରୋଷେଇ ଘରର ନାଳ ସଫାକରିବା ।
- ⇒ ଖରାଦିନେ ପିଲାଙ୍କୁ ପାଣି/ ORS/ ସରବତ ଯୋଗାଣରେ ପିଅନ ସହ ମିଳିତଭାବେ କାର୍ଯ୍ୟ କରିବା ।
- ⇒ ପିଅନର ଅନୁପସ୍ଥିତିରେ ପିଅନର କାର୍ଯ୍ୟ କରିବା ।
- ⇒ ଆବଶ୍ୟକ ସ୍ଥଳେ ଶିକ୍ଷାଦାନ କରିବା ।
- ⇒ ଏତଦବ୍ୟତୀତ ପ୍ରଧାନ ଶିକ୍ଷକ ଓ Warden ଆବଶ୍ୟକ ସ୍ଥଳେ ଯେଉଁ କାର୍ଯ୍ୟ କରିବାକୁ ଦେବେ ତାହା କରିବେ ।

Peon/Attendant)

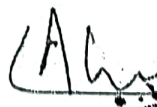
- ⇒ Hostel Room ସକାଳେ ସନ୍ଧ୍ୟାରେ ଝାଡୁ କରିବା ଓ ଫିନାଇଲରେ ପୋଛିବା ।
- ⇒ Hostel ଭିତରେ ଥିବା latrine, Bathroomର ପରିଷ୍କାର ପରିଚ୍ଛନ୍ନତା ରଖିବା ।
- ⇒ Dustbinରୁ ଜିନିଷ ନେଇ Compost Pit ରେ ପକାଇବା ।
- ⇒ ପିଲାଙ୍କ ବ୍ୟକ୍ତିଗତ ପରିଚ୍ଛନ୍ନତା ଓ ଶୁଦ୍ଧତା ଶିକ୍ଷା ଦେବାରେ Wardenଙ୍କୁ ସହାୟତା ଦେବା ।
- ⇒ Entry Register Maintainରେ ସହାୟତା କରିବା ।
- ⇒ ସବୁଜିନିଷ ସଥା ସ୍ଥାନରେ ରହୁଛି କି ନା ଲକ୍ଷ୍ୟ କରିବା ।
- ⇒ ପାଣି ପାଇପ୍ ଓ ପାଣିଟାଙ୍କିର ପରିଷ୍କାର ପରିଚ୍ଛନ୍ନତା ପ୍ରତି ଦୃଷ୍ଟି ଦେବା ।
- ⇒ ଦେହ ଖରାପ ହେଲେ ସେବା ଆବଶ୍ୟକ ସ୍ଥଳେ ପିଲାଙ୍କୁ ଡାକ୍ତରଖାନାକୁ ନେବା ।
- ⇒ ଏତଦଭିନ୍ନ ଆବଶ୍ୟକ ସ୍ଥଳେ ସମସ୍ତଙ୍କ କାର୍ଯ୍ୟ ସହଯୋଗ ଭିତ୍ତିରେ ସମ୍ପାଦନା କରିବେ । (ପ୍ରଧାନ ଶିକ୍ଷକ, Wardenଙ୍କ ପରାମର୍ଶାନୁଯାୟୀ)

- ପାନୀୟଜଳ ସଂଗ୍ରହ ଓ ପିଲା ବିଶୁଦ୍ଧ ଜଳ ପିଉଛନ୍ତି କି ନା ତଦାବଳ କରିବ
- ଖରାଦିନେ ସରବତ୍ / ORS ଯୋଗାଣ ।
- ପରିଷ୍କାର/ ଅନ୍ୟାନ୍ୟ ସମୟରେ ଘଟଣା ବଜାଜବା ।

ଚୌକିଦାର (Watchman)

ଚୌକିଦାର Hostel ବାହାରେ ରହି କାର୍ଯ୍ୟ ନିର୍ବାହ କରିବେ (ପୁରୁଷ ହୋଇଥିଲେ)

- ସୁରକ୍ଷାର ସମସ୍ତ ଦାୟିତ୍ୱ ହେଉଛି Watchmanର
- ରାତ୍ର ଜଗୁଆଳ ଭାବରେ ଜରିବା ।
- ଅସାମାଜିକ ଲୋକଙ୍କ ପ୍ରବେଶ ଲକ୍ଷ୍ୟ କଲେ ସଙ୍ଗେ ସଙ୍ଗେ, Warden/ ପ୍ରଧାନ ଶିକ୍ଷକ VEC Presidentଙ୍କୁ ଅବଗତ କରିବା ।
- ⇒ ବଜାର ସଉଦା ଆଣିବା, ହାତରୁ ପରିବା ଆଣିବା
- ⇒ ବଗିଚା କାମ କରିବା (ସକାଳ ସମୟ)


 Deputy Director (M.A. & S.A. Section)
 O.P.E.A., Bhubaneswar

- ⇒ Light, Fan ଇତ୍ୟାଦି ଠିକ୍ ଅଛି କି ନା ତଦାରଖ କରିବା ।
- ⇒ ପାଣିଟାଙ୍କି ସଫା କରିବା, ଏଥିରେ ପିଅନ ସାହାଯ୍ୟ କରିବା ।
- ⇒ ପାଣି ଟାଙ୍କି, ଗାଧୁଆଘର ନିକଟବର୍ତ୍ତୀ ନାଳ ସଫା ସୁତୁରା ରଖିବା, Bleaching, Phenyle ପକାଇବା ।
- ⇒ ପିଲାଙ୍କ ରୁମକୁ Warden/ Lady Peonଙ୍କ ବିନା ଉପସ୍ଥିତିରେ ପ୍ରବେଶ କରିବ ନାହିଁ ।
- ⇒ ଆବଶ୍ୟକ ପଡିଲେ Wardenଙ୍କ ସହ ରାତିରେ ପିଲାକୁ ଡାକ୍ତରଖାନା ନେଇଯିବ ।
- ⇒ ଏତଦବ୍ୟତୀତ ପ୍ରଧାନ ଶିକ୍ଷକ/ Wardenଙ୍କ ଦ୍ଵାରା ପ୍ରଦତ୍ତ ଅନ୍ୟାନ୍ୟ କାର୍ଯ୍ୟ ମଧ୍ୟ କରିବା ।
- ⇒ ସର୍ବୋପରି ନିଜର ଚରିତ୍ରବତ୍ତାକୁ ଉତ୍ତମ ରଖି ବିଦ୍ୟାଳୟକୁ ସୁରକ୍ଷିତ ରଖିବା ।
- ⇒ ବିଦ୍ୟାଳୟ Notice VECଙ୍କ ପାଖକୁ ନେବା ।

Staff ଙ୍କ ଛୁଟି:

- ⇒ ଏହା ଏକ ଆବାସିକ ସଂସ୍ଥା ହୋଇଥିବାରୁ Part time teacher, Accountant, All staff ରବିବାର / ଛୁଟି ଦିନ ମଧ୍ୟ Hostelରେ ରହି duty କରିବେ ।
- ⇒ C.L. 12 ଦିନ
- ⇒ Maternity Leave - As per Govt. Norm (ଦୁଇଟି ସନ୍ତାନ ପାଇଁ)
- ⇒ ଯଦି କୌଣସି KGBV କର୍ମଚାରୀ ଏକ ସମୟରେ ୩ଦିନରୁ ଅଧିକ ଛୁଟି ନିଅନ୍ତି ତାହାଲେ ସେମାନେ ଜିଲ୍ଲା କାର୍ଯ୍ୟକ୍ରମରୁ ଅନୁମତି ନେଇ ଛୁଟିରେ ରହିପାରିବେ । ଛୁଟିରେ ଯିବା ପୂର୍ବରୁ ଅନ୍ୟ କର୍ମଚାରୀଙ୍କୁ ଦାୟିତ୍ଵ ହସ୍ତାନ୍ତର କରି ଛୁଟିରେ ରହିବେ ।

Hostel Holidays

⇒ ଖରା ଛୁଟି ୧୫ ଦିନ

May 15 -30 (ଖରାଛୁଟି)

Rayagada, Kalahandi, Gajapati, Balesore, Koraput, Baragarh, Ganjam, Nuapada, Deogarh, Sambalpur, Bhadrak, Nabarangpur, Malkangiri

June 1-15 (ଖରାଛୁଟି)

Sundergarh, Keonjhar, Balangir, Khandamal, Dhenkanal, Angul, Mayurbhanj, Jajpur, Boudh, Sonapur

⇒ ଦଶହରା ୮ଦିନ

⇒ ମକର / ନୂଆଖାଇ/ ଶ୍ରୀକ୍ଷମାସ / ଲଦ୍ ଇତ୍ୟାଦି ୭ ଦିନ (ଆଞ୍ଚଳିକ ଭିତ୍ତିରେ)



Ashok Kumar Pattanah (DAS-1)
Deputy Director (Administration)
OPEPA, Bhubaneswar

- 7.3. During selection preference shall be given to the candidates coming to school from long distance.
- 7.4. Preference will be given in order of Class XII followed by class XI and so on.
- 7.5. Senior most lady teacher and Senior most male teacher will act as Superintendent for girls' hostel and boys' hostel respectively.

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

- 10.2.3.** He/she will take care of health of boarders and provide first aid/ medical care whenever required.
- 10.2.4.** Superintendent has to look after each and every internal issue of that hostel.
- 10.2.5.** He/ She will be responsible for maintenance of records, quality of food, hygienic conditions of the boarders.
- 10.2.6.** He/ She has to visit hostel twice daily.
- 10.2.7.** All the employees working in the hostel must report before the Superintendent daily.
- 10.2.8.** To ensure safety and security of the boarders of the hostel.
- 10.2.9.** To ensure proper functioning of all electrical appliances/ water fittings etc.

10.3. WARDEN: -

- 10.3.1.** 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.
- 10.3.2.** The warden will issue the materials for cooking in presence of the food ministry and maintain the consumption register.
- 10.3.3.** Warden will take the attendance of boarders twice a day i.e. 5:30 AM & 5:30 PM.
- 10.3.4.** In each week the warden and superintendent will verify and certify the stock.
- 10.3.5.** To ensure safety and security of the boarders of the hostel.
- 10.3.6.** To ensure proper functioning of all electrical appliances/ water fittings etc.

10.4. HEAD COOK/ ASSISTANT COOK: -

- 10.4.1.** Cook will prepare the food as per the menu fixed by the district committee.
- 10.4.2.** Cook, Assistant cook will keep the dining place and kitchen neat and clean.
- 10.4.3.** While preparing the cooking items, the quality of items shall be examined by the warden and the cook/ Assistant cook.
- 10.4.4.** Fresh & green vegetables must be used.
- 10.4.5.** After proper cleaning of the vegetables in fresh water by cook and Asst. cook it will be used for cooking.
- 10.4.6.** The cooked food shall not be kept open.
- 10.4.7.** Stale food shall not be kept for further use.
- 10.4.8.** 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.

- 11.3.2.** While supplying ration for cooking, adequate care should be taken by the warden to ensure that no rotten/ pest- infested food items are supplied for cooking.
- 11.3.3.** Periodic quality testing like smell test/ granularity/color test should be done by the hostel superintendent to detect any adulteration or presence of pests.
- 11.3.4.** Before cooking, all the food items should be cleaned/ washed properly by the Asst. cooks for removal of any unhygienic / foreign material.
- 11.3.5.** Drinking water shall be used in kitchen for cooking.
- 11.3.6.** No children should be engaged in the preparatory cooking activities like chopping/ cutting, cleaning of the food items to avoid any untoward incidence.
- 11.3.7.** Vessel/ cooking utensils, which is likely to cause metallic contamination and injurious to health, shall not be used in food preparation. The cooking utensils shall be washed properly before cooking.
- 11.3.8.** Ensuring proper supply of ration, adherence to the pre-cooking activities is the primary responsibility of the hostel Superintendent, Principal and warden. Any deviation found in the adherence of the guidelines would attract disciplinary action against them.

11.4. PERSONAL HYGIENE OF THE HEAD COOK & ASSISTANT COOKS: -

- 11.4.1.** The Head cook & Asst. cooks must wash their hands properly, frequently and at the appropriate times before, during and after cooking. Soap/ liquid hand wash/hand sanitizer/disinfectants should be provided for hand washing/ sanitization to the Head cook & Asst. Cooks.
- 11.4.2.** They shall keep the fingernails regularly trimmed and avoid fingernail polish.
- 11.4.3.** The hair of the Head cook & Asst. Cooks should be combed and properly tied while cooking and serving food.
- 11.4.4.** The Head cook & Asst. Cooks having contagious/ infectious disease/ open wound shall be banned from cooking food till he/ she recovers and alternate arrangement for that period.
- 11.4.5.** They must not chew tobacco/ betel/ khaini etc. during preparatory work, cooking and while serving food.
- 11.4.6.** They must wear proper cooking outfit while doing the same.
- 11.4.7.** The principals and hostel superintendent shall educate & sensitize the Head cook & Asst. Cooks in this regard and ensure adherence of the same by the Head cook & Asst. Cooks.
- 11.4.8.** Though Head cook & Asst. Cooks are primary accountable to maintain personal hygienic standards as mentioned in the guideline, regular supervision and compliance to the guidelines is to be ensured by the Hostel Superintendent and Warden In case of non-compliance to these

guidelines by the Head cook & Asst. Cooks, this shall be brought to the notice of the principal for suitable disciplinary action.

11.5. SAFETY DURING COOKING: -

- 11.5.1.** Head cook & Asst. cooks will wash hands with soap/ liquid hand wash and water before cooking.
- 11.5.2.** All utensils used for cooking shall be cleaned using branded cleaning agents and shall be thoroughly washed to remove all traces of the cleaning agent.
- 11.5.3.** Clean utensils with lid cover shall be used for cooking.
- 11.5.4.** Cooking food over 75-degree Celsius kills most of the bacteria. Therefore, food shall be thoroughly cooked and boiled.
- 11.5.5.** Eggs should be thoroughly hard boiled to erase every chance of bacterial infestation.
- 11.5.6.** It should be ensured that no small children/ students are near the cooking area to avoid any mishap.
- 11.5.7.** General villagers/ suspicious persons, not on the monitoring duty, shall not be allowed inside the kitchen to avoid any intentional sabotage.
- 11.5.8.** Ensuring adherence to the guidelines relating to safety during cooking is the primary responsibility of the Head cook & Asst. Cooks while hostel superintendent and warden of hostels are accountable to check and supervise the same on the daily basis. The principal also needs to periodically check and supervise the functioning of the hostel. For any deviation, Head cook & Asst. Cooks and hostel superintendent and warden of hostel would be held accountable.

11.6. SAFETY DURING SERVING: -

- 11.6.1.** The food shall be served to the students in presence of the hostel superintendent and warden of hostel.
- 11.6.2.** All cooked items shall be kept in containers covered with lid.
- 11.6.3.** The Head cook & Asst. Cooks shall first at least 30 minutes prior to serving to the children in the presence of Hostel superintendent / warden.
- 11.6.4.** The meal must be served within one hour of cooking.
- 11.6.5.** The persons serving food must wash hands with soap/ liquid hand wash and water before serving food. No student shall be engaged for serving the food to avoid any mishap.
- 11.6.6.** Clean spoons with long handles shall be used for serving. Touching of ready to eat foods with bare hands should be avoided. (Example: - cooked rice should not be served with hand)
- 11.6.7.** The hostel superintendent and members of food ministry shall ensure that all students have washed their hands with soap/ liquid hand wash properly before taking the food.

- 11.6.8. Meal shall be served on clean (washed, rinsed and air dried) dish/ plates to students.
- 11.6.9. The hostel superintendent and warden shall ensure that meal is served in the dining area/ appropriate place and ensure that the place is cleaned before serving starts.
- 11.6.10. The students shall be seated in the dining area and the food shall be served in their plates. There shall be no queuing of student in the kitchen area for receiving the food. During many occasions it was seen that due to the queuing and pushing of students, they accidentally fall into big cooking vessels which often becomes fatal.
- 11.6.11. The hostel superintendent and warden of hostel shall supervise the proper serving of the food to the students on daily basis and are responsible for ensuring this. Any laxity/ deviation found in the adherence of the guidelines would attract strict disciplinary action against them.
- 11.7. DISPLAY OF FOOD MENU: -**
- 11.7.1. The weekly menu chart (as prescribed by the District Level Committee) reflecting the menu for breakfast, lunch and dinner shall be printed in a flex and displayed at a conspicuous location.
- 11.7.2. It is the responsibility of the Principal/Superintendent to ensure display of the Menu chart and its periodic replacement so as to ensure proper visibility of the information to all concerned.

12. RECORD KEEPING

The following registers are to be maintained regularly.

1. Attendance register
 2. Stock register
 3. Issue register
 4. Regular diet register
 5. Time table register
 6. Leave register
 7. Consumable register
 8. Visitors log book
 9. Cash book
 10. Dead stock register
 11. Health register
 12. Guard File
 13. Notice Book
 14. Apart from this registers/ album with respect to documentation of various co-curricular activities/ observance of different days of state/ national/ international importance can also be maintained.
- 12.1. The stock entry of the ration/ food items procured shall be made by Warden/ Hostel Superintendent with quantities / date of supply/ purchases etc. duly countersigned by the principal.
- 12.2. It is the responsibility of the Principal, Hostel Superintendent and warden to ensure proper upkeep of the records. In cases where records are found inadequate, improperly maintained or forged, the principal,



ODISHA ADARSHA VIDYALAYA, KOLNARA

At/Po/Block- Kolnara, District- Rayagada (Odisha) PIN-765017
(An English Medium senior secondary school affiliated by CBSE, New Delhi under
school & Mass Education, Govt. of Odisha)
Mail ID-kolnara@oav.edu.in



CBSE Affiliation No. - **1520164**, School Code- **17250**, U-DISE -**21270714307**

ADVERTISEMENT FOR KGBV TYPE-IV GIRLS' HOSTEL SUPPORT STAFF

Applications are invited from the intending candidates for engagement of different support staff for KGBV TYPE-IV Girls' Hostel, Odisha Adarsha Vidyalaya Kolnara in Rayagada District as per the vacancies mentioned below:

Sl. No.	Name of the Post	Vacancy Position	Qualification	Age Limit as on 31.03.2026	Remuneration (including EPF Share of Employee & Employer) per month
1	Warden (Female)	01	B.A/B.Sc. from any Recognized University.	30-60 Yrs	Rs 21,175/-
2	Head Cook (Female)	01	-	30-40 Yrs	Rs 9,000/-
3	Asst Cook (Female)	02	-	21-32 Yrs	Rs 6,750/-
4	Chowkidar-cum-Sweeper (Male)	01	HSC	21-32 Yrs	Rs 7,500/-

Application form and other details can be downloaded from the district website www.rayagada.gov.in. Interested candidates fulfilling the eligibility criteria may apply to **The Principal, Odisha Adarsha Vidyalaya, AT/PO-Kolnara, PS-Chandili, Dist-Rayagada, Odisha, PIN-765017** by **25.07.2026** through Registered Post / Speed Post only. The application forms submitted by hand / courier or any other mode will not be accepted. Incomplete 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 application without assigning any reason thereof.

Shortlisted candidates will be called for interview after scrutiny by the Vidyalaya level committee.

The date of interview will be notified on the official website www.rayagada.gov.in or via phone call.

PRINCIPAL

OIPR-27001/27149/1/26-27/0001 ODISHA ADARSHA VIDYALAYA, KOLNARA

27001/90/2627