



ଓଡିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ, ଗୁନ୍ଦୁରିଗୁଡା, କୁଦୁମୁଲୁଗୁମ୍ମା

## OFFICE OF THE PRINCIPAL



### ODISHA ADARSHA VIDYALAYA, GUNDURIGUDA

**BLOCK: KUDUMULUGUMMA, DIST: MALAKANGIRI, STATE: ODISHA, PIN: 764046**

(Under Odisha Adarsha Vidyalaya Sangathan as Autonomous Organization, Deptt. S & M.E. Govt. of Odisha)

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Affiliated to CBSE, New Delhi, CBSE Affiliation No: 1520158, School No: 17244, Website: [oav.edu.in](http://oav.edu.in)

Letter No.: 406 /2026

Date: 14.07.2026

File: Boys' Hostel, OAV Gunduriguda

### ADVERTISEMENT FOR REQUIRMENT OF HOSTEL SUPPORT STAFF

Applications are invited from the deserving candidates for different supporting staffs for **Boys' Hostel** of **Odisha Adarsha Vidyalaya Gunduriguda, Kudumulugumma, Malkangiri.**

| Sl. No. | Name of the Post      | Qualification                                              | Age       | Remuneration (including EPF share of Employee & Employer) | Vacancy Position of each Boys Hostel |
|---------|-----------------------|------------------------------------------------------------|-----------|-----------------------------------------------------------|--------------------------------------|
| 1       | Warden                | BA/BSc (At least 02 years experience in hostel management) | 30-60yrs  | Rs. 21,175/-                                              | 01                                   |
| 2       | Chowkidar-cum-Sweeper | HSC                                                        | 21-32 Yrs | Rs. 7500/-                                                | 01                                   |
| 3       | Head Cook             |                                                            | 30-40 Yrs | Rs. 9000/-                                                | 01                                   |
| 4       | Assistant Cook        |                                                            | 21-32 Yrs | Rs. 6750/-                                                | 02                                   |

Application form and other details can be downloaded from the district website i.e. <https://malkangiri.odisha.gov.in> or <https://oav.edu.in/OAVGGA>. Interested candidates fulfilling the eligibility criteria may apply to the Principal of OAV, Gunduriguda by dt: **30/07/2026** in the following address through **Speed Post** only.

**PRINCIPAL ODISHA ADARSHA VIDYALAYA GUNDURIGUDA**

**AT: GUNDURIGUDA, PO: KUDUMULUGUMMA**

**DIST: MALKANGIRI**

**PIN: 764046, STATE: ODISHA**

*N.B: The application form submitted by any other mode other than Speed Post will not be entertained.*

*The incomplete application 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.*

**By order of Collector and DM cum Chairman OAV, Gunduriguda**

*(Signature)*  
14/07/2026  
Principal

OAV Gunduriguda, Malkangiri

**Principal**  
**Odisha Adarsha Vidyalaya**  
**Gunduriguda, Malkangiri**

- 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. no. | 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

**APPLICATION FOR THE POST OF WARDEN / HEAD COOK / ASST. COOK /  
CHOWKIDAR-CUM-SWEEPER IN BOYS' HOSTEL OF ODISHA ADARSHA  
VIDYALAYA GUNDURIGUDA, KUDUMULUGUMMA, MALKANGIRI**

**FILL THE APPLICATION FORM IN CAPITAL LETTER**

1. Post Applied for :

2. Name of the Applicant :

3. Father's /husband's Name :

4. Permanent Address :

House/Plot No :

Name of the Village :

Name of the G. P :

Name of the Block :

Name of the Police Station :

Name of the Dist. :

Pin Code :

5. Present Address :

House/Plot No :

Name of the Village :

Name of the G.P :

Name of the Block :

Name of the Police Station :

Name of the Dist. :

Pin Code :

6. Date of Birth : \_\_\_\_\_ (DD/MM/YYYY)

**In Words**

Age as on the date of Advertisement:                      Years                      Months                      Days

7. Aadhar Card No :

8. Category : UR/SEBC/SC/ST

9. Gender :

Fix a passport size  
photograph

10. Educational Qualification :

| Sl. No | Exam Passed | Board/University | Year of Passing | Full Marks | Marks Obtained | Percentage |
|--------|-------------|------------------|-----------------|------------|----------------|------------|
|        |             |                  |                 |            |                |            |
|        |             |                  |                 |            |                |            |
|        |             |                  |                 |            |                |            |
|        |             |                  |                 |            |                |            |

11. Contact No : 1. \_\_\_\_\_ 2. \_\_\_\_\_

12. E-mail Id : \_\_\_\_\_

13. Photocopy of documents to be enclosed (Self-Attested)

- HSC Certificate
- HSC Mark Sheet
- +2 Certificate
- +2 Mark Sheet
- BA/BSc Certificate
- BA/BSc Mark Sheet
- Caste Certificate
- Aadhar Card
- Residence Certificate
- Certificate of Experience in Hostel Management
- 2 nos. Passport size photographs

**DECLARATION:**

- I do hereby declare that I have gone through the advertisement properly and I am eligible for the post. I am fully aware of the terms and conditions 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 & fabricated, then my candidature shall be cancelled/ rejected without assigning any reason thereof.

Date:

Place:

**Full Signature of the Applicant**