OFFICE OF THE PRINCIPAL

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ODISHA ADARSHA VIDYALAYA, TITIA

Gopabandhunagar Block, Mayurbhanj

At-Titia, Po-Balidiha, Ps-Khunta, Mayurbhanj-757019

Under OAVS, School and Mass Education Dept., Govt. of Odisha

Affiliated to CBSE, New Delhi. Affl. No.-1520148, School No.-17234

Udise No.- 21070812602, E-mail- gopabandhunagar@oav.edu.in, Ph.No.- 9658044479

No: 315 /OAV TITIA/2026 **Date:24/08/2026**

ADVERTISEMENT – 01

Applications are invited from the prospective candidates in the prescribed Proforma for engagement of **Support Staff for Boys' Hostel at Odisha Adarsha Vidyalaya, Titia, Gopabandhunagar, Mayurbhanj** for the vacancies as mentioned below through **Speed/Registered Post only**.

Sl. No.	Name of the Support Staff	Number of support staff Boys' Hostel
1	Warden	01
2	Chowkidar-cum-Sweeper	01
3	Head Cook	01
4	Assistant Cook	02
Total		**05**

DETAILS OF ELIGIBILITY

1. Warden (Male)

Educational Qualification: B.A. / B.Sc. from a recognized University.
Age: 30 to 60 years as on the date of advertisement.
Experience: At least two years in hostel management.
Remuneration: Rs. 21,175/- per month (including EPF share of Employee & Employer).
Other Requirements:
(a) Male for Boys' Hostel.
(b) Preference will be given to the Local Candidates, preferably from the block area. If not available, preference may be given to candidates from other adjacent blocks of Mayurbhanj district.
(c) Retired Teachers, if willing and physically & mentally sound within the age limit of 62 years as on the date of engagement, may also apply for the post.
(d) Must be in a position to stay in the hostel 24×7.

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2. Chowkidar-cum-Sweeper (Male)

Educational Qualification: Must have passed HSC Examination from a recognized Board.
Age: 21 to 32 years as on the date of advertisement.
Remuneration: Rs. 7,500/- per month (including EPF share of Employee & Employer).
Other Requirements:
(a) Only male candidates can apply for the post.
(b) Preference will be given to the Local Candidates, preferably from the block area. If not available, preference may be given to candidates from other adjacent blocks of Mayurbhanj district.

3. Head Cook (Male):

Age: 30 to 40 years as on the date of advertisement.

Remuneration: Rs. 9,000/- per month (including EPF share of Employee & Employer).

Other requirements:

(a) Male for Boys' hostel.
(b) Must be in position to stay in the hostel 24×7.
(c) Must be well conversant to use LPG.
(d) Must have perfect hygienic in dresses while cooking and must have good cooking habits.
(e) Preference & due weightage will be given to individual trained in cookery.
(f) Ability to cook any dishes on time with due care towards hygiene and deliciousness.

4. Assistant Cook (Male):

Age: 21 to 32 years as on the date of advertisement.

Remuneration: Rs. 6,750/- per month (including EPF share of Employee & Employer).

Other requirements:

(a) Male for Boys' hostel.
(b) Must be in position to stay in the hostel 24×7.
(c) Must be well conversant to use LPG.
(d) Must have perfect hygienic in dresses while cooking and must have good cooking habits.
(e) Preference & due weightage will be given to individual trained in cookery.
(f) Ability to cook any dishes on time with due care towards hygiene and deliciousness.

DURATION OF THE ENGAGEMENT

On expiry of one 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.
(b) If candidates are not available in that locality, then block will be taken as a unit.
(c) If still candidates are not available, then the candidates from nearby blocks may be selected for the purpose.
(d) No candidates outside of the district should be recruited against the post stated above.

APPLICATION PROCESS

(a) Application envelope must be super scribed with "**APPLICATION FOR THE POST OF WARDEN/ CHOWKIDAR-CUM-SWEEPER/HEAD COOK/ ASSISTANT COOK FOR BOYS HOSTEL**". (Strike out which is/are not applicable)

(b) Filled in application with all documents must be sent to **PRINCIPAL ODISHA ADARSHA VIDYALAYA TITIA, AT- TITIA, PO- BALIDIHA, PS-KHUNTA BLOCK- GOPABANDHUNAGAR, DIST- MAYURBHANJ, PIN – 757019, ODISHA** through **Speed/Registered post** only.

(c) Last date of receiving application is **12.09.2026** by **5 PM** through Speed/Registered post.
(d) The application(s) received after due date shall be rejected.
(e) The authority will not be responsible for any postal delay.
(f) The authority reserves the right to cancel the advertisement either partly or fully and any application or applications without assigning any reason thereof.
(g) For more details, contact to Vidyalaya Office from 10 am to 4 pm in all working days.

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APPLICATION FOR THE POST OF WARDEN / CHOWKIDAR-CUM-SWEEPER / HEAD COOK / ASST. COOK IN BOYS' HOSTEL

(To be filled in block letters only)

Affix a recent passport size coloured photograph

1. Post Applied for: _____
2. Name of the Applicant: _____
3. Father's / Mother's Name: _____
4. Date of Birth: _____/ _____/ _____ (DD/MM/YYYY)

   In Words _____
5. Age **(As on the Date of Advertisement)**: _____Years_____Months _____Days
6. Marital Status: _____
7. Aadhar No: _____
8. Category: _____(UR / SEBC / SC / ST)
9. Gender: _____
10. Religion: _____
11. Nationality: _____
12. Permanent Address:

    House/Plot No: _____ Village: _____

    Gram Panchayat: _____ Block: _____

    Police Station: _____ District: _____

    PIN: _____ State: _____
13. Present Address:

    House/Plot No: _____ Village: _____

    Gram Panchayat: _____ Block: _____

    Police Station: _____ District: _____

    PIN: _____ State: _____

14. Education Qualification(s):

Exam Passed	Board/University	Year of Passing	Full Marks	Marks Obtained	Percentage
Matric/ HSC					
Inter/+2					
B.A. / B.Sc.					
Any Other					

15. Contact No: 1. _____ 2. _____

16. E-mail Id (if any): _____

DECLARATION

I, _____, do hereby declare that I have gone through the advertisement properly and I am eligible for the post. Also, I am fully aware of the terms and conditions of recruitment and agree to abide them.

The information furnished by me in the application form is true to the best of my knowledge and belief. If any information furnished by me is found to be false at any stage, then my application may be cancelled / rejected without assigning any reason thereof.

Date:

Place:

Full Signature of the Applicant

Self-Attested copy of documents to be attached: (Please tick the document (s) which is enclosed)

(a) HSC Certificate & Mark Sheet

(b) +2 Certificate & Mark Sheet

(c) B.A. / B.Sc. Certificate & Mark Sheet

(d) Caste Certificate

(e) Aadhar Card

(f) Residential Certificate

(g) Experience Certificate in Hostel Management

(h) Passport size photograph (2 Nos)

(i) Mention any other