



OFFICE OF THE PRINCIPAL
ODISHA ADARSHA VIDYALAYA

AT/PO- JUALIA, PS- UDALA, DIST- MAYURBHANJ, PIN- 757041

Deptt. of School & Mass Education, Govt. of Odisha

Affiliated to CBSE, New Delhi, Affiliation No: 1520163, School Code 17249

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Letter No: 2354/OAVJUA

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 Jualia, Udala, Mayurbhanj for the vacancies as appended 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 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:

- Male for Boys' hostel.
- Preference will be given to the Local Candidates preferably from the block area. If not available, then from other adjacent block of the Mayurbhanj district.
- Retried Teachers if willing and physically & mentally sound within the age limit of 62 years as on the date of engagement may apply for the post.
- Must be in position to stay in the hostel 24x7.

2. Chowkidar-cum-Sweeper (Male):

Educational qualification: Must have passed HSC Examination from 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:

- Only male candidates can apply for the post.
- Preference will be given to the Local Candidates preferably from the block area. If not available, then from other adjacent block of the 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 24x7.
- (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 24x7.
- (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 JUALIA, AT/PO-JUALIA, BLOCK- UDALA, DIST- MAYURBHANJ, PIN - 757041, 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 summarily 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.

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

(To be filled in block letters only)

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: _____

Gram Panchayat: _____

Police Station: _____

PIN: _____

Village: _____

Block: _____

District: _____

State: _____

13. Present Address:

House/Plot No: _____

Gram Panchayat: _____

Police Station: _____

PIN: _____

Village: _____

Block: _____

District: _____

State: _____

Affix a recent
passport size
coloured
photograph

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