



OFFICE OF THE PRINCIPAL

ODISHA ADARSHA VIDYALAYA BHALUBASA

(Under S&ME Govt. of Odisha, Affiliated to CBSE, New Delhi)

School Code-17235

Affiliation No-1520149

Udise Code-21071100403



Letter No- **OAV/BHA/248/2026**

Date - **24.08.2026**

To

The District Informatics Officer (DIO)
National Informatics Centre (NIC)
Mayurbhanj, Baripada, Odisha

Sub: Forwarding of recruitment notice for advertisement of Supporting Staff for OAV Bhalubasa Non-KGBV Boys' Hostel.

Sir/Madam,

I am to forward herewith the recruitment notice regarding engagement of Supporting Staff for the Non-KGBV 100-Seated Boys' Hostel of Odisha Adarsha Vidyalaya, Bhalubasa, for advertising the same on the official NIC, Mayurbhanj website/portal for wide publicity.

The recruitment notice is being forwarded for necessary publication so that eligible candidates may obtain the details regarding the posts, eligibility criteria, terms and conditions, application procedure, important dates and other relevant information.

You are, therefore, requested to kindly arrange for publication/advertisement of the enclosed recruitment notice on the NIC, Mayurbhanj website at the earliest.

The recruitment notice is enclosed herewith for necessary action.

Enclosure:-

1. Recruitment Advertisement for engagement of Supporting Staff – 01 copy.
2. Application form

Principal / PRINCIPAL
OAV, BHALUBASA, KAPTIPADA, MBJ
Kaptipada, Mayurbhanj

Memo No- **OAV/BHA/249/2026**

Date- **24.08.2026**

Copy submitted to the

1. State Project Director, OAVS Bhubaneswar for kind information and necessary action.
2. PA to the collector cum DM, Mayurbhanj for kind information and necessary action.
3. District Education Officer, Mayurbhanj for kind information and necessary action.

Principal / Vice Principal
OAV Bhalubasa
OAV, BHALUBASA, KAPTIPADA, MBJ
Kaptipada, Mayurbhanj



OFFICE OF THE PRINCIPAL

ODISHA ADARSHA VIDYALAYA BHALUBASA

(Under S&ME Govt. of Odisha, Affiliated to CBSE, New Delhi)

School Code-17235

Affiliation No-1520149

Udise Code-21071100403



ADVERTISEMENT - 01

Date- 24.08.2026

Applications are invited from the prospective candidates in the prescribed Proforma for engagement of support staff for Boys' Hostel at **Odisha Adarsha Vidyalaya Bhalubasa, Kaptipada, 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	HeadCook	01
4	AssistantCook	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.
- Retired 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:

- Male for Boys' hostel.
- Must be in position to stay in the hostel 24x7.
- Must be well conversant to use LPG.
- Must have perfect hygienic in dresses while cooking and must have good cooking habits.
- Preference & due weightage will be given to individual trained in cookery.
- Ability to cook any dishes on time with due care towards hygiene and deliciousness.

AT-BHALUBASA, P.O-KALADAH, PS- KAPTIPADA, DIST- MAYURBHANJ, PIN-757040

E-mail: oavbhalubasa@gmail.com, Mob.No:- 9861425230, 9937601317

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

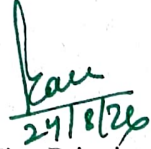
On expiry of one year period of engagement, fresh engagement shall be made with a gap of at least one working day basing on the satisfactory performance of the employee.

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/ HEADCOOK/ ASSISTANTCOOK 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 BHALUBASA, AT- BHALUBASA, PO-KALADAHI, BLOCK-KAPTIPADA, DIST-MAYURBHANJ, PIN-757040, 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 10am to 4pm in all working days.


Principal Vice Principal
OAV Bhalubasa
Kaptipada, Mayurbhanj

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: _____

Gram Panchayat: _____

Police Station: _____

PIN: _____

Village: _____

Block: _____

District: _____

State: _____

13. Present Address:

House/Plot No: _____

Gram Panchayat: _____

Police Station: _____

PIN: _____

Village: _____

Block: _____

District: _____

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-mailId(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 Certificates & 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 (2Nos)
- (i) Mention any other