ODISHA ADARSHA VIDYALAYA
BAPANPALLI, PADIA

DIST: MALKANGIRI, ODISHA, PIN CODE – 764047
(Under Odisha AdarshaVidyalayaSangathan, An Autonomous Organization,
Dept. of School and Mass Education, Govt. of Odisha)
UDISE Code: 21300700104 School Code: 17112 CBSE Affiliation Number: 1520106
Email – podia@oav.edu.in

Letter No.:326/2026 **Date: 11 /11 /2026**

File: Boys' Hostel, OAV Bapanpalli,Padia

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 Bapanpalli,Padia,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	21-32Yrs	Rs.7500/-	01
3	Head Cook		30-40Yrs	Rs.9000/-	01
4	Assistant Cook		21-32Yrs	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/OAVBAP. Interested candidates fulfilling the eligibility criteria may apply to the Principal of OAV,Bapanpalli by dt:26/11/2026 in the following address through Speed Post only:

PRINCIPAL ODISHA ADARSHA VIDYALAYA BAPANPALLI
AT: BAPANPALLI, PO:PADIA
DIST: MALKANGIRI
PIN: 764047, 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,BAPANPALLI,PADIA

11.11.26
Principal
OAV Bapanpalli
Padia,Dist-Malkangiri

PRINCIPAL I/C
OAV BAPANPALLI,PADIA
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	Chowkidar-cum-sweeper	1	
4	Head Cook	1	
5	Assistant Cook	2	

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 24x7
- 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 24x7
- 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 BAPANPALLI,PADIA, MALKANGIRI

FILL THE APPLICATION FORM IN CAPITAL LETTERS

Fix a passport size photograph

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 date of Advertisement: _____ Years _____ Months _____ Days

7. **Aadhar Card No :**
8. **Category :** (UR/SEBC/SC/ST)
9. **Gender:**

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):

1. HSC Certificate
2. HSC Mark Sheet
3. +2 Certificate
4. +2 Mark Sheet
5. BA/BSC Certificate
6. BA/BSc Mark Sheet
7. Caste Certificate
8. Aadhar Card
9. Residence Certificate
10. Certificate of Experience in Hostel Management
11. 2 nos Passport size photographs

DECLARATION:

1. 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.
2. 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