



ଓଡିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ, ହାଟିଆ, ପୋଲସରା, ଗଞ୍ଜାମ  
ODISHA ADARSHA VIDYALAYA, HATIOTA

AT / PO- Hatia, Block-Polasara, District-Ganjam, Pin -761117

DEPARTMENT OF SCHOOL & MASS EDUCATION GOVT. OF ODISHA

(Affiliated to CBSE, New Delhi, Affiliation No. 1520041, School Code: 17139)

Email: polosara@oav.edu.in, Ph. No: 06810-295311



Letter No.- 443 /OAVH/2025

Date:- 25-09-2025

**Instructions to Applicants**

1. This advertisement is issued to fill up the posts of Boys Hostel of the Odisha Adarsha Vidyalaya, Hatia for smooth running of the hostel pursuant to the guidelines issued vide OAV letter No.4023/OAVS dated 07.08.2025. As per the guidelines the applications are invited from eligible candidates for the following posts for engagement in different categories of post in Boys Hostel of the Odisha Adarsha Vidyalaya, Hatia (Polosara) of Ganjam District to start functioning in 2025-26. Posts will be filled up by the eligible candidate through a selection process headed by the Collector-cum-Chairman, OAVs, Ganjam on merit basis /experience basis & interview as indicated against the posts.
2. Type of engagement :- contractual
3. Duration of the engagement-For one year
4. On expiry of one year period of contractual engagement the fresh contractual engagement shall be made with a gap of at least one working day basing on the satisfactory performance of the employee.

**Educational Qualification/Selection Criteria for different posts in Boys Hostel of Odisha Adarsha Vidyalaya, Hatia, Polosara, Ganjam 2025-26**

Sl No	Name of the Post	No. Of Post	Gender/ Age as on 31.1.2025	Educational Qualification	Consolidated monthly remuneration	Process of Selection	Remarks
1	Warden	01	Male 30 to 60 years	B.A/ B.Sc	21,175/-	Career Marking percentage	1. Preference shall be given to the local candidates preferably from the block area, where Boys Hostel of OAV is located. If not available then from the other block of this district will be considered. 2. If any in-service male teacher of OAV is willing to discharge the duties of a warden in addition to her duties he may be paid a monthly honorarium of Rs.3000/- in addition to his salary. But she must have to stay in the hostel even during

							the night hours. 3. Retired male teacher, if willing & physically & mentally sound within the age limit of 62 years as on the date of the engagement may be engaged as warden.
2	Chowkidar-cum-sweeper	01	Male 21 to 32 years	HSC	7,500/-	Matric marking percent age	Preference shall be given to local candidates. If candidates are not available in that locality, then blocks will be taken as a unit. In case of non-availability of eligible candidates, candidates from other blocks of this district will be considered.
3	Head Cook	01	Male 30 to 40 years	Persons having cooking experience. Higher qualification is no bar.	9,000/-	Experience & Interview	Well conversant to use LPG. Preference shall be given to local candidates where Hostel is located will be engaged. If candidates are not available in that locality, then blocks will be taken at a unit.
4	Assistant Cook	02	Male 21 to 30 years	Persons having cooking experience. Higher qualification is no bar.	6,750/-	Experience & Interview	Familiar with the use of LPG. Preference shall be given to local candidates, where Hostel is located will be engaged. If candidates are not available in that locality, then blocks will be taken as a unit.

Documents to be attached (Self-attested Xerox copy only)

- Three copies of recent colored passport size photograph,
- Voter ID/PAN Card/Aadhaar Card/Any other authenticated ID Proof,
- Matric Certificate & Mark Sheet,
- Intermediate (+2/12th) Certificate & Mark Sheet,
- Graduation (+3/BA/B.Com/B.Sc) Certificate & Mark Sheet,
- Residential/Nativity Certificate by the competent authority,
- Any authenticated age proof certificate (for Head cook & Asst. Cook only)
- Experience certificate

The application form completed in all respect along with relevant enclosure may be submitted to the Odisha Adarsha Vidyalaya, Hatiota, Polosara, Ganjam, 761117 in a closed envelop super scribed "**Application for**

the post of **WARDEN/ HEAD COOK/ ASST. COOK/ CHOWKIDAR-CUM- WATCHMAN** of **Polosara block for the Boys' Hostel."** through Registered / Speed post only.

The last date of receiving application forms is **15/10/2025**. Applications received after the due date shall not be entertained.

  
Principal  
OAV, HATIOTA  
**PRINCIPAL**  
**Odisha Adarsh Vidyalaya**  
**Hatiota, Polasara, Ganjam**

# APPLICATION FORM

**APPLICATION FOR ENGAGEMENT IN BOYS' HOSTEL OF OAV HATIOTA, POLOSARA, GANJAM**

**Application for the post of .....**

**1. Name in full (in Block letters)** : .....

**2. Father's Name** : .....

**3. Permanent Address** : .....

.....

.....

**PIN:** .....

**4. Address for communication** : .....

.....

.....

**PIN:** .....

**Contact No.** : .....

**5. E-mail ID** : .....

**6. Gender** : Male

**7. Marital Status** : Married / Unmarried

**8. Date of Birth** : .....

**9. Age as on 31.10.2025** : .....

Affix Attested Copy of  
Passport Size  
Photograph

**11. Educational Qualification:**

Examination Passed	Institution/University	Total Marks	Marks secured	Marks secured (Excluding Extra Optional)	% of Marks/ Division/Class	Year of Passing	Remarks
HSC/Matric							
+2/Intermediate (Arts/Science/Commerce)							
+3/Graduation (Arts/Science/Commerce)							
Others (if any)							

**12. Experiences:****13. Documents to be attached (Self-attested Xerox copy only):**

- (a) Three copies of recent coloured passport size photograph,
- (b) Voter ID/PAN Card/Aadhaar Card/Any other authenticated ID Proof
- (c) Matric Certificate & Mark Sheet,
- (d) Intermediate (+2/12th) Certificate & Mark Sheet,
- (e) Graduation (+3/BA/B.Com/B.Sc) Certificate & Mark Sheet,
- (f) Residential/Nativity Certificate by the competent authority,
- (g) Any authenticated age proof certificate (for Head cook & Asst. Cook only)

**DECLARATION:**

I do hereby declare that all statements made above are true, complete and correct to the best of my knowledge and belief. I also do hereby declare that my candidature is liable to be cancelled, if it is found subsequently that the information along with documents submitted by me are false and fabricated.

Place:

Date:

**Full Signature of the Candidate**