

OFFICE OF THE DISTRICT PROJECT COORDINATOR, SAMAGRA SIKSHYA,
GAJAPATI

No

Date:

ADVERTISEMENT

Applications are invited from the interested eligible female candidates for engagement as Warden in Girls Hostel of Odisha Adarsha Vidyalaya , Gundima under Gajapati district on contractual basis. The eligibility Criteria, age limit and remuneration of the post mentioned hereunder. The application in the prescribed form must be sent to the Principal of Odisha Adarsha Vidyalaya, Gundima Post Gundima Via Mohana District: Gajapati through Speed Post or Registered Post only. The Envelope containing the application form must be super scribed as "Application for the post of Warden in Girls Hostel of Odisha Adarsha Vidyalaya, Gundima." The application must be accompanied with two numbers of colour passport size Photographs, self attested photocopies of all Certificates in support of educational and Professional Qualification of the candidate, mark sheets of all examinations from HSC onwards, documents in support of Residence and Caste (if any) of the candidate and Two numbers of self addressed envelopes affixed with postal stamps worth of Rs.30/- each.

The last date of receipt of application form is **10.09.2022**.

The incomplete applications or applications received after due date or applications submitted in ordinary post or applications without requisite enclosures shall be rejected. The Collector cum Chairman, OAVs, Gajapati reserves the rights to reject any or all the applications without assigning any reasons thereof. The application form is available in the district web portal www.gajapati.nic.in .

Eligibility Criteria for Warden

1. Age- 30 to 60 Years(62 years for retired lady teacher) as on the date of advertisement.
2. Qualification: Graduation in any discipline from a recognized University with B. Ed OR graduation in any discipline from a recognized University.
3. Experience: -At least two years in hostel management.
4. Preference :
 - (i)Preference shall be given to experienced, Widows and destitute preferred . Candidates from the local block will be preferred
 - (ii) The preference shall be given to the local candidate preferably from the block area. If not available, then from the respective district.
5. Remuneration- Rs. 5000/- P.M Consolidated

The Principal, OAV, Gundiama is instructed to receive the applications , scrutinize the same and prepare a draft list as per the guideline at his level and submit the same to the District Project Coordinator, Samagra Sikshya , Gajapati within a week for processing and finalization of the same at the district level.

(By the order of Collector cum Chairman, OAVs, Gajapati.)

District Project Coordinator,
Samagra Sikshya, Gajapati.

Memo No:

Date:

Copy to the Principal, OAV, Gundima/ All the Block Education Officers, Gajapati for information. They are requested to display the advertisement in their Office Notice Board for wide publicity.

District Project Coordinator,
Samagra Sikshya, Gajapati.

Memo No:

Date:

Copy to the District Education Officer, Gajapati/ Collectorate , Gajapati for information with a request to publish the advertisement in the Office Notice Board for wide publicity.

District Project Coordinator,
Samagra Sikshya, Gajapati.

Memo No:

Date:

Copy submitted to the District Informatics Officer, NIC, Gajapati for kind information. He is requested to upload the advertisement and other relevant information in the district web portal for publicity.

District Project Coordinator,
Samagra Sikshya, Gajapati.

APPLICATION FOR THE POST OF WARDEN (CONTRACTUAL) IN GIRLS HOSTEL OF ODISHA ADARSHA VIDYALAYA,GUNDIMA OF GAJAPATI DISTRICT.

(TO BE FILLED IN BY THE APPLICANT IN BLOCK LETTERS)

1	Name of the Applicant					
2	Father's /Husband's Name					
3.	Marital status					
4	Present Address	House/ Plot No				
		Street/ Habitation				
		Village				
		Gram Panchayat				
		Post Office				
		Police Station				
		Block				
		District				
	Pin Code					
5	Permanent Address	House/ Plot No				
		Street/ Habitation				
		Village				
		Gram Panchayat				
		Post Office				
		Police Station				
		Block				
		District				
	Pin Code					
7	Date of Birth	In figure	DD:	MM:	YYYY:	
		In Words				
8	Age as on the Date of Advertisement	Years	Months	Days		
9	Aadhar Card No					
10	Social Category (put tick mark)	UR	SEBC	SC	ST	PH
11	Employment Registration No.					
12	Experience Certificate					
13	Educational & Professional Qualification					
	Exam Passed (HSC onwards)	Board/ University	Year of Passing	Full marks	Marks Secured	Percentage
14	Contact No			Email Id		
15	List of Enclosures (Strikeout whichever is not applicable)					
(i)	HSC Certificate & Mark Sheet	Yes/ No	(vi) Residence Certificate	Yes/No		
(ii)	+2 Certificate and Mark Sheet	Yes/ No	(vii) Employment Regd card	Yes/No		
(iii)	Graduation Certificate & Mark Sheets	Yes/ No	(viii) Experience Certificate	Yes/No		
(iv)	Caste Certificate, Residence Certificate	Yes/No	(ix) Photographs 2 nos	Yes/No		
(v)	Aadhar Card	Yes/No	(x) others (if any) Specify	Yes/No		

Signature of the Applicant

DECLARATION

I _____ hereby declare that I have gone through the advertisement and I am eligible for the post I have applied. I am fully aware of the terms and conditions of the recruitment and agree to abide by the same.

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

Date: _____

Place: _____

Signature of the Applicant

ODISHA ADARSHA VIDYALAYA SANGATHAN

Relevant portion of guideline for engagement of Warden in the Girls' Hostel

One Lady Warden will be engaged in the Girls' Hostel of Odisha Adarsha Vidyalaya for smooth functioning of the hostel.

Eligibility Criteria for Warden

1. Age- 30 to 60 Years (62 years for retired lady teacher) as on the date of advertisement.
2. Qualification: Graduation in any discipline from a recognized University with B. Ed OR graduation in any discipline from a recognized University.
3. Experience: -At least two years in hostel management.
4. Preference :

(i)Preference shall be given to experienced, Widows and destitute preferred. Candidates from the local block will be preferred

(ii) The preference shall be given to the local candidate preferably from the block area. If not available, then from the respective district.

If any service lady teacher of the OAV is willing to discharge the duties of the Warden in addition to her own duties, she may be paid monthly honorarium of Rs. 3000/- in addition to her salary. But she must have to stay in the hostel even during the night hours.

(iii) Retired lady teacher ,if willing and Physically and Mentally sound within the age limit of 62 years as on the date of engagement may be engaged as warden.

5. Remuneration- Rs. 5000/- P.M Consolidated.

Since the post of warden is residential in nature, the candidate engaged as Warden must have to stay in the Hostel even during the night hours.

Committee for selection of employees

A committee will be formed under the chairmanship of the Collector and Chairman OAV of the district for selection of employees for the girls hostel.

- | | |
|-------------------------------------------------|-------------------|
| 1. Collector & District Magistrate | Chairman |
| 2. Principal of the Adarsha Vidyalaya | Member |
| 3. District Education Officer cum DPC SS | Member (Convener) |
| 4. Head Master of nearby Government High School | Member |

Duration of Engagement

For One Year

Type of Engagement

Contractual

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.

How remuneration will be released :

After getting the engagement order from the Principal and joining in duty, the remuneration will be released through the School Committee after her satisfactory performance. Acquittance Register will be maintained for the purpose.

Process of Engagement:

- Advertisement will be published in local dailies.
- Fifteen days time may be given for inviting application from intending candidates.
- Preference shall be given to the local candidates. If candidates are not available in that locality, then block will be taken as a unit . If still candidates are not available, then candidates from nearby blocks may be selected for the purose but no one outside the district should be recruited against the post.
- The qualification as prescribed for the post has been revised basing on the clarifications received from State Project Office, OAVs, Bhubaneswar.

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(By order of Collector cum Chairman, OAVs, Gajapati)

District Project Coordinator,
Samagra Sikshya, Gajapati.