

**ODISHA ADARSHA VIDYALAYA SANGATHAN****GUIDELINES FOR ENGAGEMENT OF SUPPORT STAFF IN THE GIRLS' HOSTEL**

The following support staff will be engaged in the Girls' Hostels of the Odisha Adarsha Vidyalayas for smooth running of the hostels.

**1. Warden: 1 (One)**

- Qualification : B.A/ B.Sc from any recognized University
  - Age: 30-60 years as on the date of advertisement
  - Experience: At least 02 years in hostel management.
  - Remuneration: Rs. 7260/- per month
- 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 respective District.
  - ii. If any in service lady teacher of OAV is willing to discharge the duties of a warden in addition to her duties, She may be paid monthly remuneration of Rs. 3000/- in addition to her own salary. But She must have to stay in the hostel even during the night hours.
  - iii. Retired lady 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.

**2. Chowkidar-cum-Sweeper**

- Remuneration - Rs. 4270/- per month
- Age - 21 to 32 years as on the date of advertisement.
- Qualification : He must have passed HSC Examination.

**3. Cook :**

- Remuneration - Rs. 4840/- per month
- 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 shall 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.

#### 4. Assistant Cook:

- Remuneration – Rs 3630/- per month.
- Age – 21 to 32 years as on the date of advertisement.
- Maximum 02 number of Assistant cooks can be engaged in one OAV.
- Having experience in cooking and other characteristics as specified above in Paragraph – 3.

#### Committee for selection of employees.

A committee will be formed under the chairmanship of the Collector & Chairman DAV of the district for selection of employees for the girls' hostel.

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|---------------------------------------|---|-------------------|
| 1. Collector & District Magistrate    | - | Chairman          |
| 2. Principal of the Adarsha Vidyalaya | - | Member (Convener) |
| 3. District Education Officer         | - | Member            |
| 4. DWO of the District                | - | Member            |

Duration of the engagement - For one year

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.

#### **How remuneration will be released:**

After receiving the engagement order from the Principal and joining in duty, the remunerations will be released through the school committee after his/her satisfactory performance. Attendance register will be maintained for the purpose.

#### **Process of Engagement:**

- Advertisement will be published in local dailies.
- Fifteen days time duration may be given for inviting application from intending candidates.

- Preference shall be given to local candidates. If candidates are not available in that locality, then block will taken as a unit. If still candidates are not available, then the candidates from nearby blocks may be selected for the purpose. No candidates out side of the district should be recruited against the posts stated above.
- Qualification for the different posts may be taken from the above list.