

ODISHA ADARSHA VIDYALAYA SANGATHAN

GUIDELINES FOR ENGAGEMENT OF EMPLOYEES IN THE GIRLS' HOSTEL

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

✓ Warden : 1 (One)

- Qualification: BA/Bsc with BEd
- Age: 40-60 years as on the date of advertisement
- Experience: At least 02 years in hostel management.
- Remuneration: Rs 5000/- per month
- Preference shall be given to the experienced, widows & destitutes.

i) The preference shall be given to the local candidate preferably from the block area. If not available, then from the 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 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 & physically & mentally sound within the age limit of 62 years as on the date of the engagement may be engaged as warden.

✓ 1. Chowkidar-cum-Sweeper:

- Rs. 3000/- per month
- Age -21 to 32 years as on the date of advertisement
- Qualification: He must have passed HSC Examination

✓ 2. Head Cook

- Rs. 3000/- per month
- Age -21 to 35 years as on the date of advertisement.
- ✓ / Female cook should be preferred (because they will work in girls' hostel)
- ✓ / If somebody is trained in cookery, he/she will be given preference & due weightage.
- Head cook / Asst cook should 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 of the dishes / hygienic condition of cooking & select the best.
- ✓ • The Head cook/ Asst. cook must be well conversant to use LPG.

✓ 3. Assistant Cook

- Rs. 2500/- per month
- Age -21 to 32 years as on the date of advertisement.
- Having experience in cooking & other characteristics as specified above as paragraph-3.

Committee for selection of employees.

A committee will be formed under the chairmanship of the Collector & Chairman OAV 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 |
| 3. District Education Officer - | Member (Convener) |
| 4. District Project Coordinator (SSA) - | Member |
| 5. Head master of nearby Govt. High School - | Member |

Duration of the engagement : -

**For one year
Contractual**

Type of engagement : -

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 & joining in duty, the remunerations will be released through the school committee after his/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 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 purpose but no one outside the district should be recruited against the posts stated above.
- Qualification for the different posts may be taken from the above list.