



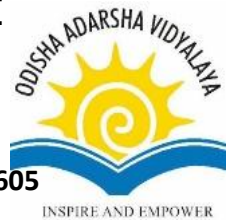
ODISHA ADARSHA VIDYALAYA, TILEIBANI

ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ, ଡିଲେଇବଣି

Block - Tileibani, District - Deogarh, Odisha - 768119,

Contact No.- 8480111543, e-mail - tileibeni@oav.edu.in

CBSE Affiliation No: 1520112, School Code: 17197, U-DISE Code: 21040322605



ADVERTISEMENT No. - 03/2025

ADVERTISEMENT FOR CONTRACTUAL ENGAGEMENT OF WARDEN IN GIRLS HOSTEL (KGBV-IV) OF OAV TILEIBANI

Applications from eligible candidates are invited for the filling up warden on contractual basis in the Girls Hostel (KGBV-IV) of OAV Tileibani, Deogarh. The candidates have to submit application to the Principal, OAV Tileibani, At/Po- Tileibani, Dist.- Deogarh, Pin - 768119 in the prescribed format along with all supporting documents by Registered/ Speed post so as to reach this office on or before 15.09.2025. Envelope should be Supper scribed in Capital Letter on the top as “**APPLICATION FORM FOR THE POST OF WARDEN (CONTRACTUAL) IN GIRLS HOSTEL**”. No application will be received through email and by hand. Further requested to appear before the Selection Board with original documents on Dated:18.09.2025 at 2.00 P.M. at Collectorate Conference Hall, Deogarh.

Sl No	Name of the Post	Vacancy	Remuneration per month	Date and Place of Document Verification
1.	Warden	01	Rs. 21,175/-	18.09.2025 at 2.00 PM. Conference Hall, Collectorate, Deogarh

For Application Form and detail guidelines, Please visit District Website <https://deogarh.odisha.gov.in/>

N.B: No TA/DA will be paid for the above purpose

By Order of Collector-cum-Chairman,

Sd/-

Principal, OAV Tileibani, Deogarh

GUIDELINES FOR ENGAGEMENT OF WARDEN IN THE GIRLS HOSTEL

General Condition for Engagement

The candidate (i) Must be a permanent resident of Deogarh district of Odisha, (ii) Must have passed ME standard in Odia Language, (iii) Must not be having more than one spouse living, (iv) Must furnish no objection certificate from the employer, if she is in service (v) Must be a female.

All the posts are purely contractual and can be terminated at any time.

The post is co-terminus with the scheme.

1. Warden: (One)

- Female.
- Qualification: B.A/B.Sc from any recognized University.
- She has to stay in the hostel 24 x 7
- 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.

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 and have to take all responsibilities.

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.

RESPONSIBILITIES OF WARDEN FOR SMOOTH OPERATIONALISATION OF HOSTEL

1. A monthly food ministry will be formed from among the boarders comprising of five members (three from Senior and two from junior classes). Warden has to coordinate with the members of the food ministry in order to ensure quality of food. Every month, the ministry will be changed with new members.
2. The warden will issue the materials for cooking in presence of the food ministry and maintain the consumption register.
3. Warden will take the attendance of boarders twice a day i.e. 5:30 AM & 5:30 PM.
4. In each week the warden and superintendent will verify and certify the stock.
5. To ensure safety and security of the boarders of the hostel.
6. To ensure proper functioning of all electrical appliances/ water fittings etc.
7. Apart from the above-mentioned duties, she will have to take up other works as directed by OAVS, Principal and Superintendent.