

# **APPLICATION FORMAT FOR ENGAGEMENT OF WARDEN IN GIRLS HOSTEL AT ODISHA**

## **ADARSHA VIDYALAYA TILEIBANI, DEOGARH**

(Note- Incomplete application/without document produce and applications received after due date shall be rejected)

1.Name of Post applied for: \_\_\_\_\_

2.Name of the candidate : \_\_\_\_\_  
(in Block Letters)

3.Father/Husband' name : \_\_\_\_\_

4.Present Address : \_\_\_\_\_

5. Permanent Address: \_\_\_\_\_

6. Whether the applicant reside in Tileibani GP (Yes/No) \_\_\_\_\_

7. If Yes, Name of the Village: \_\_\_\_\_

8. If No, Name of the Block: \_\_\_\_\_

9. Contact No : \_\_\_\_\_ 10. Email ID: \_\_\_\_\_

11.Nationality : \_\_\_\_\_ 12. Category: \_\_\_\_\_

13. Date of Birth : \_\_\_\_\_ 14. Age as on 01.09.2025: \_\_\_\_\_

15.Sex : **FEMALE** (Female candidate only eligible) 16. Marital status : \_\_\_\_\_

17.Valid Employment Exchange Registration No.: \_\_\_\_\_

### **18.Educational Qualification:**

Exam Passed	Board /University	Year of Passing	Total Marks	Marks Secured	% of Marks
10 <sup>th</sup>					
+2					
B.A/B.Sc					
Training (B.Ed.)					
Others, if any					

### **19. Work Experience:**

Designation	Nature of Work	Name of the organization	Type of organization (Govt./Project/ Pvt./NGO)	Period of service		
				From	To	Completed years

### **DECLARATION**

I do hereby declare that, all the information furnished above are true and correct to the best of my knowledge and belief.

Place: -

Date: -

Full Signature of the Candidate

Recent self-  
attested Colour  
Passport Size  
Photograph to be  
pasted

### **UNDERTAKING FOR WARDEN**

(Write the undertaking in your own handwriting, no printed form should be submitted)

I ..... D/O/w/o ..... applied for the post of  
**WARDEN** will perform all the duties and responsibility assigned to me.

1. I will form the monthly food ministry and will coordinate with the members of the food ministry in order to ensure quality of food.
2. I will issue the materials for cooking in presence of the food ministry and maintain the consumption register.
3. I will take the attendance of boarders twice a day i.e. 5:30 AM & 5:30 PM.
4. I will verify and certify the stock each week with superintendent.
5. I will ensure safety and security of the boarders of the hostel.
6. I will ensure proper functioning of all electrical appliances/ water fittings etc.
7. I will take up other works as directed by Principal and Superintendent apart from the above mentioned duties.

Full Signature

Date:

### **Document to be attached**

1. Self-attested photocopies of all Certificate & Marksheet (10<sup>th</sup>/HSC onward) in support of Educational Qualification, experience Certificate, Caste Certificate, Residence Certificate and valid Employment Registration Card.
2. 02 recent passport size photograph (self-attested), One Photograph must be affixed to the application form in the box specified.
3. Self-attested photo identity cards (Aadhar and Voter Id)
4. 02 Self Addressed stamped envelopes.
5. Undertaking in your own handwriting.