



REGIONAL DIRECTORATE DAV INSTITUTIONS, ODISHA

PLOT NO.DA-1/A, SAILASHREE VIHAR, CHANDRASEKHARPUR,
BHUBANESWAR, PIN-751021

RECRUITMENT OF NON-TEACHING STAFF (FOR ENGAGEMENT
THROUGH OUTSOURCING AGENCIES)

Advertisement No. 1/2025-26

Date 24.07.2025

The Regional Directorate, DAV Institutions, Odisha, invites applications for the following posts: Smart Class Facilitator, ATL Coordinator, Hostel Warden (Boys' and Girls' Hostel), Driver & Gardener for engagement in DAV Public Schools located in various districts of Odisha **through outsourcing agencies**. Candidates having requisite qualifications may download the prescribed application form from the website: www.davrdodisha.org and submit the filled-in application form along with a set of self-attested photocopies of the certificates and testimonials in support of their qualifications in the office of the undersigned either in person or through speed post. **Detailed information regarding eligibility, educational qualifications, & salary can be found on the website: www.davrdodisha.org before filling out the application form.** A short list will be prepared based on career and experience to invite applicants for an interview. **The last date for submission of the filled-in application is 05.08.2025, 5:00 P.M.**

The engagement will be purely through outsourcing agencies, and the candidates cannot claim themselves as employees of DAVCMC. However, the school will ensure the regular payment of their PF/Gratuity/ESI as applicable by the outsourcing agencies.

Sd/-
Regional Director



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DETAILED INFORMATION AND MODALITIES ON RECRUITMENTS 2025-26

1. Posts & minimum consolidated salary:

| Sl.No. | Posts | Minimum Salary |
|--------|---|-----------------------|
| 1. | Smart Class Facilitator | Rs.25000/- per month |
| 2. | ATL Coordinator | Rs.35,000/- per month |
| 3. | Hostel Warden(Boy's Hostel / Girl's Hostel) | Rs.25000/- per month |
| 4. | Driver | Rs.18360/- per month |
| 5. | Gardener | Rs.16860/- per month |

2. ESSENTIAL QUALIFICATIONS:

Smart Class Facilitator:

Graduate degree in Computer Science/B. Tech/BCA from any recognized University with at least 50% marks. Knowledge of hardware is essential.

ATL Coordinator:

Graduate in Science/Diploma in Electronics Engineering (Embedded System, PIXC Microcontroller, C/C++, communication protocol and implementation, Robotics-Interfacing with Motors and sensors, ARM Advanced RISC Machine, Concept of RTOS, VLSI Design with EGP/CPLD, PCB Designing, etc. Knowledge of hardware is desirable. Preference will be given to the candidates having experience in Artificial Intelligence and Coding.

Hostel Warden (Boys' & Girls' Hostel):

Graduate in any discipline from a recognized University with fluency in English, Hindi, and Odia. Experience in Hostel Management is desirable.

Driver:

Must have passed Class VIII, having HTV with PSV Badge and possess Heavy Vehicle Driving License issued by the competent authority.

Gardener:

Must have studied up to Class VIII and completed a certificate course in gardening of six months training from the Department of Horticulture, or have 10 years of working experience.

Age: Candidates for all posts except Hostel Warden should not be more than 40 years of age as on 01.05.2025. The age of the Hostel Warden should be between 35 and 50 years.

Call letter: The candidates will be shortlisted for an interview based on their career and experience. Call letters specifying the date, time & venue for the interview shall be

sent to the short-listed candidates only, through their respective e-mail addresses mentioned in the application form.

Further Communications: Candidates who will not be called for an interview would be informed of the reason via email in due course. No further communication in the matter shall be entertained.

The last date for submission of the filled-in application is August 5, 2025. No application shall be received after the last date. Applications received by post after the last date due to postal delay shall not be considered.

**Sd/-
Regional Director**

INTV. No.:

DATE :

REGIONAL DIRECTORATE
DAV INSTITUTIONS
ODISHA



Plot No. : DC-1/A, Sailashree Vihar
Chandrasekharapur, Bhubaneswar-21
Phone-0674-2740655/27400551
Email – davrdodisha@gmail.com
Websit-www.davrdodisha.org

POST APPLIED FOR:- _____
(Yoga Teacher/Smart Class Facilitator/Hostel Warden(Boys'/Girls')/Driver/Gardener)

Affix attested
recent PP Size
Photograph
with signature

1. GENERAL INFORMATION: (To be filled in Capital letters only)

| | |
|---------------------------|--|
| (a) Name of the applicant | |
|---------------------------|--|

| | |
|---|--|
| (b) Father/Husband's Name (Strike out which is not applicable) | |
|---|--|

2. Date of Birth : _____
Date Month Year

3. Age as on 1st JULY, 2025 : _____

4. Category: _____ (SC/ST/OBC/General) **5. Religion** _____

6. Nationality: _____ **7. Gender** _____

8. Marital Status _____ **9. Hobbies** _____

10. PERMANENT ADDRESS

| | |
|-------|--|
| At | |
| Post | |
| Dist | |
| State | |
| PIN | |

11. ADDRESS FOR COMMUNICATION

| | |
|----------|--|
| Plot No. | |
| Area | |
| Dist | |
| State | |
| PIN | |

Telephone: Mobile: _____ **WhatsApp No. :** _____

E.mail Address: _____

12. PROFESSIONAL DETAILS: Educational Qualifications:

| Qualifications | Year of Passing | Subjects offered | Name of the Board/University | Total marks in % / CGPA & Division | Any other relevant information |
|-------------------------------------|-----------------|------------------|------------------------------|------------------------------------|--------------------------------|
| CLASS-VIII (For Driver/Gardener) | | | | | |
| MATRICULATION | | | | | |
| INTERMEDIATE | | | | | |
| GRADUATION | | | | | |
| POST GRADUATION | | | | | |
| ANY OTHER | | | | | |

13. Extra Qualification (if any):

| Qualification | Year of Passing | Specialization Subjects | University/Institute | Total marks in % / CGPA, Grade/Divn. | Any other relevant information |
|---------------|-----------------|-------------------------|----------------------|--------------------------------------|--------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

14. WORK EXPERIENCE:

| Name of School/Institution | Designation & Assignments | Period of Service (Give month and year) | | Nature of duty | Gross Salary drawn |
|----------------------------|---------------------------|--|----|----------------|--------------------|
| | | From | To | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

TOTAL WORK EXPERIENCE (in years): _____

15. ACHIEVEMENTS IF ANY:

| Sr. No. | Particulars | Details |
|---------|-------------|--|
| | | Attach photocopy of Certificates (State/National/International) |
| 1 | | |
| 2 | | |
| 3 | | |

16. Minimum Salary acceptable; Rs. _____ /- p.m.

DECLARATION

I hereby certify that all statements made and information given by me in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect before or after the interview or appointment, action can be taken against me by the School and my candidature/ appointment shall automatically stand cancelled/ terminated.

Place: _____

Date: _____

(Full Signature of the Applicant)

Name : _____