



**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](http://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](http://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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BHUBANESWAR, PIN-751021

## 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, PICC 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](mailto:davrdodisha@gmail.com)  
Website-[www.davrdodisha.org](http://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 Year3. Age as on 1<sup>st</sup> 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 :** \_\_\_\_\_