

**KESINGA BLOCK LEVEL FEDERATION**  
**SINGHABAHINI B**

REG. NO-3883/284(Indian Society Reg. Act-XXI-1860) Reg. Date-18.02.2008  
**DIST-KALAHANDI(ODISHA)**

**Letter No. 64**

**Date.05.06.2025**

To,

The district e-Governance Manager, Collectorate, Kalahandi

Sub: Regarding notification for Selection of Female/male Personnel under KGBV, Boringpadar (Assistant Cook/Attendant/Chowkidar).

Ref:-Letter No.1573 Dated 31.05.2025 of the Block education officer, Kesinga Kalahandi.

Sir

With reference to the subject cited above, I am here to submit the notification details of Assistant Cook/Attendant/Chowkidar under KGBV, Boringpadar of Kesinga Block. In this regards details copy submitted for publication in Kalahandi.nic.in.

This is for favour of your kind information & necessary action.

Yours faithfully,

*Bijaya laxmi Padhe*  
PRESIDENT  
Signature of the BLF President  
SINGHABAHINI 'B' BLOCK  
LEVEL FEDERATION  
KESINGA

*Tarongini Sa*  
SECRETARY  
Signature of the BLF Secretary  
SINGHABAHINI 'B' BLOCK  
LEVEL FEDERATION  
KESINGA

Memo no. 65 Date. 05.06.2025

Copy submitted to CDO-cum-EO, ZP/ DSWO Kalahandi, for favour of kind information & necessary action.

*Bijaya laxmi Padhe*  
PRESIDENT  
Signature of the BLF President  
SINGHABAHINI 'B' BLOCK  
LEVEL FEDERATION  
KESINGA

*Tarongini Sa*  
SECRETARY  
Signature of the BLF Secretary  
SINGHABAHINI 'B' BLOCK  
LEVEL FEDERATION  
KESINGA

Memo no.66 Date. 05.06.2025

Copy submitted to BDO/CDPO/BEO Kesinga, for favour of kind information & necessary action.

*Bijaya laxmi Padhe*  
PRESIDENT  
Signature of the BLF President  
SINGHABAHINI 'B' BLOCK  
LEVEL FEDERATION  
KESINGA

*Tarongini Sa*  
SECRETARY  
Signature of the BLF Secretary  
SINGHABAHINI 'B' BLOCK  
LEVEL FEDERATION  
KESINGA

**ADVERTISEMENT FOR INVITING APPLICATION OF THE FEMALE  
PERSONNEL TO BE ASSIGNED FOR ASSISTANT COOK IN KGBV  
BORINGPADAR,KESINGA**

Letter No. 67

Date. 05/06/2025

Interested Female Personnel having willingness and aptitude to work as a Assistant Cook in KGBV Boringpadar,Kesinga are invited to submit their application to the Singhabahini-B BLF, Kesinga within 7 (seven) days of this advertisement i.e. by 12-06-2025.

**Eligibility Criteria for KGBV Employees**

**Assistant Cook-2 nos**

- The age of the applicant should be between 18 to 35 years as on the date of signing the agreement with Self Help Group.
- The applicant must be a female.
- The applicant must be an experienced cook.
- The applicant should know the use of LPG for cooking & precautions related to be taken for it.
- Prior to the selection,the applicant will be asked by SMC to prepare food and the taste of food will be examined.

**JOB CHART**

- The Assistant Cook will help the Head Cook to collect Grocery for cooking from the store according to the food menu.
- The Assistant Cook will help the Head Cook during cooking.
- She will clean the kitchen & wash utensils.
- She will ensure cleanliness of dining space.
- She will wash the utensils of the students in hot water once in a week.
- During summer, Assistant Cook along with the Housekeeping/ Support Staff will ensure distribution of water/ORS/ lemon drink to students.
- Besides above-mentioned duties, she will also have to take up other works for the students as and when required and assigned by the HM and Warden.
- She will provide safe drinking water to the students.

**Singhabahini-B BLF  
Kesinga**

*Bijaya Jyoti Bodo*

**PRESIDENT  
SINGHABAHINI 'B' BLOCK  
LEVEL FEDERATION**

*Tanujit Singh*  
**SECRETARY  
SINGHABAHINI 'B' BLOCK  
LEVEL FEDERATION**

# ADVERTISEMENT FOR INVITING APPLICATION OF THE ,MALE PERSONNEL TO BE ASSIGNED FOR CHOWKIDAR IN KGBV BORINGPADAR,KESINGA

Letter No. 68

Date. 05/06/2025

Interested male Personnel having willingness and aptitude to work as a Attendant in KGBV Boringpadar,Kesinga are invited to submit their application to the Singhabahini-B BLF, Kesinga within 7 (seven) days of this advertisement i.e. by 12-06-2025.

## Eligibility Criteria for KGBV Employees

### Chowkidar (Male)-1 nos

- The age of the applicant should be between 18 to 35 years as on the date of signing the agreement with Self Help Group.
- The applicant must be a male.
- The applicant must be a literate.
- The applicant must possess good character.

## JOB CHART

- The Chowkidar will perform his duty outside the hostel during night (6pm to 6am).
- He will not enter into the rooms of girls in absence of Warden/ Housekeeping /Support Staff.
- He will ensure that, the corridor lights are kept on for the safety of the hostel students.
- He will ensure security of the hostel/ properties of the hostel/ safety of inmates.
- Apart from the above-mentioned duties, he will have to take up other works as directed by the HM & Warden.

Singhabahini-B BLF  
Kesinga

Bibhya Jaxmi Padhe

PRESIDENT  
SINGHABAHINI 'B' BLOCK  
LEVEL FEDERATION

Toranga S  
SECRETARY  
SINGHABAHINI 'B' BLOCK  
LEVEL FEDERATION

**ADVERTISEMENT FOR INVITING APPLICATION OF THE FEMALE  
PERSONNEL TO BE ASSIGNED FOR ATTENDANT(LADY PEON) IN KGBV  
BORINGPADAR,KESINGA**

Letter No. 69

Date. 05/06/2025

Interested Female Personnel having willingness and aptitude to work as a Attendant in KGBV Boringpadar,Kesinga are invited to submit their application to the Singhabahini-B BLF, Kesinga within 7 (seven) days of this advertisement i.e. by 12-06-2025.

**Eligibility Criteria for KGBV Employees**

**Attendant (Lady Peon)-1 nos**

- The age of the applicant should be between 18 to 35 years as on the date of signing the agreement with Self Help Group.
- The applicant must be a female.
- The applicant must have passed matriculation.

**JOB CHART**

- She will work under the guidance of HM and Warden.
- She will clean the hostel rooms with phenyl once every day.
- She will clean the toilets and bathrooms twice every day with phenyl.
- She will enter the names of parents & visitors in the visitor register.
- She will accompany girls to attend school & college for study, if required.
- She will accompany the Warden if required for taking students to Hospital during sickness.
- She will stay inside the Hostel.
- Besides the above-mentioned duties, she will also have to take up other Works for the students as and when required and assigned by the HM and Warden..

**Singhabahini-B BLF  
Kesinga**

*Babasaheb Padhe*

**PRESIDENT  
SINGHABAHINI 'B' BLOCK  
LEVEL FEDERATION**

*Tarun Singh*  
**SECRETARY  
SINGHABAHINI 'B' BLOCK  
LEVEL FEDERATION**

**Application Form for the Scheme titled "ASSIGNED FOR**

**HOUSEKEEPING/SUPPORT STAFF IN KGBV BORINGPADAR,KESINGA"**

1. Name of the WSHG/ SHG Federation: \_\_\_\_\_
2. Name of the Member: \_\_\_\_\_
3. Date of Birth (As on Date.04.11.2023): \_\_\_\_\_
4. Qualification: \_\_\_\_\_
5. WSHG/ SHG Federation Address:  
Village \_\_\_\_\_ Post office \_\_\_\_\_  
GP / Ward \_\_\_\_\_ Block \_\_\_\_\_  
District \_\_\_\_\_ PIN \_\_\_\_\_  
ICDS Project \_\_\_\_\_
6. Date & Year of formation: \_\_\_\_\_
7. Bank and Branch name \_\_\_\_\_ IFSC Code: \_\_\_\_\_
8. Contact No: \_\_\_\_\_
9. Resolution of the WSHG to take up the activity is enclosed (Yes/No): \_\_\_\_\_

Seal & Signature of President  
Date: \_\_\_\_\_

Seal & Signature of Secretary  
Date: \_\_\_\_\_

**Acknowledgement**

Received the Expression of Interest from \_\_\_\_\_ SHG /  
Federation, Village \_\_\_\_\_ GP \_\_\_\_\_, on date \_\_\_\_\_ for the scheme  
titled \_\_\_\_\_.

Signature of the BLF Representative

Date: \_\_\_\_\_