



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KEONJHAR
(ST&SC DEVELOPMENT SECTION)

ADVERTISEMENT

No. 96 / Welfare/ Dated the 7th January, 2020
(Estt-XII-03/2020)

Applications are invited from intending ST, SC, SEBC/OBC female candidates to fill up the 7 nos post of Lady Matrons / Junior Lady Matrons on purely contractual basis for engagement in the ST&SC Development Deptt. girls' hostels of Keonjhar District.

The last date for receipt of applications in the District Welfare Office, Keonjhar is **27.01.2020**.

The applications duly filled in alongwith copies of relevant documents should be submitted by **Regd. Post/ Speed Post** only within the prescribed dateline.

The applications found incomplete and without relevant documents, received through other mode or received beyond the prescribed dateline will be rejected.

The details of the guidelines on eligibility criteria , selection procedure , service conditions, duties & responsibilities of the Lady Matrons and application format can be accessed from the District Website i.e. www.kendujhar.nic.in and seen from the office notice board of the District Welfare Office , Keonjhar and All BDOs of Keonjhar District.


Collector, Keonjhar

Memo No. 97 / Dated the 7th January, 2020

Copy along with Guidelines , Vacancy position and Application format for the post of Lady Matrons forwarded to the District Informatics Officer, NIC, Keonjhar for information and necessary action. He is requested to display the same in the District Website till **27.01.2020** for wide publication.

Copy forwarded to all BDOs of Keonjhar District for favour of information and necessary action. They are requested to the display the advertisement on their Office Notice Board for wide publication.

Copy to the Office Notice Board of District Welfare Office, Keonjhar.


District Welfare Officer
Keonjhar

Memo No. 98 / Dated the 7th January, 2020

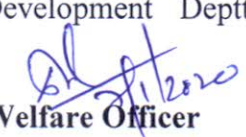
Copy forwarded to the Advertising Manager, "The Dharitri", Bhubaneswar for information and with a request to display the Advertisement for one day in the daily "The Dharitri" for wide publication as per Govt. approved space and rate.

Copy forwarded to the Advertising Manager, "The Pragativadi", Bhubaneswar for information and with a request to display the Advertisement for one day in the daily "The Pragativadi" for wide publication as per Govt. approved space and rate.


District Welfare Officer
Keonjhar

Memo No. 99 / Dated the 7th January, 2020

Copy submitted to the Director(ST), ST&SC Development Deptt., Odisha, Bhubaneswar for favour of kind information.


District Welfare Officer
Keonjhar

**Guidelines for engagement of Lady Matrons in the Girls Hostels of
ST&SC Development Department, Dist-Keonjhar .**

Engagement of Matrons in the Girls' Hostels of ST&SC Development Deptt. has been approved by Finance Deptt. vide UOI No.36-SS-II Dt.21.02.2014 to look after the safety and security of girl boarders. The objective of the engagement is to:

- Ensure safety and security of the boarders(girls) in the hostels.
- Promote extracurricular activities.
- Promote health and hygienic habits among adolescent girls.
- Prevent incidence of mismanagement in hostels.
- Ensure service of quality food in the hostels and .
- Relieve the teachers of additional responsibility of mess management.

The Lady Matrons will have the responsibility of managing the day to day hostel management activities, including mess activities and will take care of the children staying away from the home. It has been decided to engage Lady Matrons on Contractual basis initially for a period of 01 year in hostels where the strength of girl students exceed 100 but not more than 200. In case the strength exceeds 200 one more Matron will be placed. The vacancy position , modalities of submission of application , eligibility criteria, selection procedure , Service conditions , duties & responsibilities have been indicated below.

1. **Vacancy – 7**

2. **Mode of submission of application:**

The applications duly filled in alongwith copies of relevant documents should be submitted by Regd. Post/ Speed Post only within the prescribed dateline in the District Welfare Office, Keonjhar during the office hour . The post applied for should be written in bold capital letters on the cover containing the application.

The last date for receipt of applications in the District Welfare Office, Keonjhar is **27.01.2020**.

The applicant should clearly mention the name of the School/ Hostel (only one) for which she offers her candidature as per notified vacancy in the given space of the application form.

The applications found incomplete, without relevant documents, without mentioning the name of the School/ Hostel , received through other mode or received beyond prescribed dateline will be rejected.

3. **Eligibility criteria :**

(i) **Educational Qualification:**

(a) Essential – “Matron” The minimum qualification should be Graduation.

The applicant is to have a Graduation Degree from a recognised University.

“Junior Matron”- The minimum qualification should be Plus Two (Higher Secondary Examination pass) if graduate candidates are not available.

(b) Desirable –Similar Experience in the Hostel Management/ Working Knowledge of Computer / Certificate in Nutrition / Music/ Arts/Co-curricular activities.

(ii) **Age : 35 Years and above.**

She should be 35 years or above in age as on 1st January,2020.

(iii) **Marital Status :** Married Females . Special preference will be given to widows , divorcees or single women.

4. Selection Procedure & Preference:

I. A centralised advertisement will be made by the District Administration specifying vacancy at school level inviting applications for the post of Lady Matrons/ Junior Lady Matrons from the intending candidates.

II. The District Administration after due date of receipt of applications will scrutinize the applications and publish the School-wise Draft Merit List inviting objections. After disposal of claims and objections, the School-wise Draft Select List will be published inviting candidates for verification of certificates. Then the Final Select List will be published and engagement orders will be issued by the District Collector.

III. In the selection process Graduate candidates will be given first preference for engagement as Matron. If graduate candidates are not available, then the candidates who have passed +2 (Higher Secondary) Examination shall be engaged as Junior Lady Matron.

In the selection, 1st preference will be given to the candidates having necessary qualification and experience belonging to the same Ward/ Hamlet in which the hostel is located, 2nd preference will be given to the candidates from the Village, 3rd preference will be given to the Block and 4th to the candidates from the same District in which the hostel is located, belonging to ST, SC, SEBC category in order of preference. 1st preference will be given to the ST and if not available, 2nd Preference to the SC and 3rd Preference to the SEBC, if candidates will not be available from ST&SC categories.

While selecting the candidates for Lady Matrons preference as indicated above will be given to Widow, Divorcee & Single Woman (From a single member family). 1st preference in the selection will be given to a Widow, 2nd preference to the Divorcee if widow is not available and 3rd preference to a Single Woman (From a single member family) if Widow or Divorcee are not available.

IV. Selection will be done on the basis of marks secured in the Graduation / Plus Two and taking in to consideration the relevant past experience and desirable qualifications.

Preference will be given to meritorious candidates from ST,SC,SEBC category in that order.

V. The selection list will be drawn by a **four member Selection Committee** headed by the District Collector.

Selection Committee:-

1. Collector-cum- District Magistrate, Keonjhar - Chairman
2. One Lady District Level Officer - Member
3. CDPO(nominated by Dist. Collector) - Member
4. DWO, Keonjhar - Member Secretary

VI. The Select list will be submitted to the Collector of the District for approval .

5. Service Conditions:

a. Monthly honorarium – Lady Matron having qualification of Graduation with consolidated monthly remuneration of **Rs.7,500/-** and Junior Matron having qualification of Plus Two with consolidated monthly remuneration of **Rs.6,500/-** will be engaged on contractual basis. Engagement is purely on temporary basis for one year at a time subject to renewal at the end of a year upon satisfactory performance reported by the school authority.

b. Free Boarding and Lodging facilities as applicable to boarders.

c. The Matron/Junior Matron so engaged will not be eligible for any scheme of regularisation of services in future.

6. Duties & Responsibilities:

The duties and responsibilities of the Matron would be as follows

- a. She will take care of the boarders like a foster mother and reside in the hostel.
- b. She will stay in the dormitory during day time when boarders go to the school or attend to co-curricular activities and sleep with girls during night.
- c. She will ensure cleanliness of the dormitory, toilets, bathroom, and surroundings with active participation of the girls and attendant on duty.
- d. She will check the entry of any men or unauthorised person in the hostel.
- e. She will attend to any girl who comes back to the dormitory without attending to class activity and record the reason in writing and take remedial measure on the issue.
- f. She will liaison between ailing girls and ANM, if need be, inform it to the Assistant Superintendent / Head Master for action
- g. She will provide personal nursing care to the ailing girls to comfort them like their own mother.
- h. She will see that all boarders go to classes and other activities in time.
- i. She will periodically check the furniture, cots, light points, water points, bathing spots, kitchen rooms, damaged electrical wirings/ fitting of the hostel and kitchen, water supply system for safety and security of the boarders.
- j. She will have a very cordial and affectionate interaction with the girls from time to time to know their personal needs and problems if any and help them overcome it.
- k. She will keep the keys of the hostel with her.
- l. She will keenly observe if any girl student is upset emotionally or subjected to depression and bring it to the notice of the Headmaster.
- m. Any other work mainly relating to the hostel as assigned by the Headmaster.

- n. She will look after the management of the hostel and do mess management. She will maintain hostel/Mess attendance register, consumption register, In & Out register, Stock & Store register, CCA log book, Mess cash book & such other records relevant to mess management.
- o. She will report to the Headmaster of the concerned school, the students of which are staying in the hostel.

The Headmaster, however can assign any other duties and responsibilities as per need subject to condition that they do not compromise with and or related with the safety and security concern of the Girls' boarders.

**SCHOOL-WISE VACANCY POSITION OF LADY MATRON UNDER ST&SC
DEVELOPMENT DEPTT. SCHOOLS, DIST- KEONJHAR**

Sl. No.	Name of the school	Block	Nos of lady matron post lying vacant
01	GOVT. (SSD) GIRLS' HIGH SCHOOL, KRUSHNAPUR	TELKOI	01
02	DANTIA ASHRAM SCHOOL (SSD)	GHASIPURA	01
03	GOVT. (SSD) GIRLS' HIGH SCHOOL, KUSUMITA	KEONJHAR	01
04	GOVT. (SSD) GIRLS' HIGH SCHOOL, REBANAPALASPAL	HARICHANDANPUR	01
05	NUAKHAMAN ASHRAM SCHOOL(SSD)	PATNA	01
06	HARICHANDANPUR GIRLS' HIGH SCHOOL (S&ME)	HARICHANDANPUR	01
07	BANKIA HIGH SCHOOL (S&ME)	CHAMPUA	01
	TOTAL		07


District Welfare Officer
Keonjhar

APPLICATION FORM FOR THE POST OF LADY MATRON

(For the School/Hostel under ST&SC Development Deptt. of Keonjhar District)

(To be filled in Block letters by the candidate)

Photograph
with full
signature of
candidate on
the front side

To,
The Collector & District Magistrate, Keonjhar

- Name of the School/Hostel applied for(only one) _____
- Name of the applicant(in full) Smt/Ku. _____
- Name of Father/Husband _____
- Permanent address: VILL _____ WARD NO. _____
PO _____ VIA _____ G.P _____
BLOCK _____ PS _____ DIST _____ PIN _____
- Present postal address: AT _____ PO _____
VIA _____ DIST _____ PIN _____
PHONE NO. _____
- Nationality _____ 7. Religion _____
- Date of Birth in Christian era(As recorded in HSC) : _____
- Age as on 01.01.2020: _____ Year _____ Month _____ Day
- Category belongs to (ST/SC/SEBC) _____, Caste/Tribe _____
- Marital status:

Married	Unmarried	Widow	Divorcee	Single
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- Education Qualification :-

Sl. No.	Name of the Exam. passed	Name of the College / University	Year of passing	Total mark (Excluding extra optional)	Mark secured (Excluding extra optional)	Percentage of mark secured

13. Experience , if any : (Put \checkmark mark)

- (a) Hostel management : Yes / No (d) Certificate in Music : Yes / No
(b) Working knowledge of: Yes / No (e) Certificate in Art : Yes / No
Computer
(c) Certificate in Nutrition : Yes / No (f) Certificate in Co-curricular : Yes / No
activities

NB:- Self attested copies of certificates for both essential and desirable qualification to be submitted i.e. . Caste Cert., Resident Cert. (recently issued), HSC Cert. (birth proof), Educational qualification Cert. & Mark sheet, Experience Certificate if any , supporting documents in favour of claim to a Widow (Death Certificate of husband) , Divorcee (Court Order) , Single Woman (Affidavit) alongwith application.

DECLARATION

I Smt/Miss _____ Wife/ daughter of Sri _____
age _____ years resident of _____ District _____, Odisha
hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false/ not true, I will have to face the punishment as per law. Also, all the benefits availed by me shall be summarily withdrawn.

**Signature of the applicant
(in full)**

Place:
Date: