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**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KEONJHAR.
(ST&SC DEVELOPMENT, M&BCW SECTION)**

ADVERTISEMENT

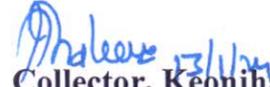
No. 177 / Welfare / Dated the 16th January, 2024
(Estt-XII-03/2024)

Applications are invited from intending ST, SC & SEBC female candidates to fill up the 17 nos. post of Lady Matrons on purely contractual basis for engagement in the ST&SC Development, M&BCW Department Girls' Hostels of Keonjhar District.

The applications duly filled in alongwith copies of relevant documents should be submitted to the District Welfare Office, Keonjhar by **Regd. Post/ Speed Post** only on or before 07 / 02 /2024.

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, 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 Boards of the District Welfare Office, Keonjhar and All BDOs of Keonjhar District.


Collector, Keonjhar

Memo No. 178 / Dated the 16th January, 2024

Copy forwarded to all BDOs of Keonjhar District for favour of information and necessary action. They are requested to 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

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

The main objectives for engagement of Lady Matrons in the Girls' Hostels of ST&SC Development Department are to:

- Ensure safety and security of the girl boarders 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.
- Relieve the teachers from 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.

The vacancy position , modalities of submission of application , eligibility criteria, selection procedure , Service conditions , duties & responsibilities are indicated below.

1. Vacancy position

| Sl. No. | Name of the Block | Name of the School | Vacancy |
|---------|-------------------|--|-----------|
| 01 | Anandapur | Kumuda Sevashram (SSD) | 1 |
| 02 | Anandapur | Govt. Girls' High School , Anandapur (S&ME) | 1 |
| 03 | Champua | Jyotipur High School (S&ME) | 1 |
| 04 | Ghasipura | Odapada Primary School(S&ME) | 1 |
| 05 | Ghasipura | Baripal UG ME School(S&ME) | 1 |
| 06 | Ghatagaon | Dhenkikote Girls' High School (S&ME) | 1 |
| 07 | Harichandanpur | Govt.(SSD) High School, Bhagamunda | 1 |
| 08 | Harichandanpur | Kanheigola Ashram School(SSD) | 1 |
| 09 | Hatadihi | K. Balipal Panchayat High School, Raighati(S&ME) | 1 |
| 10 | Hatadihi | Kushatikiri Primary School(S&ME) | 1 |
| 11 | Jhumpura | Govt.(SSD) Girls' High School, Murusuan | 1 |
| 12 | Jhumpura | Ekalavya Model Residential School, Gidhibas(SSD) | 1 |
| 13 | Joda | Dhobakuchuda Ashram School(SSD) | 1 |
| 14 | Joda | Joda Valley Girls' High School (S&ME) | 1 |
| 15 | Keonjhar | Govt.(SSD) Girls' High School, Upper Kusumita | 1 |
| 16 | Saharpada | Ramachandrapur Ashram School(SSD) | 1 |
| 17 | Telkoi | B.J.N. High School, Nuagaon (S&ME) | 1 |
| | | TOTAL | 17 |

2. Mode of submission of application:

The applications duly filled in alongwith self attested copies of relevant documents should be submitted by **Regd. Post/ Speed Post only** within the prescribed dateline which address to **The District Welfare Officer, Keonjhar, AT-Collectorate Campus, Keonjhar , PO/Via-Keonjhargarh, District-Keonjhar, PIN-758001**. The post applied for should be written in bold capital letters on the cover envelope containing the application.

The last date for receipt of applications in the District Welfare Office, Keonjhar is **07.02.2021** up to 05.30 PM

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 , applied for more than one 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,2024.

(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 **Provisional Merit List** will be published inviting shortlisted candidates for verification of certificates. Then the School-wise **Select List** will be published and engagement orders will be issued by the District Collector. The Provisional Merit List shall be valid **for a period of one year** from the date of its approval by the Selection Committee.

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 preference** 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.

02

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 , Keonjhar for approval .

5. Service Conditions:

(a). **Monthly remuneration** – Lady Matrons/ Junior Lady Matrons will be engaged on purely contractual basis for one year at a time subject to renewal at the end of a year upon satisfactory performance reported by the school authority with consolidated monthly remuneration of **Rs.10,000/- (Rupees ten thousand) only.**

(b). Free Boarding and Lodging facilities and Medical facilities as applicable to boarders.

(c). Lady Matrons are allowed to avail 15 days leave in a year with usual remuneration on critical Medical Ground of self or her spouse or dependant minor children.

(d). Child up to 05 years of age of a Lady matron is allowed to stay with his/ her mother in the Hostel premises / accommodation.

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

6. Duties & Responsibilities:

(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 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.

07. The Collector, Keonjhar reserves the right for cancellation/ modification of this advertisement and increase or decrease the notified vacancies without assigning any reason thereof.

08. Enclosures to be attached with the Application Form.

Self attested copies of certificates for both essential and desirable qualification to be submitted i.e. Caste Certificate (In case of **SEBC** candidates the Caste Certificate should have been issued within **1 Year**), Resident Certificate (recently issued by the Tahasildar), HSC Certificate (Date of Birth Proof), Educational qualification Certificate & Mark Sheet (Graduation / Intermediate), 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.


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

1. Name of the School/Hostel applied for(**only one**)_____
2. Name of the applicant(in full) Smt./Ku._____
3. Name of Father/Husband_____
4. Permanent address: VILL_____ WARD NO._____
PO_____ VIA_____ G.P_____
BLOCK_____ PS_____ DIST_____ PIN_____
5. Present postal address: AT_____ PO_____
VIA_____ DIST_____ PIN_____
PHONE NO._____
6. Nationality_____ 7. Religion _____
8. Date of Birth in Christian era(As recorded in HSC) :_____
9. Age as on 01.01.2024: _____ Year _____ Month _____ Day
10. Category belongs to (ST/SC/SEBC)_____, Caste/Tribe_____
11. Marital status:

| | | | | |
|---------|-----------|-------|----------|--------|
| Married | Unmarried | Widow | Divorcee | Single |
|---------|-----------|-------|----------|--------|
12. Education Qualification :-

| Sl. No. | Name of the Exam. passed | Name of the College / University | Year of passing | Total marks (Excluding extra optional) | Marks secured (Excluding extra optional) | Percentage of marks secured |
|---------|--------------------------|----------------------------------|-----------------|--|--|-----------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

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

- | | |
|---|---|
| (a) Hostel management : Yes / No | (d) Certificate in Music : Yes / No |
| (b) Working knowledge of : Yes / No Computer | (e) Certificate in Art : Yes / No |
| (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/ forged, 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: