

**COLLECTORATE, MALKANGIRI**  
**(ST & SC Dev. Section)**

Notification No. 1795 /SSD-XXVI-2/17

Date: 31 .08.2017

**ADVERTISEMENT**

Application in prescribed format are invited from deserving/ eligible Married Lady candidates ageing **35 years & above** for engagement as Lady Matron & Junior Matron on contractual basis and engagement is purely on temporary basis. The application should reach the office of District Welfare Officer, Malkangiri by **Speed / Regd. Post only** on or before **15.09.2017 by 5.00 PM.** The application should be super-scribed as **Application for the post of Lady Matron/ Junior Matron** on the top of the envelope. The candidate applying for more than one School/ Hostel separate application form must be submitted. Incomplete application and application received after due date will not be taken into consideration.

If graduate candidates are not available for the post of Matron then the candidates who have passed **+2 (Higher Secondary Examination)** shall be engaged as Junior Matron in different ST/SC Girls Hostel of different Educational institutions functioning under SSD Deptt. and S & ME Deptt. of Malkangiri district as shown below:

Designation	Qualification	Age as on 01.01.2017	Consolidated Monthly remuneration
Matron	Graduation from recognized University	35 years & above	Rs. 7500/-
Junior Matron	Plus two (Higher Secondary Examination Pass)	35 years & above	Rs. 6500/-

**VACANCY POSITION**

District	Nos. of Lady matrons required for the 100 seated /old hostels / PSH/KBK/200 seated/300 seated hostels running under SSD Deptt. High Schools/ Ashram School/ Sevashram	Lady Matron required for Hostels running under S&ME Deptt. School	Nos. of EMRS	No. of Edn. Complex	No. of HSS	Total Nos. of lady matrons required
Malkangiri	26	5	0	3	3	37

The detail advertisement, eligibility criteria, selection procedure, application form, vacancy list of Schools/ Hostel and duties & responsibility of the post may be obtained from office Notice Board of Collectorate, Malkangiri & District Welfare Office, Malkangiri and the district website [www.malkangiri.nic.in](http://www.malkangiri.nic.in). The candidates may download the advertisement and application format accordingly. The last date of submission of application to **District Welfare Officer, Malkangiri** by **Speed Post/ Regd. Post** on or before **15.09.2017 by 5.00 P.M.**

The Collector, Malkangiri reserves the right for cancellation/ modification of this advertisement and increase or decrease of posts without assigning any reason thereof.

  
COLLECTOR, MALKANGIRI

Memo No. 1796 /2017

Date: 31 .08.2017

Copy to the Notice Board/ All BDOs/ All Tahasildars/ Project Administrator, ITDA, Malkangiri/ All CDPO/ Notice board of concerned Hostels of SSD & S & ME Deptt. of this district for wide publication

Copy to District Informatics Officer, NIC, Malkangiri for information. He is requested to upload the advertisement along with detail guidelines & Application form in the district website for wide circulation.

Copy to the Correspondent Pragatibadi/ Sambad daily Odia News Paper of Malkangiri for information and necessary action with a request to publish this advertisement in Odia daily Newspapers Sambad, Jeypore edition & Pragatibadi, Bhubaneswar edition one day only within a financial limit of Rs. 5000/- (Rupees Five Thousand) only for wide publication.

Copy to the DI & PRO, Malkangiri for information and necessary action.

Copy submitted to the Director (ST) -cum- Addl. Secretary to Govt., ST & SC Dev. Department, Odisha, Bhubaneswar for favour of kind information.

  
COLLECTOR, MALKANGIRI

## APPLICATION FORMAT

(Application for the post of Lady Matron / Jr. Lady Matron for

..... Hostel/ School (Mention name of the Hostel/School)

1. Name of the applicant (As in H.S.C Certificate) :
2. Name of the Father/Husband :
3. Permanent Address :  
Village/ Ward No. : G.P: :  
Block : District :
4. Present Postal Address for correspondence with pin code, Phone if any:  
Village/ Ward No. : G.P: :  
Block : District :  
Contact Number :
5. Nationality :
6. Religion :
7. Date of Birth : Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ (As recorded in HSC)
8. Age as on 01.01.2017 : Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_
9. Category belong to (ST/ SC /SEBC) : \_\_\_\_\_ / Sub-Caste: \_\_\_\_\_
10. Residence certificate : Attach copy
11. Marital Status (Married) :
12. Whether Widow/ divorces / single woman (please mention) :
13. Essential Educational Qualification : (Graduate)  
(Enclose Xerox copies of certificates)

Sl. No.	Name of the Examination Passed	Name of the College/ University	Year of Passing	Total Mark of Examination	Mark secured	% of mark secure	Remarks
1	2	3	4	5	6	7	8

14. Desirable Qualification :

- a. Hotel Management : Yes/No (if yes enclose related documents)
- b. Working Knowledge of Computer : Yes/NO (If yes enclose related documents)
- c. Certificate in Nutrition/Music/Arts/ Co-curricular Activities : Yes/ No (If yes enclose related documents)

N.B: Self-attested certificate to be submitted along with application for both essential & desirable qualification.

### DECLARATION

Smt./Miss \_\_\_\_\_ do hereby declare that all the information furnished above are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect at any stage before or after engagement, candidature / selection/ engagement is liable to be summarily cancelled without notice to me, to any other punitive action without prejudice that may be taken against me.

Place:

Date:

Signature of the Applicant

## GUIDELINES FOR ENGAGEMENT OF LADY MATRONS IN THE GIRLS HOSTES OF ST & SC DEVELOPMENT DEPARTMENT

Engagement of Matrons in the Girls' hostels of ST & SC Dev. Department has been approved by Finance Department vide UOI NO.-36-SS-II dtd. 21.02.2014 to look after the safety and security of girls' boarders. The objective of the engagement will be mainly to.

- Ensure safety and security of the boarders (girls) in the hostels.
- Promote extracurricular activities.
- Promote health and hygienic habits among adolescent girls
- 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 home. It has been decided to engage lady matron on contractual basis initially for a period of 1 year in the hostels where the strength of girl students exceeds 100 but not more than 200. In case the strength of hostels exceeds 200, one more Matron will be placed. The detailed modalities of selection, educational qualification, duties & responsibilities have been indicated below. Governing the engagement is as below:

### 1. Essential Qualifications & Stipulation of Categories/ Preference :

- I. A) **Essential** –The candidate / applicant is to have a Graduation Degree from a recognized University. Graduate candidates will be given 1<sup>st</sup> preference. If graduate candidates are not available then the candidates who have passed Plus two (Higher Secondary Examination Pass) shall be engaged as shown below.
  - B) **Desirable:** - Similar experience in the Hostel Management/ working knowledge of Computer/ certificate in Nutrition/ Music/ Arts /Co-curricular activities.
- II. **Marital Status** : Married females. 1<sup>st</sup> preference shall be given to widow, 2<sup>nd</sup> preference to a divorcee and the 3<sup>rd</sup> preference to a single member family woman.
- III. She should be 35 years & above Age as on 1<sup>st</sup> January 2017.

Designation	Qualification	Age	Consolidated Monthly remuneration
Matron	Graduation from recognized University	35 years or above	Rs. 7500/-
Junior Matron	Plus two (Higher Secondary Examination Pass)	35 years or above	Rs. 6500/-

- IV. 1<sup>st</sup> preference will be given to STs and if not available 2<sup>nd</sup> preference to the SCs and 3<sup>rd</sup> preference will be given to SEBC, If candidates will not be available from ST or SC category.
- V. Similarly, while selection is made, 1<sup>st</sup> preference will be given to candidates (having necessary qualification and experience) if available from same Revenue Village, Second preference if the first category is not available from the G.P., third preference will be given to candidate from the same Block and fourth preference will be given to candidates from the district in which the hostel is located.
- VI. The Matron so engaged will not be eligible for any scheme of regularization of service.

## 2. 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 unauthorized 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/ Headmaster 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 of the hostel. 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.

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VACANCY LIST OF GIRLS' HOSTELS UNDER ST & SC DEV. DEPARTMENT OF MALKANGIRI DISTRICT FOR ENGAGEMENT OF LADY MATRON & JUNIOR LADY MATRON POST

Sl. No	Name of the Block	Name of the Residential School	Total Vacant Posts	Year from which the post was vacant	Whether funds were available for posting of lady warden in the vacant posts	Whether the post was sanctioned by the Deptt./ Govt. or not ?	Reason for non-posting
1	Malkangiri	B.L.Pur AS	1	2017	Funds will be allotted by Department on filling up of sanctioned posts.	Yes, Sanctioned vide Notification No. 17367 dated. 20.03.2014	Non-availability of eligible candidate
2		Udupa AS	1	2017			
3		Satiguda GHS	1	2017			
4		Pry. School, Pedawada	1	2017			
5	Mathili	Kaliaguda HS	1	2017			
6		Mahupadar HS	1	2017			
7		Mathili HSS	1	2017			
8		Saunliguda AS	1	2017			
9		Dhaudaguda AS	1	2017			
10		Pangam GHS	1	2017			
10		Madkamiguda AS	1	2017			
11		Mahupadar AS	1	2017			
12		Mecca AS	1	2017			
13		Timasput AS	1	2017			
14	Bhandaripangam AS	1	2017				
15	Tangguda AS	1	2017				
16	Khairput	Govindpally HSS	2	2017			
17		Mudulipada GHS	2	2017			
18		Khairput AS	2	2017			
19		Puspally AS	1	2017			
20		Podaghat AS	1	2017			
21		Oringi AS	1	2017			
22		Kadamguda AS	1	2017			
23	Education Complex, Badbel	1	2017				
24	Korukonda	Chittrakonda GHS	1	2017			
25		Kotamatteru AS	1	2017			
26		PUPS, Chitapari III	1	2017			
27		UGHS, RSC - 6	1	2017			
28	Kalimela	PUPS, Kurmanur	1	2017			
29	Podia	Gorakhpally AS	1	2017			
30		Dhrampally AS	1	2017			
31		PUPS, Similibancha	1	2017			
32	K.Gumma	Edn.Complex, Badapada	1	2017			
33		Edn.Complex, Nandiniguda	1	2017			
		TOTAL	37				

  
31/8/17  
District Welfare Officer  
Malkangiri