

**DISTRICT OFFICE, NAYAGARH**  
**(ST & SC DEV. SECTION)**

Office Phone No.06753-254260, Mail Id: - [dwonayagarh@gmail.com](mailto:dwonayagarh@gmail.com)

NO. 783 / Dt. 24.03.2015

**ADVERTISEMENT**

Application are invited in prescribed proforma from intending female candidates ST/SC/OBC/SEBC women age of 35 years & above as on **1<sup>st</sup> January 2015** of Nayagarh District only to fill up **18**nos. of Lady Matron posts purely on Contractual basis (Graduation Pass @ 7500/- per month / +2 or Intermediate Pass @ 6500/- per month) for engagement in ST/SC Girls Hostels under ST & SC Dev. Deptt. in Nayagarh District. The details regarding educational qualification, eligibility criteria, monthly remuneration, selection procedure can be obtained from the District website [www.nayagarh.nic.in](http://www.nayagarh.nic.in) or from the office of District Welfare Officer, Nayagarh in the working days from 10.00AM to 5.00PM.

The last date for receipt of application in the office of District Welfare Office, Collectorate , Nayagarh is **10<sup>th</sup> April, 2015 till 5.00 PM.** by Speed Post/Regd. Post only. Incomplete application & application after due date shall not be taken into consideration.

  
24.3.15  
**District Magistrate & Collector,**  
**Nayagarh**

Memo No. 784 dt. 24.03.2015

Copy to D.I.P.R.O., Nayagarh for information & necessary action. He is requested to advertise in two Odia daily News paper i.e. The Samaj, & The Sambad on or before **27.03.2015** for wide publication.

  
24.3.15  
**District Magistrate & Collector,**  
**Nayagarh**

## APPLICATION FORMAT

(For the post of Lady Matron in the Hostels under ST & SC Dev. Deptt. of Nayagarh District.)

(To be filled by the Candidate only)

Space for  
photograph with  
full signature of  
the candidate on  
the front side

1. Name of the Applicant (in full):
2. Name of Father/Husband:
3. Permanent Address:
4. Present Postal Address for correspondence with Pin code, phone if any :  
Name of the Village / hamlet:  
Name of the G.P.: Pin Code :  
Name of the Block: Mobile/Land line Phone no. (if any) :  
Name of the District:
5. Nationality:
6. Religion:
7. Date of Birth in Christian era: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  
(As recorded in HSC)
8. Age on 01.01.2015: Year \_\_\_\_\_ Month \_\_\_\_\_ Days \_\_\_\_\_
9. Category belongs to (SC/ST/SEBC/OBC): \_\_\_\_\_ / Sub-Caste: \_\_\_\_\_
10. Martial Status: Married  Single  Widow  Divorcees
11. Essential Educational Qualification: (Graduate / +2 or Intermediate)

Sl. No.	Name of the Examination Passed	Name of the College/University	Year of Passing	Mark secured
1	2	3	4	5

12. Desirable Qualification
- a) Hostel management: Yes  No
- b) Working Knowledge of Computer Yes  No
- c) Certificate in Nutrition: Yes  No
- d) Certificate in Music: Yes  No
- e) Certificate in Arts: Yes  No
- f) Certificate in Co-curricular activities: Yes  No

N.B.: Self attested certificate to be submitted along with application for both essential & desirable qualification including Caste and Residential Certificate.

### DECLARATION

I, 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 of the aforesaid information being found false or incorrect at any stage hereafter, my candidature/selection/appointment is liable to be cancelled without any notice to me.


Place:

Date:

Full Signature of the Applicant.

Memo No. 785 Estt. Dt. 24.03.2015

Copy forwarded to the Director(ST) to Government of Orissa, ST & SC Development Department, Bhubaneswar for information with reference to the letter No.5089 / SSD dt 27.02.2015

  
District Welfare Officer,  
Nayagarh

Memo No. 786 /Estt. Dt. 24.03.2015

Copy with a copy of advertisement forwarded(through e-mail) to all B.D.Os./all Tahasildars / D.S.W.O., Nayagarh / all C.D.P.Os., Nayagarh / District Education Officer, Nayagarh / Dist. Employment Officer, Nayagarh / D.I. & P.R.O., Nayagarh for information & necessary action. They are requested to place the same in their office notice board immediately for wide publication.

Copy to all W.E.Os. for information & necessary action. They are requested to circulate among all G.P.s and all ST & SC. Dev. Deptt. schools for wide publication.

  
District Welfare Officer,  
Nayagarh

Memo No 787 /Estt. Dt. 24.03.2015

Copy with a copy of the advertisement forwarded to the D.I.O, NIC, Nayagarh, for information and necessary action. She is requested to take immediate steps for hosting the same in District website.

  
District Welfare Officer,  
Nayagarh

(Information on Girls Hostels Only)

Sl. No.	Name of the Block	Name of the G.P	Name of the School	Specify No. of Girls Boarders staying in		Total No of Boarders	Nos of Lady Matron required < 200=1, >200=1+
				100 seated	Old Original hostel		
1	2	3	4	5	6	7	8
1	Daspalla	Tumandi	Govt. Girls' H/S, Buguda	110	253	363	2
2	Nuagaon	Jakeda	Jakeda A/S	110		110	1
3	Nuagaon	Dimiripalli	Dimiripalli A/S	110		110	1
4	Nuagaon	Saunpada	Gohiribadu A/S	100		100	1
5	Bhapur	Bijipur	Malibareni A/S	110		110	1
6	Gania	Badasilinga	Badasilinga A/S	110		110	1
7	Odagaon	Banthapur	Ostia A/S	110		110	1
8	Khandapara	Dholomara	Kandhamirigi A/S	106		106	1
9	Daspalla	Pokharigochha	Bhogabadi A/S	110		110	1
10	Daspalla	Kulurukumpa	Durgaprasad A/S	92		92	1
11	Daspalla	Nuagaon	Nuagaon A/S	80		80	1
12	Daspalla	Tumandi	Takara A/S	110		110	1
13	Daspalla	Kunjabangarh	Kujamendhi A/S	110		110	1
14	Daspalla	Tumandi	Munduli A/S	93		93	1
15	Bhapur	Bhapur	Bhapur Nodal U.P School	110		110	1
16	Gania	Gania	K.C Bidyapitha, Gania	110		110	1
17	Nayagarh	NAC Nayagarh	Brajendra High School, Nayagarh	110		110	1
<b>TOTAL</b>							<b>18</b>

*for*  
District Welfare Officer  
Nayagarh  
24/8/12

## **Guideline for engagement of Lady Matrons in the Girls hostels of ST & SC Development Department.**

Engagement of Matrons in the Girls' hostels of ST & SC Development 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 extra curricular 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 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 exceed 100 but not more than 200. In case the strength of hostel exceeds 200, one more Matron will be placed. The detailed modalities of selection, educational qualification, duties & responsibilities have been indicated below, governing the engagement are as below:

### **1. Educational Qualification :**

- a. Essential – The minimum qualification should be graduation.
- b. Desirable – Similar Experience in the Hostel Management/ Working Knowledge of Computer/ Certificate in Nutrition/ Music/ Arts/ Co-curricular activities

### **2. Age : 35 Years and above.**

### **3. Marital Status:** Married Females. Special preference will be given to widows, divorcees or single women.

### **4. Service Conditions:**

- a. Monthly honorarium - Lady matrons will be engaged on contractual basis with consolidated monthly remuneration of Rs.7500/- and engagement is purely on temporary basis for one year at a time subject to renewal at the end of a year upon satisfactory performance.
- b. Free Boarding and lodgings facilities and medical facilities as applicable to boarders.

- c. The Matron so engaged will not be eligible for any scheme of regularisation of services.

#### 5. Selection Procedure:

- I. A centralised advertisement will be made by the District Administration specifying vacancy at the school level (ST/SC Girls hostel) to submit application for the post of lady matrons within a period of three weeks.
- II. The District Administration after due date of receipt of applications will sort them out and send the applications to the respective SMC / SMDC of the school concerned.
- III. Selection will be done on the basis of mark secured in Graduation and taking into consideration the relevant past experience and desirable qualifications.
- IV. Preference will be given to meritorious candidates from ST, SC, OBC in that order.
- V. In the selection, first preference will be given to candidates belonging to the same ward/hamlet in which the hostel is located, belonging to ST, SC & OBC category in order of preference. Second preference will be given to candidate from the village, third preference will be given to the block and fourth to the district in which the hostel is located.
- VI. The selection list will be drawn by a seven member Selection Committee comprising of:
  1. SMC/ SMDC Chairperson - Chairman
  2. Two representatives from parents (one male and one female to be nominated by the headmaster.) - members
  3. One Ward Member of the village where the hostel is located, - member
  4. Head Master/ Mistress of the Institution (Member Convenor)
  5. WEO (as invited member).
  6. CDPO of the concerned ICDS. - member
- VII. The select list will be submitted to the Collector of the district for approval.
- VIII. After approval, the engagement will be given by the SMC. (sponsored by the District Administration)

## 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.

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B. S. J. B. S. H.