

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

Letter No. 2763 / SSD

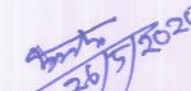
Dtd. 27.5.2020

**ADVERTISEMENT**

Applications are invited in prescribed form from intending female candidates of age 35 years & above, belonging to ST, SC, SEBC categories of Koraput District only for the post of Lady Matron and Junior Lady Matron, purely on contractual basis with monthly consolidated remuneration of Rs. 7500/- and Rs. 6500/- respectively per month for engagement in ST/SC Girls hostel under ST & SC Development Department in Koraput District. The details regarding educational qualification, eligibility criteria, selection procedure, duties & responsibilities along with the list of schools where Lady Matrons are to be engaged can be obtained from the District website i.e. [www.koraput.nic.in](http://www.koraput.nic.in).

Designation	Qualification	Age as on 01.01.2020	Consolidated monthly remuneration
Lady Matron	Graduation	35 years or above	Rs. 7500/-
Junior Lady Matron	Plus two	35 years or above	Rs. 6500/-

The application should reach to the District Welfare Office, Koraput on or before 30.06.2020 upto 5.00 PM only through Speed Post or Registered Post. The applications received after the due date shall not be entertained.

  
Collector& District Magistrate,  
Koraput

Memo No. 2764 / SSD

Dtd. 27.5.2020

Copy to the District Informatics Officer, NIC, Koraput for information with a request to upload the Advertisement in the District website.

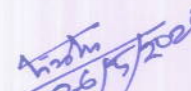
Copy forwarded to DIPRO, Koraput for information and requested for publish the advertisement in short in two daily leading Odiya Newspapers.

  
Collector& District Magistrate,  
Koraput

Memo No. 2765 / SSD

Dtd. 27.5.2020

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

  
Collector& District Magistrate,  
Koraput

**GUIDELINE FOR ENGAGEMENT OF LADY MATRON / JUNIOR MATRON (CONTRACTUAL)  
IN ST GIRLS' HOSTELS OF EDUCATIONAL INSTITUTIONS UNDER SSD AND S&ME  
DEPARTMENT IN KORAPUT DISTRICT FOR THE YEAR 2020**

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Engagement of Matrons in the Girls' Hostels of SSD and S&ME Department has been approved by Finance Department vide UOI No.-36-SS-II dt. 21.02.2014, 8332, 14.07.2014, No. 5089 dt. 27.02.2015 and letter No. 7203 dtd. 31.03.2015 to look after the safety and security of girls boarders. The objectives 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.
- Prevent incidence of mismanagement in hostel
- Ensure service of quality food in the hostels and
- Relieve the teachers of additional responsibility of mess management.

The Lady Matrons / Junior 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/ Junior Matron on contractual basis initially for a period of 1 year in the hostels where the strength of girls students exceeds 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:** - Graduate candidates will be given first 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.

Designation	Qualification under recognized university	Age on 01.01.2019	Consolidated Monthly Remuneration
1	2	3	4
Matron	Graduation	35 years or above	Rs. 7500
Junior Matron	Plus two (Higher Secondary Examination Pass)	35 years or above	Rs. 6500

**b. Desirable :** - Similarly Experience in the Hostel Management / Working knowledge of computer / Certificate in Nutrition / Music/ Arts/ Co-Curricular Activities.

**2. Ag:-** 35 years and above as 01.01.2020.

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

**4. Service Condition:-**

**a. Monthly honorarium-** Lady Matrons / Junior Matrons will be engaged on contractual basis with consolidated monthly remuneration as mention above 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 Lodging facilities and medical facilities as applicable to boarders.**

**c. The Matron / Junior Matron so engaged will not be eligible for any scheme of regularization of services.**

[Contd....P/2]



**5. Selection Procedure:-**

- i. Selection of Matron and Junior Matron will be done on the basis of marks secured in Graduation and Plus Two respectively taking into consideration the relevant post experience and desirable qualifications.
- ii. Preference will be given to meritorious candidates from ST,SC,SEBC in that order.
- iii. First preference will be given to the STs and if not available, second preference to the SC and third preference will be given to the SEBC if candidates will not be available from ST & SC categories.
- iv. First preference in the selection will be given to a Widow, second preference to a Divorcee and third preference to a Single Member Family Woman.
- v. Similarly, while selection is made, first preference will be given to candidates (having necessary qualification and experience) if available from the same Revenue Village, second preferences 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 same district belonging to ST, SC and SEBC in order preference. While selecting the candidates for Lady Matron / Junior Matron, preference as indicated above will be given to Widow, Divorcee and Single Women (from a single member family).

**6. Duties & Responsibilities :-**

The duties and responsibilities of the Matron / Junior Matron would be as follows :-

- a. She will take care of the boards 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, bathrooms and surroundings with active participation of the girls and attendant on duty.
- d. She will check the entry of any men or un-authorized person in the hostel.
- e. She will attend to any girl who come 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, 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.

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- 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 help them overcome it.
- k. She will keep the keys of the hostel gate with her.
- l. She will keenly observe if any girls student is upset emotionally or subjected to depression and bring it to the notice of the Head Master.
- m. Any other work mainly relating to the hostel as assigned by the Head Master.
- n. She will look after the management of the hostel. She will maintain hostel gate register, boarders in and out register, Stock & Store Register, CCA Log Book, Complain register, Red register, Health and sick register etc and such other records relevant to mess management.
- o. They will help the Headmaster in maintaining all other register as per requirement.
- p. She will report to the Head Master of the concerned school, the students of which are staying in the hostel.

The Head Master, 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.

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

S/d-

Collector & District Magistrate, Koraput  
-cum-Chairman, Selection Committee.



**APPLICATION FORM****[To be filled up in BLOCK LETTER]**

[FOR THE POST OF LADY MATRON / JUNIOR LADY MATRON (CONTRACTUAL) IN ST GIRLS' HOSTELS OF EDUCATIONAL INSTITUTIONS UNDER SSD AND S&ME DEPARTMENT IN KORAPUT DISTRICT FOR THE YEAR 2019]

01. Name of Applicant (in full) :  
02. Name of Father /Husband :  
03. Permanent Address (As per Valid Residence Certificate):

Revenue Village : PS:  
GP/NAC/Municipality : PIN:  
Block:  
District :

Space for pasting one recent photograph of passport size colour picture with white back ground with full signature of the applicant on its front size

04. Present Postal Address for correspondence :

At :

Po: Via: Dist:  
PS: PIN: Mob. Phone No.

05. Nationality : 06. Religion :

07. Date of Birth in Christian era : (As recorded in HSC) : Day  Month  Year

08. Age as on 01.01.2019 :  Years  Month(s)  Day (s)

09. Category belongs to (SC/ST/SEBC) : /Sub-Caste

10. Marital Status [Put tick marks (v) in the box]: Widow ☐ Divorcee ☐ Single ☐ Member Family Women ☐

11. Essential Education Qualification: [Graduation / Intermediate (Plus Two)]

Sl. No	Name of Examination passed	Name of School/College	Name of Board/ University	Year of Passing	Total Marks	Marks secured
1	2	3	4	5	6	7
(I)	HSC					
(II)	Intermediate/ +2(Plus Two)					
(III)	Graduation					

12. Desirable Qualification [Put tick mark ( / ) in the box] (If yes, enclose related documents)

a) Hostel Management	yes <input type="checkbox"/>	No <input type="checkbox"/>
b) Working Knowledge of Computer	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c) Certificate in Nutrition	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) Certificate in Music	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e) Certificate in Arts	Yes <input type="checkbox"/>	No <input type="checkbox"/>
f) Certificate in Co-curricular Activities	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Certificates to be submitted along with the Application form.

1. Self attested copies of HSC/ CHSE/ Graduation/ Caste (ST,SC,SEBC), Residence, Aadhar Card/ Passport size photo & Experience certificates to be submitted along with application.
2. For single women candidate, certificate of concerned Tahasildar is to be attached.
3. For Divorcee candidate, Certificate of Divorce is to be attached.
4. For widow candidate, death certificate of husband is to be attached.

**DECLARATION**

I \_\_\_\_\_ do hereby declare that all the information furnished above by me are true, completed and correct to the best of my knowledge and belief. In the event of any of the aforesaid information found false or incorrect at any stage hereafter, my candidature/selection/engagement is liable to be cancelled without any notice to me.

Place:-

Date:-

Signature of the Candidate

**Vacancy Position of Matron/Jr. Matron-2020**

Sl. No	Name of the Block	Name of the School	Vacant	Remarks
1	Bandhugaon	Kumbhaganda UPS	1	
2	Bandhugaon	Kutrabeda UPS	1	
3	Bandhugaon	Lopeta UPS	1	
4	Bandhugaon	Garidi PS	1	
5	Bandhugaon	Bandhugaon PS	1	
6	Bandhugaon	K. Jaguguda UPS	1	
7	Bandhugaon	P. Silabadi UPS	1	
8	Boipariguda	Gupteswar HS (SSD)	1	
9	Boipariguda	Boipariguda GHS (SSD)	1	
10	Boipariguda	Tentuliguma AS	1	
11	Boipariguda	Doraguda UGAS	1	
12	Boipariguda	Dasamantpur SS	1	
13	Boipariguda	Kollar SS	1	
14	Boipariguda	Tanginiguda UPS	1	
15	Boipariguda	Siribeda HS	1	
16	Borigumma	Haradaguda NUPS	1	
17	Borigumma	Nuagam AS	1	
18	Dasamantpur	Dasamantpur HS (SSD)	1	
19	Jeypore	Balia SS	1	
20	Jeypore	Dangarchhinchi AS	1	
21	Kundra	Ghumar SS	1	
22	Kundra	Masigam UGAS	1	
23	Kundra	Kermity UPS	1	
24	Kundra	Udulguda PS	1	
25	Kundra	Bhejahandi NUPS	1	
26	Kundra	Raniguda UPS	1	
27	Lamtaput	Machkund UGAS	1	
28	Lamtaput	Deogandhana SS	1	
29	Lamtaput	Guneipada SS	1	
30	Lamtaput	Kanchana UGAS	1	
31	Lamtaput	Tusuba SS	1	
32	Lamtaput	Umbel UPS	1	
33	Lamtaput	Badigada UPS	1	
34	Lamtaput	Jalahanjar PS	1	
35	Lamtaput	Lamtaput HS (S&ME)	1	



Sl. No	Name of the Block	Name of the School	Vacant	Remarks
36	Lamtaput	Maliput UPS	1	
37	Laxmipur	Talakutinga UPS	1	
38	Laxmipur	Sangana HS	1	
39	Laxmipur	Borigam PS	1	
40	Laxmipur	Khalkana UPS	1	
41	Laxmipur	Pardiguda NUPS	1	
42	Laxmipur	Netaji High School, Toyaput (S&ME)	1	
43	Nandapur	Hataguda HS (SSD)	1	
44	Nandapur	Bariashramput SS	1	
45	Nandapur	Duruba UGAS	1	
46	Nandapur	Raising SS	1	
47	Nandapur	Galganda SS	1	
48	Nandapur	Nandaka SS	1	
49	Nandapur	Silpandi SS	1	
50	Nandapur	P. Badapada UPS	1	
51	Nandapur	Taintar UGAS	1	
52	Nandapur	Nandapur High School (S&ME)	1	
53	Nandapur	Chatua High School (S&ME)	1	
54	Nandapur	Netaji High School, Thuba (S&ME)	1	
55	Narayanpatna	Nangalabeda UPS	1	
56	Narayanpatna	Bijaghati UPS	1	
57	Narayanpatna	Odiapentho UPS	1	
58	Pottangi	Chandka AS	1	
59	Pottangi	Gugaguda UGAS	1	
60	Pottangi	Kotia UGAS	1	
61	Pottangi	Sambai SS	1	
62	Pottangi	Nuagam UPS	1	
63	Pottangi	Rallegada NUPS (S&ME)	1	
64	Semiliguda	Renga AS	1	
65	Semiliguda	Daleiguda SS	1	
		<b>Total:-</b>	<b>65</b>	