

COLLECTORATE, MALKANGIRI
(ST & SC Dev. Section)

Notification No. 3583 /SSD-XXVI-2/15

Date: 21 12.2015

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 **20.01.2016 by 5.00 PM.** The application should be superscribed 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 01.01.2015	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	52	17	1	3	1	74

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. 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 **20.01.2016 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. 3584 /2015

Date: 21 .12.2015


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 Prameya i/ 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 & Prameya, Bhubaneswar edition one day 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.


District Welfare Officer, 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 **01.01.2015** : 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

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

Sl. No	Name of the Block	Name of the School	Total vacant Posts
1	Malkangiri	Thapaguda AS	1
2		Bhaluguda AS	1
3		B.L.Pur AS	1
4		Pandripani AS	1
5		Udupa AS	1
6		Gangola AS	1
7		Nilimari	1
8		EMRS, Malkangiri	1
9		UGHS, Pedakonda	1
10		Pry. School, Pedawada	1
11	Mathili	Kaliaguda HS	1
12		Mahupadar HS	3
13		Mathili HSS	1
14		Saunliguda AS	1
15		Pangam AS	1
16		Dhaudaguda AS	1
17		Madkamiguda AS	1
18		Mahupadar AS	1
19		Mecca AS	1
20		Timasput AS	1
21		Bhandaripangam AS	1
22		Tangguda AS	1
23		Ex-Dnk M.E. School, Pangam	2
24	Khairput	Govindpally HSS	2
25		Mudulipada GHS	1
26		Khairput AS	1
27		Puspally AS	1
28		Podaghat AS	1
29		Rasbeda AS	1
30		Oringi AS	1
31		Kadamguda AS	1
32		Education Complex, Badbel	2
33		Korukonda	Chitrakonda GHS
34	Sikhpally GHS		1
35	Tandiki AS		1
36	Kotamatteru AS		1
37	Potrel AS		1
38	Tumusapally AS		1
39	Dudimetla AS		1
40	UGHS, RSC - 6		1
41	Pry. School, Temporary Colony, Chitrakonda		1
42	Pry. School, MPV - 6 (Pulimetla)		1
43	PUPS, Dudameta		1
44	PUPS, Tunnel Camp		1
45	PUPS, Gorakhunta		1
46	NUPS, S.Tandapally		1
47	Kalimela	PUPS, Kurmanur	1
48		Pry. School, Nalagunthi	1
49		PUPS, Chitrangpally	1

Sl. No	Name of the Block	Name of the School	Total vacant Posts
50	Podia	Matteru AS	1
51		Motu AS	2
52		Gorakhpally AS	1
53		Dhrampally AS	1
54		Bhubanpally AS	1
55		Kalagonda AS	1
56		Silakota AS	1
57		PUPS, Similibancha	1
58		UGHS, Urubally	1
59		K.Gumma	Panasput HS
60	K.Gumma GHS		2
61	Sindhiguda AS		1
62	Parkanmala AS		1
63	UGME, K.Gumma		1
64	UGHS, Somanathpur		1
65	Edn.Complex, Badapada		1
66	Edn.Complex, Nandiniguda		1
		TOTAL	74


 District Welfare Officer
 Malkangiri

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 1st 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. 1st preference shall be given to widow, 2nd preference to a divorcee and the 3rd preference to a single member family woman.
- III. She should be 35 years & above Age as on 1st January 2015.

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. 1st preference will be given to STs and if not available 2nd preference to the SCs and 3rd preference will be given to SEBC, If candidates will not be available from ST or SC category.
- V. Similarly, while selection is made, 1st 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
- VI. district in which the hostel is located.
- VII. 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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