

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE : MAYURBHANJ
(ST & SC DEVELOPMENT SECTION)

ADVERTISEMENT

No. 3358 /DWO Dt. 13-06-18

Applications in the prescribed proforma are invited from intending women candidates of age 35 years and above as on 01.01.2018 belonging to ST, SC & SEBC categories of Mayurbhanj District for the post of Lady Matron / Junior Matron on contractual basis in ST Girls' Hostels of Educational Institutions functioning under SSD and S&ME Department in Mayurbhanj District. The application duly filled in by the candidate should reach to the office of the **District Welfare Officer, Mayurbhanj, AT/PO-Murgabadi, PS:Baripada, Dist.:Mayurbhanj, PIN-757002** on or before **07.07.2018 by 5.00 PM** by **Registered / Speed Post** only. The application received after last date will not be considered. The authority will not be responsible for any postal delay. **The undersigned reserves the right for cancellation/modification of the advertisement and increase/decrease of posts without assigning any reason thereof.** The Application Form, Govt. Guideline and Vacancy Position in detail are available in the Office Notice Boards of the District Welfare Officer, Mayurbhanj/ All PAs, ITDAs/ Sub-Collectors/ Block Development Officers of this district and also available in District Website i.e. www.mayurbhanj.nic.in & www.mayurbhanj.nic.in/mayur.htm .


Collector & District Magistrate,
Mayurbhanj.

VACANCY POSITION

REGARDING ENGAGEMENT FOR THE POSTS OF CONTRACTUAL LADY MATRONS/ JUNIOR LADY MATRONS IN ST GIRLS' HOSTELS OF EDUCATIONAL INSTITUTIONS UNDER SSD/S&ME DEPARTMENT IN MAYURBHANJ DISTRICT FOR THE YEAR 2018

[REF. ADVERTISEMENT NO. 3358/DWO. DATE. 13/06/2018]

Sl. No.	Name of District	Name of Sub-Division	Name of Block	Name of Educational Institution	Name of Department	No(s). of Matrons required
1	2	3	4	5	6	7
1	MBJ	BARIPADA	BADSAHI	CHANDANPUR A/S (NEW)	SSD	1
2	MBJ	BARIPADA	BADSAHI	GOVT. (SSD) GHS, MANATRI	SSD	1
3	MBJ	BARIPADA	BADSAHI	NEW GOVT. HS, BIRESWARPUR	S&ME	1
4	MBJ	BARIPADA	BAHALDA	GOVT.(SSD) GHS ,DUMADIHI	SSD	1
5	MBJ	BARIPADA	BAHALDA	GOVT.(SSD) GHS, DUMADIHI	SSD	1
6	MBJ	BARIPADA	BANGRIPOSI	GOVT.(SSD) GHS, BANKATI	SSD	2
7	MBJ	BARIPADA	BANGRIPOSI	GOVT.(SSD)GHS, BANKATI	SSD	1
8	MBJ	BARIPADA	BARIPADA	GOVT. (SSD) GHS, RANIBHOLE	SSD	1
9	MBJ	BARIPADA	BARIPADA	K.N. GIRLS' HIGH SCHOOL	S&ME	1
10	MBJ	BARIPADA	BARIPADA	M.K.C. HS, BARIPADA, UNIT- 1	S&ME	1
10	MBJ	BARIPADA	BARIPADA	M.K.C. HS, BARIPADA, UNIT- 3	S&ME	1
11	MBJ	BARIPADA	BARIPADA	RAJABASA HIGH SCHOOL	S&ME	1
12	MBJ	BARIPADA	BETNOTI	BHANJABHUMI GIRLS' HIGH SCHOOL, KALMA	S&ME	1
13	MBJ	BARIPADA	BETNOTI	GOVT. (SSD) GHS, S.S. NAHANDASOLE	SSD	1
14	MBJ	BARIPADA	BETNOTI	GOVT. (SSD) GHS, SS NAHANDASOLE	SSD	1
15	MBJ	BARIPADA	BETNOTI	PANCHAPALI HS,HATIPUTKA	S&ME	1
16	MBJ	BARIPADA	BETNOTI	BETNOTI COLLEGE	S&ME	1
17	MBJ	RAIRANGPUR	BIJATALA	GOVT. (SSD) GHS, MUNDHATHAKURA	SSD	1
18	MBJ	RAIRANGPUR	BIJATALA	GOVT.(SSD) GHS, BIJATOLA	SSD	2
19	MBJ	RAIRANGPUR	BIJATALA	PANCHAYAT HIGH SCHOOL,RAIHARI	S&ME	1
20	MBJ	RAIRANGPUR	BIJATALA	BANAKATI HIGH SCHOOL, BANAKATI	S&ME	1
20	MBJ	RAIRANGPUR	BIJATALA	PURNESWAR NUPS, SARAGADA	S&ME	1
21	MBJ	RAIRANGPUR	BISOI	CHARUPANI ASHRAM SCHOOL	SSD	2
22	MBJ	RAIRANGPUR	BISOI	GOVT. (SSD) GHS, BADHUNIA	SSD	1
23	MBJ	RAIRANGPUR	BISOI	GOVT. SSD HS, BISOI	SSD	2
25	MBJ	RAIRANGPUR	BISOI	N.B. POKHARIA A/S	SSD	1
26	MBJ	KAPTIPADA	G.B.NAGAR	BALIDIHA A/S	SSD	1
27	MBJ	KAPTIPADA	G.B.NAGAR	GOVT. (SSD) GHS, TIKAYATPUR	SSD	1
28	MBJ	RAIRANGPUR	JAMDA	GOVT. (SSD) GHS, HESELPATA	SSD	1
29	MBJ	RAIRANGPUR	JAMDA	GOVT.(SSD) GHS, HESELPATA	SSD	1
30	MBJ	RAIRANGPUR	JAMDA	GOVT.(SSD) HS, JAMDA	SSD	1
32	MBJ	RAIRANGPUR	JAMDA	JAMDA GHS, JAMDA	S&ME	1
33	MBJ	RAIRANGPUR	JAMDA	TARANA A/S	SSD	1
34	MBJ	KARANJIA	JASHIPUR	ANGARPADA A/S	SSD	1
36	MBJ	KARANJIA	JASHIPUR	EDUCATIONAL COMPLEX, ANGARPADA	SSD	1
37	MBJ	KARANJIA	JASHIPUR	GOVT. (SSD) GHS, SINGARPUR	SSD	1
38	MBJ	KARANJIA	JASHIPUR	GOVT. (SSD) GHS, SINGARPUR	SSD	1
39	MBJ	KARANJIA	JASHIPUR	SUNAPAL A/S	SSD	1
40	MBJ	KAPTIPADA	KAPTIPADA	GOVT. (SSD) GHS, BADSIMULIA	SSD	1
41	MBJ	KAPTIPADA	KAPTIPADA	GOVT. (SSD) GHS, KATURIA	SSD	1

NB: THE VACANCY POSITION OF LADY MATRONS/JR. LADY MATRONS IN THE ST GIRLS' HOSTELS OF EDUCATIONAL INSTITUTIONS MAY BE MODIFIED AS AND WHEN NECESSARY.

VACANCY POSITION

REGARDING ENGAGEMENT FOR THE POSTS OF CONTRACTUAL LADY MATRONS/ JUNIOR LADY MATRONS IN ST GIRLS' HOSTELS OF EDUCATIONAL INSTITUTIONS UNDER SSD/S&ME DEPARTMENT IN MAYURBHANJ DISTRICT FOR THE YEAR 2018

[REF. ADVERTISEMENT NO. 3358/DWO. DATE. 13/06/2018]

Sl. No.	Name of District	Name of Sub-Division	Name of Block	Name of Educational Institution	Name of Department	No(s). of Matrons required
1	2	3	4	5	6	7
42	MBJ	KARANJIA	KARANJIA	DUMURIA AS	SSD	1
43	MBJ	KARANJIA	KARANJIA	GOVT. (SSD) GHS, TATO	SSD	2
44	MBJ	KARANJIA	KARANJIA	GOVT. (SSD) GHS, TATO	SSD	2
45	MBJ	KARANJIA	KARANJIA	GOVT. BOYS HS, KARANJIA	S&ME	1
47	MBJ	KAPTIPADA	KHUNTA	GOVT. SSD GHS, BAHANADA	SSD	3
48	MBJ	KAPTIPADA	KHUNTA	KAMALI A/S	SSD	2
49	MBJ	KAPTIPADA	KHUNTA	KHUNTA COLLEGE	S&ME	2
50	MBJ	BARIPADA	KULIANA	ASANJODA A/S	SSD	1
51	MBJ	BARIPADA	KULIANA	GOVT. (SSD) GHS, ASONJADA	SSD	2
52	MBJ	BARIPADA	KULIANA	GOVT. SSD GHS, ASANJODA	SSD	1
54	MBJ	RAIRANGPUR	KUSUMI	BHANDAN A/S	SSD	1
55	MBJ	RAIRANGPUR	KUSUMI	SULEIPAT GHS	SSD	1
56	MBJ	RAIRANGPUR	KUSUMI	GOVT. (SSD) GHS, BADAMPAHAR	SSD	1
58	MBJ	BARIPADA	MORADA	EDUCATIONAL COMPLX. CHIKTAMATIA (GIRLS)	SSD	1
59	MBJ	BARIPADA	MORADA	GOVT. (SSD) GHS, PATPUR	SSD	1
59	MBJ	BARIPADA	MORADA	MORADA A/S	SSD	1
59	MBJ	BARIPADA	MORADA	NICHUAPADA A/S	SSD	1
60	MBJ	RAIRANGPUR	RAIRANGPUR	RAIRANGPUR GHS	SSD	1
61	MBJ	KARANJIA	RARUAN	GOVT. (SSD) GHS, BALANPOSI	SSD	1
62	MBJ	KARANJIA	RARUAN	GOVT.(SSD) GHS, BALANPOSI	SSD	1
63	MBJ	BARIPADA	RASGOVINDPUR	GOVT. (SSD) GHS, RASGOBINDPUR	SSD	2
64	MBJ	BARIPADA	RASGOVINDPUR	GOVT. (SSD) GHS, RASGOBINDPUR	SSD	1
65	MBJ	BARIPADA	RASGOVINDPUR	HATSAHI A/S	SSD	1
66	MBJ	BARIPADA	RASGOVINDPUR	KAKBANDH A/S	SSD	1
67	MBJ	BARIPADA	RASGOVINDPUR	TOTAPADA A/S	SSD	1
68	MBJ	BARIPADA	SAMAKHUNTA	GODIPOKHARI GHS(NEW)	SSD	1
69	MBJ	BARIPADA	SAMAKHUNTA	GOVT. (SSD) GHS, GUNDIHUDI	SSD	1
70	MBJ	BARIPADA	SAMAKHUNTA	GOVT.(SSD) GHS,GUNDIHUDI	SSD	1
71	MBJ	BARIPADA	SAMAKHUNTA	KHANDIA A/S	SSD	1
72	MBJ	BARIPADA	SAMAKHUNTA	SINDURGOURA PANCHAYAT HS	S&ME	2
73	MBJ	BARIPADA	SARASKANA	GOBINDPUR GHS	SSD	2
74	MBJ	BARIPADA	SARASKANA	P.P. HIGH SCHOOL, DHANGIDISOLE	S&ME	1
75	MBJ	KARANJIA	SUKRULI	BHRAMARPOSI A/S	SSD	2
76	MBJ	KARANJIA	SUKRULI	GOVT. (SSD) GHS, RAUTALIPAT	SSD	1
77	MBJ	BARIPADA	SULIAPADA	GOVT. (SSD) GHS, KUJIDIHI	SSD	1
78	MBJ	KARANJIA	THAKURMUNDA	GOVT. (SSD) GHS, CHAMAKPUR	SSD	1
79	MBJ	KARANJIA	THAKURMUNDA	GOVT.(SSD) GHS, THAKURMUNDA	SSD	2
80	MBJ	KARANJIA	THAKURMUNDA	GOVT.(SSD) GHS, THAKURMUNDA	SSD	1
81	MBJ	KARANJIA	THAKURMUNDA	NODA A/S	SSD	2
82	MBJ	RAIRANGPUR	TIRING	GOVT.(SSD) GHS, RANDISAHI	SSD	1

NB: THE VACANCY POSITION OF LADY MATRONS/JR. LADY MATRONS IN THE ST GIRLS' HOSTELS OF EDUCATIONAL INSTITUTIONS MAY BE MODIFIED AS AND WHEN NECESSARY.

VACANCY POSITION

REGARDING ENGAGEMENT FOR THE POSTS OF CONTRACTUAL LADY MATRONS/ JUNIOR LADY MATRONS IN ST GIRLS' HOSTELS OF EDUCATIONAL INSTITUTIONS UNDER SSD/S&ME DEPARTMENT IN MAYURBHANJ DISTRICT FOR THE YEAR 2018

[REF. ADVERTISEMENT NO. 3358/DWO. DATE. 13/06/2018]

Sl. No.	Name of District	Name of Sub-Division	Name of Block	Name of Educational Institution	Name of Department	No(s). of Matrons required
1	2	3	4	5	6	7
83	MBJ	RAIRANGPUR	TIRING	GOVT.(SSD) GHS, RANDISAH	SSD	1
84	MBJ	RAIRANGPUR	TIRING	GOVT.(SSD)HS, PANDUPANI	SSD	1
85	MBJ	KAPTIPADA	UDALA	BAHUBANDH A/S	SSD	1
86	MBJ	KAPTIPADA	UDALA	GOVT. (SSD) GHS, BAHUBANDH	SSD	1
87	MBJ	KAPTIPADA	UDALA	NUAGAON A/S	SSD	1
88	MBJ	KAPTIPADA	UDALA	P.C.PUR A/S	SSD	1
89	MBJ	KAPTIPADA	UDALA	SALKHUNTA A/S	SSD	1
90	MBJ	KAPTIPADA	UDALA	SARASBILA A/S	SSD	1
91	MBJ	BARIPADA	BARIPADA	UTKALAMANI GOPABANDHU PRACTISING HS	S&ME	1
92	MBJ	BARIPADA	BARIPADA	NOU, TAKATPUR	S&ME	1
93	MBJ	BARIPADA	BARIPADA	MPC AUTO UNIVERSITY	S&ME	2
94	MBJ	BARIPADA	BARIPADA	ITI TAKATPUR	S&ME	1
95	MBJ	RAIRANGPUR	TIRING	GOVT. JR. SCIENCE COLLEGE	S&ME	1
96	MBJ	KAPTIPADA	UDALA	UDALA COLLEGE, UDALA	S&ME	2
97	MBJ	KARANJIA	JASHIPUR	JASHIPUR COLLEGE	S&ME	1
98	MBJ	KAPTIPADA	KAPTIPADA	PT. RAGHUNATH MURMU JR. COLLEGE, SARAT	S&ME	1
99	MBJ	RAIRANGPUR	JAMDA	SAHID BIRSA MUNDA COLLEGE, JAMDA	S&ME	2

TOTAL 117

NB: THE VACANCY POSITION OF LADY MATRONS/JR. LADY MATRONS IN THE ST GIRLS' HOSTELS OF EDUCATIONAL INSTITUTIONS MAY BE MODIFIED AS AND WHEN NECESSARY.

**GUIDELINE FOR ENGAGEMENT OF LADY MATRON/JUNIOR MATRON [CONTRACTUAL]
IN ST GIRLS' HOSTELS OF EDUCATIONAL INSTITUTIONS UNDER SSD AND S&ME
DEPARTMENT IN MAYURBHANJ DISTRICT FOR THE YEAR 2018**

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 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 hostels
- 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 girl 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 01.01.2018	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. Age: - 35 years and above as on 01.01.2018.

3. Marital Status: - Married Females. Special preference will be given to widows, divorcees or single woman.

4. Service Conditions:-

- 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.

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 or SC categories.
- iv. First preference in the selection will be given to a Widow, second preference to a Divorcee and the 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 of 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 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, 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 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 help them overcome it.

[Contd. ... P/3]

- 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 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 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 and such other records relevant to mess management.
- o. 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.

Sd/-
Collector & District Magistrate, Mayurbhanj
-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 MAYURBHANJ DISTRICT FOR THE YEAR-2018]

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

Revenue Village :

GP/NAC/Municipality:

Block:

PS:

District:

PIN:

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

04. Present Postal Address For Correspondence :

AT:

PO:

Via:

District:

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 01.01.2018 : Years Month(s) Day(s)

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

10. Marital Status [Put tick mark (√) in the box]: Widow Divorcee Single Member Family Woman

11. Essential Educational 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 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 Xerox copies of all Certificates & Mark Sheets (for both essential educational and desirable qualifications) and also Residence Certificate & Caste Certificate must be submitted along with the Application Form.

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:

Full signature of the Applicant