

**DISTRICT OFFICE: MAYURBHANJ, BARIPADA
ST & SC DEV. SECTION**

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No. 4098 /DWO, Date: 15-09-2021

Applications in the prescribed format are invited from intending women candidates of age 35 years and above as on 01.01.2021 belonging to ST, SC & SEBC categories of Mayurbhanj District for the post of **Lady 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, Baripada on or before 12-11-2021 by 5.00 P.M. by Regd. Post/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 this 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 PA, ITDAs/Sub-Collectors/Block Development Officers of this District and also available in District website i.e. www.mayurbhanj.nic.in.


Collector & District Magistrate,
Mayurbhanj.

Guidelines for engagement of Matron 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 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 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 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 candidate/applicant is to have a Graduation Degree or its equivalent from a recognized university.
- 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 01.01.2021.

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.10,000/- 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 so engaged will not be eligible for any scheme of regularization of services.

5. Selection Procedure:-

- i. Selection of Matron will be done on the basis of marks secured in Graduation and taking into consideration the relevant post experience and desirable qualifications.
- ii. Preference will be given to meritorious candidates from ST, SC, OBC/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 OBC/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 OBC in order of preference. While selecting the candidates for Lady Matron, preference as indicated above will be given to Widow, Divorcee and Single Women(from a single member family)

6. Duties & Responsibilities :-

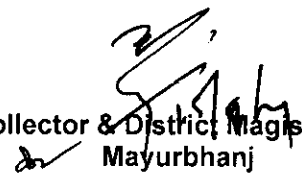
The duties and responsibilities of the Matron would be as follows:-

- 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.
- 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.


Collector & District Magistrate
Mayurbhanj

VACANCY POSITION

**LADY MATRON REQUIRED FOR THE 100 SEATED/OLD HOSTEL /P.S.H./200 SEATED/300 SEATED ST GIRLS HOSTEL RUNNING UNDER (SSD)
DEPARTMENT HIGH SCHOOL,ASHRAM SCHOOL & SEVASHRAM IN THE DISTRICT OF MAYURBHANJ**

Sl. No.	Name of the District	Name of the Sub-Division	Name of the Block	Name of the GP/NAC/ Municipality	Name of the School	Name of Department	No of Matrons required
1	2	3	4	5	6	7	8
1	Mayurbhanj	Baripada	Baripada	Baripada	M.K.C. High School	S&ME	1
2	Mayurbhanj	Baripada	Bangriposi	Banakati	Govt.(SSD)GHS,Banakati	SSD	1
3	Mayurbhanj	Baripada	Bangriposi	Badgoan	Sarbamangala HS,Panasdiha	S&ME	1
4	Mayurbhanj	Baripada	Bangriposi	Shyamsundarpur	EMRS, Bangriposi	SSD	1
5	Mayurbhanj	Baripada	Betnoti	SS Nahandasole	Govt.(SSD)GHS,SS Nahandasole	SSD	1
6	Mayurbhanj	Baripada	Betnoti	Kalama	Bhanjabhumi GHS, Kalama	S&ME	1
7	Mayurbhanj	Baripada	Rasgovindpur	Nalgaja	Govt.(SSD)HS, Nalgaja	SSD	1
8	Mayurbhanj	Baripada	Samakhunta	Gundihudi	Govt.(SSD)GHS,Gundihudi	SSD	1
9	Mayurbhanj	Baripada	Saraskana	Dhangidisole	P.P. HS,Dhangidisole	S&ME	1
10	Mayurbhanj	Baripada	Saraskana	Bagbuda	Govt.(SSD)GHS, Govindpur	SSD	1
11	Mayurbhanj	Baripada	Saraskana	Joka	Danadar AS	SSD	1
12	Mayurbhanj	Baripada	Suliapada	Kujidihi	Govt.(SSD)GHS, Kujidihi	SSD	1
13	Mayurbhanj	Baripada	Suliapada	Bankati	Seemanta HS, Bankati	S&ME	1
14	Mayurbhanj	Kaptipada	Khunta	Bahanada	Govt.(SSD)GHS, Bahanada	SSD	1
15	Mayurbhanj	Kaptipada	Udala	Bahubandh	Govt.(SSD)GHS, Bahubandh	SSD	1
16	Mayurbhanj	Rairangpur	Bahalda	Gambharia	Govt.(SSD)GHS, Dumadihi	SSD	1
17	Mayurbhanj	Rairangpur	Bijatata	Bijatata	Govt.(SSD)GHS, Bijatata	SSD	1
18	Mayurbhanj	Rairangpur	Bijatata	Luhasila	K.K.GHS, Luhasila	S&ME	1

Sl. No.	Name of the District	Name of the Sub-Division	Name of the Block	Name of the GP	Name of the School	SSD	No of Matrons required
1	2	3	4	5	6	7	8
19	Mayurbhanj	Rairangpur	Bijatala	Bankati	Bankati HS, Bankati	S&ME	1
20	Mayurbhanj	Rairangpur	Jamda	Jamda	Jamda GHS, Jamda	S&ME	1
21	Mayurbhanj	Rairangpur	Rairangpur	Rairangpur	Govt.(SSD)GHS, Rairangpur	SSD	1
22	Mayurbhanj	Rairangpur	Bisoi	Sanpurunapani	Charupani AS	SSD	1
23	Mayurbhanj	Rairangpur	Kusumi	Hatbadra	Aharbandh HS	S&ME	1
24	Mayurbhanj	Rairangpur	Tiring	Tiring	Govt.(SSD)GHS, Randisahi	SSD	1
25	Mayurbhanj	Rairangpur	Tiring	Tiring	Tiring HS	S&ME	1
26	Mayurbhanj	Karanjia	Jashipur	Matiagarh	Govt.(SSD)GHS, Singarpur	SSD	1
27	Mayurbhanj	Karanjia	Jashipur	Angarpada	Govt.(SSD) HS, Angarpada	SSD	1
28	Mayurbhanj	Karanjia	Raruan	Niuty	Govt.(SSD)GHS, Balanposi	SSD	1
29	Mayurbhanj	Karanjia	Sukruli	Jhadgosoda	Govt.(SSD)GHS, Rautalipat	SSD	1
30	Mayurbhanj	Karanjia	Karanjia	Binuria	EMRS, Karanjia	SSD	1
31	Mayurbhanj	Karanjia	Karanjia	Tato	Govt.(SSD)GHS, Tato	SSD	1
32	Mayurbhanj	Karanjia	Thakurmunda	Thakurmunda	Govt.(SSD)GHS, Thakurmunda	SSD	1
33	Mayurbhanj	Karanjia	Thakurmunda	Salchua	Noda AS	SSD	1
						Grand Total	33