

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BOUDH
(ST & SC DEV. SECTION)

No. 102 /VII-142/2020

Dt. 04-02-21 //

ADVERTISEMENT

Applications are invited from the deserving/ eligible Lady candidates for engagement of 07 ^(Seven) nos. of Lady Matron on contractual basis in ST/SC Girls Hostels functioning under the ST & SC Development Department and S & ME Department Schools of Boudh District. The application in the prescribed Proforma should reach in the Office of the District Welfare Officer, Boudh on or before 10-3-2021 during the office hour by Regd. Post/ Speed Post only. The application received after the due date will not be considered. The undersigned reserves the right for cancellation/ modification of this advertisement and increase or decrease of posts without assigning any reason thereof.

The detail advertisement and the selection criteria along with the prescribed application format may be obtained from the District Website **www.boudh.nic.in**. The candidates may download the advertisement and application format accordingly.

Meme No. 103 / VII-142/2020, Dt. 04-02-21 //

Al Macho
Collector, Boudh 02/04/21

Copy along with copy of detailed Criteria / Guidelines including application format forwarded to the District Informatics Officer, N.I.C., Boudh with a request to upload in the Dist. Website for wide publicity.

Meme No. 104 /

Dt. 04-02-21 //

Al Macho
Collector, Boudh 02/04/21

Copy along with copy of details Criteria / Guidelines including application format forwarded to the Project Director, DRDA, Boudh/All the Block Development Officers & Tahasildars of Boudh District/Asst. Collector, Establishment, Collectorate, Boudh/All Headmasters of concerned School for information. They are requested to affix the advertisement in the respective Office Notice Board for wide publicity.

Memo No. 105 / VII-142/2020, Dt. 04-02-21 //

Al Macho
Collector, Boudh 02/04/21

Copy submitted to the Director (ST)-cum-Addl. Secretary to Govt. ST & SC Development Department for information with reference to Letter No. 18332/SSD dated 14.07.2014 & Letter No. 7203/SSD dated 31.03.2015.

Al Macho
Collector, Boudh 02/04/21

APPLICATION FORMAT

(For the post of Lady Matron in the Girls Hostels under ST & SC Development Department of Boudh District)

(To be filled up in Block Letters)

Name of the School for which applied _____

(Candidates are required to apply for one school only from the list)

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

1. Name of the Applicant (in full)
2. Name of the Father / Husband
3. Permanent Address
Village : P.O :
G.P : Block :
Dist : PIN:
4. Present Address for correspondence
Village : P.O :
G.P : Block :
Dist : PIN:
Phone/Mob. No. Email :
5. Nationality :
6. Religion :
7. Date of Birth
(As recorded in HSC) : Day _____ Month _____ Year _____
8. Age as on 01.01.2021 : Day _____ Month _____ Year _____
9. Category (ST/SC/SEBC) :
10. Sub-Caste :
11. Martial Status (Widow/Divorcees/ Single / Married):
12. Educational Qualification:

Sl. No	Name of the Examination Passed	Name of the Board/University	Year of Passing	Total Marks	Marks Secured	Percentage
1	2	3	4	5	6	7
1						
2						
3						

13 Desirable Qualification:

- | | | | | | |
|--|---|-----|--------------------------|----|--------------------------|
| 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"/> |

N.B. Self attested certificate to be submitted along with the application for both essential & desirable qualification

DECLARATION

I 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 and will be liable for criminal action.

Place :

Date :

Full signature of the Applicant

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 hostels 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 girls' 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. Essential Qualifications & Stipulation of Categories/ preference :-

- a. The minimum qualification of the candidate /applicant is Plus two (Higher Secondary Examination Pass) and equivalent.
- b. She should be 35 years or above in Age as on **1st January, 2021.**
- c. Should belong to either ST, SC or SEBC category. 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.

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- d. 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.
- e. 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 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 same district belonging to ST, SC and SEBC 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).

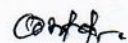
2. **Service Conditions:-**

- a. Monthly honorarium - Lady matrons will be engaged on contractual basis with consolidated **monthly remuneration of Rs. 10,000/- (Rupees Ten thousand) only**. 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 regularization of services.

3. **Duties & Responsibilities:**

As per guide line the duties and responsibilities of the Lady 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 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 A.N.M 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 an girls 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 responsibility 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 list of SSD Girls' Hostels & requirement of matrons in Boudh District is enclosed at **Annexure-A.**

contd.

LIST OF SSD GIRLS' HOSTELS & REQUIREMENT OF LADY
MATRONS IN BOUDH DISTRICT

Sl. No.	Name of the Block	Name of the G.P	Name of the School	No of Lady Matron required
1	Harabhanga	Chhatrang	Baisipada Ashram School	01
2	Harabhanga	Chhatrang	Narayan High School, Chhatrang	01
3	Kantamal	Narayanprasad	Narayanprasad UGME School	01
4	Kantamal	Uma	Govt. UG High School, Uma	01
5	Kantamal	Ghantapada	UGME School, Fased	01
6	Kantamal	Lambasari	R.M. High School, Lambasari	01
7	Harabhanga	Badabandha H/S. (G.P.)	Govt girls H/S. Badabandha	01
TOTAL				06

Bpk
04-2-2021
District Welfare office
Boudh