

DISTRICT WELFARE OFFICE: SAMBALPUR
Phone No. 06632410343 Email- dwsambalpur123@gmail.com
No. 1474 /SSD Estt. Date. 20.04.2021

ADVERTISEMENT

Applications in prescribed form are invited from intending female Graduate / +2 pass candidates of 35 years of age (as on 01.01.2021) and above of Sambalpur District only to fill up 03 (Three) numbers of post of Lady Matrons on purely contractual basis with monthly consolidated remuneration of Rs. 10,000/- (Ten Thousand) only per month for engagement in Girls' Hostels of Schools under ST & SC Development Department in Sambalpur District. Graduate candidates will be given first preference. Candidates having Plus Two (+2) pass Qualification may be considered, if and only if, Graduate candidates are not available. Preference shall be given to Widow / Divorcee / Single Women of ST / SC / SEBC category. The details regarding educational qualification, eligibility criteria, selection procedure, application form and duties and responsibilities of the Lady Matron can be obtained from the District Website www.sambalpur.nic.in.

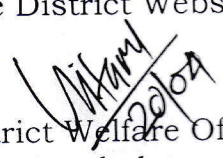
The last date of receipt of application in the office of District Welfare Officer, Sambalpur is 21/05/2021, 01.00 P.M. by Regd. Post only. Incomplete applications, applications received after the due date and applications sent through any mode other than Registered Post shall not be taken into consideration. The application should be addressed to "The District Welfare Officer, Sambalpur" and the envelope containing the application should be superscribed with "APPLICATION FOR THE POST OF LADY MATRON"

Sl. No.	Name of the Block	Name of the G.P.	Name of the Village	Name of the School	No. of Lady Matron
1	Rengali	Bomaloi	Bomaloi	Bomaloi Sevashram School	1
2	Rengali	Jhankarpali	Basupali	Basupali Sevashram School	1
3	Naktideul	Sarapali	Goudapada	Goudapada Sevashram School	1


Collector, Sambalpur


Memo No. 1475 /SSD Estt. Date 20.04.2021

Copy forwarded to the District Informatics Officer, NIC, Sambalpur for information with a request to upload the Advertisement in the District Website.


District Welfare Officer
Sambalpur

Memo No. 1476 /SSD Estt. Date. 20.04.2021

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


District Welfare Officer
Sambalpur

GENERAL INSTRUCTIONS

QUALIFICATION:

The candidate must be a Graduate in any discipline from any Government / Government Recognized University. However, Candidates having Plus Two (+2) pass Qualification may be considered, if and only if, Graduate candidates are not available.

ELIGIBILITY CRITERIA:

- (i) The candidate should be 35 years of age or above as on 01.01.2021.
- (ii) The candidate should belong to ST, SC or SEBC category. First preference will be given to the STs and if STs are not available, second preference will be given to SCs. SEBC candidates may be considered, if and only if, ST and SC candidates are not available
- (iii) 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.
- (iv) Similarly, while selection is made, first preference will be given to candidates (having necessary qualification) of the same Revenue Village, Second preference to the candidates of same GP, third preference will be given to candidates of the same Block and fourth preference will be given to candidates from the 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).

SELECTION PROCEDURE:

- (i) The application forms received within the stipulated date mentioned in the advertisement will be taken into consideration.
- (ii) The District Level Selection Committee will scrutinize the applications and publish the Provisional Merit List, which will be uploaded in the District Website. The Merit List will be prepared according to the Marks Secured in Aggregate by the candidates in Graduation Examination. If graduate candidates are not available against a particular post, then Marks Secured by the candidates in +2 Examination (without Extra Optional) may be taken into consideration and Merit List will be prepared accordingly.
- (iii) The candidates shall be allowed to submit their objections within a stipulated date.
- (iv) Considering all objections received within the stipulated date, Final Merit List will be prepared by the District Level Selection Committee, which will be placed before Collector, Sambalpur for approval.
- (v) After approval, the Lady Matrons will be engaged observing all relevant formalities.

DUTIES AND RESPONSIBILITIES

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

- i. The Lady Matron will take care of the boarders like a foster mother and reside in the hostel.
- ii. She will stay in the dormitory during day time when boarders go to school or attend to co-curricular activities and sleep with girl boarders during night.
- iii. She will ensure cleanliness of the dormitory, toilets, bathroom and surroundings with active participation of the girls and attendants on duty.
- iv. She will check the entry of any men or unauthorized person in the hostel.
- v. 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.
- vi. She will liaison between ailing girls & ANM and inform it to the Assistant Superintendent / Head Master for action.
- vii. She will provide personal nursing care to the ailing girls to comfort them like their own mother.
- viii. She will see that all boarders go to classes and other activities in time.
- ix. 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.
- x. 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.
- xi. She will keep the keys of the hostel with her.
- xii. She will keenly observe if any girl student is upset emotionally or subjected to depression and bring it to the notice of the Headmaster.
- xiii. Any other work mainly relating to the hostel as assigned by the Headmaster.
- xiv. 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.

- xv. She will report to the Headmaster of the concerned school, the students of which are staying in the hostel.
- xvi. The Head Master, however can assign any other duties and responsibilities as per need subject to condition that do not compromise with and or related with the safety and security concern of the Girls' boarders.
- xvii. The Lady Matron cannot claim any personal independent accommodation, whatsoever it may be, during her stay in the hostel. She cannot keep anyone with her in the Hostel without written approval of DWO, Sambalpur.

APPLICATION FORM

(To be filled up by the candidate in BLOCK LETTER)

Paste
Photograph with
full signature of
candidate on the
front side

1. Name of the post applied for applied for **LADY MATRON**
2. Name of the School:
(As per vacancy position):
3. Name of the candidate (in full):
4. Father's / Husband's Name:
5. Permanent address:
Village / Ward / Hamlet- G.P.-
Block- Post-
PS- Dist-
Pin- State-
6. Present postal address for correspondence with pin code, phone number if any :
At- Post-
Via- PS-
Dist- Pin-
Phone No. :
7. Marital status (Married/ Single/ Widow/ Divorcee) :
8. Date of Birth in Christian Era (As recorded in HSC) : _____ Day _____ Months _____ Year :
9. Age as on (01.01.2021) : _____ Years _____ Months _____ Day
10. Category : (ST/SC/SEBC) _____ / Sub Caste _____
11. Religion :
12. Nationality :
13. Name of the Employment Exchange & Registration No. :
14. Contact number, if any :
15. Essential Educational Qualification (Graduation / Intermediate (+2))

Sl. No.	Name of the Examination passed	Name of the School / college	Name of the Board / University	Year of passing	Total Mark	Mark secured	% of marks secured
1	2	3	4	5	6	7	8
I	HSC						
II	Intermediate / +2 (Plus Two)						
III	Graduation						

NB: (1) Self attested copies of all certificates and mark sheets of essential qualifications and fresh Residential and Caste Certificate must be submitted along with the application form. Applicant must follow the Govt. Guidelines and vacancy position at the time of applying for the post.

(2) Name of the school applied for at Sl. No. 02 must be mentioned clearly, failing which the application will be rejected.

(3) While applying for more than one school, candidate has to apply separately in separate application form.

(4) Marital Status should be mentioned clearly in the application form. Single woman candidates should produce the certificate produced by the concerned Sarpanch and the affidavit regarding this, the Divorcee candidates should produce the legal certificate of separation and Widow Candidates should produce the death certificate of her husband at the time of submission of application form.

(5) Application form should be completed in all respect. Application forms incomplete in any respect will be rejected.

DECLARATION

I, Smt./Miss _____ wife / daughter of Sri _____ age _____ Years resident of _____ District _____, Odisha do hereby declare that, the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false/not true, I will be liable for punishment as per law. Also, all the benefits availed by me shall be summarily withdrawn and my candidature/ selection/ engagement is liable to be cancelled without any notice to me.

Date :
Place :

Full Signature of the Candidate

CHECK LIST (CANDIDATES TO ENCIRCLE WITH BLUE OR BLACK INK PEN AGAINST THE CIRCLE REGARDING PROOF OF SUBMISSION OF DOCUMENTS)

- | | | | |
|--|-----------------------|------------|-----------------------|
| 1. HSC Board Certificate | <input type="radio"/> | Mark Sheet | <input type="radio"/> |
| 2. +2 Certificate | <input type="radio"/> | Mark Sheet | <input type="radio"/> |
| 3. +3 Certificate | <input type="radio"/> | Mark Sheet | <input type="radio"/> |
| 4. Caste Certificate | | | <input type="radio"/> |
| 5. Residential Certificate | | | <input type="radio"/> |
| 6. Employment Registration Certificate | | | <input type="radio"/> |
| 7. Self attested passport size photograph (three) | | | <input type="radio"/> |
| 8. Certificate issued from Sarpanch (for Single Woman Candidate) | | | <input type="radio"/> |
| 9. Affidavit (for Single Woman Candidate) | | | <input type="radio"/> |
| 10. Legal Certificate of separation (For Divorcee Candidate) | | | <input type="radio"/> |
| 11. Death Certificate (For Widow Candidates) | | | <input type="radio"/> |

Name:

Signature of the applicant