

OFFICE OF THE COLLECTOR&DISTRICT MAGISTRATE, BOUDH.  
(WELFARE SECTION)

No. 406

Date: 13/02.2025

**ADVERTISEMENT FOR THE POST OF LADY MATRONS**

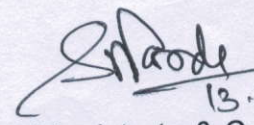
Applications are invited in prescribed proforma from intending widow / divorcee / single member family women / married women candidates of ST/SC/SEBC category of age 30 years & above as on 1<sup>st</sup> January 2025 of Boudh District only for engagement of 07 No's of Lady Matrons purely on contractual basis with a monthly consolidated remuneration of Rs.15,000/- in 07 Girls Hostels/Schools functioning under ST & SC Development Department as details below.

Sl No.	Name of the Block	Name of the G.P/N.A.C	Name of the School/100 seated ST Girls Hostels	No of Lady Matron required
1	Boudh	Boudh N.A.C	Govt.Girls High School,Boudh	01
2	Boudh	Boudh N.A.C	WomensCollege,Boudh	01
3	Boudh	Tikarpada	Tikarpada U.P.School	01
4	Boudh	Nuapali	Gauddei High School Nuapali	01
5	Boudh	Sarsara	J.B HighSchool Maulsinga	01
6	Harabhnga	Satakhanda	Satakhanda M.E School	01
7	Harabhnga	Mahalikpada	Mahalikpada primary. School	01

The application should be super scribed as "**Application for the post of Lady Matron**" on the top of the envelope. Separate applications form should be submitted by the candidates applying for more than one school/hostel. The detail advertisement, eligibility criteria, educational qualification, service condition, process of selection, duties and responsibility of the post and prescribed application form can be downloaded from the district website [www.boudh.odisha.gov.in](http://www.boudh.odisha.gov.in).

The last date of receipt of application in the Office of the District Welfare Officer, Boudh is 28.2.2025 till 5.30 P.M through Registered/Speed Post only. **Incomplete applications & application received after due date shall not be taken into consideration.** The eligible short listed candidates list shall be available in the above website & will be intimated for verification of their original testimonials later on. The candidature of the shortlisted candidates who remain absent on the day of verification will be rejected / cancelled automatically. The undersigned reserves the right for cancellation/modification of this advertisement without assigning any reason thereof.

The selected candidates will join in their job only after functioning of hostel by D.W.O Office.

  
13.2.2025  
District Magistrate & Collector,  
Boudh

Memo No. 407

Date: 13/02/2025

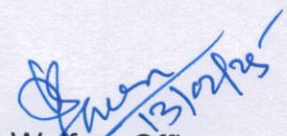
Copy along with copy of advertisement submitted to the Director, Information and Public Relation Department Odisha, Bhubaneswar with a request to publish the advertisement in two most widely circulated new papers in Boudh District for wide publication.

  
District Welfare Officer,  
Boudh

Memo No. 408

Date: 13/02/2025

Copy along with copy of advertisement and detailed guidelines submitted to the DeGM, Boudh, to upload in District website for wide publicity.

  
District Welfare Officer,  
Boudh

Memo No. 409

Date: 13/02/2025

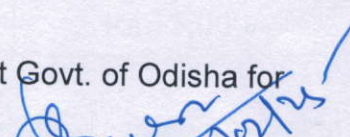
Copy submitted to the Sub- Collector, Boudh, /All B.D.Os of Boudh District/DEO,Boudh/Inspector of School, SSD, Phulbani /BEO Boudh/ Kantamal/ Harabhanga along with copy of advertisement for information. It is requested to display the advertisement in their Notice Board for wide publicity.

  
District Welfare Officer,  
Boudh

Memo No. 410

Date: 13/02/2025

Copy submitted to Joint Director, ST&SC Development Department Govt. of Odisha for favour of kind information

  
District Welfare Officer,  
Boudh

**Guidelines for engagement of Lady Matrons in the Girls Hostels functioning under SSD Development Department Schools and the Hostels of SSD Department functioning under Schools and Mass Education Department.**

---

Engagement of Lady Matrons in the Girls Hostels of ST & SC Development Department has been approved by Finance Department vide UOI No-36-SS-II dated 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 the quality food in the hostels.
- 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.

**1. Educational Qualification.**

a.

<b>Designation</b>	<b>Qualification</b>	<b>Age</b>	<b>Consolidated Monthly remuneration</b>
Lady Matron	Graduation	30 Years or above	Rs.15,000/-

b. Desirable - Similar Experience in the Hostel Management working knowledge of Computer/Certificate in Nutrition/ Music/Arts/Co- curricular activities.

2. **Age:** She should be 30 year and above in age on 1<sup>st</sup> January 2025.
3. **Marital Status:** Married Females. Special preference will be given to widows, divorcee or single women.

**4. Service Conditions.**

a. Monthly honorarium- Lady Matron will be engaged on contractual basis with consolidated monthly remuneration of Rs. 15,000/-. The engagement is purely on temporary basis for one year at a time subject to renewal at the end of year upon satisfactory performance.

b. Free Boarding and lodging facilities and medical facilities as applicable to boarders.

c. The Matrons so engaged will not be eligible for any scheme of regularization of services.

**5. Selection Procedure.**

I. Selection will be done on the basis of marks secured in graduation and taking in to consideration the relevant past experience and desirable qualification.

II. She should belong to ST, SC or SEBE category. First preference will be given to the STs and if not available, second preference to the SCs and third preference will be given to the SEBC.

III. First preference will be given to a widow, second preference to a divorcee and third preference to single member family women.

IV. In the selection, first preference will be given to candidates belonging to the same ward / hamlet in which the hostel is located belonging to ST, SC and OBC category in order of preference. Second preference will be given to candidate from the village, third preference will be given to the Block and fourth to the district in which the hostel is located.


**6. Duties & Responsibilities**

The duties and responsibilities of the Lady Matron and 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, 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/ 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 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. She will maintain hostel/Mess attendance, register, consumption register, In & Out register, Stock & store register, CCA log book, Mess case 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 concerned of the Girls boarders.

  
 District Magistrate & Collector,  
 Boudh. 13/2/2028

## APPLICATION FOR THE POST OF LADY MATRON

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

- 1 Name of the Schools/Hostel applied for (Refer the vacancy list) :
- 2 Name of the candidates (in Block Letter) :
- 3 Name of the Father/Husband :
- 4 Permanent Address (Residential Certificate to be enclosed) :  
Ward No....., Village.....  
Post....., Block.....  
District....., Mobile No.....
- 5 Correspondence Address :
- 6 Date of Birth (As recorded in 10<sup>th</sup> board Certificate) :
- 7 Age (as on 01-01-2024) :
- 8 Sex :
- 9 Category belongs to (ST/SC/ SEBC) :
- 10 Marital Status (Married) :
- 11 Whether Widows/Divorcees of Single Women) :
- 12 Educational Qualification (Attach self-attested copy of Mark Sheet & Certificate) :

Name of the Examination passed	Name of the Board/Council/ University	Year of passing	Aggregate of Marks Secured	Grade/ Division	% of Marks Secured
1	2	3	4	5	6
H.S.C					
+2 Arts/Commerce/ Science					
Graduation					
Any other Qualification desirable for the post					

**Signature of the Candidate**

### DECLARATION

I, 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 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.

Place:

**Signature of the Candidate**

Date: