

**COLLECTORATE, MALKANGIRI**  
**(ST&SC DEV. SECTION)**

Notification No. 2958 /XXVI-135/2024

Date: 15.10.2024

**ADVERTISEMENT**

Applications in the prescribed format are invited from deserving/ eligible Married Lady candidates ageing **30 years & above with qualification of Graduation/+2 (HSE) of Malkangiri district for engagement as Lady Matron** purely on contractual basis (temporary) with consolidated remuneration of Rs. 15000/- per month in ST/SC Girls Hostel of different educational institutions functioning under SSD Deptt. and S & ME Deptt. of Malkangiri district. The application should reach the office of District Welfare Officer, Malkangiri by **Speed/ Regd. Post only/ By hand** on or before **14.11.2024 at 5.00 PM**. The application should be superscribed as **Application for the post of Lady Matron** on the top of the envelope. The candidate applying for more than one School/ Hostel separate application form must be submitted.

**VACANCY POSITION**

District	Nos. of Lady Matrons required for the 100 seated/ old hostels/ PSH/KBK/ 200 seated/ 300 seated hostels running under SSD Deptt. High Schools/ Ashram Schools/ Sevashram	Lady Matron required for Hostels running under S & ME Deptt.	Lady Matron required for Education Complex	Lady Matron required for HSS	Total Nos. of matrons required
Malkangiri	13	11	02	01	27

The details of advertisement, eligibility criteria, selection procedure, application form, vacancy list of Schools/Hostels and duties & responsibility of the post may be obtained from office, Notice Board of **Collectorate, Malkangiri & District Welfare Officer, Malkangiri** and the district website [www.malkangiri.odisha.gov.in](http://www.malkangiri.odisha.gov.in). The candidates may download the advertisement and application format accordingly.

**Mode of Selection:-**

- I. The entire selection will be conducted by the District Level Selection Committee.
- II. The candidate/ applicant should have possessed a Graduation Degree from a recognised University. Graduate candidates will be given 1<sup>st</sup> preference. If graduate candidates are not available then the candidates who have passed +2 (Higher Secondary Examination) shall be engaged.
- III. Similar experience in the Hotel Management/ working knowledge of Computer/ certificate of Nutrition/ Music/ Arts/ Co-curricular activities.
- IV. Married females: 1<sup>st</sup> preference shall be given to widow, 2<sup>nd</sup> preference to a divorcee and 3<sup>rd</sup> preference to a single member family woman.
- V. She should be 30 years and above age as on 1<sup>st</sup> January 2024.
- VI. 1<sup>st</sup> preference will be given to STs and if not available 2<sup>nd</sup> preference to the SCs and 3<sup>rd</sup> preference will be given to SEBC, if candidates will not be available from ST or SC.
- VII. Similarly, during the selection the 1<sup>st</sup> 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 district to ST, SC and OBC in order of preference in which the hostel is located.

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- VIII. The selection will be done on the mark basis of the candidates.  
IX. The Matron so engaged will not be eligible for any scheme of regularization of service.

The undersigned reserves the right for cancellation/ modification of this advertisement and increase or decrease of posts without assigning any reasons thereof.

  
COLLECTOR, MALKANGIRI

Memo No. 2959 /2024

Date: 15.10.2024

Copy to the Notice Board/ All BDOs/ All Tahasildars/ Project Administrator, ITDA, Malkangiri/DSWO, Malkangiri/DCPO, Malkangiri/ All CDPOs/ Notice Board of concerned Hostels of SSD and S&ME Deptt. of this district for wide publication.

Copy to DeGM, Malkangiri for information and necessary action. He is requested to upload the advertisement along with detail guidelines & application form in the district website for wide circulation.

Copy to the DI & PRO, Malkangiri for information and necessary action.

Copy submitted to the Director (ST) -cum- Addl. Secretary to Govt., ST & SC Dev., Department, Odisha, Bhubaneswar for favour of kind information.

  
COLLECTOR, MALKANGIRI

## APPLICATION FORMAT

(Application for the of Lady Matron for..... Hostel/School)

(Mention name of the Hostel/School)

1. Name of the application (As in HSC Certificate) :
2. Name of the Father/ Husband :
3. Permanent Address :  
Village/Ward No. : G.P :  
Block : District :
4. Present Postal Address for correspondence with PIN code, Phone if any :  
Village/Ward No. : G.P :  
Block : District :  
Contact Number :
5. Nationality :
6. Religion :
7. Date of Birth : Day\_\_\_\_\_Month\_\_\_\_\_Year\_\_\_\_\_ (As recorded in HSC)
8. Age as on 01.01.2024 : Year\_\_\_\_\_Month\_\_\_\_\_Day\_\_\_\_\_
9. Category belong to (ST/SC/SEBC) : \_\_\_\_\_ Sub-Caste: \_\_\_\_\_  
Copy of the caste certificate to be attachment issued by the competent authority.
10. Residence certificate : Attach copy of the certificate issued within last 6 (Six) months of due date of advertisement.  
Attach caste certificate issued by the competent authority.
11. Marital Status (Married) :
12. Whether widow/ divorces/ single women (Please mention) :
13. Essential Educational Qualification :

**(Enclose Xerox copies of certificates)**

Sl. No.	Name of the Examination Passed	Name of the College/ University	Year of passing	Total Mark of Examination	Mark Secured	% of Mark secure	Remarks
1	2	3	4	5	6	7	8

14. Desirable Qualification

- (a) Hotel Management : Yes/No (if yeas enclose related documents)
- (b) Working knowledge of Computer: Yes/No (if yeas enclose related documents)
- (c) Certificate in Nutrition/Music/Arts/ Co-curricular Activities: Yes/No (if yeas enclose related documents)

**N.B:** Self-attested certificates to be submitted along with application form for both essential & desirable qualification is mandatory.

**DECLARATION**

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 information found false or incorrect at any stage before or after engagement, candidature / selection/ engagement is liable to be summarily cancelled without notice to me, to any other punitive action without prejudice that may be taken against me.

Place:

Date:

**Signature of the Applicant**

## GUIDELINES FOR ENGAGEMENT OF LADY MATRON IN THE GIRLS' HOSTELS OF ST & SC DEVELOPMENT DEPARTMENT

Engagement of Matrons in the Girls' hostels of ST & SC Dev., 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.
- 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 hostels exceeds 200, one more matron will be placed. The detailed modalities of selection, educational qualification, duties & responsibilities have been indicated below. Governing the engagement is as below:

- X. Essential Qualifications & Stipulation of Categories/ Preference:**
- I. A) **Essential** – The candidate/ applicant is to have a Graduation Degree from a recognised University. Graduate candidates will be given 1<sup>st</sup> preference. If graduate candidates are not available then the candidates who have passed +2 (Higher Secondary Examination) shall be engaged.  
B) **Desirable** – Similar experience in the Hotel Management/ working knowledge of Computer/ certificate of Nutrition/ Music/ Arts/ Co-curricular activities.
  - II. **Marital Status** – Married females. 1<sup>st</sup> preference shall be given to widow, 2<sup>nd</sup> preference to a divorcee and 3<sup>rd</sup> preference to a single member family woman.
  - XI. She should be 35 years and above age as on 1<sup>st</sup> January 2024.
  - XII. 1<sup>st</sup> preference will be given to STs and if not available 2<sup>nd</sup> preference to the SCs and 3<sup>rd</sup> preference will be given to SEBC, if candidates will not be available from ST or SC.
  - XIII. Similarly, while selection is , 1<sup>st</sup> preference will be given to candidates (having necessary qualification and experience) if available from the same Revenue Village, second preference if the first category 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 district in which the hostel is located.
  - XIV. The Matron so engaged will not be eligible for any scheme of regularization of service.

**XV. Duties & Responsibilities:**

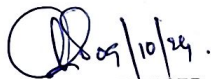
The duties and responsibilities of the Matron would be as follows:

- 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 the day time when boarders go to school or attend to co-curricular activities and sleep with the 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 unauthorised person in the hostel.
- e. She will attend 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 liaison between ailing girls and ANM. If need be, inform it to the Assistant Superintendent/ Headmaster 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 affectional interaction with the girls from time to time to know their personal needs and problems if any and help them to 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 of the hostel. She will maintain hostel, mess attendance register, consumption register, In & Out register, stock 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 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.

**VACANCY LIST OF GIRLS' HOSTELD UNDER ST & SC DEV., DEPARTMENT OF MALKANGIRI DISTRICT FOR  
ENGAGEMENT OF LADY MATRON POST**

SI No.	Name of Block	Name of the School	Vacancy
1	2	3	4
1	Chittrakonda	Govt. (SSD) GHS Badapada	2
		Govt. (SSD) GHS, Chittrakonda	2
2		UGHS RSC-6 (Doraguda) (100 STGH)	1
	Khairput	UGHS RSC-6 (Doraguda) (100 STGH)	1
3		Govt. (SSD) GHS, Badbel	1
		Govt. (SSD) GHS Mudulipada	1
4		Ashram School, Khemaguru (100 STGH/ KBK)	1
5		UPS, KGBV, Kumarput (500 STGH)	1
6		Ashram School, Puspalli (100 STGH/KBK)	1
7		Kaliaguda (SSD) High School (100 STGH)	1
8	Mathili	Govt. (SSD) HS, Mahupadar (100 STGH)	1
9		Govt. (SSD) HSS, Mathili (100 STGH)	1
10		Govt. (SSD) GHS, Mathili	1
11		Ashram School, Bhandaripangam (KBK/100 STGH)	1
12		UGME School, Tahasali, Mathili (100 STGH)	1
13		Ashram School, Saunliguda (KBK/100STGH)	1
15		Kalimela	Govt. ME School, Motu (100 STGH)
16	PUPS, Block Colony Kalimela (100 STGH)		1
17	Korukonda	Ashram School, Potrel (KBK/ 100 STGH)	1
18		UPS Old Chimitapally (100 STGH)	1
19	Malkangiri	PUPS Gorakhunta (100 STGH)	1
20		Govt. UGHS, Pedewada (100 STGH)	1
21		J P High School MV-7 (100 STGH)	1
22	Podia	Govt. UPS, Niliguda (PSH/ Recognised hostel)	1
23		Govt. (SSD) GHS, Kalimela	1
24		PUPS, Bapanpally (100 STGH)	1
		<b>TOTAL</b>	<b>27</b>

  
 DISTRICT WELFARE OFFICER,  
 MALKANGIRI