

VACANCY POSITION OF LADY MATRON

SL No	Name of the Block	Name of the G.P.	Name of the School	Dept.	Total Vacancy
1	Chandrapur	Budubali	Budubali AS	SSD	1
2	Ramanaguda	Nilamguda	Nilamguda SS	SSD	1
3		Gogupadu	Gogupadu SS	SSD	1
4		Gulunthi	Gulunthi B AS	SSD	1
5		Parkhiti	Kondajam SS	SSD	1
6		Parkhiti	Jinjiribadi SS	SSD	1
7		Gulumunda	UGHS Gulumunda	SME	1
8		Gogupadu	UGHS Suludi	SME	1
9		S.Dhamuni	Govt.(SSD)Girls High School, Pallupai	SSD	2
10		Kolnara	Bankili	Govt.(SSD)Girls High School, Rabadi	SSD
11	Suri		UPSchool Rodangi	SME	1
12	Bhoimoda		UP School Katikona	SME	1
13	Minajhola		Jhoradi Ashram School	SSD	1
14	Kashipur	Mandibisi	Upper Primary School, Baharpadamajhi	SME	1
15		Siripai	Upper Primary School, Kanjamandi	SME	1
16		Talajhiri	Upper Primary School, Lakrish	SME	1
17		Dongasil	Govt.(SSD) Girls High School, Dongasil	SSD	3
18		Gorakhpur	Govt.(SSD) High School, Gorakhpur	SSD	1
19		Dongasil	Dongasil Higher Secondary School	SSD	2
20		tikiri	Thutibar AS	SSD	1
21		tikiri	Thutibar Colony AS	SSD	2
22		Podapadi	Upper Primary School Podapadi	SME	1
23		Talajhiri	Lakrish KGBV	SME	1
24		Tirkri	Tikiri Girls High School	SME	1
25		Tirkri	Govt.(SSD) Girls High School, Thutibar	SSD	1
26		Sunger	Trinath Dev School Sunger	SME	1
27		Godibali	Upgraded Hgih School, Godibali	SME	1
28		Upperkodinga	Upperkodinga As	SSD	1
29	Gunupur	Damboasora	Govt.(SSD) Girls High School, Dombasora	SSD	1
30		Puttasing	Govt.(SSD) Girls High School, Puttasing	SSD	1
31		Gadiakhala	Govt. High School Jagannathpur	SME	1
32		Puttasing	Educational Complex,Kerba	SSD	1
33	Muniguda	Ambadola	Ambadola Higher Seondary School	SSD	1
34	B.Cuttack	Duimerneli	UGHS Dumerneli	SME	1
35	Padmapur	Jatili	Malatipur SS	SSD	1
36		Akhusing	Bahupadar SS	SSD	1
37		Nuagada	Pajilibandha SS	SSD	1
38		Akhusing	NUPS Akhusing	SME	1
39	Rayagada	Dangolodi	Govt.(SSD) High School, Penikona	SSD	1
40		Kumtelpeta	sreeUgratara High School,Kumtelpeta	SME	1
41		Mirabali	Upgraded High School Mirabali	SME	1
42		Kuli	Upgraded High School Kuli	SME	1
43		Rayagada Municipality	Govt.S&ME Girls High School,Rayagada	SME	1
44		Rayagada Municipality	Womens Colleges(HS)	SME	1
45		Kampomaligaon	Govt.(SSD)GHS, K.Malligaon	SSD	1
46		barijhola	EMRS, Siriguda	SSD	1
47	K.Singpur	Pujariguda	Badanaikguda AS	SSD	2
48		Karpa	Bijayanagar AS	SSD	1
49		Sirigumma	T.Anchalbadi AS	SSD	1
50		Budaguda	Dhepaguda AS	SSD	1
51		Budaguda	Govt.(SSD) High School, Budaguda	SSD	1
52		Narayanpur	Higher Secondary School,Siripur	SSD	1
53		Parasali	Educational Complex,Kansur	SSD	2
54	Pujariguda	UPS Pujariguda	SME	1	
55	Gudari	Gudari NAC	Govt.(SSD) Girls High School, Gudari	SSD	2
56		Gudari NAC	Gudari High School, Gudari	SME	1
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District Welfare Officer, Rayagada

**District Welfare Officer
Rayagada**

Guidelines for engagement of Lady Matrons/ Junior 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/ Junior 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 extracurricular 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/ Junior 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/junior 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/Junior Matron will be placed. The detailed modalities of selection, education qualification, duties & responsibilities have been indicated below.

1. Education Qualification.

a.

Designation	Qualification	Age	Consolidated Monthly
Lady Matron	Graduation	35 years and above	Rs.7500/-
Junior Lady Matron	+2 (Higher Secondary Examination passed)	35 years and above	Rs.6500/-

Graduate candidate will be given first preference and engaged as Lady Matron. If graduate candidates are not available then the candidates who have passed +2 (Higher Secondary Examination pass) shall be engaged as Junior Lady Matron.

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 35 years and above in age on 1st January'2019.

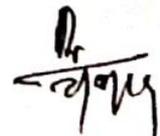
3. Marital Status: Married Females.

4. Service Condition.

a. **Monthly honorarium** – Lady Matron and Junior Lady Matrons will be engaged on contractual basis with consolidated monthly remuneration of Rs.7500/- and Rs.6500/- respectively. 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 / Junior Matrons so engaged will not be eligible for any scheme of regularization of services



5. **Selection procedure:**

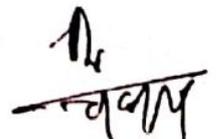
- I. Selection will be done on the basis of mark secured in graduations/+2(higher Secondary Examination) passed and taking in to consideration the relevant past experience and desirable qualification.
- II. She should belongs to ST,SC or SEBC category. First preference will be given to STs if not available, second preference to the SCs and third preference given to the SEBC if candidates will not be available from ST or SC categories.
- III. First preference will be given to a widow, second preference to a divorcee and third preference to single member family women.
- IV. 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 candidates from the same block and fourth preference will be given to candidates from the same district belongs to ST,SC and SEBC in order to preference.

6. **Duties and Responsibilities:**

The duties and responsibilities of the Lady Matron/Junior Lady Matron would be as follows.

- a. She will take care of 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 schools of attend to co-curricular activities and sleep with girls and attendant on duty.
- c. She will ensure cleanliness of the dormitory, toilets, bathrooms and surroundings will 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 reasons in writing and take remedial measure on the issue.
- f. She will liaison between ailing girls and ANM , if need she inform to 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 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 attendants, Register, Consumption Register, in coming and out going register, stock 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 the safety and security concerned of the girls boarders.



APPLICATION FOR THE POST OF LADY MATRON /JUNIOR LADY MATRONS

- 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)

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

- 5 Correspondence Address :

- 6 Date of birth (As record in 10th board Certificate) :
- 7 Age(as on 01.01.2019) :
- 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 mark secured	Grade/Division	% of Marks
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:
Date:

Signature of the Candidate