

COLLECTORATE, NAYAGARH
(ST & SC Dev. Section)

Order No. 1706 /Dt. 10/19/19

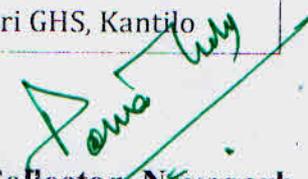
ADVERTISEMENT OF LADY MATRON RECRUITMENT

Application are invited in prescribed proforma from intending female candidates ST/SC/OBC/SEBC women age of 35 years & above as on **1st January 2019** of Nayagarh District only to fill up **05** nos of Lady Matron posts purely on Contractual basis (Graduation Pass @ 7500/- per month / +2 or Intermediate Pass @ 6500/- per month) for engagement in ST/SC Girls Hostels under ST & SC Dev. Deptt. in Nayagarh District. The details regarding educational qualification, eligibility criteria, monthly remuneration, selection procedure can be obtained from the District website www.nayagarh.nic.in or **from** the office of District Welfare Officer, Nayagarh in the working days from 10.00AM to 5.30PM.

The last date for receipt of application in the **office** of District Welfare Office, Collectorate, Nayagarh is **30.09.19** till 5.30 PM. by Speed Post/Regd. Post only. Incomplete application & application after due date shall not be taken into consideration. The application should be addressed to "**The District Welfare Officer, Nayagarh**" and the envelope containing the application should be super-scribed with "**APPLICATION FOR THE POST OF LADY MATRON**".

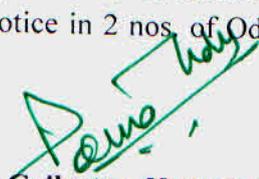
**Vacancy position of Lady Matron engaged in 05 Nos. of SSD
Girls Hostels of Nayagarh District**

Sl No	Name of the Block	GP/NAC	Village	Vacancy of the School
1	2	3	4	5
1	Daspalla	NAC Dasapalla	NAC Dasapalla	Dasapalla High School, Daspalla
2	Daspalla	Nuagaon	Nuagaon	Nuagaon Ashram School
3	Khandapada	Singhapada	Kandhamirigi	Kandhamirigi Ashram School
4	Nayagarh	NAC, Nayagarh	NAC, Nayagarh	Brajendra High School, Nayagarh
5	Khandapada	Kantilo	Kantilo	Kunjabihari GHS, Kantilo


Collector, Nayagarh

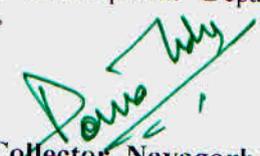
Memo No. 1707 / Dt. 10.9.19

Copy submitted to the Director I&PR. Deptt., Odisha, Bhubaneswar for information and necessary action. He is requested to publish the above notice in 2 nos. of Odia Local Daily newspapers for wide publication.


Collector, Nayagarh

Memo No. 1708 / Dt. 10.9.19

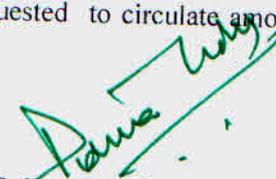
Copy submitted to the Director(ST) to Government of Orissa. ST & SC Development Department, Bhubaneswar for favour of kind information.


Collector, Nayagarh

Memo No. 1709 / Dt. 10.9.19

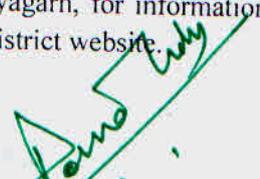
Copy with a copy of advertisement forwarded(through e-mail) to all B.D.Os./all Tahasildars / D.S.W.O., Nayagarh / all C.D.P.Os., Nayagarh / District Education Officer, Nayagarh / Dist. Employment Officer, Nayagarh / D.I. & P.R.O., Nayagarh for information & necessary action. They are requested to place the same in their office notice board immediately for wide publication.

Copy to all W.E.Os. for information & necessary action. They are requested to circulate among all G.P.s and all ST & SC. Dev. Deptt. schools for wide publication.


Collector, Nayagarh

Memo No. 1710 / Estt. Dt. 10.9.19

Copy with a copy of the advertisement forwarded to the D.I.O, NIC, Nayagarh, for information and necessary action. She is requested to take immediate steps for hosting the same in District website.


Collector, Nayagarh

APPLICATION FORMAT

(For the post of Lady Matron in the Hostels under ST & SC Dev. Deptt. of Nayagarh District.)

(To be filled by the Candidate only)

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

1. Name of the Applicant (in full):
2. Name of Father/Husband:
3. Permanent Address:
4. Present Postal Address for correspondence with Pin code, phone if any :
Name of the Village / hamlet:
Name of the G.P.: Pin Code :
Name of the Block: Mobile/Land line Phone no. (if any) :
Name of the District:
5. Nationality:
6. Religion:
7. Date of Birth in Christian era: Day _____ Month _____ Year _____

(As recorded in HSC)

8. Age on 01.01.2016: Year _____ Month _____ Days _____
9. Category belongs to (SC/ST/SEBC/OBC) : _____ / Sub-Caste: _____
10. Martial Status : Married Single Widow Divorcees
11. Essential Educational Qualification: (Graduate / +2 or Intermediate)

Sl. No.	Name of the Examination Passed	Name of the College/University	Year of Passing	Mark secured
1	2	3	4	5

12. Desirable Qualification
- a) Hostel management: Yes No
- b) Working Knowledge of Computer Yes No
- c) Certificate in Nutrition: Yes No
- d) Certificate in Music: Yes No
- e) Certificate in Arts: Yes No
- f) Certificate in Co-curricular activities: Yes No

N.B.: Self attested certificate to be submitted along with application for both essential & desirable qualification including Caste and Residential Certificate.

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:

Full Signature of the Applicant.

By FAX

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT DEPARTMENT

(83)

No. 7203 / SSD Date Bhubaneswar the 31/3/2015
Edn-I- (C)-19/2014

From

Sri R. Raghu Prasad, IFS
Director (ST)-cum-Addl. Secretary to Govt.

To

All Collectors

Sub: Criteria/ Guidelines for selection of Lady Matron and their duty and responsibility.

Ref: Letter Dtd. No.18332 Dtd.14.07.2014, Letter No.23303 Dtd.11.08.2014 & Letter No.5089 Dtd.27.02.2015.

Sir/ Madam,

In inviting a reference to the subject cited above I am directed clarify the following for selection of Lady Matrons.

- 1) The candidate should have completed 35 years as on 1st January of the particular year in which the advertisement for the post of Lady Matrons is published.
- 2) The 'OBC category' mentioned in the guidelines shall be replaced as 'SEBC category'.
- 3) In the Selection Committee one CDPO nominated by the Collector may be kept as member.

Yours faithfully,


31/3/2015
Director (ST)-cum-
Additional Secretary to Govt.

Memo No. 7204 / SSD Dtd. 31.03.2015
Copy forwarded to all DWQs for information and necessary action.


30/3/15
Director (ST)-cum-
Additional Secretary to Govt.

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT DEPARTMENT

No. 18332 / SSD Dated Bhubaneswar
Edn.-I(C) 44/14

the 14.7.14



From: Prof.(Dr.) A.B. Ota, IAS
Director(ST)-cum-Addl. Secretary to Govt.

To: All Collectors

Sub: Criteria/guidelines for selection of Lady Matron and their duty and responsibility.

Sir,

In continuation of this Deptt. Memo No. 17368 dated 30.6.2014 on the subject noted above I am directed to enclose herewith the Criteria/guidelines for selection of Lady Matron and their duties and responsibilities/ district wise sanction strength of lady Matron to facilitate for selection of Lady matron and their engagement as sanctioned in respect of your district (copy enclosed). It is further requested that, while engaging the Lady Matron in the Girls Hostel functioning under SSD Deptt. Schools and the hostels of SDD Deptt. functioning under S & ME Deptt. Schools attention should be given to engage one Lady Matron for upto 200 Girls boarders.

For example in a particular School campus if there are different sanctioned strength girls hostels are functioning then club up the boarders strength and ascertain the number of Matron to be engaged on the aforesaid norms. If in a campus only one girls hostel (100 seated) is functioning then one matron to be engaged.

You are therefore requested to take expeditious steps for engagement of Lady Matron at your district.

Yours faithfully,

14.7.14
Director(ST)-cum-Addl. Secretary to Govt.

Memo. No. 18333 / SSD Dated 14.7.14

Copy forwarded to All PA ITDAs/ all DWOs, All Inspector of Schools/ All Dist. Inspector of Schools for information and necessary action.

14.7.14
Director(ST)-cum-Addl. Secretary to Govt.

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 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 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. Educational Qualification :

- a. Essential – The minimum qualification should be graduation.
- b. Desirable – Similar Experience in the Hostel Management/ Working Knowledge of Computer/ Certificate in Nutrition/ Music/ Arts/ Co-curricular activities

2. Age : 45 Years and above.

3. Marital Status: Married Females. Special preference will be given, to widows, divorcees or single women.

4. Service Conditions:

- a. Monthly honorarium – Lady matrons will be engaged on contractual basis with consolidated monthly remuneration of Rs.7500/- and 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 regularisation of services.

5. Selection Procedure:

- I. A centralised advertisement will be made by the District Administration specifying vacancy at the school level (ST/SC Girls hostel) to submit application for the post of lady matrons within a period of three weeks.
- II. The District Administration after due date of receipt of applications will sort them out and send the applications to the respective SMC / SMDC of the school concerned.
- III. Selection will be done on the basis of mark secured in Graduation and taking into consideration the relevant past experience and desirable qualifications.
- IV. Preference will be given to meritorious candidates from ST, SC, OBC in that order.
- V. 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 & 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.
- VI. The selection list will be drawn by a seven member Selection Committee comprising of:
 1. SMC/ SMDC Chairperson - Chairman
 2. Two representatives from parents (one male and one female to be nominated by the headmaster.) - members
 3. One Ward Member of the village where the hostel is located, - member
 4. Head Master/ Mistress of the Institution (Member Convenor)
 5. WEO (as invited member).
 6. CDPO of the concerned ICDS. - member
- VII. The select list will be submitted to the Collector of the district for approval.
- VIII. After approval, the engagement will be given by the SMC. (sponsored by the District Administration)

6. 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 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 unauthorised 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 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.

Handwritten signature

(18) 788
16.8.14

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT DEPARTMENT

No. 23303 / SSD Dated Bhubaneswar the 11-08-2014.
Edn.-I(C) 19/14

From:

Dr. A.B. Ota, IAS
Director(ST)-cum-Addl. Secretary to Govt.

To

All Collectors

Sub: Criteria/Guidelines for selection of Lady Matron and their duty and responsibility.

Sir,

In continuation of this Deptt. letter No. 18332 dated 14.7.14 on the above noted subject I am directed to enclose herewith the additional points which to be incorporated in Guidelines as transmitted earlier in the letter referred above.

You are therefore requested to incorporate the new points in the guideline and follow the same meticulously while recruiting the lady Matron for engagement in the Girls Hostels functioning under ST & SC Development Deptt.

Yours faithfully,

 07.08.14

Director(ST)-cum-Addl. Secretary to Govt.

mab

Memo. No 23304 /SSD Dated 11-08-2014.

Copy forwarded to all PA ITDAs/ All DWOs/ All Inspector of Schools/All Dist. Inspector of Schools for information and necessary action

 07.08.14

Director(ST)-cum-Addl. Secretary to Govt.

Note about the Guideline for engagement of Lady Matrons

The respective district Collectors after obtaining the list of Hostels where the Lady Matron will be appointed (as per the list provided by the ST & SC Department, Government of Odisha) will advertise in two most widely circulated local dailies in the district inviting applications from the intending candidates with requisite qualifications. The following will be the qualifications and the process of selection will be as follows:

Essential Qualifications & Stipulation of Categories/Preference:

- I. The candidate/applicant is to have a Graduation Degree from a recognized University
- II. She should be 45 years or above in Age as on 1st January 2014
- III. Should belong to either ST, SC or OBC 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 OBC if candidates will not be available from ST or SC categories
- IV. 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
- V. 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 OBC 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 Committee:

The Selection Committee will be comprised under the Chairmanship of Collector of a district where in DWO, Block Chairman, SMC Chairman and Head Master will act as members.



GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT DEPARTMENT

No. 29463 /SSD, Bhubaneswar, Dtd 27th October 2014
Edn-I(C)-19/2014

Shri R. Raghu Prasad, IFS
Director (ST)

To
All Collectors.

Sub:-Criteria/ Guidelines for selection of Lady Matron and their duty and responsibility.

Sir/ Madam,

With reference to the subject cited above, I am directed to say that necessary Guidelines for selection of Lady Matron was communicated vide this Deptt. Letter No.18332 dtd. 14.07.2014 and No. 23303 dtd 11.08.2014. Due to non-availability of sufficient candidates with requisite qualification, requests were received from various districts to relax the qualification for engagement of Lady Matrons. Accordingly, I am directed to communicate herewith the revised guidelines relaxing the qualification for selection of Lady Matron.

1. Graduate candidates will be given first preference. If graduate candidates are not available then the candidates who have passed Plus two (Higher Secondary Examination Pass) shall be engaged as shown below.

Designation	Qualification	Age	Consolidated Monthly remuneration
Matron	Graduation	45 years or above	Rs 7500
Junior Matron	Plus two (Higher Secondary Examination Pass)	45 years or above	Rs 6500

2. In case suitable candidates are not available in spite of the above relaxation, then the Matron related works should be managed through one of the existing Lady staff of the School in addition to her duties.

Accordingly, you are requested to immediately take necessary steps for engagement of Lady Matrons within the time schedule as detail below.

1. Issue of advertisement should be completed latest by 10.11.2014.
2. Receipt of applications should be completed by 30.11.2014.
3. Scrutiny of applications and selection by Selection Committee should be completed by 31.12.2014
4. Issue of engagement order should be completed by 7.01.2015.

Yours faithfully,

[Signature]
27/10/2014
Director (ST)

P. T. C

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT DEPARTMENT

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9.03.15

No. 5089 / SSD Date Bhubaneswar the
Edn-I- (C)-19/2014

27.02.15

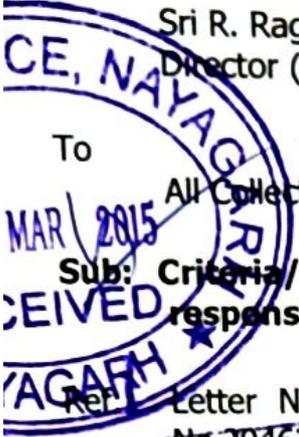
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2/3/2015

From

Sri R. Raghu Prasad, IFS
Director (ST)-cum-Addl. Secretary to Govt.

To

All Collectors



Sub: Criteria/ Guidelines for selection of Lady Matron and their duty and responsibility.

Ref: Letter No. 18332 Dtd. 14.07.2014, Letter No. 23303 Dtd. 11.08.2014 and Letter No. 29463 Dtd. 27.10.2014.

Madam/Sir,

In inviting a reference to the subject cited above, guidelines for selection of Lady Matrons was communicated vide letters cited above. However due to non availability of sufficient candidates, requests were received from various districts to relax the minimum age for engagement of Lady Matrons. Accordingly, I am directed to communicate herewith the revised guidelines for selection of Lady Matrons.

1) The minimum age for engagement of the Lady Matron shall be 35 years.

2) **Selection Committee**

The Selection Committee for engagement of Lady Matron will be as follows:

- | | | |
|--------------------------------------|---|------------------|
| i) Collector-cum-District Magistrate | - | Chairman |
| ii) One Lady District Level Officer | - | Member |
| iii) CDPO | - | Member |
| iv) DWO | - | Member Secretary |

5/10
pre-4/13
5/3/15

Yours faithfully,

26/2/2015
Director (ST)-cum-
Additional Secretary to Govt.

Memo No. 5090 / SSD Dtd. 27.02.15
Copy forwarded to all DWOs for information and necessary action.

2/

26/2/2015
Director (ST)-cum-
Additional Secretary to Govt.