

COLLECTORATE, RAYAGADA
(WELFARE SECTION)

No. 1702/2018.

Date. 30. 04.2018.

ADVERTISEMENT FOR THE POST OF LADY MATRONS/ JUNIOR LADY MATRONS

Applications are invited in prescribed proforma from intending married female candidates of ST/SC/SEBC category of age 35 years & above as on 1st January' 2018 of Rayagada district only for engagement of Lady Matrons and Junior Lady Matrons purely contractual basis with a monthly consolidated remuneration of Rs. 7500/- and Rs. 6500/- respectively in 118 no. of Girls Hostels/ Schools functioning under ST & SC Development Department. The application should be super -scribed as "**Application for the post of Lady Matron/ Junior Lady Matron**" on the top of the envelope. Separate application forms should be submitted by the candidates applying for more than one school/ hostel with Sl No. of her choice on the application form. The detail advertisement, eligibility criteria, educational qualification, service condition, process of selection, vacancy list of schools/ hostels, duties and responsibilities of the post and prescribed application form, can be downloaded from the District website www.rayagada.nic.in or can be obtained from the office of District Welfare Officer, Rayagada in the working days from 10.00 AM to 5.00 PM. Due to inadvertence and since the period of publication exceeded for more than one year, the earlier advertisement published vide Letter No. 3691, Dated. 04.11.2016 for posting of Lady Matron/Junior Lady Matrons, has been cancelled. The applicants who had applied earlier for the posts as per the said advertisement, may again apply afresh for the post/ posts as per the present advertisement.

The last date of receipt of application in the office of the District Welfare Officer, Rayagada is 26/5/2018 till 5.00 PM through Registered/ Speed Post only. Incomplete applications & application 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.



District Magistrate & Collector,
Collector, Rayagada
Rayagada

27/4/2018

Memo No. 1703 /2018.

Dated. 30.4.2018.

Copy submitted to the Editor, Marketing Executive, Pragatibadi and Sambad (Daily Odiya News Papers), Rayagada for publication of the above advertisement on or before 02/5/18 in one day edition with shortest possible space and amount as per approved rate of I & PR Department who will be paid by the undersigned.


District Welfare Officer,
Rayagada

Memo No. 1704 /2018.

Dated. 30 .4.2018.

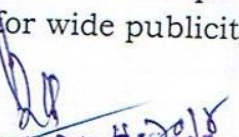
Copy along with copy of advertisement and detailed guidelines submitted to the D.I.O, NIC, Rayagada to upload in District website for wide publicity.


District Welfare Officer,
Rayagada

Memo No. 1705 /2018.

Dated. 30 .4.2018.

Copy along with copy of advertisement submitted to the Project Administrator, ITDA, Rayagada/ Gunupur/ Sub-Collector, Rayagada, Gunupur/ All BDOs of Rayagada District/ DEO, Rayagada/ Inspector of Schools, SSD, Rayagada/ DPC, SSA, Rayagada for information. It is request to display the advertisement in their respective notice board for wide publicity.


District Welfare Officer,
Rayagada

**LIST OF SCHOOLS WHERE DIFFERENT GIRLS HOSTELS ARE FUNCTIONING AND LADY MATRON REQUIRED- AS ON
31.3.2018**

Sl No	Name of the Block	Name of the GP	Name of the School	Nos of Lady Matron required
1	Chandrapur	Chandrapur	Govt. (SSD) Girls High School, Chandrapur	2
2		Budubali	Nehurupanga Ashram School(SSD)	1
3		Budubali	Budubali Ashram School(SSD)	1
4		Dangosarada	UGME Dangosarada (S & ME)	1
5	Ramanaguda	Boothing	Haduguda S/S(SSD)	1
6		Nilamguda	Nilamguda S/S(SSD)	2
7		Gogupadu	Gogupadu S/S(SSD)	1
8		Gulunthi	Gulunthi (B) A/S (SSD)	2
9		Sundhidhamuni	Sundhidhamuni S/S (SSD)	1
10		Parikhiti	Kondajam S/S (SSD)	1
11		Parikhiti	Jhinjiribadi S/S(SSD)	1
12		Gulumunda	UGHS, Gulumunda (S & ME)	1
13		Gogupadu	UGHS, Suludi(S & ME)	1
14		Sundhidhamuni	Govt. Girls High School, Palupai (SSD)	2
15	Kolnara	Kailashpur	Kailashpur High School (SSD)	1
16		Kailashpur	Kailashpur Higher Secondary School	2
17		Bankili	Robadi GHS (SSD)	2
18		Rekhapadar	Rekhapadar UGHS (S&ME)	1
19		Rekhapadar	Kinarimoda S/S (SSD)	1
20		Kolnara	UP School, Kolnara (S&ME)	1
21		Suri	UP School, Rodangi(S&ME)	1
22		Bhoimada	UP School, Katikana(S&ME)	1
23		Gadiseskhal	Rivolkona H/S (SSD)	1
24		Minajhola	Jhorodi A/S (SSD)	1
25	Kashipur	Kashipur	Upper Primary School, Jodamba (S&ME)	1
26		Mandibisi	Upper Primary School, Baharpadamajhi (S&ME)	1
27		Siripai	Upper Primary School, Kanjangamandi (S&ME)	1
28		Talajhiri	Upper Primary School, Lakrish(S&ME)	1
29		Sunger	Upper Primary School, Sunger(S&ME)	1
30		Dongasil	Dongasil Govt. Girls High School(SSD)	4
31		Gorakhpur	Govt. High School, Gorakhpur (SSD)	1
32		Dongasil	Dongasil HSS	2
33		Tikiri	Thutibar Ashram School(SSD)	1
34		Tikiri	Thutibar Colony Ashram School(SSD)	2
35		Podapadi	Upper Primary School, Podapadi (S&ME)	1
36		Talajhiri	Lakrish KGBV (S&ME)	1
37		Tikiri	Girls High School, Tikiri (S&ME)	1
38		Tikiri	Govt. Girls High School, Thutibar (SSD)	2
39		Sunger	Trinath Dev School, Sunger (S&ME)	1
40		Godibali	Upgraded High School, Godibali (S&ME)	1
41		Upperkodinga	Ashram School, Upperkodinga(SSD)	1
42	Gunupur	Dombasara	Govt. Girls High School, Dombasara (SSD)	1
43		Puttasing	Govt. Girls High School, Puttasing(SSD)	3
44		Sirijholi	Govt. Girls High School, Pagadabili(SSD)	1
45		Bagasola	Govt. High School, Bharsing (SSD)	1
46		Kulusing	Ashram School, Kulusing (SSD)	1
47		Chinasari	Sevashram, Gadiabang (SSD)	1
48		Gadiakhala	Govt. High School, Jagannathpur (S & ME)	1
49		Puttasing	Educational Complex, Kereba	1
50		Bhimpur	Govt. High School, Bhimpur(S & ME)	1


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Davanagere

51	Muniguda	Agulo	Agulo Ashram School, (SSD)	1
52		Munikhhol	Munikhhol Ashram School, (SSD)	1
53		P. Ranipinda	Balijodi Sevashram(SSD)	1
54		Munikhhol	Govt. Girls High School, Muniguda (SSD)	2
55		Ambodala	Amobodala Higher Secondary School(+2) (SSD)	1
56		Ichhapur	Ichhapur High School(S&ME)	1
57	Bissam Cuttack	Bhatpur	Putruguda Sevashram (SSD)	1
58		Kutraguda	Hukumtola Sevashram (SSD)	1
59		Durgi	GTOUP (ME) School, Durgi (S& ME)	1
60		Durgi	Panchayat Samiti H/S Durgi (S& ME)	1
61		Dumurneli	UGHS Dumurneli (S& ME)	1
62		Bethiapada	UGHS Bethiapada (S& ME)	1
63	Padmapur	Jatili	Malatipur Sevashram (SSD)	1
64		Akhusing	Bahupadar Sevashram (SSD)	2
65		Nuagada	Pajilibandha Sevashram (SSD)	1
66		Akhusing	Khilamunda Govt. Girls High School, (SSD)	1
67		Tembaguda	KhambaRiguda BRHS (S&ME)	1
68		Gudiabandha	Basanta Devi Vidya Peetha, Gudiabandha (S&ME)	1
69		Naira	NUPS Naira (S&ME)	1
70		Akhusing	Bapuji High School, Akhusing (S&ME)	1
71		Akhusing	NUPS, Akhusing (S&ME)	1
72	Rayagada	Kampomaligaon	Govt.GH/S, K.Maligaon(SSD)	1
73		Kumbhikota	Govt. H/S, Kumbhikota (SSD)	1
74		Kereda	Govt. H/S, Kerada (SSD)	1
75		Dangolodi	Govt. H/S, Penikona (SSD)	1
76		Pipalguda	Pipalguda Sevashram (SSD)	1
77		Kumtelpeta	Shri Ugratara H/S Kumtelpeta (S&ME)	1
78		Badaalubadi	Badaalubadi Upgraded High School,(S&ME)	1
79		Mirabali	Mirabali Upgraded High School,(S&ME)	1
80		Badairukubadi	Badairukubadi Upgraded High School,(S&ME)	1
81		Kulli	Kuli,Upgraded High School,(S&ME)	1
82		Baising	Baising Primary School (S&ME)	1
83		Rgda Municipality	Govt. Girls High School, Rayagada (S&ME)	2
84		Rgda Municipality	Womens college, Rayagada (H.S)	2
85	K.Singhpur	Polama	Ashram School, Polama (SSD)	1
87		Pujariguda	Ashram School, Bada Nayakguda(SSD)	2
88		Siriguma	Ashram School, Tala-Anchalbadi (SSD)	1
89		Budaguda	Ashram School, Dhepaguda(SSD)	1
90		Karpa	Ashram School, Bijayanagar (SSD)	1
91		Budaguda	Government High School, Budhaguda (SSD)	1
92		Narayanpur	Higher Secondary School, Siripur (SSD)	2
93		Majhiguda	U. P. S, Majhiguda (S&ME)	1
94		Parsali	Educational Complex, Kansur	1
95		Pujariguda	U. P. S, Pujariguda (S&ME)	1
96	Gudari	Gudari NAC	Govt. Girls High School, Gudari (SSD)	3
97		Gudari NAC	Govt. High School, Gudari (S&ME)	1
Total				118


 District Welfare Officer
 Rayagada

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)
- 5 Correspondence Address :
- 6 Date of Birth (As recorded in 10th Board Certificate) :
- 7 Age (as on 01.01.2018) :
- 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) :

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

Ward No....., Village.....
Po....., Block.....
District....., Mobile No.....

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					
+2Arts/ 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

Guidelines for engagement of Lady Matrons/ Junior Lady Matrons in the Girls Hostels functioning under SSD 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 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, educational qualification, duties & responsibilities have been indicated below:

1. Educational Qualification.

a.

Designation	Qualification	Age	Consolidated Monthly remuneration
Lady Matron	Graduation	35 years and above	Rs. 7500/-
Junior Lady Matron	Plus Two (Higher Secondary Examination pass)	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 Plus Two (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 year and above in age on 1st January'2018.

3. Marital Status: Married Females.

4. Service Conditions.

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 graduation/ plus two (Higher Secondary Examination) passed and taking in to consideration the relevant past experience and desirable qualification.

II. She should belong to ST, SC or SEBC category. First preference will be given to the ST s and if not available, second preference to the SCs and third preference will be 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 belonging to ST, SC and SEBC in order of preference.

6. Duties & Responsibilities

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

- a. She will be 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 of attend to co-curricular activities and sleep with girls and attendant on duty.
- c. She will ensure cleanliness of the dormitory, toilets, bathroom 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 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 Head master.
- 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 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.