

COLLECTORATE, NABARANGPUR
(ST & SC Development Section)

Notification No. 627 /SSD-2018.

Date: 6-4 /2018.

ADVERTISEMENT

Applications in the prescribed format are invited from the deserving/eligible Lady candidates of Nabarangpur District for engagement as Lady Matron/ Junior Matron in ST/SC Girls Hostels functioning under the ST & SC Development Department and the Hostels of SSD Deptt. functioning under S & ME Deptt. Schools of Nabarangpur District. The engagement is purely on contractual basis (temporary) with consolidated remuneration of Rs.7500/-(Rupees Seven thousands five hundred) only per month for Lady Matron & Rs.6,500/-(Rupees Six thousands five hundred) only per month for Junior Matron. The application should reach the office of the District Welfare Office, Nabarangpur on or before **25.04.2018 up to 1.00 PM by Speed Post/ Regd. Post only**. The cover containing the application and other documents should be superscribed as “**APPLICATION FOR THE POST OF LADY MATRON/JUNIOR MATRON**” on the top of the cover. In-service candidates should submit No Objection Certificate along with the application. The applications received beyond the date will not be considered and incomplete applications will be rejected. The undersigned reserves the right for cancellation / modification of this advertisement and increase or decrease of posts without assigning any reason thereof.


The category wise of Lady Matron posts to be filled up is mentioned below.

Name of the District	No. of Lady Matron posts to be filled up.			
	SC(W)	ST(W)	UR(W)	Total
Nabarangpur	17	46	37	100

The following documents shall be submitted along with the application.

1. Self attested copies of Certificates & Mark sheets of Educational Qualifications & Desirable qualification.
2. Self attested copy of Caste Certificate in case of SC/ST/SEBC candidates.
3. Self attested copy of Residence Certificate.
4. One self attested recent passport size photograph.
5. Self attested copy of Experience Certificate if any.
6. No Objection Certificate in case of In-service candidate.

The detail advertisement, eligibility criteria, selection procedure, application form may be obtained from Office Notice Board of District Welfare Officer, Nabarangpur. The same is also available on the district website www.nabarangpur.nic.in. The candidates may download the advertisement and application format accordingly.



Collector, Nabarangpur

Memo No: 628 /2018

Date: 6.4. /2018.

Copy to Notice Board of this office.


Copy forwarded to the District Information Officer, NIC, Nabarangpur for information. He is requested to upload the advertisement along with detail guidelines and Application Form in the district website for wide circulation.


Collector, Nabarangpur 6/4/18

Memo No: 629 /2018

Date: 6.4. /2018.

Copy submitted to the Director (ST)-Cum-Special Secretary to Govt., ST & SC Development Department, Odisha, Bhubaneswar for kind information.


Collector, Nabarangpur 6/4/18

ELIGIBILITY CRITERIA:

1. Education Qualification:

- a. 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 (As on 01.01.2018)	Consolidated Monthly remuneration.
Matron	Graduation	35 years or above	Rs.7,500.00
Junior Matron	Plus Two (Higher Secondary Examination pass)	35 years or above	Rs.6,500.00

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

- 2. Marital Status:** Married Females. Special preference will be given to widows, Divorcees or single women.

3. Service Condition:

- a. Monthly honorarium- Lady matrons and Junior Matrons will be engaged on contractual basis with consolidated monthly remuneration of Rs. 7500/- & Rs.6500/- respectively. The 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 Lodging facilities and medical facilities as applicable to boarders.
- c. The Matron so engaged will not be eligible for any scheme of regularization of services.

4. Selection Procedure:


Selection will be done on the basis of mark secured in **Graduation in case of Lady Matron / +2 in case of Junior Matron** and taking into consideration the relevant past experience and desirable qualifications.

5. Duties and 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, bathrooms and surroundings with active participation of the girls and attendant on duty.
- d. She will check the entry of any men or Un-authorized 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 pints, 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 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 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 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 and or related with the safety and security concerned of the Girls' boarders.


6/4/18
Collector, Nabarangpur

APPLICATION FOR THE POST OF LADY MATRON/ JUNIOR MATRON

(To be filled up in Block letter)

01	Name (In Capital letters)	
02	Father's /Husband's Name	
03	Permanent Address	
	Ward/Hamlet:	
	Village:	
	Gram Panchayat	
	Block:	
	District:	
04	Present Address for correspondence	
	Village/Ward	
	Post:	
	Via:	
	District:	
	PIN CODE	
	Contact Number	
05	Nationality	
06	Religion	
07	Date of Birth	
08	Age as on 01.01.2018	
09	Category(ST/SC/SEBC/UR)	
10	Residence Certificate	Enclose copy of certificate
11	Marital Status	
12	Whether Widow/Divorce/Single Women.(Please mention)	

13	Essential Educational Qualification (Graduate)
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Name of the Examination	Name of the College/University	Year of Passing	Full Marks	Marks secured	% of Marks

14 Desirable Qualification:

- a. Hotel Management: Yes/No (If yes enclose related documents)
- b. Working knowledge of Computer: Yes/No (If yes enclose related documents)
- c. Certificate in Nutrition/Music/Arts/Cocurricular Activities: Yes/No(If yes enclose related documents)
- d. Past Experience if any: Yes/No (If yes enclose related documents)

DECLARATION

I Smt./Miss _____ do hereby declare that the information furnished above are true, complete and correct to the best of my knowledge and belief. I undertake that 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 and any other punitive action without prejudice may be taken against me.

Place:

Date:

Full Signature of the applicant