

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: KHORDHA
(ST & SC DEVELOPMENT SECTION)**

Tel. No-06755-221169 (0)

E-mail: dwokhordha@gmail.com

Notification No. 951 / Date. 6-4-2015 /

Advertisement

Applications are invited in the prescribed application format from intending female candidates of age 35 years and above as on 01.01.2015, belonging to ST/SC/SEBC community of Khordha District only for the Post of Lady Matron & Junior Lady Matron to be engaged in different SSD Deptt. Hostels purely on contractual basis with monthly consolidated remuneration of Rs.7,500/- and Rs.6,500/- respectively per month. The engagement is purely temporary and initially for a period of one year.

The application form, the detailed eligible criteria and vacancy position can be accessed from the District Website i.e. www.khordha.nic.in.

Graduate candidates will be given first preference, if graduate candidates are not available, then the candidates who have passed plus two/ Higher Secondary Examination shall be engaged as shown below:-

Designation	Qualification	Age as on 01.01.2015	Consolidated monthly remuneration	No. of posts likely to be filled up
Lady Matron	Graduation	35 Years or above	Rs.7,500/-	17
Junior Lady Matron	Plus Two/ Higher Secondary Examination Pass	35 Years or above	Rs.6,500/-	

The application should reach the District Welfare Office, Khordha (Old Collectorate) on or before 30th April 2015, 5:00 PM only by the Speed Post or Regd. Post. The applications must have superscription of " Application for the post of Lady Matron/ Jr. Lady Matron to be engaged in SSD Deptt. hostels". The applications received after the due date or any other mode shall not be entertained. Incomplete application in any respect is liable for rejection.

The undersigned reserves right for cancellation/modification of the selection process without assigning any reasons thereof.

By the order of: Collector, Khordha.

D. S. W.
6/4/15
**District Welfare Officer,
Khordha.**

By FAX

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT DEPARTMENT

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 DWOs for information and necessary action.


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

EST-See
M. drums
Dtd. 27/2/15

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT DEPARTMENT

NO. 5099 / SSD Date Bhubaneswar the
Edn-I (C)-19/2014

27-02-15

28 FEB 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 |

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.


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

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.

APPLICATION FORM FOR THE POST OF LADY MATRON

Affix a recent passport
size photo

1. Name of the Applicant _____
2. Name of Father/Husband _____
3. Date of Birth _____
4. Present Address
House No. / Ward No.
Hamlet/Village
Post Office
Police Station
District
5. Permanent Address
House No. / Ward No.
Hamlet/Village
Post Office
Police Station
District
6. Category(ST/SC/OBC) with sub-caste _____
7. Educational Qualification _____
8. Age as on 01-01-2016 _____

Date :

Place :

Signature of the Applicant

*Talwar Moh -
Bhalpalle*

N.B. Self attested Xerox copy of the certificates in support of educational qualification, caste & date of birth should be enclosed.

Residence