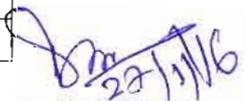


**DISTRICT OFFICE, KENDRAPARA**  
(Welfare Section)  
NO 117 /Date 28.1.16 //  
ADVERTISEMENT

LAST DATE OF SUBMISSION OF APPLICATION – 20.2.2016

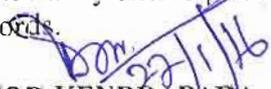
Application in the prescribed format appended here to are invited from eligible lady candidates belonging to Kendrapara District for engagement of Lady Matron/Junior Matron in monthly remuneration of Rs 7500/-/ 6500/- respectively in five nos of girls hostels under the Educational institution of ST & SC Dev Deptt schools in Kendrapara District on contractual basis initially for a period of one year .The applications should reach to the District Welfare Officer Kendrapara on or before 5 PM of 20.2.2016 by registered post/speed post only .Submission of application in any other mode will be uprightly rejected and the authority will no way be responsible for any postal delay .Incomplete defective and applications received after due date shall not be taken in to consideration and liable for rejection . The applicant can get details of service condition, age, qualification. Selection procedure and duties and responsibility of matron from the website [www.kendrapara.nic.in](http://www.kendrapara.nic.in).

Sl no	Name of the School	No of post
1	Tikhiri R/S	1 nos
2	Mahadeipatana R/S	1 nos
3	Kulasahi A/S	1nos
4	Beruha R/S	1 nos.
5	Dhumant S/S	1 nos

  
COLLECTOR, KENDRAPARA.

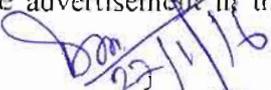
Memo No. 118 /Dt. ....//

Copy submitted to the Director Information and Public Relation Department Odisha Bhubaneswar for information and necessary action with a request to take appropriate steps for publication of advertisement at least in two Odiya daily news papers immediately and requested to submit the paper cutting of advertisement to DWO, Kendrapara for records.

  
COLLECTOR, KENDRAPARA.

Memo No. 119 /Dt. 28.1.16 //

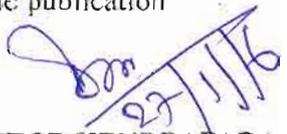
Copy along with its enclosure submitted to the DIO, NIC ,Collectorate Kendrapara for information and necessary action with a request to up load the above advertisement in the District Website to day positively for wide publication .

  
COLLECTOR, KENDRAPARA.

Memo no. 120 dated 28.1.16 //

Copy to all Tahasildar /Block Development Officers of Kendrapara District for information with a request to publish the above advertisement in their notice board for wide publication

Copy to Notice board of Collectorate Kendrapara

  
COLLECTOR, KENDRAPARA.

**a)Educational qualification -**

1-A candidate must have qualification graduation degree from a recognized University or Plus two (Higher Secondary examination Pass +2) . as per revised guide line 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	Graduate	35 years or above	Rs.7500/-
Junior Matron	Plus Two ( Higher Secondary examination pass)	35 years or above	Rs. 6500/-

2-For the post mentioned above the applicant must be above 35 years as on 1. January 2016.

3-First preference will be given to widows, diverse or single women. 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 women.

4- The candidates should belong to either ST, SC or SEBC 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 SEBC if candidates will not be available from ST or SC categories.

5- 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 SEBC 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 Single member family).

**Service Condition :-**

1.Monthly honorarium --Lady matrons and Junior Matron will be engaged on contractual basic with consolidated monthly remuneration of Rs 7500/-and Rs 6500/- respectively . The engagement is purely on temporary basis for one year at time subject to renewal at the end of a year upon satisfactory performance.

2. Free Boarding and lodgings facilities and medical facilities as applicable to boarders.

3. The Matrons so engaged will not be eligible for any scheme of regularization of service.

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▼ **Selection Procedure :-**

1. A centralized advertise 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

2. Selection will be done on the basis of mark secured in graduation and taking in to consideration the relevant past experience and desirable qualifications.

3. The selection list will be comprised under the chairmanship of Collector :

- a. Collector ,Kendrapara –Chairman
- b. DWO –Member Secretary.
- c. One Lady District Level Officer –Member
- d. CDPO – Member ( One CDPO nominated by Collector)

**6. Duties & Responsibilities:**

The Duties & 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 , bath room ,and surroundings with 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 Superintend/Headmaster 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 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 girls 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 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 to the concerned school, the students of which are staying in the hostel .

The Headmaster ,however can assign nay 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 Girl's boarders.

**b).Documents to be enclosed with application :**

The application forms should be filled by the applicants in his /her own handwriting and the following documents should be enclosed with the application otherwise the same will be rejected .Attested photo copies of a ) Academic Qualification Certificate ,b)Mark sheet of all examinations c) age Proof i.e Matric Certificate c)Caste Certificate from the competent authority g) Recent Residential Certificate of Kendrapara District issued by the concerned Tahasildar h)One recent pass-port size photograph clearly visible and duly attested by a Gazetted Officer i)A self attested envelop affixing postal stamps worth of Rs 6/- the application completed in all respect along with its enclosures may be sent in a closed cover addressed to the District Welfare Officer ,Kendrapara ,PO-Kendrapara Dist-Kendrapara Pin-754211 by registered post only so as to reach the office on or before the closing date .On the front cover of the envelop the post applied for the school should be clearly mentioned .

In case the applicants are found to have furnished false information regarding any of the qualifying criteria etc the appointment /agreement for engagement shall automatically get cancellation of advertisement without assigning any reason thereof.

  
COLLECTOR,KENDRAPARA.

## Application Format

To

The District Welfare Officer ,Kendrapara

(to be filled in by the candidate)

1-Name of the school applied for:

2-Full name of the applicant :

3- Father / Husband name :

4-Permanent Address (i.e At,Po,Via,P.S ,Dist)

5- Present Address (i.e At,Po,Via,P.S ,Dist)

6-Phone No .....

Mobile no .....

7-Date of Birth as recorded in Matriculation /H.S.C certificate Exam .Proof to be attached (Board Certificate of Matriculation Examination)

8- Category (ST/SC/SEBC) Attached Caste Certificate from the competent authority

9-Educational qualification to be filled up as required for the post (excluding extra optional)

10-Proof of Divorcee/ Widow: In case of Divorce or widow

11. Proof of Residence: Submit residence certificate within six months.

Sl no	Educational qualification acquired from +2,+ 3 Exam to onwards with extra qualification if any	Year passing Exam	Mark secured out of the total marks	Percentage of marks secured	Division in which passed
1	2	3	4	5	6

12. Certificate /Documents enclosed

a)

b)

C)

Declaration-

I,Sri/Smt /Kumari .....do hereby declare that all the statements made in this application are true ,complete and correct to the best of my knowledge and beliefs ,I have read the details in the Advertisement notice of the Collector ,Kendrapara and I hereby declare that I fulfill all the conditions of eligibility if it will be detected false /incorrect /negligibility at any time in future before or after the selection my candidature will be rejected /cancelled /terminated

Place

Date

*Signature of the Applicant*