

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, SUNDARGARH
(ST & SC DEV. SECTION)

Notification No. 4275 / SSD. Dt. 07.12.15 /

Applications are invited from the deserving / eligible Lady candidates of Sundargarh district for engagement as Lady Matron in ST / SC Girls Hostels functioning under the ST & SC Development Department and the Hostels of SSD Deptt. functioning in S & ME Deptt. Schools of Sundargarh District. The cover containing the application & other documents should be superscribed as "Application for the post of Matron / Jr. Matron" on the top of the Cover. The engagement is purely on contractual basis. The application should reach to the office of the District Welfare Officer, Sundargarh on or before **31.12.2015 by 5.00 PM by Regd. Post / Speed Post only**. The application received beyond the date will not be considered. The undersigned reserves the right for cancellation / modification of this advertisement and increase or decrease of posts without assigning any reason thereof.

The candidates who had applied earlier need to apply afresh as the previous applications have been rejected.

Guidelines 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 objectives 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 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. No. of Matrons / Jr. Matrons to be filled up : 88 Nos.

The No. of posts may increase or decrease subject to functioning of ST Girls Hostels in the District. The posts of Matrons / Jr. Matrons will be filled up in phased manner only after the hostels are made functional.

2. Educational 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. :

Sl. No.	Designation	Qualification	Age	Consolidated Monthly remuneration
1.	Matron	Graduation	35 Years or above as on 01.01.2015	Rs. 7500 /-
2.	Junior Matron	Plus Two (Higher Secondary Examination Pass)	35 years or above as on 01.01.2015	Rs. 6500 /-

- b. **Desirable** – Similar Experience in the Hostel Management / Working Knowledge of Computer / Certificate in Nutrition / Music / Arts / Co-curricular activities.

3. **Service Conditions :**

- a. Lady Matrons will be engaged on contractual basis. The engagement will be 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.
- d. They can be transferred to any school / hostel of the District.

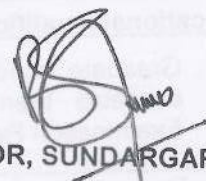
4. **Selection Procedure :**

- I. In the recruitment process of Matrons, the District will be considered as base unit of recruitment instead of village, GP or Block.
- II. Selection will be done on the basis of marks secured in Graduation / + 2 and taking into consideration the relevant past experience and desirable qualifications.
- III. She should be 35 years or above as on **01.01.2015**.
- IV. 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.
- V. 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.

5. **ENCLOSURES TO BE ATTACHED WITH THE APPLICATION FORM :**

- (i) Attested xerox copy of certificates showing academic qualification with mark sheet of **HSC, +2 & +3 (Graduate)**.
- (ii) Attested xerox copy of caste certificate from competent authority in case of ST / SC / SEBC candidates. In case of SEBC candidates the caste certificate should have been issued within one year.
- (iii) Attested xerox copy of residential certificate from the competent authority. The residential certificate should have been issued by the competent authority within 1 year time.
- (v) Attested xerox copy of valid Employment Registration Card.
- (vi) A good quality self addressed stamped envelope (Rs. 5/-) of size 11 cm x 25 cm.

The Collector, Sundargarh reserves the right for cancellation / modification of this advertisement and increase or decrease of posts without assigning any reason thereof.


COLLECTOR, SUNDARGARH.

APPLICATION FORM FOR THE POST OF LADY MATRON / JR. MATRON.

Affix passport size photograph attested by a Gazetted Officer with signature of the candidate

To

The District Welfare Officer, Sundargarh.

1. Full name of the candidate (in block capital letters) : _____
2. Father's / Husband's name. : _____

3. **Marital Status.** :
- a. Married.
- b. Widow.
- c. Divorcee.
- d. Single member family woman.

4. **Residential Address.**
- a. Village _____
- b. P.O. _____
- c. VIA. _____
- d. Block _____
- e. Dist. _____
- f. Pin _____
- g. Mob No. _____

5. Date of Birth as recorded in the Matriculation certificate. : _____
6. Age as on **01.01.2015**
- Year Month Day
-

7. **Educational Qualification.**

Name of the Examination	Year of Passing	Name of the Board / University	Full Marks	Marks secured	Percentage of marks
1	2	3	4	5	6
+ 2 Arts / Science / Commerce					
+ 3 Arts / Science / Commerce					

8. Having Experience Certificate of the following if any :

1. Hostel Management. :
2. Computer. :
3. Certificate in Nutrition. :
4. Music. :
5. Arts. :
6. Co-curricular activities. :

(Attach xerox copies of all certificates and mark sheets duly attested)

9. Whether SC / ST / OBC :
(Attested xerox copy of certificates to be attached)

DECLARATION

I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I have read the details in the advertisement notice and do hereby declare that I fulfil all the conditions of eligibility prescribed. In case of any of the statement / particulars is / are found to be given wrong during or after the selection, my candidature for the said post will be cancelled / forfeited by the authority.

Place :

Signature of the candidate.

Date :