



GOVT. OF ODISHA

OFFICE OF THE COLLECTOR, KANDHAMAL, PHULBANI.

(ST & SC Development Section)

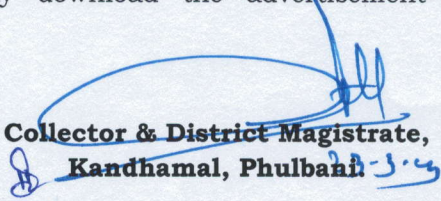
e_mail : dwo.kandhamal@gmail.com

No. 1401 /SSD Date. 24.03.2023

NOTIFICATION


In pursuance of Letter No. 16902, Dated. 21.08.2015 of Govt. in ST & SC Development Department, Odisha, Bhubaneswar, applications are invited from the deserving/eligible Lady candidates of Kandhamal District for engagement of **31** Nos. of Lady Matron in ST/ SC Girls' Hostels functioning under the ST & SC Development Department and S & ME Department Schools of Kandhamal District. The engagement is purely on contractual basis. The application should reach the office of the District Welfare Officer, Kandhamal on or before 17.04.2023 at **06:00** PM by **Speed Post/Regd. Post** only. The applications received after the schedule date will be summarily rejected. The undersigned reserves the right for cancellation/modification of this advertisement and increase or decrease of posts without assigning any reason thereof.

The detail advertisement and the selection criteria is available in the Office Notice Board of District Welfare Officer, Kandhamal and also uploaded in the District Website www.kandhamal.nic.in. The candidates may download the advertisement and application format accordingly.


**Collector & District Magistrate,
Kandhamal, Phulbani**

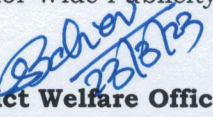
Memo No. 1402 /**SSD Date.** 24.03.2023

Copy submitted to the Director, I&PR, Department, Govt. of Odisha, Bhubaneswar for information with a request to publish the advertisement in two nos. of leading Odia News papers and the bill may be furnish to ST & SC Development, M&BCW Department Govt. of Odisha for payment.


**District Welfare Officer,
Kandhamal, Phulbani.**

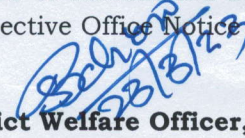
Memo No. 1403 /**SSD Date.** 24.03.2023

Copy forwarded to the D.I.O, N.I.C, Kandhamal for information. He is requested to upload the database along with this notice in the District Website for Wide Publicity.


**District Welfare Officer,
Kandhamal, Phulbani.**

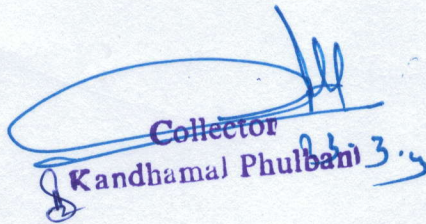
Memo No. 1404 /**SSD Date.** 24.03.2023

Copy along with copy of advertisement submitted to the PA, ITDA, Balliguda/Phulbani, Sub-Collector, Phulbani/Balliguda/DEO, Kandhamal/ Inspector of Schools (SSD) Southern Zone/ District Inspector of Schools (SSD) / All BDOs / All WEOs of Kandhamal District for information. It is requested to affix the advertisement in their respective Office Notice Board for wide publicity.


**District Welfare Officer,
Kandhamal, Phulbani.**

**No. of Vacancy position of Matron available in different Schools/ Hostels running under SSD
Department in Kandhamal District are furnished below**

Sl. No.	Name of the School	Name of the Hostel	Name of the Block	No. of Post Vacant
1	Govt. Girls' High School, Belpadar	100 Seated ST Girls' Hostel	Phulbani	1
2	Up- Graded High School,Luisingh	100 Seated ST Girls' Hostel	Phiringia	1
3	Up- Graded High School,Pahirāju	100 Seated ST Girls' Hostel	Phiringia	1
4	Pipalpada Sevashram	100 Seated ST Girls' Hostel	Phiringia	1
5	Kambapada Sevashram	100 Seated ST Girls' Hostel	Phiringia	1
6	Kangapada Sevashram	100 Seated ST Girls' Hostel	Phiringia	1
7	Tapani Banaprabha H/S, Sadingia	100 Seated ST Girls' Hostel	Phiringia	1
8	Panga UPS	40 Seated ST Girls' Hostel	Phiringia	1
9	Up- Graded High School,Sundhigaon	100 Seated ST Girls' Hostel	Phiringia	1
10	Govt. Girls' High School, Damingia	100 Seated ST Girls' Hostel	Phiringia	1
11	Ranipathar S/S	100 Seated ST Girls' Hostel	Khajuripada	1
12	Govt. Girls' High School,Billabadi	100 Seated ST Girls' Hostel	Khajuripada	1
13	Govt. UPS, Anagul	100 Seated ST Girls' Hostel	Balliguda	1
14	Sainpada SS	100 Seated ST Girls' Hostel	K. Nuagaon	1
15	Swarnapur High School, Sirtiguda	100 Seated ST Girls' Hostel	K.Nuagaon	1
16	Jidubadi Sevashram	100 Seated ST Girls' Hostel	K.Nuagaon	1
17	Maa Bapangi High School, Indragada	100 Seated ST Girls' Hostel	K.Nuagaon	1
18	Up- Graded High School,Pokari	100 Seated ST Girls' Hostel	Kotagarh	1
19	Up- Graded High School,Srirampur	100 Seated ST Girls' Hostel	Kotagarh	1
20	Govt. Girls' High School, Durgapanga	100 Seated ST Girls' Hostel	Kotagarh	1
21	Pakri UPS	100 Seated ST Girls' Hostel	Kotagarh	1
22	Up- Graded High School,Subarnagiri	100 Seated ST Girls' Hostel	Kotagarh	1
23	Govt. Girls' High School, Lankagada	100 Seated ST Girls' Hostel	Tumudibandha	1
24	Up- Graded High School, Marlanga	100 Seated ST Girls' Hostel	Tumudibandha	1
25	Up- Graded High School, Jhiripani	100 Seated ST Girls' Hostel	Tumudibandha	1
26	Govt. Girls' High School, Rangaparu	100 Seated ST Girls' Hostel	Tumudibandha	1
27	Bilamala UPS	100 Seated ST Girls' Hostel	Tumudibandha	1
28	Medical Colony PSH	100 Seated ST Girls' Hostel	Tumudibandha	1
29	Up- Graded High School, Budaguda	100 Seated ST Girls' Hostel	Daringbadi	1
30	Up- Graded High School, Sonepur	100 Seated ST Girls' Hostel	Daringbadi	1
31	Govt. Girls' High School, Ullipadar	100 Seated ST Girls' Hostel	Daringbadi	1
Total				31


Collector
Kandhamal Phulbani 3.3


Eligibility Criteria:

Age & Essential qualifications and stipulation of categories/ preferences:

- I. 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	Plus two (Higher Secondary Examination Pass)/Graduation	35 years and above	Rs. 10,000/-

- I. She should be 35 years or above in Age as on 1st January, 2023.
- II. The following order of preferences will be followed one after another while selection of Matron as follows.
- (i) The selection will be done on the basis of mark secured in Plus two (Higher Secondary Examination Pass)/ Graduation and taking into consideration the relevant past experience and desirable qualifications.
- (ii) She should belong to 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.
- (iii) On selection of category of candidate the next 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.
- (iv) Similarly, on selection of category and type of candidate next 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.


Collector 23.3.23
Kandhamal Phulbari

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.

DWV

- 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 FORMAT

(For the post of Lady Matron in the Hostels under ST & SC Deptt. of Kandhamal District)

(To be filled up in Block Letters)

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

1. Name of the Applicant (in full) :
2. Name of Father/Husband :
3. Permanent Address :
4. Present Address : Village :
- G.P. : Block :
- District : Pin :
- Phone No :
5. Nationality :
6. Religion :
7. Date of birth : Day _____ Month _____ Year _____.
8. Age as on 01.01.2023 :
9. Category (ST/ST/SEBC) : _____/ Sub-Caste : _____.
10. Marital Status : (Single/Married/Widow/Divorcees) _____.
11. Essential Educational Qualification :

Sl. No.	Name of the Exam. Passed	Name of the College/University	Year of Passing	Marks Secured	Total Marks
1	2	3	4	5	6

12. Desirable Qualification :
- | | | | | | |
|--|---|-----|--------------------------|----|--------------------------|
| a) Hostel Management | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b) Working knowledge of computer | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c) Certificate in Nutrition | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| d) Certificate in Music | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| e) Certificate in Arts | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| f) Certificate in Co-curricular Activities : | | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

N.B : Self attested certificate to be submitted alongwith application for both essential & desirable qualification, Caste Certificate, Residence Certificate.

DECLARATION

I _____ 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 day 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 :

Full Signature of the Applicant