

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KORAPUT
(ST & SC DEVELOPMENT SECTION)**

ENGAGEMENT ORDER

No.3433/II-45/18

Date. 26/07/2018

In pursuance of Letter No. 18332 Dated. 14.07.2014, Letter No. 23303 Dated. 11.08.2014, Letter No. 29463 Dated. 27.10.2014, Letter No. 5089 Dated 27.02.2015 and Letter No. 7203 Dated 31.03.2015 of ST & SC Development Department Govt. of Odisha and Advertisement No. 1848 dated.23.04.2018 of District Welfare Officer, Koraput, the Selection Committee was held under the Chairmanship of DM-cum-Collector, Koraput for selection Lady Matron and Junior Matron , as per Government guidelines. The following candidates are selected for the post of **Lady Matron** for the hostels (running under ST & SC Development Department) mentioned against their names. They are ordered to execute their agreement and join in their respective School within 15 days positively.

Sl. No.	Name of the candidate engaged as Lady Matron	Caste	Correspondence Address	Engaged	
				Name of the School / Hostel	Name of the Block
1	Smt. Kabita Manjori Das	SEBC	W/O Sri Padmalochan Behera At : Balda Via : Nandapur Dist : Koraput	Govt. (SSD) Girls High School, Balda	Nandapur
2	Smt. Pramila Nag	SC	W/O Sri Rabindra Kumar Gampray At: Janiguda Post / Dist : Koraput	Govt. (SSD) Girls High School, Balda	Nandapur
3	Miss. Namita Samal	SEBC	D/O Late Fakir Mohan Samal At : Madala Street Vis : Jeypore Dist : Koraput	Govt. (SSD) High School, Bamuniput	Jeypore
4	Smt. Anita Samal	SEBC	W/O Sri Guru Bachan Singh AT /Po: Kundra Dist : Koraput	Banuaguda Sevashram	Kundra
5	Smt. Sachhi Meher	SEBC	D/O Sri Prabhakar Meher AT: K. Maliguda Po: Badaput Via: Boipariguda Dist: Koraput	Govt. (SSD) Girls High School, Boipariguda	Boipariguda
6	Smt. Anupama Turuk	SC	W/O Sri Dayanidhi Garada At: Harijana Sahi Post : Laxmipur Dist: Koraput	Sangana High School, Laxmipur	Laxmipur

Sl. No.	Name of the candidate engaged as Lady Matron	Caste	Correspondence Address	Engaged	
				Name of the School / Hostel	Name of the Block
7	Smt. Geetanjali Patra	SEBC	D/O Sri Bimbadhara Patra At: Bikash Vidyalaya Hostel Gandhi Nagar PO/Dist: Koraput	Chougam Sevashram	Koraput
8	Smt. Suprava Gouda	SEBC	W/O Sri Simanchala Sara At: Narayanpatna Post: Narayanpatna Dist: Koraput	Dandabadi RS	Narayanpatna
9	Smt. Aspi Sashirekha	SEBC	C/O Sri Aspi Sitambori At: Mukhikhudpi PO: Dangarchinchi Via : Jeypore Dist : Koraput	Dangarchinchi UGAS	Jeypore
10	Smt. Urmila Naik	SC	W/O Sri Harischandra Pradhan At: Janiguda PO/Dist: Koraput	Govt. Girls High School, Koraput	Koraput
11	Smt. Rashmirekha Nayak	SEBC	W/O Late Giridhara Panigrahi At : Housing Board Colony Po : Sunabeda Dist : Koraput	Govt. (SSD) High School, Sunabeda	Semiliguda
12	Smt. Sanghamitra Naik	SEBC	W/O Sri Manoj Pradhan AT/Po: Kotpad Dist : Koraput	Gumda UPS	Kotpad
13	Smt. Mamata Rani Parida	SEBC	W/O Sri Nihar Ranjan Rout AT: Dandarkhal PO: Ramgiri Via : Boipariguda Dist : Koraput	Govt. (SSD) High School, Gupteswar	Boipariguda
14	Smt. Anita Khosla	SEBC	W/O Sri Sashibhusana Patra At: Bijaput PO: Khurji Via: Nandapur Dist : Koraput	Hikimput UGAS	Nandapur
15	Smt. Meena Kumari Biosyi	SEBC	W/O Sri Bisu Bisoyi At: Dulpur Street PO: Kotpad Dist ; Koraput	Govt. (SSD) Girls High School, Kotpad	Kotpad
16	Smt. Smrutirekha Das	SC	W/O Sri Suresh Chandra Mallick AT: Nuaguda Po: Kundra Dist : Koraput	Govt. (SSD) Girls High School, Kundra	Kundra

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17	Smt. Sanjukta Das	SEBC	W/O Sri Himansu Sekhar Patra AT: Powerhouse Colony Po: Jeypore Dist: Koraput	Govt. (SSD) High School, Lima	Kundra
18	Miss. Sanyasini Juel Nayak	ST	D/O Sri Sujit Kumar Nayak At: Mission Compound PO/Dist: Koraput	Manbar UPS	Koraput
19	Smt. Ashrita Lakra	ST	W/O Sri Hiroda Kumar Khora AT: Janiguda, Aurobindo Nagar, Koraput	Govt. (SSD) Girls High School, Mandaguda	Koraput
20	Miss Snigdha Chandini Chabirekha Benya	SEBC	D/O Late Nikolas Benya At: Kanimusa Po : Laxmipur Dist : Koraput	Govt. (SSD) Girls High School, Minapai	Laxmipur
21	Smt. Swapna Deep	SEBC	W/O Sri Rajat Hial At/Po : Narayanpatna Dist : Koraput	Govt. (SSD) Girls High School, Narayanpatna	Narayanpatna
22	Smt. Sumati Sahoo	SEBC	W/O Sri Jaladhara Sahoo At/PO : Neelabadi Via : Bandhugaon Dist : Koraput	Govt. (SSD) Girls High School, Neelabadi	Bandhugaon
23	Smt. Mamata Sahu	SEBC	W/O Sri Kuseswara Subudhi At/Po : Chikambo Via : Dasamantapur Dist : Koraput	Paraja Bedapadar UPS	Dasamantapur
24	Smt. Sunita Chetty	SC	W/o Kishore Kumar Khora At/Po : Kakirigumma Via : Laxmipur Dist : Koraput	Govt. (SSD) High School, Panchada	Laxmipur
25	Smt. Meena Kumari Prusty	SEBC	W/O Sri Narayan Majhi AT/Po : Pukali Via : Pottangi Dist : Koraput	Pukali, Ashram School	Pottangi
26	Smt. Kamala Kamini Benya	SEBC	C/O-Samson Pedina At: Kanimusa Po: Laxmipur Dsit : Koraput	Govt. (SSD) Girls High School, Minapai	Laxmipur
27	Smt. Sabita Kumari Jena	SEBC	W/O Sri Sushil Kumar Nayak AT/Po : Kotpad Dist : Koraput	Sargiguda UPS	Kotpad
28	Smt. Anita Kulu	ST	W/O Sri Bimal Wilson At/Po : Kotpad, Koraput	Govt. (SSD) High School, S.B. Nuagam	Kotpad

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Sl. No.	Name of the candidate engaged as Lady Matron	Caste	Correspondence Address	Engaged	
				Name of the School / Hostel	Name of the Block
29	Smt. Deeptirekha Das	SEBC	W/O Sri Ajaya Kumar Jena At : Indira Nagar Po : Semiliguda Dist : Koraput	Govt. (SSD) Girls High School, Subai	Semiliguda
30	Smt. Anupama Jena	SEBC	D/O Sri Sahadev Jena At: Satyanagar Po: Semiliguda Dist : Koraput	Sundhiput SS	Semiliguda
31	Smt. Sabita Rani Samal	SEBC	W/O Late Babilon Turuk AT : Mission Compound Po/Dist: Koraput	Thana Colony UPS	Koraput
32	Smt. Sirika Batak	ST	D/O Sri Mahan Batak AT : Christianpeta PO: Jeypore Dist : Koraput	Govt. (SSD) Girls High School, Umuri	Jeypore
33	Smt. Susmita Jena	SEBC	W/O Sri Anirudha Behera At: Bhabani Nagar Po/Dist : Koraput	Govt. High School, Umuri	Koraput

1. SERVICE CONDITIONS

- Monthly honorarium- Lady matrons will be engaged on contractual basis with consolidated monthly remuneration of Rs.7,500/- (Rupees Seven thousand five hundred) only and engagement is purely on temporary basis for one year at a time subject to renewal at the end of a year upon satisfactory performance.
- Free Boarding and lodgings facilities and medical facilities as applicable to boarders.
- The Matron so engaged will not be eligible for any scheme of regularization of her services.
- All the documents, submitted by the candidates will be sent to the respective issuing authorities for verification of genuineness. In case any information or documents furnished by the candidate along with the application or at the time of verification, is found to be false or forged subsequently, the candidate will be liable to be terminated from the service and criminal proceeding as per law will be initiated.

2. DUTIES AND RESPONSIBILITIES

- They will take care of the boarders like a foster mother and reside in the hostel.
- They will stay in the dormitory during day time when boarders go to the school or attend to co-curricular activities and stay with girls during night.
- They will ensure cleanliness of the dormitory, toilets, bathroom, and surroundings with active participation of the girls and attendant on duty.
- They will check the entry of any men or unauthorized person in the hostel.
- They 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.
- They will liaison between ailing girls and ANM, if need be, inform it to the Assistant Superintendent/ Head Master for action.
- They will provide personal nursing care to the ailing girls to comfort them like their own mother.
- They will see that all boarders go to classes and other activities in time.

- i. They will periodically check the furniture, cots, light points, water points, bathing spots, kitchen rooms, damaged electrical wirings/fittings of the hostel and kitchen, water supply system for safety and security of the boarders.
- j. They 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. They will keep the keys of the hostel with her.
- l. They 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. They 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. They will report to the Head master 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.

BY ORDER OF COLLECTOR



District Welfare Officer, Koraput.