

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

ENGAGEMENT ORDER

No.3429/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 **Junior 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 Junior Matron	Caste	Correspondence Address	Engaged	
				Name of the School / Hostel	Name of the Block
1	Miss. Dolly Tanty	SC	D/O Sri Raghunath Tanty AT: Upper Kolab Colony PO/Dist : Koraput	Anchala SS	Borigumma
2	Miss Nirupama Jharanarani Khosla	SEBC	D/O Sri Ignacious Khosla At : Machhaput Po : Dasamantapur Dist : Koraput	Badlikuduma SS	Dasamantapur
3	Smt. Laxmi Golary	SC	W/O Lat Tuladhar Naik At: Chandalguda Po: Admunda Malkangiri Via : Dasamantapur Dist : Koraput	Badamguda SS	Dasamantapur
4	Smt. Jemamani Harijan	SC	W/O Sri Bhagaban Harijan AT : Dhutiguda Po : Benasur Via : Borigumma Dist : Koraput	Benasur SS	Borigumma
5	Smt. Nalini Kumari Sing	SEBC	W/O Sir Shantisila Patra At: Bijapur Po: Khurji Via : Nandapur Dist : Koraput	Bijapur SS	Nandapur
6	Miss T. Alibelu	SC	D/O Sir T. Narayan At/Po : Borigumma Dist : Koraput	Kamara PS	Boipariguda
7	Smt. Arpana Rani Biswas	SC	D/O Sri Narayan Chandra Biswas At : DP Camp Po: Sunabeda Dist : Koraput	Chikapar SS	Semilguda

Sl. No.	Name of the candidate engaged as Junior Matron	Caste	Correspondence Address	Engaged	
				Name of the School / Hostel	Name of the Block
8	Smt. Subasini Rajanimala Khosla	SC	W/O Sri Sanjit Kumar Khora At: Kunduli Via : Semiliguda Dist : Koraput	EMRS Pungar	Semiliguda
9	Smt. Sasmita Rout	SEBC	W/O Sri Babji Charana Swain At : Saraswati Shisu Mandir, Boipariguda Dist : Koraput	Gumma SS	Boipariguda
10	Smt. Reenitarani Pradhan	SC	W/O Late Tarini Choudhury At : Chilliguda Po: Jayanagar Via : Jeypore Dist : Koraput	Jayanagar SS	Jeypore
11	Smt. Padmavati Korra	SC	W/O Sri Rameswar Sethy At: Kanta PO : Kularsing Via : Nandapur Dist :Koraput	Kanta SS	Nandapur
12	Smt. Reena Kumri Behera	SEBC	W/O Sri Sarat Chandra Behera At/Po: Kotpad (kalinji Street) Dist : Koraput	Govt. (SSD) Girls High School, Kotpad	Kotpad
13	Smt. Parbati Nayak	SEBC	W/O Sri Harischandra Nayak At/Po: Kumbhariput Via : Bandhugaon Dist : Koraput	Kumbhariput SS	Bandhugaon
14	Smt. Sukanti Biswal	SEBC	C/O- Trilochan Biswal At : Madala Street Po: Jeypore Dist : Koraput	Kumbharput SS	Jeypore
15	Smt. Pankajini Pradhan	SEBC	W/O Sri Tribikram Pradhan At: Nuaguda Po: Kundra Dist: Koraput	Govt. (SSD) Girls High School, Kundra	Kundra
16	Miss. Malilota Sahu	SEBC	D/O Sri Bidyadhara Sahu AT: PHD Colony PO/Dist : Koraput	Lauriguda PS	Koraput
17	Smt. Sabitri Gadaba	ST	W/O Sri Krushna Chandra Gadaba AT: Putpondi Po: Mahadeiput Dist : Koraput	Mahadeiput AS	Koraput

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18	Smt. Jayanti Kumari Garada	SC	W/O Sri Basudev Bidika AT: Podapadar Po : Narayanpatna Dist : Koraput	Pallaput SS	Narayanpatna
19	Smt. Bidusi Pratibha Surabhi Kuldeep	SEBC	W/O Sri Daya Kuldeep At/Po : Mastiput Dist : Koraput	Govt. (SSD) Girls High School, Podagada	Dasamantapur
20	Miss. Geetnawali Chetty	SEBC	D/O Late Phillip Chetty At : Medical Colony Po : Podagada Via : Dasamantapur Dist : Koraput	Govt. (SSD) Girls High School, Podagada	Dasamantapur
21	Miss Bidyabati Digal	SEBC	D/O Sri Somanath Digal At: Revenue Colony PO/Dist : Koraput	Podagada SS	Dasamantapur
22	Smt. Kuni Behera	SEBC	W/O Sri Madhusudan Nala At : Podapadar Po : Narayanpatna Dist : Koraput	Podapadar SS	Narayanpatna
23	Smt. Josada Behera	SEBC	W/O Sri Pravat Kumar Nayak At/ Po : Pottangi Dist : Koraput	Govt. (SSD) Girls High School, Pottangi	Pottangi
24	Smt. Binapani Biswal	SEBC	W/O Late Siba Sankar Sahu At : Gopabandhu Nagar Po : Semiliguda Dist : Koraput	Rajpalma SS	Semiliguda
25	Smt. Saraswati Nath	SEBC	W/O Sri Akshaya Kumar Nayak At : Amphabali PO : Pottangi Dist : Koraput	Rallagada PS	Pottangi
26	Smt. Madhulika Nayak	SEBC	W/O Sri Binod Patra AT : Bandaguda PO : Kotpad Dist : Koraput	Sanghumar PS	Kotpad
27	Smt. Swarupa Soudamini Bhatra	ST	D/O Sri Mohan Chandra Bhotra AT /Po : Laxmipur Dist : Koraput	Sarishapasdar PS	Laxmipur
28	Smt. Manjula Nayak	SEBC	W/O Sri Damadar Nayak AT : Qr. No. RA584 Po: Sunabeda Dist : Koraput	Govt. (SSD) Girls High School, Subai	Semiliguda

Sl. No.	Name of the candidate engaged as Junior Matron	Caste	Correspondence Address	Engaged	
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29	Smt. Swapna Choudhury	SEBC	W/O Sri Surendra Choudhury At: Beheraguda Po: Pakhanjola Dist : Koraput	Subai SS	Semiliguda
30	Smt. Leelabati Chand	SEBC	W/O Late Amulya Patra At: Nisani Munda Po/Dist : Koraput	Totaambaguda SS	Koraput
31	Miss Krishna Kumari Tanti	SC	D/O Sri Radhakrushna Tanti At/Po: Ranaspur Via: Borigumma Dist : Koraput	Ranaspur SS	Borigumma
32	Smt. Priyatomma Routa	SEBC	W/O Sri Akhaya Kumar Jena At/Po: Sadaranga Via : Kotpad Dist : Koraput	Sadarang PS	Kotpad

1. SERVICE CONDITIONS

- Monthly honorarium- Lady matrons will be engaged on contractual basis with consolidated monthly remuneration of Rs.6,500/- (Rupees six 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.

- h. 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.