

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

Letter No. 5261 / SSD

Dtd. 21/10/19

ADVERTISEMENT

Applications are invited in prescribed form from intending female candidates of age 35 years & above, belonging to ST, SC, SEBC categories of Koraput District only for the post of Lady Matron and Junior Lady Matron, purely on contractual basis with monthly consolidated remuneration of Rs. 7500/- and Rs. 6500/- respectively per month for engagement in ST/SC Girls hostel under ST & SC Development Department in Koraput District. The details regarding educational qualification, eligibility criteria, selection procedure, duties & responsibilities along with the list of schools where Lady Matrons are to be engaged can be obtained from the District website i.e. www.koraput.nic.in.

Designation	Qualification	Age as on 01.01.2019	Consolidated monthly remuneration
Lady Matron	Graduation	35 years or above	Rs. 7500/-
Junior Lady Matron	Plus two	35 years or above	Rs. 6500/-

The application should reach to the District Welfare Office, Koraput on or before 6/11/19 upto 5.00 PM only through Speed Post or Registered Post. The applications received after the due date shall not be entertained.

hsh
21/10/19
Collector& District Magistrate,
Koraput

Memo No. 5262 / SSD

Dtd. 21/10/19

APPLICATION FORM

[To be filled up in BLOCK LETTER]

[FOR THE POST OF LADY MATRON / JUNIOR LADY MATRON (CONTRACTUAL) IN ST GIRLS' HOSTELS OF EDUCATIONAL INSTITUTIONS UNDER SSD AND S&ME DEPARTMENT IN KORAPUT DISTRICT FOR THE YEAR 2019]

01. Name of Applicant (in full) :

02. Name of Father /Husband :

03. Permanent Address (As per Valid Residence Certificate):

Revenue Village :

PS:

GP/NAC/Municipality :

PIN:

Block:

District :

04. Present Postal Address for correspondence :

At :

Po:

Via:

Dist:

PS:

PIN:

Mob. Phone No.

05. Nationality :

06. Religion :

07. Date of Birth in Christian era : (As recorded in HSC) : Day Month Year

08. Age as on 01.01.2019 : Years Month(s) Day (s)

09. Category belongs to (SC/ST/SEBC) : /Sub-Caste

10. Marital Status [Put tick marks (v)in the box]:Widow Divorcee Single Member Family Women

11. Essential Education Qualification: [Graduation / Intermediate(Plus Two)]

Sl. No	Name of Examination passed	Name of School/College	Name of Board/ University	Year of Passing	Total Marks	Marks secured
1	2	3	4	5	6	7
(I)	HSC					
(II)	Intermediate/+2(Plus Two)					
(III)	Graduation					

12. Desirable Quallification[Put tick mark(/)in the box](If yes, enclose related documents)

- | | | |
|--|------------------------------|-----------------------------|
| 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"/> |

Certificates to be submitted along with the Application form.

1. Self attested copies of HSC/ CHSE/ Graduation/ Caste (ST,SC,SEBC), Residence, Aadhar Card/ Passport size photo & Experience certificates to be submitted along with application.

2. For single women candidate,certificate of concerned Tahasidar is to be attached.

3. For Divorcee candidate, Certificate of Divorce is to be attached.

4. For widow candidate, death certificate of husband is to be attached.

DECLARATION

I _____ do hereby declare that all the information furnished above by me are true, completed and correct to the best of my knowledge and belief. In the event of any of the aforesaid information found false or incorrect at any stage hereafter, my candidature/selection/engagement is liable to be cancelled without any notice to me.

Place:

Date:

Full signature of the Applicant.

Space for pasting one recent photograph of passport size colour picture with white back ground with full signature of the applicant on its front size

**GUIDELINE FOR ENGAGEMENT OF LADY MATRON / JUNIOR MATRON (CONTRACTUAL)
IN ST GIRLS' HOSTELS OF EDUCATIONAL INSTITUTIONS UNDER SSD AND S&ME
DEPARTMENT IN KORAPUT DISTRICT FOR THE YEAR 2019.**

Engagement of Matrons in the Girls' Hostels of SSD and S&ME Department has been approved by Finance Department vide UOI No.-36-SS-II dt. 21.02.2014, 18332, 14.07.2014, No. 5089 dt. 27.02.2015 and letter No. 7203 dtd. 31.03.2015 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 hostel
- Ensure service of quality food in the hostels and

The Lady Matrons / Junior Matrons will have the responsibility of managing the day-to-day hostel management activities. They will take care of the children staying away from home in the hostel. It has been decided to engage Lady Matron/ Junior Matron on contractual basis initially for a period of 1 year in the hostels where the strength of girls students exceeds 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. Educational Qualification:-

a. Essential: - 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 under recognized university	Age on 01.01.2019	Consolidated Monthly Remuneration
1	2	3	4
Matron	Graduation	35 years or above	Rs. 7500
Junior Matron	Plus two (Higher Secondary Examination Pass)	35 years or above	Rs. 6500

b. Desirable : - Similarly Experience in the Hostel Management / Working knowledge of computer / Certificate in Nutrition / Music/ Arts/ Co-Curricular Activities.

2. Age:- 35 years and above as 01.01.2019.

3. Marital Status:- Married Females. Special preference will be given to widows, divorcees or single women.

4. Service Conditions:-

a. Monthly honorarium- Lady Matrons / Junior Matrons will be engaged on contractual basis with consolidated monthly remuneration as mention above 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.

b. Free Boarding and Lodging facilities and medical facilities as applicable to boarders.

c. The Matron / Junior Matron so engaged will not be eligible for any scheme of regularization of services

[Contd....P/2]

5. Selection Procedure:-

- i. Selection of Matron and Junior Matron will be done on the basis of marks secured in Graduation and Plus Two respectively taking into consideration the relevant post experience and desirable qualifications.
- ii. Preference will be given to meritorious candidates from ST,SC,SEBC in that order.
- iii. 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 & SC categories.
- iv. First preference in the selection will be given to a Widow, second preference to a Divorcee and third preference to a Single Member Family Woman.
- v. 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 preferences 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 preference. While selecting the candidates for Lady Matron / Junior Matron, preference as indicated above will be given to Widow, Divorcee and Single Women (from a single member family).

6. Duties & Responsibilities :-

The duties and responsibilities of the Matron / Junior 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, bathrooms and surroundings with active participation of the girls and attendant on duty.
- d. She will check the entry of any men or un-authorized 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, 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 help them overcome it.

- k. She will keep the keys of the hostel gate 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 Head Master.
- m. Any other work mainly relating to the hostel as assigned by the Head Master.
- n. She will look after the management of the hostel. She will maintain hostel gate register, boarders in and out register, Stock & Store Register, CCA Log Book, complain register, Red register, Health and sick register etc and such other records relevant to hostel management.
- o. They will help the Headmaster in maintaining all other register as per requirement.
- p. She will report to the Head Master of the concerned school, the students of which are staying in the hostel.

The Head Master, 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.

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

Sd/-
Collector & District Magistrate, Koraput
-cum-Chairman, Selection Committee.

Vacancy Position of Matron/Jr. Matron

Sl. No	Name of the Block	Name of the School	Department	No. of Post Vacant	Remarks
1	2	3	4	5	6
1	Koraput	Tiadiput Sevashram	SSD	1	
2	Koraput	Alumina Govt. High School, Litiguda	S&ME	1	
3	Dasamantpur	Bakadagua Sevashram	SSD	1	
4	Dasamantpur	Dasamantpur High School (SSD)	SSD	1	
5	Laxmipur	Bhitargada Sevashram	SSD	1	
6	Laxmipur	Burja High School (SSD)	SSD	1	
7	Laxmipur	Tunpar UG High School (S&ME)	S&ME	1	
8	Laxmipur	Talakutinga Upper Primary School	S&ME	1	
9	Laxmipur	Sangana High School.	S&ME	1	
10	Laxmipur	Neetaji High School, Toyaput. (S&ME)	S&ME	1	
11	Laxmipur	Borigam Primary School	S&ME	1	
12	Laxmipur	Dumuripadar Upper Primary School	S&ME	1	
13	Laxmipur	Khalkana Upper Primary School	S&ME	1	
14	Laxmipur	Pardiguda Nodal Upper Primary School	S&ME	1	
15	Bandhugaon	Kumbhariput Sevashram	SSD	1	
16	Bandhugaon	Kumbhariput Higher Secondary School (SSD)	SSD	1	
17	Bandhugaon	Kumbhaganda Upper Primary School	S&ME	1	
18	Bandhugaon	Kutrabeda Upper Primary School	S&ME	1	
19	Bandhugaon	Lopeta Upper Primary School	S&ME	1	
20	Bandhugaon	Garidi Primary School	S&ME	1	
21	Bandhugaon	Bandhugaon High School (S&ME)	S&ME	1	
22	Bandhugaon	K. Jaguguda Upper Primary School	S&ME	1	
23	Bandhugaon	Almanda Upper Primary School	S&ME	1	
24	Bandhugaon	P. Silabadi Upper Primary School	S&ME	1	
25	Narayanpatna	Nangalabeda Upper Primary School	S&ME	1	
26	Narayanpatna	Bijaghati Upper Primary School	S&ME	1	
27	Narayanpatna	Odiapentho Upper Primary School	S&ME	1	
28	Narayanpatna	Narayanpatna Upper Primary School	S&ME	1	
29	Semiliguda	Subai Sevashram	SSD	1	
30	Semiliguda	Renga Ashram School	SSD	1	
31	Semiliguda	Daleiguda Sevashram	SSD	1	
32	Semiliguda	EMRS Pungar	SSD	1	
33	Semiliguda	Sorispadar Upper Primary School	S&ME	1	
34	Semiliguda	Upperkanti Sevashram	SSD	1	
35	Semiliguda	Aligam Upper Primary School	S&ME	1	
36	Pottangi	Chandka Ashram School	SSD	1	
37	Pottangi	Gugaguda UG Asrahm School	SSD	1	
38	Pottangi	Kotia UG Asrahm School	SSD	1	
39	Pottangi	Sambai Sevashram	SSD	1	
40	Pottangi	Nuagam Upper Primary School	S&ME	1	
41	Pottangi	Rajuguda Nodal Upper Primary School	S&ME	1	
42	Pottangi	Talagoluru UG High Scoool	S&ME	1	

Sl. No	Name of the Block	Name of the School	Department	No. of Post Vacant	Remarks
1	2	3	4	5	6
43	Pottangi	Pottangi High School (S&ME)	S&ME	1	
44	Pottangi	Rajiv Gandhi High School, Maliput	S&ME	1	
45	Lamtaput	Lamtaput Girls High School (SSD)	SSD	1	
46	Lamtaput	Machkund UG Ashram School	SSD	1	
47	Lamtaput	Deogandhana Sevashram	SSD	1	
48	Lamtaput	Gunepada Sevashram	SSD	1	
49	Lamtaput	Kanchana UG Ashram School	SSD	1	
50	Lamtaput	Tusuba Sevashram	SSD	1	
51	Lamtaput	Umbel Upper Primary School	S&ME	1	
52	Lamtaput	Badigada Upper Primary School	S&ME	1	
53	Lamtaput	Jalahanjar Primary School	S&ME	1	
54	Lamtaput	Lamtaput High School (S&ME)	S&ME	1	
55	Lamtaput	Maliput Upper Primary School	S&ME	1	
56	Nandapur	Hataguda High School (SSD)	SSD	1	
57	Nandapur	Bariashramput Sevashram	SSD	1	
58	Nandapur	Duruba UG Ashram School	SSD	1	
59	Nandapur	Raising Sevashram	SSD	1	
60	Nandapur	Galganda Sevashram	SSD	1	
61	Nandapur	Khuda UG Ashram School	SSD	1	
62	Nandapur	Nandaka Sevashram	SSD	1	
63	Nandapur	Silpandi Sevashram	SSD	1	
64	Nandapur	P. Badapada Upper Primary School	S&ME	1	
65	Nandapur	Taintar UG Ashram School	S&ME	1	
66	Nandapur	Netaji High School, Thuba (S&ME)	S&ME	1	
67	Nandapur	Nandapur High School (S&ME)	S&ME	1	
68	Nandapur	Chatua High School (S&ME)	S&ME	1	
69	Nandapur	Nandapur Upper Primary School	S&ME	1	
70	Nandapur	Bijupattnik High School, Kularsing	S&ME	1	
71	Nandapur	Padwa High School (S&ME)	S&ME	1	
72	Jeypore	Baminiput High School (SSD)	SSD	1	
73	Jeypore	Ranigada Ashram School	SSD	1	
74	Jeypore	Balia Sevashram	SSD	1	
75	Jeypore	Haradaput Sevashram	SSD	1	
76	Jeypore	Phampuni UG Ashram School	SSD	1	
77	Jeypore	Putra UG Ashram School	SSD	1	
78	Jeypore	Jyantigiri UG High School	S&ME	1	
79	Jeypore	Jamunda Primary School	S&ME	1	
80	Borigumma	Nuagam Ashram School	SSD	1	
81	Borigumma	Jujhari Ashram School	SSD	1	
82	Borigumma	Haradaguda Nodal Upper Primary School	S&ME	1	
83	Kotpad	Chandili High School	S & ME	1	
84	Kotpad	Chatarala Upper Primary School	S&ME	1	
85	Kundra	Digapur High School (SSD)	SSD	1	
86	Kundra	Ghumar Sevashram	SSD	1	

Sl. No	Name of the Block	Name of the School	Department	No. of Post Vacant	Remarks
1	2	3	4	5	6
87	Kundra	Masigam UG Asrahram School	SSD	1	
88	Kundra	Kermity UG High School	S&ME	1	
89	Kundra	Khatalapadar Nodal High School	S&ME	1	
90	Kundra	Udulguda UG High School	S&ME	1	
91	Kundra	Bhejahandi Nodal Upper Primary School	S&ME	1	
92	Kundra	Raniguda UG High School	S&ME	1	
93	Boipariguda	Gupteswar High School (SSD)	SSD	1	
94	Boipariguda	Boipariguda Girls High School (SSD), Baligam	SSD	1	
95	Boipariguda	Tentuliguma Ashram School	SSD	1	
96	Boipariguda	Doraguda UG Ashram School	SSD	1	
97	Boipariguda	Dasamantpur Sevashram	SSD	1	
98	Boipariguda	Kollar Sevashram	SSD	1	
99	Boipariguda	Gopal High School, Ramgiri	S&ME	1	
100	Boipariguda	Kathapada Upper Primary School	S&ME	1	
101	Boipariguda	Boipariguda High School (S&ME)	S&ME	1	
102	Boipariguda	Tanginiguda Upper Primary School	S&ME	1	
103	Boipariguda	Sribeda High School	S&ME	1	
		Total		103	