

**APPLICATION FORM FOR THE POST OF MATRON IN THE
GIRLS HOSTELS OF ST & ST DEVELOPMENT DEPARTMENT
IN KORAPUT DISTRICT**

Photograph with
full signature of
candidate on the
front side

1. Name of the candidate (in full) :
2. Father's / Husband's Name :
3. Marital status (Married/ Single/ Widow/ Divorcee) :
4. Date of Birth (As recorded in HSC) :
5. Age as on (01.01.2024) : ___ Year ___ Months ___ Days
6. Permanent address : Village -
Block- Post-
PS- Dist-
Pin- State-
Phone No -
7. Present address :
8. Category :(ST/SC/SEBC) ___ and Sub Caste - ___
9. Religion : Hindu
10. Nationality : Indian
11. Name of the Employment Exchange & Registration No. :

12. Educational Qualification

Name of the Examination passed	Name of the Board	Year of passing	Total Marks	Aggregate of marks secured	Grade / Division	% of marks secured
H.S.C						
+2						
+3						

13. Experience, if any :

- (a) Hostel Management : Yes/No
- (b) Working Knowledge of Computer : Yes/No
- (c) Certificate in Nutrition : Yes/No
- (d) Certificate in Music : Yes/No
- (e) Certificate in Art : Yes/No
- (f) Certificate in Co-curricular activities : Yes/No

- NB : 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 certificate of concerned Tahasildar is to be attached.
 3. For Divorcee, Certificate of Divorce is to be attached.
 4. For widow, death certificate of husband is to be attached.

DECLARATION

I, _____ wife of _____ age ____ Years resident of _____ do hereby declare that, the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false/not true, I will be liable for punishment as per law. Also, all the benefits availed by me shall be summarily withdrawn.

Date :

Signature of the Candidate

Place :

(In full)

1. SERVICE CONDITIONS

- a. Monthly honorarium- Lady matrons will be engaged on contractual basis with consolidated monthly remuneration of Rs. **15,000/-** (Rupees ~~forty~~ thousand) 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.
- 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 regularization of her services.
- d. 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

- a. They will take care of the boarders like a foster mother and reside in the hostel.
- b. 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.
- c. They will ensure cleanliness of the dormitory, toilets, bathroom, and surroundings with active participation of the girls and attendant on duty.
- d. They will check the entry of any men or unauthorized person in the hostel.
- e. 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.
- f. They will liaison between ailing girls and ANM, if need be, inform it to the Assistant Superintendent/ Head Master for action.
- g. 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.