

JAWAHAR NAVODAYA VIDYALAYA, BELPADA, DIST. BOLANGIR (ODISHA)**APPLICATION FORM****APPLICATION FOR THE POST OF MATRON**

01.	Name of the Candidate (in capital letters)	: _____	Affix passport size photograph duly attested by a gazette Officer
02.	Father's Name	: _____	
03.	Address for Correspondence	: At: _____ P.O. _____ Via: _____ Dist: _____ PIN _____	
04.	Contact No.	a) Mobile No. : _____ b) Landline No : _____	
05.	Nationality	: _____	
06.	Religion	: _____	
07.	Sex	: _____	
08.	Category (Attested copy of caste certificate duly issued by Tahasildar to be enclosed)	: _____	
09.	Marital Status	: _____	
10.	Name of the residence (self attested copy of residential certificate issued by Tahasildar to be attached)	: Vill: _____ Dist. _____	
11.	Date of birth : In figures	: _____	
	: In words	: _____	
12.	Age as on 31 st July'2018	: _____ Years _____ Month _____ Days	

13. Educational qualifications:- (From Class X onwards)
(Attested certificates and marks sheets are to be enclosed).

Sl. No.	Name of Examination passed.	Year of passing	School/ Board/University	Total Marks secured.	% of marks secured.	Remarks
1.						
2.						
3.						
4.						
5.						

N.B: % of marks will be calculated excluding extra optional.

14. Period of Experience, if any:
(Experience issued by Govt./Govt. autonomous organization in the same field and relevant for the duties and responsibilities of the post for which applied for).

Post Held	Name of Institution/ Department / Ministry	Whether Central Govt. / State Govt./ Autonomous Body	Period of Service		No. of Completed years & months	Nature of Duties	Scale of pay and salary per month (Rs.)
			From	To			

15. List of enclosures:

UNDERTAKING

Certified that the form has been filled up by me correctly and it is true to the best of my knowledge and belief. I have also enclosed all the copies of documents required for the post applied for. In the event of any false information, coming to the notice of the employer or revealed during the course of verification of documents or at the stage of appointment, my candidature for the post is liable to be rejected and no further correspondence would be entertained in this regard.

Place: _____

Full signature of the candidate

Date: _____

DOCUMENTS TO BE PRODUCED

Kindly attend the Walk-in- interview alongwith the original and a set of photo copies of the following documents:-

01. Original certificates as well as mark sheets from class 10th (tenth) onwards.
02. Proof of Date of Birth (Class X Mark Statement/Pass Certificate would be taken as proof of date of birth)
03. Aadhar Card
04. Residence Certificate
05. One passport size photograph duly attested by a Gazetted Officer.
06. Original Experience Certificate issued by any Govt. or Government Autonomous organization if available.
07. A proof of war widow, widow of Govt. servant who would have died in harness and ladies without encumbrances if available.

Production of the above documents are mandatory, failing which candidature for the post of Matron on contractual basis will not be entertained and no undertaking in this regard will be accepted.

IMPORTANT INSTRUCTIONS

01. No TA/DA will be paid for attending the interview.
02. The candidate should be prepared for attending the interview up to late hours in case situation so arises.
03. Mere attending the interview does not warrant her suitability or claim to the post
- 04. The candidate should report sharply at 8.30 A.M. on the day of interview.**

DUTIES & RESPONSIBILITIES OF A MATRON

1. To take care of the girls students like a foster mother.
2. To stay with the girl wards in the hostel. **(No separate accommodation will be provided at any cost)**
3. To work closely with the house mothers for the safety and security of the girl wards.
4. To work closely with the staff nurse in taking care of the medical needs of the girl wards.
5. To be present in the mess, MP Hall, academic block to supervise the girl wards and attend to their personal needs.
6. To provide moral support and take care of the health and hygiene of the girl wards under their charge.
7. To see and personally supervise the cleanliness of the dormitories, kit lay out and other cleanliness related issues in and around the dormitories.
- 8. No leave is provided for the post.**
9. Matrons having children or spouse are **not allowed to enter or stay with her. No request in this regard will be entertained.**
10. As this is a residential set-up, matrons are supposed to be ready to work even at odd hours.
- 11. The post is purely contractual and will be renewed year to year (10 months academic cycle) subject to the work done satisfactorily as per the norms of the Samiti. There is no provision for permanent appointment in this post in Navodaya Vidyalaya Samiti.**
- 12. The contract can be terminated at any time without assigning any reasons whatsoever by the Principal, JNV, Belpada.**
13. The employee selected to this post is bound by the various responsibilities other than those related to the post and may be called upon to render such services as deemed fit by the Principal JNV, Belpada.
14. The Matron should act as a mother, guardian, friend and exhibit good moral and motherly qualities in her behavior and interaction with the students of this campus.

(The candidate is required to carefully go through the above points before ATTENDING THE INTERVIEW)