



**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE: BALANGIR**  
**(ST & SC Development Section)**

Advt. No./Estt./SSD: 448 /

Date: 19 / 02 / 2019

**ADVERTISEMENT FOR THE POST OF LADY MATRON**

Applications in prescribed format are invited from the eligible female candidates of Balangir district for engagement in the post of Lady Matron (Graduation)/ Jr. Lady Matron [Plus Two (Higher Secondary Exam. Pass)] on contractual basis initially for a period of one year in Girls' Hostels under ST & SC Development Department of Balangir district on consolidated monthly remuneration for Lady Matron Rs. 7500/- and for Jr. Matron Rs. 6500/-. 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 considered.

**EXISTING VACANCY POSITION**

There are **09 Nos. of posts of Lady Matron** lying vacant in Balangir district as on 01/01/2019.

**Educational Qualification**

**A. Essential**

**For the post of Lady Matron**

The candidate must have graduation degree from a recognized university

**For the post of Jr. Matron**

The candidate must have passed Plus two (Higher Secondary Examination)

**B. Desirable**

Similar Experience in Hostel Management/ Working Knowledge of Computer/ Certificate in Nutrition/ Music/ Arts/ Co-curricular activities.

**Age**

Candidates shall not be below 35 years of age as on 01.01.2019.

**Selection Procedure**

01. Selection will be done on the basis of mark secured in Graduation in case of engagement of Lady Matron and mark secured in +2 in case of Jr. Lady Matron and taking into consideration on the relevant past experience and desirable qualifications.
02. Married Females. First preference will be given to a Widow, second preference to a Divorcee and the third preference to a Single Member Family Woman.
03. The Candidate belongs to ST, SC or SEBC are eligible for the post. First preference will be given to the STs and if not available, second preference to the SCs and third preference will be given to the SEBCs if candidates will not be available from ST or SC categories.

### Service Conditions

- a) Monthly honorarium- Lady Matron/ Jr. Matron will be engaged on contractual basis with consolidated remuneration. For Lady Matron (Graduate) the consolidated remuneration will be Rs. 7500/- and for Jr. Matron (Plus two) the consolidated remuneration will be Rs. 6500/-. The 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 Matrons so engaged will not be eligible for any scheme of regularization of services.

### Duties & Responsibilities

The duties and responsibilities of the 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, bathroom and surroundings with active participation of the girls and attendant on duty.
- d) She will check the entry of any men or unauthorized 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, if need be, 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 and help them overcome it.
- k) She will keep the keys of the hostel with her.
- l) She 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 Head master.
- n) She 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 and Store register, CCA log book, Mess cash book & such other records relevant to mess management.
- o) She will report to the Headmaster 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.

The last date for receipt of applications in the office of the District Welfare Officer, Balangir is 08.03.2019 by **Regd. Post/ Speed Post only**. The envelope containing the application and other documents must be super scribed "Application of the post of Lady Matron/ Junior Matron". In no case, the application form will received in the office of DWO, Balangir by hand.

Self attested copy of the following documents must be enclosed to the application.

1. HSC Certificate
2. +2 Certificate along with Mark Sheet
3. Graduation Certificate and Mark Sheet.
4. Desirable qualification certificate if any
5. Residential Certificate
6. Caste Certificate
7. Proof of marital Status (in case of widows and Divorcees- the certificate from competent authority and for Single women-self declaration certificate should be attached)
8. Employment Registration Certificate.

Incomplete applications and late receipt of applications due to postal delay will not be taken into consideration and liable to be rejected. The undersigned reserves the right for cancellation/ modification of the advertisement and increase of posts without assigning any reason thereof.

  
Collector & District Magistrate,  
Balangir

## Application Form

**(For the post of Lady Matron / Junior Lady Matron in the Hostels under ST & SC Dev. Deptt. Schools of Balangir District.)**  
**(To be filled up in Block letter)**

To

The Dist. Welfare Officer, Balangir.

1. Full name & Permanent Address of the candidate in capital letters.

Name of the candidate: \_\_\_\_\_

Father's/Husband's name: \_\_\_\_\_

At: \_\_\_\_\_ Post: \_\_\_\_\_ Via: \_\_\_\_\_

Dist. \_\_\_\_\_, PIN : 

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Mobile no. \_\_\_\_\_

Affix recent  
passport size  
photograph  
with signature  
of self  
Attested  
photograph

2. Permanent Address:

At: \_\_\_\_\_ Post: \_\_\_\_\_ Via: \_\_\_\_\_

Dist. \_\_\_\_\_, PIN : 

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3. Date of birth: \_\_\_\_\_

4. Age as on 01/01/2019 ( Year/Month/Day):- Year  Month  Day

5. Caste : ST/SC/SEBC (Put tick mark) :

6. Marital Status: Married/ Divorcee/ Single / Widow

7. Employment exchange Regd. No. \_\_\_\_\_

Name of the Empl. Exchange \_\_\_\_\_

8. Educational qualification:

Sl. No.	Name of the Examination Passed	Name of the College/ University	Year of Passing	Mark secured
1	2	3	4	5

(attach self attested photo copy of certificates and mark sheets)

09. List of enclosures.

10. Desirable qualification.

Candidate having desirable qualification shall attach requisite certificate.

### DECLARATION

I do hereby declare that, the statements made in this application are true, complete and correct to the best of my knowledge and based upon documentary evidence. I carefully read the details of advertisement/notice and declare that, I fulfill all the conditions of eligibility prescribed for the post. In case of any of the statement/particular is/are found to be incorrect during or after the selection of my candidature for the said post will be cancelled/forfeited and I shall be responsible for this in each and every aspects.

**Signature of the applicant**

**Date:**