



ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଗଜପତି, ପାରଳାଖେମୁଣ୍ଡି
COLLECTORATE: GAJAPATI: PARALAKHEMUNDI
(ମଙ୍ଗଳ ଉପବିଭାଗ)

Email id:-dwogpt@rediffmail.com

Ph No. 06815 222858

L.No. 2673 /Welfare
II-202/2024 (Part-II)

Date. 6/9/2024

ADVERTISEMENT

Applications are invited from interested candidates belonging to category of ST, SC & OBC of Gajapati District for the post of Lady Matron on contractual basis for engaging in different Girl's hostel functioning in SSD Department and S & ME department of this district. Graduate Candidates will be given first preference. If graduates candidates are not available then the candidates who have passed Plus two (Higher Secondary Examination Pass) shall be engaged as shown below.

Sl. No.	Category of posts	Designation	Qualification	Age as on 01.08.2024	Consolidated Monthly remuneration	No. of posts
1	Lady Matron	Matron	Graduation	35 Years or above	₹ 15000/-	11nos.

The authority reserves every right to cancel the advertisement without assigning any reason thereof.

Application along with relevant documents should reach to the District Welfare Office, Gajapati on or before 30/09/2024 by Register post only. Application found incomplete in any respect will be rejected.

For more details visit District Website gajapati.odisha.gov.in

Collector, Gajapati

Dated. 6/9/2024

Memo No 2674 /Welfare

Copy to D.I.P.R.O, Gajapati for information.

6/9/2024
District Welfare Officer
Gajapati

Memo No 2675 / Welfare

Dated. 6/9/2024

Copy to DIO, NIC, Gajapati for information and necessary action. He is requested to publish the advertisement on the District Website for wide publication. Copy to all Block Development Officers/CDPOs, of this district for information and they are requested to circulate to same among the Gram Panchayats under their control for wide publication.

Copy to Project Administrator, ITDA, Paralakhemundi for information and necessary action.

nl
6/9/2024

District Welfare Officer
Gajapati

Memo No 2676 / Welfare

Dated. 6/9/2024

Copy forwarded to Director (ST) cum-Additional Secretary to Govt. SC & ST Development Department, Odisha, Bhubaneswar for information.

nl
6/9/2024

District Welfare Officer
Gajapati

Memo No 2677 / Welfare

Dated. 6/9/2024

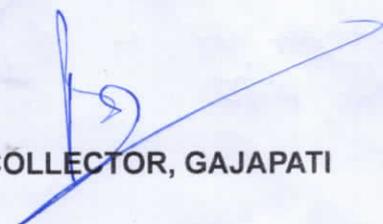
Copy submitted to Deputy Secretary (Adv), I&PR Department, Bhubaneswar for information. It is requested to publish the advertisement in the two daily Odia leading newspapers in one edition and one insertion within minimum space and submit the claim bill as per I&PR rate.

nl
6/9/2024

District Welfare Officer
Gajapati

Essential Qualifications & Stipulation of Categories/Preference:

- I. The candidate/applicant "Lady Matron" is to have a Graduation Degree from a recognized University. If graduates candidates are not available then the candidates who have passed Plus two (Higher Secondary Examination Pass) shall be engaged.
- II. She should be 35 years or above in Age as on **01.08.2024**
- III. She Should belong to rather ST, SC or OBC category. 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 OBC
- IV. First preference in the selection will be given to a Widow, second preference to a Divorcee and the 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 preference 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 OBC/SEBC in order of preference. While selecting the candidates for Lady Matron, preference as indicated above will be given to Widow, Divorcee and Single Women (from a single member family).


COLLECTOR, GAJAPATI

APPLICATION FORM FOR THE POST OF LADY MATRON

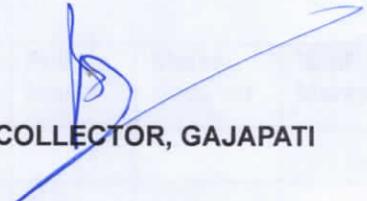
The Post is available at the following address:

Name and address of the District Hospital
to which candidate applies for:

Signature
Date
Official Seal
District Hospital
Gajapati

ANNEXURE-I

Sl. No	Block	Name of the School	Category (Dept.)	No. of Matron post sanctioned
1		Dhepaguda S/S	SSD	1
2		UPS, Paniganda	S&ME	1
3		Mandimera UPS	S&ME	1
4	Mohana	Kattama UPS	S&ME	1
5	Nuagada	Sevasharm School, Parimal	SSD	1
6		Hirapur SS	SSD	1
7		Laxmipur Colony AS	SSD	1
8		Gangabada SS	S&ME	1
9	Rayagada	Govt. (SSD) GHS, Laxmipur	SSD	1
10	R.Udayagiri	KMRS, Mahendragada	SSD	1
11	Gumma	Jungjungle, SS	S&ME	1


COLLECTOR, GAJAPATI

APPLICATION FORM FOR THE POST OF LADY MATRON

To,
The District Welfare Officer, Gajapati

Affix recent
passport size
photograph duly
attested by
Gazetted Officer

**1. Name and address of the Girls' Hostel
in which candidate applied for :**

2. Name of the candidate:
(In Block Letters)

3. Father's / Husband's Name :

4. Permanent Address : Vill: G.P.:
Po: Dist:
Block
P.S.
Pin:

5. Present Address (Postal) :

6. Date of Birth as recorded in HSC Examination Certificate:

7. Age as on 01.08.2024: Years Months
Days.

8. Employment Exchange Regd. No. with name of Employment
Exchange:

9. Educational Qualification:

Name of the Examination	Year of Passing	Board/University	Full Marks	Marks Secured	% of Marks

10. Whether SC/ST/OBC/SEBC/PH/Ex-Serviceman/Sportsman:

11. Whether Widow/Divorce/single member women:

12. Contact number, if any:

13. Experience, if any-(please make tick mark)

- 1. Hostel Management :
- 2. Working knowledge of Computer :
- 3. Certificate in Nutrition :
- 4. Certificate in Music :
- 5. Certificate in Art :
- 6. Certificate in Co-curricular activities :

DECLARATION

I do hereby declare that all the statements made in the application are true complete and correct to the best of my knowledge and belief. I have read the detailed in the advertisement. Notice and do hereby declare that term and conditions of eligibility prescribed in case of any of the statement /particulars is/ are found to be given wrong during or after the selection, my candidature for the said post will be cancelled /forfeited.

Place:

Signature of the Candidate.

Date:

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT DEPARTMENT



2014 No. 18332 / SSD Dated Bhubaneswar the 14.7.14
Edn-I (C) 44/14

From: Prof.(Dr.) A.B. Ota, IAS
Director(ST)-cum-Addl. Secretary to Govt.

To
All Collectors

Sub: Criteria/guidelines for selection of Lady Matron and their duty and responsibility.

Sir,
In continuation of this Deptt. Memo No. 17368 dated 30.6.2014 on the subject noted above I am directed to enclose herewith the Criteria/guidelines for selection of Lady Matron and their duties and responsibilities/ district wise sanction strength of lady Matron to facilitate for selection of Lady matron and their engagement as sanctioned in respect of your district (copy enclosed). It is further requested that, while engaging the Lady Matron in the Girls Hostel functioning under SSD Deptt. Schools and the hostels of SDD Deptt. functioning under S & ME Deptt. Schools attention should be given to engage one Lady Matron for upto 200 Girls boarders.

For example in a particular School campus if there are different sanctioned strength girls hostels are functioning then club up the boarders strength and ascertain the number of Matron to be engaged on the aforesaid norms. If in a campus only one girls hostel (100 seated) is functioning then one matron to be engaged.

You are therefore requested to take expeditious steps for engagement of Lady Matron at your district.

Yours faithfully,

[Signature] 11.7.14

Director(ST)-cum-Addl. Secretary to Govt.

Memo. No. 18333 / SSD Dated 14.7.14

Copy forwarded to All PA ITDAs/ all DWOs, All Inspector of Schools/ All Dist. Inspector of Schools for information and necessary action.

[Signature] 11.7.14

Director(ST)-cum-Addl. Secretary to Govt.

DWO

21/7/14

3494
22/7/14

Guideline for engagement of Lady Matrons in the Girls hostels of ST & SC Development Department.

Engagement of Matrons in the Girls' hostels of ST & SC Development Department has been approved by Finance Department vide UOI No -36-SS-II dtd.21.02.2014 to look after the safety and security of girls' boarders. The objective of the engagement will be mainly to:

- ensure safety and security of the boarders(girls) in the hostels.
- promote extra curricular activities,
- promote health and hygienic habits among adolescent girls
- prevent incidence of mismanagement in hostels
- ensure service of quality food in the hostels and
- relieve the teachers of additional responsibility of mess management .

The Lady matrons will have the responsibility of managing the day-to-day hostel management activities, including mess activities and will take care of the children staying away from home. It has been decided to engage lady matron on contractual basis initially for a period of 1 year in the hostels where the strength of girl students exceed 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 – The minimum qualification should be graduation.
- b. Desirable – Similar Experience in the Hostel Management/ Working Knowledge of Computer/ Certificate in Nutrition/ Music/ Arts/-Co-curricular activities

2. **Age :** 45 Years and above.

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

4. Service Conditions:

- a. Monthly honorarium – Lady matrons will be engaged on contractual basis with consolidated monthly remuneration of Rs.7500/- 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 regularisation of services.

5. Selection Procedure:

- I. A centralised advertisement will be made by the District Administration specifying vacancy at the school level (ST/SC Girls hostel) to submit application for the post of lady matrons within a period of three weeks.
- II. The District Administration after due date of receipt of applications will sort them out and send the applications to the respective SMC / SMDC of the school concerned.
- III. Selection will be done on the basis of mark secured in Graduation and taking into consideration the relevant past experience and desirable qualifications.
- IV. Preference will be given to meritorious candidates from ST, SC, OBC in that order.
- V. In the selection, first preference will be given to candidates belonging to the same ward/hamlet in which the hostel is located, belonging to ST, SC & OBC category in order of preference. Second preference will be given to candidate from the village, third preference will be given to the block and fourth to the district in which the hostel is located.
- VI. The selection list will be drawn by a seven member Selection Committee comprising of:
 1. SMC/ SMDC Chairperson - Chairman
 2. Two representatives from parents (one male and one female to be nominated by the headmaster.) - members
 3. One Ward Member of the village where the hostel is located, - member
 4. Head Master/ Mistress of the Institution (Member Convenor)
 5. WEO (as invited member).
 6. CDPO of the concerned ICDS. - member
- VII. The select list will be submitted to the Collector of the district for approval.
- VIII. After approval, the engagement will be given by the SMC. (sponsored by the District Administration)

6. 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 unauthorised 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 not 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. 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 & 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.

Collectorate, Gajapati, Paralakhemundi
Welfare section

Memorandum No. 1005

Dated: 1/8/14

Copy to all the Headmaster / Headmistress
of High schools / Ashram schools / Residential schools / All
WEOs for their information & on 19. The WEOs are requested
to take necessary steps for wide publicity.

Lsh

1/8/14

Director Welfare Office,
Gajapati, Paralakhemundi

to th
d by

Note about the Guideline for engagement of Lady Matrons

The respective district Collectors after obtaining the list of Hostels where the Lady Matron will be appointed (as per the list provided by the ST & SC Department, Government of Odisha) will advertise in two most widely circulated local dailies in the district inviting applications from the intending candidates with requisite qualifications. The following will be the qualifications and the process of selection will be as follows:

Essential Qualifications & Stipulation of Categories/Preference:

- I. The candidate/applicant is to have a Graduation Degree from a recognized University
- II. She should be 45 years or above in Age as on 1st January 2014
- III. Should belong to either ST, SC or OBC category. 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 OBC if candidates will not be available from ST or SC categories
- IV. First preference in the selection will be given to a Widow, second preference to a Divorcee and the 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 preference 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 OBC in order of preference. While selecting the candidates for Lady Matron, preference ^{as} ~~a~~ indicated above will be given to Widow, Divorcee and Single Women (from a single member family).

Selection Committee:

The Selection Committee will be comprised under the Chairmanship of Collector of a district where in DWO, Block Chairman, SMC Chairman and Head Master will act as members.

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E-MAIL
NIC, GAJAPATI

**GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT DEPARTMENT**

No. 23303 / SSD Dated Bhubaneswar the 11-08-2014.
Edn.-I(C) 19/14

13



From: Dr. A.B. Ota, IAS
Director(ST)-cum-Addl. Secretary to Govt.



To: All Collectors

Subj: Criteria/Guidelines for selection of Lady Matron and their duty and responsibility.

Sir,
In continuation of this Deptt. letter No. 18332 dated 14.7.14 on the above noted subject I am directed to enclose herewith the additional points which to be incorporated in Guidelines as transmitted earlier in the letter referred above.

You are therefore requested to incorporate the new points in the guideline and follow the same meticulously while recruiting the lady Matron for engagement in the Girls Hostels functioning under ST & SC Development Deptt.

Yours faithfully,

[Signature] 07.08.14

Director(ST)-cum-Addl. Secretary to Govt.

Memo. No 23304 /SSD Dated 11-08-2014.

Copy forwarded to all PA ITDAs/ All DWOs/ All Inspector of Schools/All Dist. Inspector of Schools for information and necessary action

[Signature] 07.08.14

Director(ST)-cum-Addl. Secretary to Govt.

Collectorate: Gajapati : Paralakhemundi Welfare section.

Memo No 1217 / Dated: 6/9/14
Copy to all members of selection committee of lady matron / All Head master / Headmistress of all H.S. A.S. and S.S of (SSD) for information & o/a.

[Signature]
District welfare officer
Gajapati

Spent
18332
18/8/14
3908
14/8/14

DWO
[Signature]
15/8/14

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT DEPARTMENT

No. 29463 /SSD, Bhubaneswar, Dtd 27th October 2014
Edn-I(C)-19/2014

From

Shri R. Raghu Prasad, IFS
Director (ST)

To

All Collectors.

Sub:-Criteria/ Guidelines for selection of Lady Matron and their duty and responsibility.

Sir/ Madam,

With reference to the subject cited above, I am directed to say that necessary Guidelines for selection of Lady Matron was communicated vide this Deptt. Letter No.18332 dtd. 14.07.2014 and No. 23303 dtd 11.08.2014. Due to non-availability of sufficient candidates with requisite qualification, requests were received from various districts to relax the qualification for engagement of Lady Matrons. Accordingly, I am directed to communicate herewith the revised guidelines relaxing the qualification for selection of Lady Matron.

1. 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	Age	Consolidated Monthly remuneration
Matron	Graduation	45 years or above	Rs 7500
Junior Matron	Plus two (Higher Secondary Examination Pass)	45 years or above	Rs 6500

2. In case suitable candidates are not available in spite of the above relaxation, then the Matron related works should be managed through one of the existing Lady staff of the School in addition to her duties.

Accordingly, you are requested to immediately take necessary steps for engagement of Lady Matrons within the time schedule as detail below.

1. Issue of advertisement should be completed latest by 10.11.2014.
2. Receipt of applications should be completed by 30.11.2014.
3. Scrutiny of applications and selection by Selection Committee should be completed by 31.12.2014
4. Issue of engagement order should be completed by 7.01.2015.

Yours faithfully,

[Signature]
27/10/2014
Director (ST)

P. T. O.

Memo No. 29464 / SSD, Dtd.

27th October, 2014

Copy forwarded to all PA, ITDAs/ All DWOs/ All Inspector of Schools/ All Dist. Inspector of Schools for information and necessary action.


22/10/2014
Director (ST)

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT, M&BCW DEPARTMENT

No. 6546 / SSD, Bhubaneswar, Dated the 14th March, 2024
STSCD-EEI-ESTT-0037-2018

OFFICE ORDER

Consequent upon consideration of the demands of the contractual Lady Matrons working in Girls Hostels functioning under the Administrative control of ST&SC Development, M&BCW Department. Government have been pleased to allow enhancement of their remuneration and the following other provisions with immediate effect.

ish

1. The monthly consolidated remuneration is enhanced from Rs.10,000/- to Rs.15,000/-
2. Rs.2,00,000/- shall be provided to the next of her kin. in case of death of a Lady Matron during her engagement period.
3. Rs.1,00,000/- as one time cessation benefit shall be provided to the Lady Matron while getting relieved of her duties on attaining the age of sixty (60) years.

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This has been concurred in by Finance Department in their OSWAS file No. FIN-SOS2-CADRE-0003-2013.

By order of Governor

J.P. Sahoo

Commissioner-cum-Secretary to Govt.

Memo No. 6547 /SSD dtd. 14.03.24

Copy forwarded to Finance Department (SS-2) for information

[Signature]
14/3/24
Joint Director

Memo No. 6548 /SSD dtd. 14.03.24

Copy forwarded Finance section/ Education-II Section/ Audit Section of ST&SC Development Department for information.

[Signature]
14/3/24
Joint Director

Memo No. 6549 /SSD dtd. 14.03.24

Copy forwarded to all Collectors/ PA, ITDAs/ DWOs for information and necessary action.

[Signature]
14/3/24
Joint Director

