



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

ADVERTISEMENT

No. 96 / Welfare/ Dated the 7th January, 2020
(Estt-XII-03/2020)

Applications are invited from intending ST, SC, SEBC/OBC female candidates to fill up the 7 nos post of Lady Matrons / Junior Lady Matrons on purely contractual basis for engagement in the ST&SC Development Deptt. girls' hostels of Keonjhar District.

The last date for receipt of applications in the District Welfare Office, Keonjhar is **27.01.2020**.

The applications duly filled in alongwith copies of relevant documents should be submitted by **Regd. Post/ Speed Post** only within the prescribed dateline.

The applications found incomplete and without relevant documents, received through other mode or received beyond the prescribed dateline will be rejected.

The details of the guidelines on eligibility criteria , selection procedure , service conditions, duties & responsibilities of the Lady Matrons and application format can be accessed from the District Website i.e. www.kendujhar.nic.in and seen from the office notice board of the District Welfare Office , Keonjhar and All BDOs of Keonjhar District.

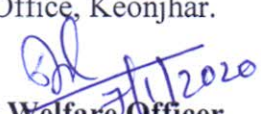

Collector, Keonjhar

Memo No. 97 / Dated the 7th January, 2020

Copy along with Guidelines , Vacancy position and Application format for the post of Lady Matrons forwarded to the District Informatics Officer, NIC, Keonjhar for information and necessary action. He is requested to display the same in the District Website till **27.01.2020** for wide publication.

Copy forwarded to all BDOs of Keonjhar District for favour of information and necessary action. They are requested to the display the advertisement on their Office Notice Board for wide publication.

Copy to the Office Notice Board of District Welfare Office, Keonjhar.


District Welfare Officer
Keonjhar

Memo No. 98 / Dated the 7th January, 2020

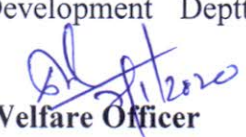
Copy forwarded to the Advertising Manager, "The Dharitri", Bhubaneswar for information and with a request to display the Advertisement for one day in the daily "The Dharitri" for wide publication as per Govt. approved space and rate.

Copy forwarded to the Advertising Manager, "The Pragativadi", Bhubaneswar for information and with a request to display the Advertisement for one day in the daily "The Pragativadi" for wide publication as per Govt. approved space and rate.


District Welfare Officer
Keonjhar

Memo No. 99 / Dated the 7th January, 2020

Copy submitted to the Director(ST), ST&SC Development Deptt., Odisha, Bhubaneswar for favour of kind information.


District Welfare Officer
Keonjhar

**Guidelines for engagement of Lady Matrons in the Girls Hostels of
ST&SC Development Department, Dist-Keonjhar .**

Engagement of Matrons in the Girls' Hostels of ST&SC Development Deptt. has been approved by Finance Deptt. vide UOI No.36-SS-II Dt.21.02.2014 to look after the safety and security of girl boarders. The objective of the engagement is 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 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 the home. It has been decided to engage Lady Matrons on Contractual basis initially for a period of 01 year in hostels where the strength of girl students exceed 100 but not more than 200. In case the strength exceeds 200 one more Matron will be placed. The vacancy position , modalities of submission of application , eligibility criteria, selection procedure , Service conditions , duties & responsibilities have been indicated below.

1. **Vacancy – 7**

2. **Mode of submission of application:**

The applications duly filled in alongwith copies of relevant documents should be submitted by Regd. Post/ Speed Post only within the prescribed dateline in the District Welfare Office, Keonjhar during the office hour . The post applied for should be written in bold capital letters on the cover containing the application.

The last date for receipt of applications in the District Welfare Office, Keonjhar is **27.01.2020**.

The applicant should clearly mention the name of the School/ Hostel (only one) for which she offers her candidature as per notified vacancy in the given space of the application form.

The applications found incomplete, without relevant documents, without mentioning the name of the School/ Hostel , received through other mode or received beyond prescribed dateline will be rejected.

3. **Eligibility criteria :**

(i) Educational Qualification:

(a) Essential – “Matron” The minimum qualification should be Graduation.

The applicant is to have a Graduation Degree from a recognised University.

“Junior Matron”- The minimum qualification should be Plus Two (Higher Secondary Examination pass) if graduate candidates are not available.

(b) Desirable –Similar Experience in the Hostel Management/ Working Knowledge of Computer / Certificate in Nutrition / Music/ Arts/Co-curricular activities.

(ii) Age : 35 Years and above.

She should be 35 years or above in age as on 1st January,2020.

(iii) Marital Status : Married Females . Special preference will be given to widows , divorcees or single women.

4. Selection Procedure & Preference:

I. A centralised advertisement will be made by the District Administration specifying vacancy at school level inviting applications for the post of Lady Matrons/ Junior Lady Matrons from the intending candidates.

II. The District Administration after due date of receipt of applications will scrutinize the applications and publish the School-wise Draft Merit List inviting objections. After disposal of claims and objections, the School-wise Draft Select List will be published inviting candidates for verification of certificates. Then the Final Select List will be published and engagement orders will be issued by the District Collector.

III. In the selection process Graduate candidates will be given first preference for engagement as Matron. If graduate candidates are not available, then the candidates who have passed +2 (Higher Secondary) Examination shall be engaged as Junior Lady Matron.

In the selection, 1st preference will be given to the candidates having necessary qualification and experience belonging to the same Ward/ Hamlet in which the hostel is located, 2nd preference will be given to the candidates from the Village, 3rd preference will be given to the Block and 4th to the candidates from the same District in which the hostel is located, belonging to ST, SC, SEBC category in order of preference. 1st preference will be given to the ST and if not available, 2nd Preference to the SC and 3rd Preference to the SEBC, if candidates will not be available from ST&SC categories.

While selecting the candidates for Lady Matrons preference as indicated above will be given to Widow, Divorcee & Single Woman (From a single member family). 1st preference in the selection will be given to a Widow, 2nd preference to the Divorcee if widow is not available and 3rd preference to a Single Woman (From a single member family) if Widow or Divorcee are not available.

IV. Selection will be done on the basis of marks secured in the Graduation / Plus Two and taking in to consideration the relevant past experience and desirable qualifications.

Preference will be given to meritorious candidates from ST,SC,SEBC category in that order.

V. The selection list will be drawn by a **four member Selection Committee** headed by the District Collector.

Selection Committee:-

1. Collector-cum- District Magistrate, Keonjhar - Chairman
2. One Lady District Level Officer - Member
3. CDPO(nominated by Dist. Collector) - Member
4. DWO, Keonjhar - Member Secretary

VI. The Select list will be submitted to the Collector of the District for approval .

5. Service Conditions:

a. Monthly honorarium – Lady Matron having qualification of Graduation with consolidated monthly remuneration of **Rs.7,500/-** and Junior Matron having qualification of Plus Two with consolidated monthly remuneration of **Rs.6,500/-** will be engaged on contractual basis. Engagement is purely on temporary basis for one year at a time subject to renewal at the end of a year upon satisfactory performance reported by the school authority.

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

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

