



GANJAM COLLECTORATE, CHATRAPUR.
(ST & SC DEVELOPMENT SECTION.) ☎:06811-263977
DWO E-mail ID- dwoganjam@gmail.com

Letter No 2495/SSD

Dt. 28/08/2018

**Advertisement for Contractual engagement of Lady Matrons / Junior Lady Matron in the
ST/SC Girls' Hostel of Ganjam District**

Applications are invited in the prescribed format from the eligible ST / SC / SEBC / OBC lady candidates for contractual engagement as Lady Matrons / Junior Lady Matron in the ST/SC Girls' Hostel functioning in Ganjam District with a monthly consolidated remuneration of Rs.7500/- (Rupees Seven Thousand Five Hundred Only/-) for Lady Matron & Rs.6500/- (Rupees Six Thousand Five Hundred Only/-) for Junior Lady Matron per month. The Details of eligibility criteria such as a) Educational qualification, b) Age, c) Marital status, d) Service Condition, e) Selection procedure, f) Vacancy list of Schools / Hostels, g) Duties & responsibility of the post, h) Prescribed application form can be seen and downloaded from District Website www.ganjam.nic.in. The candidates should be of 35 years age & above as on 01.01.2018.

The last date of receipt of application in the Office of the District Welfare Officer, At/Po: Chatrapur, Dist: Ganjam is 17/9/18 through Registered / Speed Post only. The total of posts to be filled up is 11 (Eleven) which is indicative & may increase & decrease depending upon the requirement.

Incomplete application & application received after due date will not be taken into consideration.


Collector & District Magistrate,
Ganjam, Chatrapur

24/8

Dt. 28/08/2018

Memo No. 2496/SSD

Copy to Office Notice Board.

Copy to the ADM, Ganjam / Sub-Collector, Chatrapur, Berhampur & Bhanjanagar / P.D, DRDA, Ganjam / District Education Officer, Ganjam, Berhampur/ all Block Offices of Ganjam District for information & necessary action.

Copy to the DIPRO, Ganjam for information & necessary action.

Copy to the Inspector of Schools (SSD), Kandhamal / D.I of Schools (SSD), Kandhamal for information & necessary action.

Copy to District Informatics Officer, NIC, Ganjam with a request to upload the aforesaid advertisement, detail information and others in the district website for wide publication.


District Welfare Officer,
Ganjam, Chatrapur

24/8

APPLICATION FOR THE POST OF LADY MATRONS / JUNIOR LADY MATRONS

1. Name of the Hostel applied for :
(Refer the vacancy list)
2. Name of the Candidate (In Block letter) :
3. Name of the Father / Husband :
4. Permanent Address : Ward No. _____ Village _____
(Residence certificate to be enclosed) P.O. _____, Block _____, District _____.
5. Correspondence Address :
6. Date of Birth :
(As recorded in 10th Board certificate)
7. Age (as on 01.01.2018) :
8. Sex :
9. Caste: (ST/SC/SEBC/OBC) :
(Self attested copy of caste certificate to be enclosed)
10. Marital Status :
11. Whether Widows / Divorcees or Single Women :
(Self declaration is to be attached)
12. Educational Qualification (Attach self attested copy of Mark sheet & certificate):

Paste your recent
self-attested
Passport Size
photograph

Name of the Examination passed	Name of the Board / Council / University	Year of Passing	Aggregate of Marks Secured	Grade / Division	% of Marks Secured
1	2	3	4	5	6
H.S.C					
+2 Arts / Commerce / Science					
Graduation					
Any other qualification desirable for the post					

Signature of the Candidate

DECLARATION

I Smt. / Miss _____ do hereby declare that all the information furnished above are true, complete and correct to the best of my knowledge. In the event of any of the aforesaid information being found false or incorrect at any stage my candidature / selection / appointment is liable to be cancelled without any notice to me.

Place

Date

Signature of the Candidate

P2AM

ELIGIBILITY OF THE CANDIDATE:

1. Educational Qualification:

- a. 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 (As on 01.01.2018)	Consolidated Monthly remuneration
Matron	Graduation	35 Years or above	Rs.7500/-
Junior Matron	Plus Two (Higher Secondary Examination Pass)	35 Years or above	Rs.6500/-

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

2. Marital status: Married Females. Special preference will be given to widows, divorcees or single women.

3. Service Condition:

- a. Monthly honorarium – Lady matrons and Junior Lady Matrons will be engaged on contractual basis with consolidated monthly remuneration of Rs.7500/- & Rs.6500/- respectively. 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 lodging facilities and medical facilities as applicable to boarders.
- c. The Matrons so engaged will not be eligible for any scheme of regularisation of services.

4. Selection Procedure:

- I. Selection will be done on the basis of mark secured in Graduation / +2 and taking into consideration the relevant past experience and desirable qualifications.
- II. Preference will be given to meritorious candidates from ST / SC / OBC / SEBC in that order.
- III. Should belong to either ST, SC, OBC or SEBC 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 SEBC / 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 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).
- VI. The Merit list will be valid for 1 (One) year from date of approval of the Competent Authority.
- VII. The Schools/ Girl hostels indicated in the vacancy table "to be functional" may be functional during this academic session. The short listed Matrons will be engaged in the said hostels after functionalisation. The candidates in waiting list cannot claim for their engagement if the above mentioned hostels will not be functional during this academic session.

SI No	Location of the block	Name of the School	Status of the Hostel	Remarks
1	Bhanjanagar	U.B High School, Bhanjanagar	Existing Hostel	Vacant
2	Sorada	Khajuripalli Ashram School	Existing Hostel	Vacant
3	Polasara	Jokabandha Ashram School	Existing Hostel	Vacant
4	Kukudakhandi	Karenjei Sevashram	Existing Hostel	Vacant
5	Ganjam	Santoshpur S/S	New Hostel	To be functional
6	Digapahandi	Govt. High School, Sahadev Tikrapada	New Hostel	To be functional
7	Kukudakhandi	Kumbhajhari S/S	New Hostel	To be functional
8	Kukudakhandi	U.G.U.P School, Banthapalli	New Hostel	To be functional
9	Patrapur	Sri. Limeswari Bidyapitha, Tumbagada	New Hostel	To be functional
10	Patrapur	PUP School, Tadakasahi	New Hostel	To be functional
11	Patrapur	MSP Bidyapitha, Samantiaplli	New Hostel	To be functional

N.B:

The vacancy of Matron for SI. No-3 & 4 will be filled up as per the decision of Hon'ble High Court, Odisha as the disengagement of the concerned Lady Matrons have been challenged in Hon'ble High Court.