

**OFFICE OF THE COLLECTOR & D.M, DHENKANAL**  
**(ST & SC Development Section)**

Advt. No. 896 /SSD/2018 Dt. 24.5.18

**ADVERTISEMENT FOR THE POST OF LADY MATRONS/JUNIOR MATRONS**

Applications are invited from the deserving/ eligible lady candidates belonging to ST, SC & SEBC category for engagement as Lady Matrons/Junior Matrons in 9 nos. of Girls Hostels run by ST & SC Development Department which are functioning at :- (1) Radhadeipur High School, Radhadeipur (2) Khankira High School, Khankira (3) Makuakateni High School, Makuakateni (4) Bapujee High School, Garhpalasuni (5) Maa Charchika G.P High School, Kantapal (6) Pangatira High School, Pangatira (7) Govt. High School, Tarenipasi (8) Sansailo Sevashram, Sansailo (9) Saptasajya Ashram School, Saptasajya in Dhenkanal district, purely on contractual basis with consolidated remuneration of Rs. 7,500/- & Rs. 6,500/- per month respectively. The applications should reach in the office of the District Welfare Officer, Dhenkanal by **Regd./Speed Post** only on or before **06/06/2018 by 1.00 P.M.** The applications should be superscribed as "**Application for the Post of Lady Matron/Junior Matron**" on the top of the envelop. Separate application should be submitted by the candidates applying for more than one Hostel. Applications received after the due date & time will not be considered. The Collector & D.M., Dhenkanal reserves the right to reject/accept/cancel/modify the application(s)/ advertisement without assigning any reason thereof.

Closing Date & Time : 06/06/2018 (1.00 P.M)

The detail advertisement, eligibility criteria, selection procedure, application form may be obtained/downloaded from the notice board of District Welfare Officer, Dhenkanal / District Website [www.dhenkanal.nic.in](http://www.dhenkanal.nic.in)

  
Collector & D.M.,  
Dhenkanal.



## **Modalities for engagement of Lady Matrons/Junior Matrons in Girls' Hostels run by ST & SC Development Department.**

Engagement of Matrons in the Girls hostel 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/Junior 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 – (i) For Lady Matron the minimum qualification should be graduation.  
(ii) For Junior Matron the minimum qualification should be Plus two  
• (Higher Secondary Examination Pass).
- b. Desirable – Similar Experience in the Hostel Management/ working knowledge of Computer/ Certificate in Nutrition/Music/Arts/Co-curricular activities.

### **2. Age: - 35 Years and above.** a.e on 01.01.2018

### **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. 7,500/-, Junior Matron for Rs. 6,500/- per month & 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.