

**Guideline for engagement of Lady Matrons / Junior Matrons in the Girls hostels of Educational Institutions under SSD & S&ME Department in Jajpur District for the year 2018.**

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 details 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 for Lady Matron & +2 (Higher Secondary Examination) for Junior Lady Matron.

Designation	Qualification under recognized University	Age as on 01.01.2018	Consolidated Monthly remuneration
Matron	Graduation	35 years or above	Rs.7,500/-
Junior Matron	Plus two (Higher Secvondary Examination Pass	35 years or above	Rs.6,500/-

- 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 as on 1st. January – 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.7500/- & Rs. 6500/- for Junior Matron 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 schemes of regularization of services.

5. **Selection Procedure:**

- I. A centralized 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 placed before the selection committee.
- 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, SEBC 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 selection committee(as per Lr.No.5089/SSD dtd.27.02.2015. comprising of :
  1. Collector-cum-District Magistrate - Chairman
  2. One Lady District Level Officer (nominated by the Collector)- Member
  3. One CDPO (nominated by the Collector) - Member.
  4. D.W.O. - (Member Secretary)
- VII. The select list will be submitted before the Chairman of the Selection Committee for approval.
- VIII. After approval, the engagement will be given by the Chairman

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 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 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 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.

VACANCY POSITION

Engagement of Lady Matrons / Junior Matrons in the Girls hostels of Educational Institutions under SSD & S&ME Department in Jajpur District for the year 2018.

Sl.No	Name of District	Name of Block	Name of the Educational Institution	Name of Deptt.	Nos. of Matron required.
1	Jajpur	Dasarathapur	Kasturaba Girls High School	SSD	1
2	Jajpur	Barachana	Chandikhol High School	SSD	1
3	Jajpur	Rasulpur	Suasahi Ashram School	SSD	1
4	Jajpur	Korei	Talagadia Ashram School	SSD	1
5	Jajpur	Danagadi	Fuljhar Ashram School	SSD	1
6	Jajpur	Sukinda	Belohari Ashram School	SSD	1
7	Jajpur	Danagadi	Tapovan Girls High School	SSD	1
8	Jajpur	Danagadi	Phuljhar Ashram School	S&ME	1
9	Jajpur	Sukinda	Siriakhali Ashram School	SSD	1
10	Jajpur	Sukinda	Gouranga Mahaprabhu High School, Ampolaba	S&ME	1
11	Jajpur	Sukinda	CLN High School, Kharadi	S&ME	1
12	Jajpur	Sukinda	Mahalaxmi High School, Barttanda	S&ME	1
13	Jajpur	Sukinda	Dineswar High School, Atta	S&ME	1

Total: 13 Nos.

  
District Welfare Officer,  
Jajpur.

22/07/18