



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BARGARH

(ST & SC DEVELOPMENT SECTION)

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No. 1998 /SSD,

ADVERTISEMENT

Date. 14.7.25

Applications are invited in the Application form attached herewith in **Annexure-'A'** from the deserving / eligible Lady candidates **belonging to Bargarh District** for engagement as Lady Matron in ST / SC Girls Hostels functioning under the ST & SC Development Department and the Hostels of SSD Dept. functioning in S&ME Deptt. Schools of Bargarh District. The application form along with detailed advertisement can be downloaded from the District website <http://bargarh.odisha.gov.in>. The cover containing the application & other documents should be superscribed as "Application for the post of Lady Matron" on the top of the Cover. The engagement is purely on contractual basis. The application should reach to the office of the District Welfare Officer, Bargarh, At-Collectorate Building, Po/District- Bargarh, Pin-768028 on or before Dt. 04.08.2025 by 5.00 PM by Regd. Post / Speed Post only. The application received beyond the date will not be considered. The undersigned reserves the right for cancellation /modification of this advertisement and increase or decrease of posts without assigning any reason thereof.

Guidelines for engagement of Lady Matrons in the Girls Hostels of ST & SC Development Department.

The objectives of the engagement of lady matrons will be mainly to :

1. Ensure safety and security of the boarders (girls) in the hostels.
2. Promote extracurricular activities.
3. Promote health and hygienic habits among adolescent girls.
4. Prevent incidence of mismanagement in hostels.
5. Ensure service of quality food in the hostels and
6. 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 initially for a period of 1 year on temporary basis which is subject to renewal at the end of the year upon satisfactory performance. The detailed modalities of selection, educational qualification, duties & responsibilities governing the engagement have been indicated below.

1. **No. of Lady Matrons to be filled up: 24 Nos.**

The No. of posts may increase or decrease subject to functioning of ST Girls Hostels in the District.

2. **Educational Qualification:**

Sl No.	Designation	Qualification	Age	Consolidated monthly remuneration
1	Lady Matron	Graduation (If graduate candidates are not available than the candidates who have passed plus two (Higher Secondary Examination Pass) shall be engaged)	30 Years or above as on 01.01.2025	15000/-per month

Desirable - Similar Experience in the Hostel Management / Working Knowledge of Computer / Certificate in Nutrition / Music / Arts / Co-curricular activities. The experience certificate produced should be duly issued by an Institution where the candidate was working. It should bear the issue number, date and signature with seal of the head of the Institution.

3. **Service Conditions:**

- a- Lady Matrons will be engaged on contractual basis. The engagement will be for one year at a time subject to renewal at the end of the 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.
- d- They can be transferred to any school / hostel of the District as District is the base unit for appointment.

4. **Selection Procedure:**

- i- In the recruitment process of Lady Matrons, the District will be considered as base unit of recruitment.
- ii- Selection will be done on the basis of marks secured in Graduation and taking into consideration the relevant past experience and desirable qualifications. If graduate candidates are not available than the candidates who have passed plus two (Higher Secondary Examination Pass) shall be considered for engagement.
- iii- She should be of 30 years age or above as on 01.01.2025.
- iv- Should belong to either ST, SC or SEBC category. First preference will be given to the ST and if not available, Second preference to the SC and Third preference will be given to the SEBC if candidates will not be available from ST or SC categories.
- v- 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. A certificate should be produced for Widow, (Death certificate of Husband) / Divorcee (Divorcee certificate) / Single Member Family Woman (Certificate from DSWO).



5. ENCLOSURES TO BE ATTACHED WITH THE APPLICATION FORM :

- i- Self attested copy of certificates showing academic qualification with mark sheet of HSC, Plus two (Higher Secondary) & Graduation.
- ii- Self attested copy of caste certificate from the competent authority in case of ST/SC/SEBC candidates. In case of SEBC candidates the caste certificate should have been issued within one year.
- iii- Self attested copy of residential certificate from the competent authority. The residential certificate should have been issued by the competent authority within 1 year time.
- iv- Self attested copy of Widow (Death certificate of Husband) / Divorcee (Divorcee certificate) / Single Member Family Woman (Certificate from DSWO).
- v- Self attested copy of experience Certificate.

The Collector, Bargarh reserves the right for cancellation / modification of this advertisement and increase or decrease of posts without assigning any reason thereof.

By order of Collector,


14-07-25
District Welfare Officer,
Bargarh

Memo No..1999./SSD Dt.....14.7.25

Copy to the DeGM,Collectorate,Bargarh for information and necessary action. He is requested to hoist the advertisement in the District Website.

Copy to Office Notice Board for information of General Public.


14-07-25
District Welfare Officer,
Bargarh

Memo No..2000./SSD Dt.....14.7.25

Copy submitted to the Sub-Collector,Bargarh & Padampur/ all Block Development Officers & All Tahasildars for information. They are requested to display the advertisement in their Office Notice Board for wide publication.


14-07-25
District Welfare Officer,
Bargarh

APPLICATION FOR THE POST OF LADY MATRON

Annexure-A

1. Name of the candidates :-
(In Block Letter)
2. Name of the Father/ Husband:-
3. Permanent Address :-
(Residential Certificate to be enclosed)

Space for Photograph
with full signature of
the candidate on the
front side

4. Correspondence Address :-
5. Mobile/Phone Number. of the Candidate if any :-
6. Date of Birth :-
(As recorded in 10th board Certificate)
7. Age (as on 01.01.2025) :-
8. Sex :-
9. Category Belongs to :-
(ST/SC/SEBC)
10. Marital Status (Married) :-
11. Whether Widow/ Divorcee / Single Member Family Women) :-
12. Educational Qualification :-
(Attach self- attested copy of Marksheet & Certificate)

Name of the Examination passed	Name of the Board/ Council/ University	Year of passing	Aggregate of Marks Secured	Grade/ Division	% of Mark Secured
1	2	3	4	5	6
HSC					
+2 Arts / Commerce/Science					
Graduation					
Any other Qualification as desirable for the post					

Full Signature of the Candidate

DECLARATION

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

Place: -

Date: -

Full Signature of the Candidate