

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA.  
(ST & SC Dev.Section)

Letter No. 1617 / Date 08/07/25

**ADVERTISEMENT FOR THE POST OF LADY MATRONS**

Applications are invited in prescribed proforma from intending female candidates of ST/SC/SEBC category of age 30 years & above as on 1st January 2025 of Nuapada district only for engagement of 12 No's of **Lady Matrons** purely on contractual basis with a monthly consolidated remuneration of Rs.15,000/- in **12 Nos.** of Girls Hostels/Schools functioning under ST & SC Development Department. The application should be super-scribed as "**Application for the post of Lady Matron**" on the top of the envelope. Separate applications form should be submitted by the candidates applying for more than one School/Hostel. The detail advertisement, eligibility criteria, educational qualification, service condition, process of selection; vacancy list of schools/hostels, duties and responsibility of the post and prescribed application form can be downloaded from the District website [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in).

The last date of receipt of application in the Office of the District Welfare Officer, Nuapada is 30.07.2025 till 5.30 P.M through Registered/Speed Post only. **Incomplete applications & application received after due date shall not be taken into consideration.** The eligible short listed candidates list shall be available in the above website & will be intimated for verification of their original testimonials later on. The candidature of the shortlisted candidates who remain absent on the day of verification will be rejected/cancelled automatically. The undersigned reserves the right for cancellation/modification of this advertisement without assigning any reason thereof.

  
Collector & District Magistrate,  
Nuapada

Memo No. 1618 Date 08/07/25

Copy along with copy of advertisement submitted to the Director, Information and Public Relation Department Odisha, Bhubaneswar with a request to publish the advertisement in two most widely circulated news papers in Nuapada district for wide publication.

*[Signature]*  
District Welfare Officer,  
Nuapada

Memo No. 1619 Date 08/07/25

Copy along with copy of advertisement and detailed guidelines submitted to the De-GM ,Nuapada to upload the same in District website for wide publicity.

*[Signature]*  
District Welfare Officer,  
Nuapada

Memo No. 1620 Date 08/07/25

Copy submitted Steno to the Sub- Collector, Nuapada, /All B.D.Os of Nuapada District/DEO, Nuapada / District Inspector of School, SSD, Kalahandi Nuapada along with copy of advertisement for information. It is requested to display the advertisement in their respective notice board for wide publicity.

Copy to notice board of this office for wide publication.

*[Signature]*  
District Welfare Officer,  
Nuapada

**Guidelines for engagement of Lady Matrons in the Girls Hostels functioning under SSD Development Department Schools and the Hostels of SSD Department functioning under Schools and Mass Education Department.**

---

Engagement of Lady Matrons in the Girls Hostels of ST & SC Development Department has been approved by Finance Department vide UOI No-36-SS-II dated 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 extracurricular activities.
- \* Promote health and hygienic habits among adolescent girls.
- \* Prevent incidence of mismanagement in hostels.
- \* Ensure service of the quality food in the hostels.
- \* Relive 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 exceeds 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.

**1. Educational Qualification & Stipulation of Categories/Preference.**

a.

Designation	Qualification	Age	Consolidated Monthly Remuneration
Lady Matron	Graduation	30 Years or above	15000/-

b. Essential - Graduate candidates will be given first preference. If graduate candidates are not available then the candidates who have passed +2(higher Secondary Examination) shall be engaged.

*3/2*

c. Desirable - Similar Experience in the Hostel Management working knowledge of Computer/Certificate in Nutrition/ Music/Arts/Co- curricular activities.

2. **Age:** She should be 30 year and above in age on 1" January 2025.

3. **Marital Status:** 1<sup>st</sup> preference shall be given to widow, 2<sup>nd</sup> preference to a divorcee and 3<sup>rd</sup> preference to a single member family woman.

4. **Service Conditions.**

a. Monthly honorarium- Lady Matron will be engaged on contractual basis with consolidated monthly remuneration of Rs. 15,000/-. The engagement is purely on temporary basis for one year at a time subject to renewal at the end of 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 regularization of services.

5. **Selection Procedure.**

I. Selection will be done on the basis of mark secured in graduation and taking in to consideration the relevant past experience and desirable qualification.

II. She should belong to ST, SC or SEBE category. First preference will be given to the STs and if not available, second preference to the SCs and third preference will be given to the SEBC if candidates will not be available from ST or SC categories.

III. First preference will be given to a widow, second preference to a divorcee and third preference to single member family women.

IV. 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 candidates 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 .



## 6. Duties & Responsibilities

The duties and responsibilities of the Lady Matron would be as follows.

- a. She will be 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 will 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 rooms, damaged electrical wirings/ fitting of the hostel and kitchen, water supply system for safety and security of the boarders.


*3/2/2011*

- 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 case 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.

  
  
**Collector & District Magistrate,**  
 **Nuapada.**

VACANCY LIST OF GIRLS' HOSTEL UNDER ST & SC DEVELOPMENT DEPARTMENT OF NUAPADA DISTRICT FOR ENGAGEMENT OF LADY MATRON POST			
Sl. No.	Name of the Block	Name of the School	Vacancy
1	2	3	4
1	Nuapada	Govt. SSD Girls' High School, Kotenchuan	1
		Govt. U.P. School, Parkod	1
		Govt.(SSD) Higher Secondary School, Dharambandha	1
2	Komna	Rastriya Vidyapith, Banjibahal	1
		Salepada Education Complex, Salepada	1
		Sahajat Ashram School, Sahajat	1
3	Khariar	Sulochana Devi GHS, Tukla	1
4	Boden	Samaleswari High School, Karlakot	1
		Bhainsadani U.P. School, Bhainsadani	1
		Karangamal Sevashram School, Karangamal	1
		Palsada Sevashram School, Palsada	1
5	Sinapali	Chatiaguda Ashram School, Chatiaguda	1
G.Total			12

  
 Collector & District Magistrate,  
 Nuapada

## APPLICATION FORMAT

(For the post of Lady Matron in the Hostels under ST & SC Dev. Deptt. of Nuapada District)

(To be filled up in Block letter)

**Name of the School for which applied.....**

1. Name of the Applicant (in full):

2. Name of Father/ Husband:

3. Permanent Address:

- Name of the village/ hamlet:
- Name of the G.P.:
- Name of the Block:
- Name of the District:
- Mobile No:

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

4. Present Postal Address for correspondence with Pin code, phone if any:

- Name of the village/ hamlet:
- Name of the G.P.:
- Name of the Block:
- Name of the District:

5. Nationality:

6. Religion:

7. Date of Birth in Christian era: Day..... Month..... Year.....

(As recorded in HSC):

8. Age ( As on 01.01.2025):

9. Category belongs to (SC/ST/SEBC): ...../ Sub-Caste: .....

10. Marital Status : Married ☐ Single ☐ Widow ☐ Divorcees ☐

11. Essential Educational Qualification:

Sl. No.	Name of the Examination Passed	Name of the College/ University	Year of passing	Mark secured
1	2	3	4	5
H.S.C.				
+2Arts/SC/Com.				
Graduation				
Any other Qualification				

N.B.: Self attested certificate to be submitted along with application.

### DECLARATION

I Smt./ Miss..... do 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 candidate/ selection/ appointment is liable to be cancelled without any notice to me.

Place:

Date:

Full Signature of the Applicant