

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, CUTTACK
(ST & SC Development Section)

Phone: 0671-2509593

Email ID: dwo.cuttack@nic.in

Advertisement No. 3419 /DW dt. 02.08.25

Applications in the prescribed format given at Annexure-I are invited from the eligible lady candidates (ST, SC & SEBC) of Cuttack district for contractual engagement of Lady Matrons in the Girls' Hostels of ST & SC Development Department & School & Mass Education Department Schools functioning in Cuttack District.

Service Condition

- a. The Lady Matron will be engaged on contractual basis and engagement is purely on temporary basis for one year at a time subject to renewal at the end of a year upon satisfactory performance. The detail of the qualification, age & consolidated monthly remuneration is stated below-

Designation	Qualification	Age	Consolidated Monthly remuneration
Matron	Plus two (Higher Secondary Examination Pass) and above	30 years or above as on 01.01.2025	Rs 15,000/-

- b. Free boarding and lodging facilities and medical facilities will be provided as applicable to boarders.
- c. The Matron so engaged will not be eligible for any scheme of regularization of service.
- d. They will be relieved from duties at the age of 60 Years.

The prescribed application form/ basis of selection etc. are available in the District website i.e. cuttack.odisha.gov.in. The authorities reserve the right to reject any or all application and to modify/ cancel the advertisement without assigning any reasons thereof.

The details of the vacancies, terms and conditions are given below:

1. Vacancy Position

Sl. No.	Name of the Hostel	Name of the school where Girls' hostel situated	Name of the Block	Post of Lady Matron to be filled up
1	100 seated Girls' hostel	Pasania Sevashram	Banki	1
2	100 seated Girls' hostel	Pandalam Ashram School	Banki	1
3	100 seated Girls' hostel	Karadapali Ashram School	Baki	1
4	100 seated Girls' hostel	Berana Ramachandrapur Girls' High School	Tangi-Choudwar	1
5	100 seated Girls' hostel	G.P. High School, Champeswar	Narasinghpur	1
Total				5

2. Eligibility Criteria

- a. She must be a citizen of India and a permanent resident of Cuttack District.
- b. She must be of good character and sound health.
- c. Preference will be given to the applicants who have experience in Hostel Management/ working knowledge of computer/ Certificate of Nutrition/ Music/ Arts/ Co-curricular activities.
- d. The applicant should be 30 years or above in age as on **01.01.2025**.
- e. She must be able to read, write and speak Odia language.
- f. If married she has not more than one spouse living. Special preference will be given to widows, divorces or single women.

3. Duties and Responsibilities of the Matron

- 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/ Headmaster 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.
- 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 Girl's boarders.

4. Documents to be attached

- a. Self-attested copy of HSC certificate showing the date of birth.
- b. Self-attested copies of Certificate and Mark sheet of Educational Qualification.
- c. Self-attested copy of valid Caste Certificate issued by the Competent Authority.
- d. Self-attested copy of recent Resident Certificate issued by the Competent Authority.
- e. Self-declaration regarding one spouse living.
- f. Self-attested copy of Experience Certificates if any.
- g. Self-attested copy of AADHAR Card.
- h. Certificate in proof of Widow, Divorcee and Single Women.
- i. A recent colour passport size photograph should be affixed on the prescribed application form with self-signature.

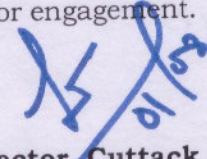
The candidates are required to produce all the original documents at the time of verification failing which her application shall be liable for rejection.

5. How to apply

Application in the prescribed form along with required documents should reach the O/o the District Welfare Officer, Collectorate Building, At/Po.-Chandini chowk, Dist.-Cuttack, PIN-753002 on or before **01.09.2025 by 5.30 PM through Registered or Speed Post only**. The envelope containing the application should be super-scribed with "**APPLICATION FOR THE POST OF LADY MATRON**". The Authority will not be responsible for any postal delay or loss in transit. Application received in any other format or by any other means or incomplete in any respect will not be accepted.

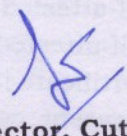
6. Selection process

- a. Selection will be done on the basis of mark secured in Plus two taking into consideration the relevant past experience and desirable qualifications.
- b. Preference will be given to meritorious candidates from ST, SC, SEBC in that order. 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, if candidates will not be available from ST or SC categories.
- c. 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.
- d. 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).
- e. The list of successful candidates will be drawn up in order of merit and will be published in the District web-site.
- f. Inclusion in the merit list does not necessarily confer the right for engagement.


Collector, Cuttack

Memo No. 3420 dt. 02.08.25

Copy forwarded to the District e-Governance Manager, Cuttack for information and necessary action. He is directed to display the Advertisement in the District Website for wide publicity.


Collector, Cuttack

Memo No. 3421 dt. 02.08.25

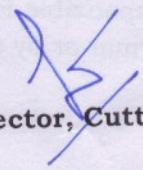
Copy forwarded to all Sub-Collectors/all BDOs/all Tahsildars/ District Education Officer/District Employment Officer of Cuttack District for information.

They are directed to publish the same at their office Notice Board for wide publication.

The BDOs are also directed to publish the notice in the Notice Board of all Gram Panchayats under their jurisdiction for wide publication

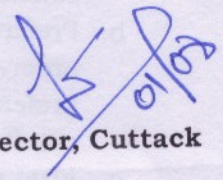
Copy forwarded to the Inspector of School (SSD), Keonjhar Zone, Keonjhar and District Inspector of School (SSD), Cuttack for information and necessary action.

Copy to publish in the Notice Board of Collectorate, Cuttack.


Collector, Cuttack

Memo No. 3422 dt. 02.08.25

Copy submitted to the Joint Director, Govt. in ST & SC Development Department, Odisha, Bhubaneswar for favour of kind information.


Collector, Cuttack

Annexure-I

Application form for the post of Lady Matron to be engaged on contractual basis in the Hostel of Cuttack district run by ST & SC Development Department

Affix Passport
Size
Photograph

- 1 Name of the applicant (in block letter) :
2 Father/ Husband Name (in block letter) :
3 Gender :
4 Date of Birth :
5 Age as on 01.01.2025 : __YY __ MM ____ Days
6 Caste (ST/SC/SEBC) :
5 Marital Status :
6 Nationality :
6 Permanent Address (in block letter) :
I) At
II) Post
III) Name of the Ward/ Hamlet
IV) Name of the Village
V) Name of the Block
VI) Name of the District:
7 Present Address :

- 8 Mobile No. (WhatsApp) :
9 Name of School applied for the post of Lady Matron (Put the tick ✓ mark against the box given)

1. Pasania Sevashram ☐
2. Pandalam Ashram School ☐
3. Karadapali Ashram School ☐
4. Berana Ramachandrapur Girls' High School ☐
5. G.P. High School, Champeswar ☐

10 Educational Qualification

Sl. No.	Name of Examination passed	Year of passing	Name of the board/ University	Full Mark	Marks Secured	% of marks secured
1						
2						
3						
4						
5						

- 11 Qualification/ Experience Certificates, if any :

DECLARATION

I do hereby undertake that all the documents/certificates submitted and information furnished in this application are true to the best of my knowledge and belief. If anything, subsequently found incorrect I shall lose my candidature/ appointment and shall be prosecuted as per the law.

Place

Date

Signature of the Candidate