



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, SUNDARGARH.

(ST & SC Dev. Section)

E-mail Id: dwosundargarh@gmail.com

Notification No. - 1934 / Dt. 20.06.2025

Applications are invited from the deserving / eligible Lady candidates of Sundargarh district for engagement as Lady Matron in ST / SC Girls Hostels functioning under the ST & SC Development Department and the Hostels of SSD Deptt. functioning in S & ME Deptt. Schools of Sundargarh District. 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, Sundargarh **on or before Dt. 11/07/2025 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.

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 Dtd. 21.02.2014 to look after the safety and security of girls' boarders. The objectives 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 detailed modalities of selection, educational qualification, duties & responsibilities have been indicated below, governing the engagement are as below. :

1. **No. of Lady Matrons to be filled up : 40 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	+ 2 Art / Science / Commerce	30 Years or above as on 30.04.2025	Rs. 15,000 /-

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 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.
- d. They can be transferred to any school / hostel of the District.

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 + 2 Art / Science / Commerce and taking into consideration the relevant past experience and desirable qualifications.
- III. She should be 30 years or above as on **01.01.2025**.
- IV. Should belong to either ST, SC or SEBC category. 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.
- 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 / Married. A certificate will produced for Widow (Death certificate of Husband) / Divorcee (Divorcee certificate) / Single Member Family Woman (Certificate from Gazetted Officer).

5. **ENCLOSURES TO BE ATTACHED WITH THE APPLICATION FORM. :**

- (i) Attested xerox copy of certificates showing academic qualification with mark sheet of HSC & + 2 Arts / Science / Commerce.
- (ii) Attested xerox copy of caste certificate from 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) Attested xerox copy of residential certificate from the competent authority. The residential certificate should have been issued by the competent authority within 1 year time.
- (iv) Attested xerox copy of Widow (Death certificate of Husband) / Divorcee (Divorcee certificate) / Single Member Family Woman (Certificate from DSWO).
- (v) Attested xerox copy of experience Certificate.

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

Maharaj
COLLECTOR, SUNDARGARH.

Memo No. 1935 / Dt. 20.06.25

Copy to DEGM, Sundargarh for kind information with request to hoist the advertisement in the Dist. Website up to 11/07/2025.

Bood
District Welfare Officer,
Sundargarh.

Memo No. 1936 / Dt. 20.06.25

Copy submitted to All Sub-Collectors / All P.A. ITDAs of Sundargarh district for information and necessary action. They are requested to display the notification in their notice board for wide publication.

Copy forwarded to all Block Development Officers of Sundargarh district for information and necessary action. They are requested to display the notification in their notice board for wide publication.

Copy to Notice Board of District Welfare Office, Sundargarh for information.

Bood
District Welfare Officer,
Sundargarh.

Vacany Position of Matrons for Sundargarh District

Sl no	Block	Name of the Hostel/School	Category(100/200 STGH/Normal)	Boarders Strength	No of Matron Present	No of Matron Required	Remarks(Matron if deputed then mention her name and from which school)
1	Balisankara	Kusumura Sevashram	100-STGH	22	0	1	-
2	Balisankara	Govt (SSD) Girls High School, Tileikani	100-STGH	46	0	1	
3	Bargaon	HSS TUDALAGA	100 STGH	64	0	1	Sulochana Patta Deputed from Raichuan Ashram school
4	Bargaon	PANCHAYAT H/S EKMA	110 STGH	110	0	1	
5	Bisra	Erla AS	100 STGH	36	0	1	
6	Bonaigarh	Gujapal SS	100 STGH	75	0	1	
7	Gurundia	Govt. HSS Gurundia	Normal	156	0	1	
8	Gurundia	Govt. HSS Jamdarah	Normal	109	0	1	
9	Gurundia	Janamata HS Kundheidiha	STGH-100	110	0	1	
10	Hemgir	Kusmel Ashram School	STGH+NORMAL	247	1	1	
11	Hemgir	Raichuan Ashram School	NORMAL	229	0	1	
12	Hemgir	Beheramunda Seva Ashram	STGH+PSH	140	0	1	
13	Koida	GOVT. GIRLS HIGH SCHOOL(SSD), SWAYAMBA	Normal	260	1	1	
14	Koida	RENJEDA SEVASHRAM	100 STGH	120	0	1	
15	Kuarmunda	Govt. Girl's High School, Birmitrapur	STGH	110	0	1	-
16	Kutra	Purkapali Sevashram	STGH-100	101	0	1	
17	Lahunipara	Govt. SSD Girls HS, PBDA	Normal	419	2	1	
18	Lahunipara	Rajabasa SS	100 STGH	56	0	1	
19	Lahunipara	Mahura SS	100 STGH	28	0	1	

pad



20	Lahunipara	Panchayatraj HS, Kaleiposh	100 STGH	97	0	1	
21	Lathikata	JALDA SEVA SHRAM	STGH-100	100	0	1	
22	Lathikata	Govt high School Uditnagar	STGH-100	20	0	1	
23	Lephripara	Govt.Girls H/S,Chhatenpali	STGH/NORMAL	250	1	1	
24	Lephripara	Govt.(SSD) HSS,Chhatenpali	Normal	200	0	1	
25	NUAGAON	Gopapura SS	100 STGH	104	0	1	
26	NUAGAON	Ranakata SS	100 STGH	98	0	1	
27	NUAGAON	Govt SSD Girls' High School Nuagaon	Normal,100 STGH	288	1	1	
28	NUAGAON	Govt SSD Girls' High School,Lahanda	Normal	236	1	1	
29	NUAGAON	Janata High School,Bareigada	100 STGH	61	0	1	
30	NUAGAON	Govt UP School, Sorda	101 STGH	100	0	1	
31	NUAGAON	Govt UP School, Kardega	102 STGH	77	0	1	
32	Rajgangpur	Govt. UG UP School, Chungimati	100 STGH	110	0	1	
33	Rourkela ULB	Ispat College,Rkl	100 STGH	100	0	1	
34	Rourkela ULB	K R Mahavidyalaya, Rkl	100 STGH	100	0	1	
35	Rourkela ULB	Sushilabati Govt. Womens College, Rkl	100 STGH	100	0	1	
36	Sadar	IMPS College, Kinjirma	100 STGH	100	0	1	
37	Sundargarh ULB	DIET, Sankara	100 STGH	100	0	1	
38	Subdega	RKP Raghunathpali HS,Karlaghati	100 STGH,	100	0	1	
39	Tangarpali	Govt. SSD High School Meghdega	100 STGH- 1, 100 STGH - 2, and 60 seated Girl's Hostel	234	1	1	
40	Tangarpali	Maharshi Dayanand Higher Secondary School, Satyavihar, Rangiamunda.	100 STGH	100	0	1	
					Total	40	

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