

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALASORE  
(ST & SC DEVELOPMENT SECTION)**

Order No. 127 /DW, Dt: 16.11.2022

**ADVERTISEMENT**

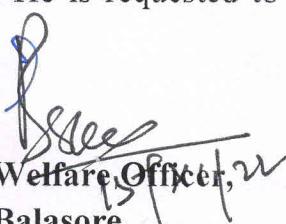
Application in prescribed proforma from intending married women of 35 years or above of Balasore District are invited to fill up 05 nos of Lady Matron/Junior Lady Matron posts purely on contractual basis (temporary) with monthly consolidated remuneration of Rs. 10000/- per month for engagement in ST/SC Girls Hostel under ST & SC Development Department in Balasore District. Preference will be given to Widow/divorcee/single Women of ST, SC, SEBC category. Application form along with details regarding educational qualification, eligibility criteria, and selection procedure can be obtained from the District Website i.e. [www.baleswar.nic.in](http://www.baleswar.nic.in) or from the office of District Welfare Officer, Balasore in the working days from 10.00 AM to 5.30 PM.

The last date of submission of application to District Welfare Officer, Balasore by registered post/speed post only is 15.12.2022 till 5.30 PM.

  
**Collector & District Magistrate  
Balasore**

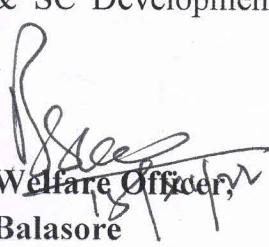
Memo No. 2010 /DW, Dt 16.11.2022

Copy to D.I.P.R.O., Balasore for information and necessary action. He is requested to advertise the above fact in two leading daily newspapers.

  
**District Welfare Officer,  
Balasore**

Memo No. 2011 /DW, Dt 16.11.2022

Copy to the Deputy Director-cum-deputy Secretary to Govt. ST & SC Development Department, Odisha, and Bhubaneswar for favour of information..

  
**District Welfare Officer,  
Balasore**

### ***Essential Qualification & Stipulations of categories /preference:***

I. The candidate/applicant is to have a graduation Degree from a recognized university for the post of Matron & Intermediate for the post of Junior Matron. Graduate candidates will be given first preference. If Graduate candidates are not available then the candidates who have passed +2 will be engaged.

II. She should be 35 years or above in Age as on 1<sup>st</sup> January 2022.

III. She 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.

IV. 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.

V. 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 either ST, SC and SEBC in order of preference. While selecting the candidates for Lady Matron/ Junior Matron, preference as indicated above will be given to Widow, Divorcee and Single woman (from a single member family).

VI. The engagement is purely temporary basis for 01 year at a time subject to renewal at the end of February of the next year upon satisfactory performance.

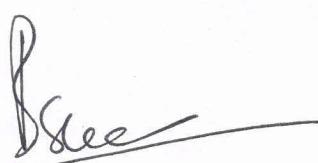
#### **VII. Marital Status:**

Married females Special preference will be given to Widows, Divorcees or Single Woman.

VIII. Selection will be done on the basis of mark secured in the Graduation (for Matron) and mark secured in the Intermediate (for Junior Matron) and taking into consideration the relevant past experience and desirable qualification (as per Govt. guidelines) i.e. Hostel Management, working knowledge of computer/ certificate in Nutrition/ Music/ Art/ Co-curricular activities.

#### **IX.**

Designation	Qualification	Age	Consolidated Monthly Remuneration
Matron	Graduation	35 Years or Above	Rs.10000/-
Junior Matron	+2 Pass	35 Years or Above	



**X.**

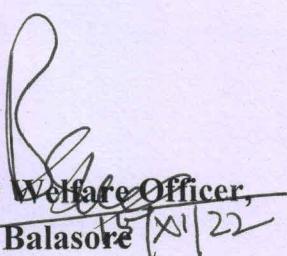
Sl. No.	School Name	Name of the Block	Name of the GP	No. of Matron post	Remarks
1	Raghuchhak S/S	Bhograi	Nachhinda	01	
2	Kabatghati H/S	Jaleswar	Raibania	01	
3	Panchapada S/S	Sadar	Panchapada	01	
4	Karanjabindha S/S	Bahanaga	Baripada	01	<i>Subject to outcome of the W.P(C) No.28773 &amp; O.A. No.501(C)/2019</i>
5	Purusottampur S/S	Soro	Ananatapur	01	
<b>Total</b>				<b>05</b>	

**XI. ENCLOSURES TO BE ATTACHED WITH THE APPLICATION FORM:-**

- (i) Self Attested photo copies of certificates showing Academic Qualifications with Mark sheets.
- (ii) Self Attested photo copy of Caste Certificate issued by the concerned Tahasildar. (For ST / SC / SEBC candidates.) In case of SEBC candidates the caste certificate should have been issued within one year.
- (iii) Self Attested photo copy of Resident Certificate issued by the concerned Tahasildar. The Residential Certificate should have been issued by the competent authority within 5(Five) year.
- (iv) Self Attested photo copy of valid Employment Registration Card.
- (v) 3 nos. of self-attested recent passport size colour photographs with white background signed by the candidate in the front side out of which one has to be pasted in the appropriate space provided in the application form and other two should be firmly tagged with the application form.

**XII. Mode of application:**

Complete application in all respect along with above enclosures should be sent in a closed cover addressed to the **District Welfare Officer, Balasore, , At/PO/Dist- Balasore, PIN-756001** by **Registered post / Speed Post** only so as to reach on or before up to **15.12.2022 by 5.30 PM**. Applications received after due date shall not be considered. Applications received through Courier Service / By Hand shall not be accepted. Incomplete applications shall not be considered.

  
**District Welfare Officer,  
Balasore** 11/22

## APPLICATION FORMAT

(Application for the post of Lady Matron/ junior Lady Matron in hostel of .....school)  
(To be filled up in Block letter)

1. Name of the Applicant (in Full Block letter):
2. Name of the Father/ Husband:
3. Permanent Address:
4. Present Postal/Address for correspondence with pin code, phone no. if any:

Name of the Village:

Name of the G.P:

Name of the Block:

Name of the District:

5. Nationality:

6. Religion:

7. Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

(As recorderd in HSC)

8. Age as on 01.01.2022 Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

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

10. Marital Status(Married/Un-Married):

11. Whether Widow/Divorcee/Single Woman(please mention):

12. Essential Educational Qualification(+2 or Graduate)

(Copy enclosed Xerox copy of HSC, +2 & Graduation)

Sl. No.	Name of the examination passed	Name of the College/University	Year of passing	Total mark of Examination	Mark secured	% of mark secured	Remarks

13. Desirable Qualification

- a) Hostel Management
- b) Working Knowledge of Computer
- c) Certificate in Nutrition/ Music/Arts/Co-Curricular Activities

**N.B.** self attested certificate to be submitted along with application for both essential & desirable qualification.

### 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 information found false or incorrect at any stage before or after engagement, candidature/selection/engagement is liable to be summarably cancelled without notice to me, to any other punitive action without prejudice that may be taken against me.

Place:

Date:

Signature of the Applicant