



पीएम श्री स्कूल जवाहर नवोदय विद्यालय, छोटोउदेपुर
शिक्षा मंत्रालय भारत सरकार
बहादरपुर, संखेडा, छोटोउदेपुर, गुजरात
MINISTRY OF EDUCATION, GOVERNMENT OF INDIA
PM SHRI SCHOOL JAWAHAR NAVODAYA VIDYALAYA, BAHADARPUR,
GSCSC (NEAR OF FOOD STORE), TEHSIL - SANKHEDA,
CHHOTAUDEPUR, GUJARAT - 391125



**Fit
INDIA
SCHOOL**

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F.No./ MATRON INTERVIEW/JNV CHHOTA/2024-25/ द्विभाषी जावक ख/73

Date: 14/09/2024

Notification for Matron

जवाहर नवोदय विद्यालय जिला छोटा उदेपुर गुजरात में वर्तमान में कुल छात्राओं की संख्या 118 है।
अतः छात्राओं की सहायता एवं विद्यालय के कार्यों के लिए दो गृह माता (MATRON) की आवश्यकता है।
दिनांक : 23 /09 /2024 को प्रातः 10 बजे से 1 बजे तक आने वाले प्रत्याक्षी का जवाहर नवोदय विद्यालय बहादरपुर के
परिसर में साक्षात्कार (INTERVIEW) किया जायेगा।
(MATRON) गृह माता के इस पद हेतु निम्नलिखित शर्तें आवश्यक हैं।

(01) EDUCATION QUALIFICATION शिक्षा: न्यूनतम कक्षा दसवीं पास , उच्च शिक्षा को प्राथमिकता दी जाएगी।

(02) AGE आयु 35 से 55 तक

(03) Remuneration :

i, Minimum wages for industrial workers employed in building operations sector for MTS unskilled.

ii, Free boarding & lodging facilities and medical facilities as available in the MI room of the Vidyalaya .

iii, The tenure of contract appointment shall be for a period of 10 months in a year

NOTE: अधिक जानकारी के लिए संलग्न सर्कुलर का अध्ययन करें।

Enclosed: NYS CIRCULAR

प्राचार्या

JNV CHHOTAUDEPUR GUJARAT

14/09/2024

प्राचार्या / PRINCIPAL
ज.न.वि. छोटा-उदेपुर
J.N.V. CHHOTAUDEPUR



F.No. 10-76/2022-NVS(SA)/५११

30 August 2024

To

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices

Sub.: Engagement of Matrons in JNVs - reg

Sir/Madam,

Matrons are engaged on contract in JNVs to ensure safety & security of the girl students under the supervision of HM/AHM. It has been seen from various incident happened in JNVs that the number of Matrons engaged are not sufficient. Also during DC's conference held in the month of May 2024, Deputy Commissioners of Regional Offices requested for revision in guidelines on engagement of Matrons.

In view of above the guidelines for engagement and duties and responsibilities of Matrons are revised as below:

A) Eligibility Criteria

1	Education Qualifications	Minimum Class X, however higher educational qualification may be given preference in engagement.
2	Age	Minimum age at the time of engagement 35 years and the maximum age for engagement is 55 years
3	Marital Status	Married females, which includes widows or divorcees without encumbrances.

B)	Remuneration	I. Minimum wages (for industrial workers employed in Building operations sector) for MTS unskilled II. Free boarding & lodging facilities and medical facilities as available in the M.I Room of the Vidyalaya. III. The Tenure of contract appointment shall be for a period of 10 months in a year.
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C)	Number of Matrons	<ul style="list-style-type: none">01 to 100 Girl students - One Matron101 to 200 Girl students - Two matrons201 and above - Three Matrons
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D)	Selection Process	<p>a) Engagement at JNV level by conducting personal talk through a Committee consisting of following members:-</p> <ul style="list-style-type: none"> ❖ Principal ❖ Vice-Principal/SMT ❖ One lady House-Mistress ❖ One Member from VMC <p>b) The areas of personal talk are as follows:</p> <ul style="list-style-type: none"> • Language proficiency • Past work experience of similar nature. • Personality • Knowledge of issues faced by young & teen age girls. • Knowledge of First-Aid <p>c) Dependent/relatives of staff of JNVs should not be engaged.</p> <p>d) Every year fresh engagement should be done i.e. no Matron engaged previously should be engaged again without following the engagement process.</p> <p>e) Females with encumbrances should not be engaged.</p>
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E. Duties & Responsibilities

- 1 She will take care of girls like a foster mother
- 2 She will stay in the girl dorm during day when the girls dorm during day when the girls are away to attend classes and other Co-curricular activities.
- 3 She will lock the dormitory during night may be with the girls in the dormitory during the night.
- 4 She will ensure upkeep of the house, i.e cleanliness of the dorms, toilets and bathrooms and surroundings with the active participation of the girls and the sweeper on duty.
- 5 She should not allow entry of any male staff/ guardian into the dormitory if there is no specific written permission from the Principal/ Vice Principal/HM. In case it is permitted, she should ensure her presence in the dormitory alongside the visitor (staff/ guardian) and ensure that they leave the dormitory as soon as the purpose of their visit is over.
- 6 She should not allow any girl to enter into the House during class activities hours without written permission of the concerned HM/AHM and may attend the girl as per requirement /direction of HM/AHM. Such students should be under constant vigil of the Matron.
- 7 She will attend the sick student in the dormitory as per direction of Staff Nurse/HM/AHM. However, liaison with Staff Nurse should be made by HM/AHM and Principal/vice-Principal should be informed the status of sick students by HM/AHM.
- 8 She will help the ailing girl for taking timely their medicines and proper diet as prescribed by the staff nurse/medical officer.
- 9 She will provide personal nursing care to the ailing girls to comfort them.
- 11 She will see that all girls go to classes and other activities in time
- 13 She will periodically check the furniture and cots etc., particularly those items made of MS Steel and if any item is found damaged which could hurt a child, she will bring it to the notice of the house mistress/ Principal for its repair / replacement

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- 14 She will see that there is no damaged electrical wiring/ fitting in the house.
- 15 She will inform to the HM/AHM regarding short supply/ non-availability of water in the dormitory.
- 16 She will assist house mistress in taking overall care of the girls to the extent possible.
- 17 She will have 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 them.
- 18 She will lock the house in the night and during day time when the girls are in the class or for activities and keep keys with her.
- 19 She will be a keen observer to notice if any girl student is upset emotionally or subjected to depression etc. and bring it to the notice of the house mistress/ Principal.
- 20 Any other work mainly related to looking after the girls in the house as assigned by the Principal

All previous letters issued regarding engagement of Matrons and duties & responsibilities are replaced by these guidelines.

It is requested to instruct all the concerned on the above lines and ensure compliances.

This issues with the approval of the Competent Authority.

Yours faithfully,


(Vijay Kumar Tyagi)
Assistant Commissioner (SA)

Copy to:-

- The Assistant Commissioner (IT), NVS HQrs. – with a request to upload this letter on the website of NVS.
- Guard File