



पीएम श्री स्कूल जवाहर नवोदय विद्यालय

(नवोदय विद्यालय समिति की एक इकाई)

शिक्षा मंत्रालय, स्कूली शिक्षा एवं साक्षरता विभाग, भारत सरकार
पोस्ट - जम्मी, वाया - पारलाखेमुंडी, जिला - गजपति, राज्य - ओडिशा, पिन - ७६१२०१

PM SHRI SCHOOL JAWAHAR NAVODAYA VIDYALAYA

(A unit of Navodaya Vidyalaya Samiti)

Ministry of Education, Deptt. Of School Education & Literacy, **GOVT. OF INDIA**

P.O - Jammi, Via - Paralakhemundi, Distt - Gajapati, State - Odisha, PIN - 761201

School No. - 19064, Affiliation No. - 1540018, UDISE - 21200900701

Email - jnvgajapati.odisha@gmail.com / Contact - 06815-225044



Ref.No.F.Contract Appt./JNVG/2026-27/203

Date: 03.06.2026

E-mail

WALK IN INTERVIEW

Applications are invited from eligible candidates for empanelment of **MATRON** on contractual basis for the year 2026-27 (up to 30.04.2027) against temporary vacancies -

Date of interview - 17.06.2026 between 10:30AM to 01:00PM

Application format along with all other relevant details is available on the website of Jawahar Navodaya Vidyalaya, Gajapati, Odisha

Interested candidates may attend the interview with all supporting documents. Mere attendance in the interview does not confer any right for selection or appointment. The Vidyalaya Appointment Committee/Chairman reserves the right to accept or reject the engagement on a contractual basis without assigning any reason. The venue of the interview will be O/o Principal JNV, Betaguda, Gajapati, Odisha - 761201

Pras
03/06/2026

(Jainath Prasad Mahtha)

प्राचार्य / PRINCIPAL

Principal

पी एम श्री जवाहर नवोदय विद्यालय गजपति

PM SHRI JAWAHAR NAVODAYA VIDYALAYA GAJAPATI

ओडिशा-७६१२०१/ODISHA-761201

Copy to -

1. All Principals of Jawahar Navodaya Vidyalaya (under Bhuwaneswar Region) with a request to circulate the notification among eligible and interested candidates.

NOTICE FOR MATRON

1.	Education Qualification	Maximum Class X, however higher educational qualification may be given preference in engagement.
2.	Post & Tentative Vacancy	Matron & 03
3.	Age Limit	Minimum age at the time of engagement 35 years and the maximum age for engagement is 55 years
4.	Marital Status	Married females, which includes widows or divorcees without encumbrances
5.	Remuneration	Minimum wages (for industrial workers employed in building operation sector) for MTS unskilled. Free boarding & lodging facilities and medical facilities for as available in the MI room of the Vidyalaya. The tenure of contract appointment shall be 30.04.2027

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 girl dorm 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 dormitories.
4. She will ensure upkeep of the house, i.e. cleanliness of the dorms, toilets and bathrooms and surrounding 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 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 directions 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 medicine 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.
10. She will see that all girls go to the classes and other activities in time.
11. She will periodically check the furniture and cost etc., particularly those items and of MS Stell 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.
12. She will see that there is no damaged electrical wiring/fitting in the house.
13. She will inform to the HM/AHM regarding short supply/non-availability of water in the dormitory.
14. She will assist house mistress in taking overall care of the girls to the extent possible.
15. 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.
16. 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.
17. 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.
18. Any other work mainly related to looking after the girls in the house as assigned by the Principal.

NAVODAYA VIDYALAYA SAMITI

Date of Interview
____/____/2026

PART - I : BIO-DATA

(TO BE FILLED BY THE CANDIDATE & SUBMITTED FOR VERIFICATION OF DOCUMENTS)

Post : _____

(For Contract Engagement - 2025-27)

1. PERSONAL DETAILS:

Paste recent
passport size
photograph &
put signature half
on bio-data form
& half on photo

- i) Name: _____ (in capital letters)
- ii) Father's Name: _____ (in capital letters)
- iii) Application/Registration Number _____
- iv) Date of Birth : _____ (Day / Month / Year)
- v) Age (as on cut of date) _____ Years _____ Months _____ Days
(Cut of date as on 01.07.2026)
- vi) Category (SC/ST/OBC/GEN) _____
- vii) Whether applied under **EWS category** (Yes/No) : _____
- viii) If PH, give details of sub category (OH / VI / HI/ Others) _____
Please specify nature of disability _____
- ix) Postal address : _____
_____ Pin _____ Distt. _____
State _____
- x) Mobile No. : _____
Alternate Mobile No. : _____
- xi) E-mail address: _____

2. EDUCATIONAL QUALIFICATION:

S. No	Course of Study	Year of passing	Max. Marks	Marks obtained	%age of Marks
i)	Graduation (BA/B. Sc./ others specify _____)				
iii)	12 th Class				
iii)	10 th Class				
iv)	Any other qualification				

CERTIFICATE OF VERIFYING OFFICER

Certified that I have scrutinized personally the information in Part-I above with originals and found it to be in **order/not in order**. I have also checked the eligibility as per the Check List. Candidate is **Eligible/Not Eligible** for the post. The reasons for ineligibility is/are:

- 1.....
- 2.....
- 3.....

Signature of the verifying Officer _____

Name _____

Designation : _____

Place of posting : _____

Date of verification : _____/_____/2026

COUNTER CHECKED BY CONTROLLING OFFICER

Certified that I have thoroughly checked the documents and found them in **order/not in order**. It is also certified that the candidate is found **Eligible/Not-Eligible**.

Signature of the Officer : _____

Name of the Officer : _____

Designation : _____

Place of posting : _____

Date : _____/_____/2026