

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, PANIPAT**


Endst. No. 7685-90 / Dated 13-3-24 /

Received through e-mail.

Seen. Office to note and process and display the same on the notice board.

Copy forwarded to the followings for information and necessary compliance:

1. Ms.Jogindri, Additional Civil Judge (Senior Division), Samalkha with the further direction to display the same on the notice board of Sub Division, Samalkha.
2. Sh.Prateek Jain, CJM-cum-Secretary to DLSA, Panipat.
3. The System Assistants, Panipat and Samalkha with the further direction to upload the advertisement and SOP on the Website of this Sessions Division.

  
(Sudesh Kumar Sharma)  
District & Sessions Judge,  
Panipat.13.03.2024

✓

No. 2153-74 /JSS-IV/2024/MS/HALSA

From

Member Secretary,  
Haryana State Legal Services Authority,  
Institutional Plot No. 09, Sector-14,  
Panchkula.

To

The Learned District & Sessions Judges-cum-Chairperson,  
District Legal Services Authorities,  
in the State of Haryana

Dated, Panchkula, the 13/03/24

**Subject: Regarding empanelment of Counsellors (3 each in 22 Districts i.e. 01 Child Counsellor and 02 General Counsellors) in each District Mediation and Conciliation Centres in the State of Haryana.**

Respected Sir/Madam,

Hon'ble High Court of Punjab & Haryana vide order dated 04.01.2024 in CWP-PIL No.3 of 2024 Courts on its own Motion Vs. State of Punjab has directed to engage Counsellors, 3 in each 22 districts i.e. 01 Child Counsellor and 02 General Counsellors), to resolve the criminal complaints arising out of matrimonial disputes at the level of Police Stations amicably.

The matter was put up before Hon'ble Executive Chairman of this Authority and His Lordship has directed to initiate process for constitution of a panel of three Counsellors in each District Mediation and Conciliation Centre in the State of Haryana with honorarium at the rate of Rs.2,000/- per sitting.

His Lordship has further directed to constitute a District Level Selection Committee headed by Learned Chairperson, District Legal Services Authorities in the State of Haryana comprising of the following officers at your respective District in order to select suitable candidates for empanelment of Counsellors:-


- Judicial Officer from the Superior Judicial Services preferably Principal Judge of Family Court as Member;
- Secretary, DLSA as Member;
- District Child Protection Officer as Member;
- Any member having expertise in sociology/social work/psychology and adequate experience of working with NGOs in the field of Child & Matrimonial Counselling.

The Advertisement as well as SOP is enclosed herewith with the request to display the advertisement on the notice boards of District Court Complexes, ADR



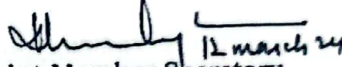
Centres, Judicial Court Complexes of the Sub Divisions and also to upload on the websites of your respective District Courts.

His Lordship has further directed to select the suitable candidates for a panel of Counsellors and recommend three names (i.e. 01 Child Counsellor and 02 General Counsellors) of suitable candidates for final approval of Hon'ble Executive Chairman and complete the entire process of empanelment of the Counsellors within one month.

  
Joint Member Secretary,  
For Member Secretary,  
Haryana State Legal  
Services Authority,  
Panchkula

Endst No. 2175-96/JSS IV/2024/MS/HALSA, dated, Panchkula the 13/03/24

A copy is forwarded to all the Nodal Officers/Chief Judicial Magistrates-cum-Secretaries, District Mediation and Conciliation Centres, District Legal Services Authorities in the State of Haryana for information and necessary action.

  
Joint Member Secretary  
For Member Secretary,  
Haryana State Legal  
Services Authority,  
Panchkula

Scan. office to process.

  
District & Sessions Judge  
of Panipat 13/3/2024

**OFFICE OF MEMBER SECRETARY, HARYANA STATE LEGAL  
SERVICES AUTHORITY, INSTITUTIONAL PLOT NO.9,  
SECTOR-14, PANCHKULA**

**ADVERTISEMENT**

Applications are invited for constitution of a panel of Counsellors (3 each in 22 districts i.e 01 Child Counsellor and 02 General Counsellors) in each District Mediation and Conciliation Centre in the State of Haryana.

For detailed advertisement, application form, qualifications, experience, honorarium, age etc. for the aforesaid panel, please visit official website of HALSA "[www.hslsa.gov.in](http://www.hslsa.gov.in)".

Application Form duly filled along with requisite documents shall reach the concerned District Legal Services Authority (where the candidate is willing to apply) latest by 28.03.2024 (before 5:00 p.m.).

  
Member Secretary,  
Haryana State Legal Services Authority,  
Panchkula

**HARYANA STATE LEGAL SERVICES AUTHORITY, PANCHKULA.**  
**(Institutional Plot No.9, Sector-14, Panchkula)**

**STANDARD OPERATING PROCEDURE (SOP)**

Haryana State Legal Services Authority, Panchkula has initiated a process for empanelment of Counsellors for a period of one year or till proposed amendments/insertions/substitutions relating to empanelment of Counsellors is recommended in 'Haryana Family Courts Rules, 2007' notified by the Haryana Government. Further, Haryana Government vide letter No.20/2/2024-4JJ(1) dated 02.02.2024 conveyed for constitution of empanelment of Counsellors (3 in 22 districts i.e. 01 Child Counsellor and 02 General Counsellors) in pursuance of order dated 04.01.2024 passed by Hon'ble High Court of Punjab & Haryana in CWP-PIL No.3 of 2024 titled as Courts on its own motion Vs. State of Punjab.

In view of the above, term and Condition/Qualification for empanelment of Counsellors, three in each District of Haryana is as under:-

Sr No	Nomenclature of the posts	Qualification and Experience	Age	No. of Counsellors to be engaged	Honorarium
1.	Child Counsellor	Master's Degree in Sociology/Social Work/Psychology. (Preference shall be given to law graduates who have requisite experience of working with NGOs and in the field of Child and matrimonial counseling.	Not exceed the age of 62 years, subject to condition of upper age limit be relaxed by the Competent Authority in case of deserving candidate.	22	Rs.2,000/- per sitting (Subject to 30 sitting per month)
2.	General Counsellors			44	

**WORK PROFILE OF CHILD COUNSELLOR**

The Child Counsellor would do counseling of children and parents in matters of custody including joint custody/shared parenting. The Child Counsellor would assess whether the parents will be able to co-operate and generally agree concerning important decisions affecting the welfare of the child. He/She would also assess whether each of the parents is willing and able to facilitate and encourage a close and continuing relationship between the child and the other parent. The Child Counsellor would also assess whether the parents are able to jointly design and implement a day to day care-plan that fosters stability. The Child Counsellors would

also assess the child's existing relationship with each parent, siblings and other persons who may significantly affect the child's welfare. He/She would also do counseling of children in cases/matters affecting the children.

### **WORK PROFILE OF GENERAL COUNSELLORS**

The General Counsellors would do counseling in matrimonial disputes, matters relating to women and children, senior citizens etc. Many complaints are received from senior citizens on account of family disputes. The General Counsellors would help couples to understand the source of their conflicts and try to resolve them. They would help address and resolve the issues that couples may not realize are the core of their problems. They would analyze the behavioral patterns of couples and identify those who leads the conflict, in order to get resolved the disputes.

### **SELECTION CRITERIA**

Selection shall be made on the basis of interview/interaction. Knowledge, experience and expertise in relevant field shall be assessed during the course of interview/interaction. The State Authority shall reserve the right to shortlist the applications on the basis of the criteria fixed by the Authority.

### **HOW TO APPLY:-**

The Candidates are required to submit their application form to the office of Secretary, District Legal Services Authority for the district where they want to get empaneled. The District wise details regarding addresses of the office of Secretary, District Legal Services Authorities are as under:-

<b>Sr. No.</b>	<b>District</b>
1.	District Legal Services Authority ADR Centre, District Courts Complex, Amabala Helpline : 0171-2532142, Email : <a href="mailto:dlsaambala@gmail.com">dlsaambala@gmail.com</a>
2	District Legal Services Authority ADR Centre, District Courts Complex, Bhiwani Helpline : 01664-245933, Email : <a href="mailto:dlsabhiwani2@gmail.com">dlsabhiwani2@gmail.com</a>
3	District Legal Services Authority ADR Centre, District Courts Complex, Faridabad Helpline : 0129-2261898, Email : <a href="mailto:dlsa.frb@hry.gov.in">dlsa.frb@hry.gov.in</a>
4	District Legal Services Authority ADR Centre, District Courts Complex, Fatehabad Helpline : 01667-231174, Email : <a href="mailto:dlsafatehabad@gmail.com">dlsafatehabad@gmail.com</a>
5	District Legal Services Authority ADR Centre, District Courts Complex,

	Hissar Helpline : 01662-270078, Email : <a href="mailto:dlsahisar@gmail.com">dlsahisar@gmail.com</a>
6	District Legal Services Authority ADR Centre, District Courts Complex, Jind Helpline : 01681-245048, Email : <a href="mailto:jinddlsa@gmail.com">jinddlsa@gmail.com</a>
7	District Legal Services Authority ADR Centre, District Courts Complex, Jhajjar Helpline : 01251-252013, Email : <a href="mailto:dlsajjr2@gmail.com">dlsajjr2@gmail.com</a>
8	District Legal Services Authority ADR Centre, District Courts Complex, Kurukshehra Helpline : 01744-220216, Email : <a href="mailto:dlsakrk@gmail.com">dlsakrk@gmail.com</a>
9	District Legal Services Authority ADR Centre, District Courts Complex, Karnal Helpline : 0184-2266138, Email : <a href="mailto:dlsa.karnal@ajj.gov.in">dlsa.karnal@ajj.gov.in</a>
10	District Legal Services Authority ADR Centre, District Courts Complex, Kaithal Helpline : 01746-235759, Email : <a href="mailto:dlsakaithal@gmail.com">dlsakaithal@gmail.com</a>
11	District Legal Services Authority ADR Centre, District Courts Complex, Nuh Helpline : 01267-271072, Email : <a href="mailto:dlsamewat@gmail.com">dlsamewat@gmail.com</a>
12	District Legal Services Authority ADR Centre, District Courts Complex, Narnaul Helpline : 01282-250322, Email : <a href="mailto:nrldlsa@gmail.com">nrldlsa@gmail.com</a>
13	District Legal Services Authority ADR Centre, District Courts Complex, Palwal Helpline : 01275-297003, Email : <a href="mailto:palwaldlsa@gmail.com">palwaldlsa@gmail.com</a>
14	District Legal Services Authority ADR Centre, District Courts Complex, Rohtak Helpline : 01262-257304, Email : <a href="mailto:dlsartk1@gmail.com">dlsartk1@gmail.com</a>
15	District Legal Services Authority ADR Centre, District Courts Complex, Rewari Helpline : 01274-220062, Email : <a href="mailto:cjmdlsarwr@gmail.com">cjmdlsarwr@gmail.com</a>
16	District Legal Services Authority ADR Centre, District Courts Complex, Sirsa Helpline : 01666-247002, Email : <a href="mailto:sirsadlsa@gmail.com">sirsadlsa@gmail.com</a>
17	District Legal Services Authority ADR Centre, District Courts Complex, Sonapat Helpline : 0130-2220057, Email : <a href="mailto:dlsaspt@gmail.com">dlsaspt@gmail.com</a>

18	District Legal Services Authority ADR Centre, District Courts Complex, Yamuna Nagar Helpline : 01732-220840, Email : <a href="mailto:dlsaynr@gmail.com">dlsaynr@gmail.com</a>
19.	District Legal Services Authority ADR Centre, District Courts Complex, Panchkula Helpline : 0172-2585566, Email : <a href="mailto:dlsapkl@yahoo.co.in">dlsapkl@yahoo.co.in</a>
20.	District Legal Services Authority ADR Centre, District Courts Complex, Gurgaon Helpline : 0124-2221501, Email:- <a href="mailto:staffcjmggn2@gmail.com">staffcjmggn2@gmail.com</a>
21.	District Legal Services Authority ADR Centre, District Courts Complex, Panipat Helpline : 0180-2640222, Email:- <a href="mailto:dlsapnp@gmail.com">dlsapnp@gmail.com</a>
22.	District Legal Services Authority ADR Centre, District Courts Complex, Charkhi Dadri Helpline : 01250-223890 Email : <a href="mailto:charkhidadridlsa@gmail.com">charkhidadridlsa@gmail.com</a>

**Note:-**

- Any candidate interested to apply in more than one district may submit the separate applications in the offices of the respective districts.
- The candidates are requested to submit the application form (Annexure A) along with the attested copies of documents from Gazetted Officer i.e. ID Proof, Proof of Date of Birth, Certificates of Educational Qualification, Matric and above, Experience certificates and other relevant documents relied upon.

**AGE:-**

A candidate must not exceed the age of 62 years as on the last date of receipt of application and must be a citizen of India. However, the condition of upper age limit may be relaxed by the competent authority in case of deserving candidate.

**Last date to apply:**

The last date for submission of application is 28.03.2024 till 05.00 PM

**Note:-** Any application received after the last date shall not be entertained under any circumstances. The office of District Legal Services Authorities shall not be responsible for any kind of delay including of postal/courier services.



### **IMPORTANT INSTRUCTIONS**

1. No TA/DA will be payable to the candidates for appearing in the interaction/interview.
2. All announcements regarding the empanelment process will be made on the official websites of the respective district judicial Courts as well as through the office of District Legal Services Authorities of the districts.
3. The candidates are advised to keep on visiting the official websites of the District Judicial Courts of the respective District and also to get in touch with the office(s) of the District Legal Services Authorities of the respective district(s).
4. Haryana State Legal Services Authority and the offices of the District Legal Services Authorities shall not be responsible for any kind of lapse on the part of candidate as to missing any information posted by the authority regarding empanelment related announcements.

### **DOCUMENTATION**

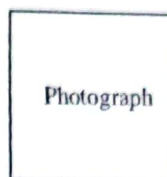
The self attested copies of documents i.e. ID proof, date of birth, all certificates of educational qualification/Experience and other certificates relied up are to be attached with the application form.

**APPLICATION FOR EMPANELMENT OF CHILD COUNSELLOR/GENERAL COUNSELLOR**

**APPLICATION FORM**

District: \_\_\_\_\_

Name of the Position applied for: \_\_\_\_\_



1.	Name			
2.	Father's /Husband's Name			
3.	Date of Birth (Along with proof)			
4.	Age as on date of 01.01.2024			
5.	Permanent Address and Home District			
6.	Correspondence Address			
7.	Mobile No. and Email ID			
8.	Education Qualification			
Sr. No.	Degree/Course	Name of Board/University/Institute	Year of Passing	Obtained percentage (Aggregate)
1				
2				
3				
4				
5				
9.	Experience (if any)			
10.	Identity proof (AADHAR, PAN)			
11.	Present Occupation			
12.	Nationality/Gender			
13.	Religion			
14.	Any other accomplishment(s), the candidate may like to inform			
15.	Whether any Criminal case has been registered against the applicant? If Yes, the details thereof			
16.	Whether the applicant has ever been charge-sheeted for any criminal offence or in any departmental proceedings?If yes, the details thereof			
17.	Whether the applicant has been convicted by any competent court for any criminal offence? If yes, the details thereof.			
18.	Does the applicant has ore than one living spouse?			
19.	Does the applicant attract any of the disqualification listed in the vacancy circular?			

➤ List of the documents to be attached:-

- Attested copies of documents in support of educational qualifications from Gazetted Officer
- Attested copies of documents in support of identity proof (AADHAR/PAN) from Gazetted Officer
- Attested copies of documents in support of date of birth from Gazetted Officer
- Attested copies of documents in support of Experience from Gazetted Officer
- Attested copies of any other relevant document in support of his/her application from Gazetted Officer

Place:

Date:

Signature of the Candidate

I undertake that I have not concealed any material information. I further undertake that in case at any stage, I have been found guilty of concealing any material information, my candidature/subsequent empanelment be cancelled with immediate effect.

Signature of the Candidate

**Note:**

**The application form alongwith relevant documents are to be submitted in the office of District Legal Services Authority of that District(s) where the applicant wants to apply.**