

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,
GANJAM, BERHAMPUR**

Ph: 0970-9997777, Fax: 0970-9997777, E-mail: dlsaberhampur@gmail.com.

**ADVERTISEMENT FOR EMPANELLMENT OF PARA LEGAL VOLUNTEERS AT
DISTRICT AND TALUK LEVEL**

Dated 06th day of February, 2026

Applications are invited from public spirited individuals, willing to render pro-bono services, subject to honorarium as fixed from time to time, upon entrustment of specific duty, assigned to them, to be empanelled as Para Legal Volunteers (PLVs) for the District Legal Services Authority, Ganjam at Berhampur & Taluk Legal Services Committee (15 nos.) functioning at Aska/ Bhanjanagar/ Buguda/ Chatrapur/ Digapahandi/ Hinjilicut/ Jagannathprasad/ Kodala/ Khallikote/ Kabisuryanagar/ Patrapur/ Purusottampur/ Polasara/ Seragada/ Sorada under this jurisdiction. The Para Legal Volunteers are the intermediaries between the common people and access to justice by promoting legal awareness at the grass root level.

The intending applicants who have the requisite qualification preferably matriculate, willing to render service for the society may apply to this Authority as per proforma attached herewith by **13.02.2026**. Applications must be duly filled in by the applicant, supported by requisite documents/ testimonials in support of educational qualification, AADHAR Card for identity proof along with one passport size photograph being affixed on the application in the space provided in the application, along with two nos. of extra pass photographs. Incomplete application and the filled up applications without requisite documents and application received after the stipulated date shall be summarily rejected.

The applications for being engaged as PLV at Taluk & DLSA level should be complete in all aspect and may be sent through email i.e. dlsaberhampur@gmail.com, speed post or byhand to the office of the DLSA, Ganjam located At- Civil Courts Premises, Berhampur by **05.00 PM of 13.02.2026** positively.

NOTICE

The applicants who are interested to be empanelled as Para Legal Volunteers for D.L.S.A/ TLSCs subject to the following condition may apply in the proforma enclosed by the stipulated date:

- The PLVs should have mind set to extend voluntary service to the down trodden people SC /ST /Child /Women /Senior Citizen and all marginalized section of the society who are unable to get justice and right out of their poverty and ignorance without expectation of monetary gain from it.

- Para Legal Volunteers should have a mind set to assist the needy in the society coupled with the compassion, empathy and concern for the upliftment of marginalized and weaker sections of the society.
- They must have unflinching commitment towards the cause which should be translated into the work they undertake.
- The engagement of the PLVs does not carry and salary, remuneration of wages except honorarium as fixed by the DLSA from time to time.

Groups from whom Para-Legal Volunteers can be selected:

- Teacher (including retired teachers)
- Retired Government servants and senior citizens
- M.S.W students and teachers
- Anganwadi Workers
- Doctors/Physicians
- Students & Law Students (till they are enrolled as lawyers)
- Members of non-political, service oriented NGOs and Clubs
- Members of Women Neighborhood Groups, Maithri Sanghams and other self Help Groups including or marginalized/ vulnerable groups.
- Educated prisoners with good behavior, serving long term sentences in prisons.
- The applicant must be literate, preferably matriculate, with a capacity for overall comprehension.
- Any other person whom the District Legal Services Authority or Taluk Legal Services Committee deems fit to be identified as PLVs.

The application in respect of the convict PLVs with regard to the Jails functioning at Circle Jail, Berhampur, Special Jail, Bhanjanagar, Sub- Jail, Aska/ Chatrapur/ Digapahandi/ Kodala/ Sorada shall be routed through their respective Superintendent of the Jail through the aforementioned email ID of the DLSA, Ganjam.

Inform all concerned.

By the order of Chairman

Sd/-
Secretary,
District Legal Services Authority,
Ganjam at Berhampur

Memo No. dtd.

Copy to be exhibited in the notice board of Civil Courts, Ganjam at Berhampur/
District Legal Services Authority, Ganjam at Berhampur/ TLSCs for general information.

Secretary,
District Legal Services Authority,
Ganjam at Berhampur

Memo No. **dtd.**

Copy forward to Collector, Ganjam at Chatrapur / Sub-Collector, Berhampur/ Bhanjanagar/ Chatrapur for their information and circulation to general public and NGOs. One extra copy of the notice is forwarded to be exhibited in the notice board of their office for general information.

Secretary,
District Legal Services Authority,
Ganjam at Berhampur

Memo No. **dtd.**

Copy forward to CDMO, Ganjam at Berhampur for their information and necessary action with a request to exhibit the same in the notice board of their office for general information.

Secretary,
District Legal Services Authority,
Ganjam at Berhampur

Memo No. **dtd.**

Copy forwarded to the Chairman, TLSCs, Bhanjanagar/ Aska/ Patrapur/ Chhatrapur /Digapahandi /Sorada /Kodala/ Khallkote/ Hinjilicut /Purushottampur /Buguda/ Seragada/ Kabisuryanagar/ Jagannathprasad/ Polasara/ JMFC-cum-Nyayadhipati, Sanakhemundi for information and necessary action.

Secretary,
District Legal Services Authority,
Ganjam at Berhampur

Memo No. **dtd.**

Copy forward to President/ Secretary, Ganjam Bar Association, Berhampur & MACT Bar Association, Berhampur for their information and circulation to general public. One extra copy of the notice is forwarded to be exhibited in the notice board of their office for general information.

Secretary,
District Legal Services Authority,
Ganjam at Berhampur

Memo No. **dtd.**

Copy forward to Tahasildar, Ganjam at Berhampur/ Kanisi/ Kukudakhundi/, BDO, Rangailunda / Kanisi / Kukudakhundi for their information and circulation to general public. One extra copy of the notice is forwarded to be exhibited in the notice board of their office for general information.

Secretary,
District Legal Services Authority,
Ganjam at Berhampur

Memo No. **dtd.**

Copy forward to Principal, Lingaraj Law College, Berhampur/ Ganjam Law College, Berhampur/ PG Department of Law, Berhampur University for their information and circulation to the law student. One extra copy of the notice is forwarded to be exhibited in the notice board of their office for general information of the law student.


**Secretary,
District Legal Services Authority,
Ganjam at Berhampur**

Memo No. **dtd.**

Copy forward to CDPO, Berhampur for kind information and circulation to the Anganawadi Workers. One extra copy of the notice is forwarded to be exhibited in the notice board of their office for general information of the public.


**Secretary,
District Legal Services Authority,
Ganjam at Berhampur**

Memo No. **dtd.**

Copy forward to Senior Superintendent, Circle Jail, Berhampur for kind information and necessary action. Further, he is requested to exhibit the aforesaid advertisement in the notice board of their office for general information for empanelment of Convict PLV.


**Secretary,
District Legal Services Authority,
Ganjam at Berhampur**

Memo No. 314 **dtd.** 06.02.2026

Copy forward to the Registrar, Civil Courts, Berhampur with a request to impart necessary instruction to the System Officer, District Courts, Berhampur to upload the same in the District Courts website for general information of the public.


**Secretary,
District Legal Services Authority,
Ganjam at Berhampur**

**FORMAT OF APPLICATION FOR EMPANELLMENT AS PARA LEGAL VOLUNTEER
OF DLSA/ TLSCs OF GANJAM DISTRICT**

1. Name of the applicant (In Capital letters) :
2. Father's / husband's name :
3. Sex (Male/Female) :
4. Marital status (Married / Unmarried) :
5. Permanent Address :
(Village, P.O, G.P, Block, P.S & District)
6. Present address :
(Village, P.O, G.P, Block, P.S & District)
7. Date of birth :
8. Educational qualification :
(Documents to be attached)
9. Special Qualification if any :
(Document to be attached)
10. Mobile/Landline No, email ID if any :
11. Blood group :
12. If any criminal case is pending or disposed :
of in conviction against the applicant
(if, the details of the same be indicated)
13. If interested for being engaged as PLV :
in DLSA
14. In which TLSCs he/ she is interested to work :
as PLV

Paste your recent
passport size
Photograph and
to submit 2 extra
photograph with
the application
form.

DECLARATION

I hereby declare that information furnished above are true, complete and correct to the best of my knowledge and belief. Further, I declare that I shall not claim any remuneration and wages for the voluntary work to be rendered by me except the honorarium, if any, which may be fixed and paid to me by the DLSA/ TLSCs and I shall not claim any engagement as PLV.

Place:

Date:

(Signature of the applicant)