OFFICE OF THE DISTRICT JUDGE, GANJAM, BERHAMPUR

ADVERTISEMENT NO. 01 DATED 30.03.2026

Last date for receipt of applications : 20.4.2026

Applications in the prescribed format are invited from the intending candidates having requisite qualification and experience along with supporting documents as required under *Rules-5 and 6 of the Family Courts (Orissa) Rules, 1990* for appointment of the post of **Counsellor** in the Court of Judge, Family Court, Berhampur, Ganjam against the post lying vacant. The Counsellor shall be appointed by the Hon'ble High Court of Orissa, Cuttack.

Number of vacancy : 1 (**ONE**)

1. ELIGIBILITY AND QUALIFICATIONS OF COUNSELLOR:

A candidate, in order to be eligible for the above post;

(a) Shall be a citizen of India.

(b) Shall have a Master's Degree in Social Science preferably in Sociology or Psychology.

(c) Shall have minimum experience of three years in family counseling.

> *Provided that, where such persons are not available, persons above the age of thirty-five (35) working in the field of social service and welfare activities and engaged in promoting the welfare of Family and Child Care with a degree in Social Science preferably in Sociology or Psychology shall be eligible.*

(d) Shall be able to speak, read and write Odia and have passed test in Odia equivalent to the M.E. Standard;

(e) Shall be of sound health, good physique and free from organic defects or bodily infirmity, or communicable disease;

(f) Shall have not more than one spouse living, if married;

(g) No criminal case pending against him/her

N.B.: ***The District Judge shall reserve the right to cancel the candidature of any candidate, if found unsuitable for any reason.***

2. FUNCTIONS OF A COUNSELLOR:

In accordance with Rule-8 of the Family Courts (Orissa) Rules, 1990, Counsellor entrusted with any petition shall assist and advise the parties regarding the settlement of subject-matter of dispute between the parties or any part thereof. The counsellor shall also help the parties in arriving at a reconciliation.

3. FEES OF A COUNSELLOR:

Fees of the counsellor is Rs.6,000/- per month. Further, the assisting fee per day of actual work of the Counsellor is Rs.1,000/- pursuant to Resolution No.IJ-02/2019-6839/L dated 23.04.2025 of the Government of Orissa, Law Department, Bhubaneswar.

4. HOW TO SUBMIT APPLICATION:

Application in the prescribed Format duly filled in with necessary particulars mentioned therein and duly signed by the applicant shall be submitted along with following necessary documents.

(a) Self-attested photocopies of the educational qualification certificates / Mark sheets including Master's Degree/ Degree in Social Science, preferably in Sociology or Psychology.

(b) Experience certificate in the field of Family Counselling/ Social service and welfare activities and engagement in promoting the welfare of Family and Child Care.

(c) Self-attested photocopy of Certificate showing the Date of Birth (preferably H.S.C. Board or equivalent)

(d) Two Character Certificates issued by two different Gazetted Officers

(e) Two nos. of self-attested recent passport size photographs of the candidate (one shall be) affixed on the application form.

(f) One self-addressed envelope.

5. LAST DATE FOR RECEIPT OF APPLICATIONS:

The prescribed application format filled in with the required particulars and self attested copies of required documents in an envelope addressing to the **Registrar, Civil Courts, Berhampur, Ganjam, PIN-760004** must be reached in the Office of the Registrar, Civil Courts, Berhampur on or before **05.00 P.M. of 20.04.2026** by **REGISTERED POST / SPEED POST**. The applicants may also drop their application forms in the **DROP BOX** kept in the Civil Courts, Berhampur (in front of the Process Establishment Section) during the Office hours of all working days till **5.00 P.M. of 20.04.2026**. The application forms received

after 5.00 P.M. of 20.04.2026 shall not be taken into consideration. Envelope containing application & other required materials, must be inscribed "**Application for the post of Counsellor**"

N.B.:-

i. The Candidates are required to submit their applications duly filled in and ***signed in full*** by their own hands furnishing the required particulars as per the prescribed format as given below. ***Application received without full signature of the applicant will be rejected.***

ii. The application, if found defective / incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement shall be summarily rejected.

iii. If the qualification certificate of any candidate is found fraudulent subsequent to his/ her appointment shall be cancelled and he/ she will be prosecuted according to law.

iv. Any form of canvassing by the applicant shall entail rejection of the application.

v. Applicants are advised to visit the **official website** of District Court, Ganjam, Berhampur i.e. **https://ganjam.dcourts.gov.in.nic.in** from time to time for further updates regarding the recruitment process and notifications.

Sd/- *Asanta Kumar Das*
District Judge,
Ganjam, Berhampur.

FORMAT

APPLICATION FOR THE POST OF COUNSELLOR

Space for

Self-attested Passport size photograph

POST APPLIED FOR : _____

1. **Name of the Candidate** :
   (in CAPITAL letter)
2. **Father's/ Husband's Name** :
3. **Sex** (Male / Female) **:**
4. **Marital Status** (Married/ Unmarried) :
5. **Permanent Address:**
6. **Present Address** :
   (along with Mob. No. & e-mail ID)
7. **Date of Birth (As per H.S.C. or equivalent Certificate)** :
   Age (as on **20.04.2026**) : ..... Years ..... Months ..... Days
8. **Educational Qualification** (Attach self-attested copies thereof)

Name of the Examination passed	Name of the Board/ University	Year of Passing	Total Marks of the Examination	Aggregate of marks secured	Grade/ Division	% of Marks Secured
1	2	3		4	5	6
H.S.C.						
+2 Arts/ Commerce/ Science						
+3 Arts/ Commerce/ Science of equivalent						
Post Graduation						

9. **Details of Experience (in the field of Family counseling /Social service and welfare activities with engagement in promoting the welfare of Family and Child care** :
10. **Religion**:
11. **Nationality** :

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of **Family Courts (Orissa) Rules, 1990** and the statements made above are true and correct to the best of my knowledge and belief.

Place:
Date :

Full Signature of the Candidate