OFFICE OF THE DISTRICT JUDGE, SUNDARGARH

ADVERTISEMENT NO. 01 DATE: 02.04.2026

Applications are invited from the desirous 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 to vacant post of counsellor (one post) in the Court of the Judge, Family Court, Rourkela. The Counsellor shall be appointed by the Hon'ble High Court of Orissa, Cuttack

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 with minimum experience of three years in family counselling.

c) (**Provided that, where such persons are not available)**, Shall be above the age of thirty five, 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.

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 sound health, good physique and free from organic defects or bodily infirmity.

f) Shall have not more than one spouse living.

g) Shall submit a declaration regarding pending of any criminal case against him/her.

2. FUNCTIONS OF A COUNSELLOR: [Rules-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. FEE OF A COUNSELLOR:

The Principal Counsellor and Counsellor shall be paid the assisting fee per day of actual work and retainer fee per month at the rate fixed by the state Govt. from time to time in consultation with the High Court of Orissa.

4. HOW TO SUBMIT APPLICATION:

Typed out application filled in with necessary following particulars and duly signed by the applicant shall be submitted along with following necessary documents.

(a) Particulars.

i) Name of the Candidate:

ii) Name of Father / Husband:

iii) Date of Birth (Both in words and Figure):

iv) Age as on the date of application:

v) Educational Qualification:

vi) Details of experience in the field of Family Counselling / social service and welfare activities with engagement in promoting the welfare of Family and Child Care:

vii) Permanent and present address with mobile No. and e-mail ID:

(b) Documents:

i) Certificate showing the date of Birth (H.S.C Certificate)

ii) Self attested photo copies of all educational qualification certificates including Master's Degree / Degree in Social Science, preferably in Sociology or Psychology.

iii) Certificate of minimum experience of 3 years in family counselling, if any.

iv) Experience Certificate in Family counselling / Social service and welfare activities and engagement in promoting the welfare of Family and Child care.

v) Two nos. of self attested recent passport size photographs of the candidate beside the one affixed on the application form.

vi) Two nos. of self addressed envelopes with postage stamp of Rs. 60/-.

5. LAST DATE FOR RECEIPT OF APPLICATIONS:

i) The prescribed application format filled up with the required particulars and self attested copies of required documents in a cover addressing to the ***Registrar, Civil Courts, Sundargarh, Pin-770001*** must be reached ***in the Office of the Registrar, Civil Courts, Sundargarh on or before 5.00 P.M of 24.04.2026*** positively. The applicants may also drop their application form in the drop box kept in the Civil Courts premises, Sundargarh during the Office hour of all working days till ***5.00 P.M of 24.04.2026.***

ii) Incomplete applications, in any manner, are liable to be summarily rejected. The applications received after the last date shall not be entertained.

iii) Envelope containing application must be inscribed ***"Application for the post of Counsellor"*.**

6. The details of advertisement may also be available in the District Court website i.e. https://sundargarh.dcourts.gov.in .

Sd/- 02.04.2026
District Judge,
Sundargarh.

F O R M A T

APPLICATION FOR THE POST OF COUNSELLOR

Affix one recent passport size photograph

1. Name of the Applicant :

2. Father's/Husband's Name :

3. Sex (Male/Female) :

4. Nationality :

5. Marital Status :
   (Married/Unmarried)

6. Permanent Address :

7. Present Address :

8. Date of Birth :
   (as per H.S.C. Certificate)

9. Age as on 24.04.2026 : Years_____, Months_____, Days_____.

10. Mobile No. & e-mail ID :

11. Educational Qualification :
    (with copies of self attested certificates and mark sheets)

12. Details of Experience in the :
    Field of Family counselling/
    Social service and welfare
    Activities with engagement
    In promoting the welfare of
    Family and child care.

D E C L A R A T I O N

I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.

Date:

Place: **Full Signature of the candidate**