

**Office of the District & Sessions Judge-cum-Chairperson,**

**District Legal Services Authority, Rupnagar.**

**Notice Inviting Applications**

District Legal Services Authority, Rupnagar invites applications on prescribed format (Annexure-A) from the Indian citizens who fulfill the essential qualification and other eligibility conditions (as on 01.01.2024) for empanelment as Child Counsellor and General Counsellor(s) for the Mediation and Conciliation Centre, Rupnagar in the ADR Centre, Rupnagar. The empanelment would be for a period of one year and purely on per-sitting basis. However, it may be terminated at any point of time without any prior notice.

Sr. no.	Nomenclature of the posts	Qualification and Experience	No. of Counsellors to be engaged	Honorarium
1	Child Counsellor	Master's Degree in Sociology/Social Work/Psychology (The preference shall be given to law graduates who have requisite experience of working with NGOs and in the field of child and matrimonial counselling).	1	Rs. 2,000/- per sitting
2	General Counsellor	Master's Degree in Sociology/Social Work/Psychology (The preference shall be given to law graduates who have requisite experience of working with NGOs and in the field of child and matrimonial counselling).	2	Rs. 2,000/- per sitting

**Job Profile of Child Counsellor:-**

The Child Counsellor would do counselling of children and parents in matter 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 parent 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 day-to-day care plan that fosters stability. The Child Counsellors would also assess the child's existing relationship with each parent,

sibling and other persons who may significantly affect the child's welfare. He/She would also do counselling of children in cases/matters affecting the children.

#### **Job Profile of General Counsellor:-**

The General Counsellor would do counselling in matrimonial disputes, matters relating to women and children, senior citizens etc. The General Counsellors would help couples to understand the source of their conflicts and try to resolve them. They would help address and resolve issues that couples may not realize are the core of their problems. They would analyse the behavioural patterns of couples and identify those who lead the conflict, in order to get resolved the dispute.

#### **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:-**

1. The candidates are required to submit their application form to **the office of Secretary, District Legal Services Authority, Rupnagar**. The detailed address of the office of the Secretary, District Legal Services Authority, Rupnagar is as under:-

<b>Name of the District</b>	<b>Address</b>	<b>Telephone No. &amp; Email ID</b>	<b>Website</b>
Rupnagar	District Legal Services Authority, District Court Complex, Rupnagar Pin code-140001	+91-1881-220171 dlsa.ropar@punjab.gov.in	<a href="https://rupnagar.dcourts.gov.in/">https://rupnagar.dcourts.gov.in/</a>

#### **Note:**

- Any candidate interested to apply in more than one district may submit the separate applications in the offices of the respective district.
  - The Offices of Secretary, District Legal Services Authority have been established in all the Districts of the State except Malerkotla.
2. The candidates are required to submit the application form (Annexure A) alongwith 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 29.02.2024 till 5:00 PM.

**Note:** Any application received after the late date shall not be entertained under any circumstances. The offices 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 the empanelment process will be made on the official websites of the respective District Judicial Courts as well as through the offices 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. Punjab 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.

Enclsd: Prescribed Proforma (Annexure-A)

Sd-

(Ramesh Kumari),

District & Sessions Judge-cum-Chairman,  
District Legal Services Authority,  
Rupnagar.

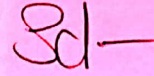
Endst. No. 06-08

Dated 02-02-2024

Copy forwarded to

1. All the Judicial Officers, Rupnagar, Sri Anandpur Sahib & Nangal for displaying on the notice board of their respective court.
2. The Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, Rupnagar for displaying on the notice board of the authority.

3. The President, District Bar Association, Rupnagar & Sub-Divisions- Sri Anandpur Sahib & Nangal for information to all members of the the association and necessary action.



(Ramesh Kumari),  
District & Sessions Judge-cum-Chairman,  
District Legal Services Authority,  
Rupnagar.



**APPLICATION FOR ENGAGEMENT FOR CHILD COUNSELLOR /GENERAL COUNSELLOR**

**ANNEXURE-A**

**APPLCIATION FORM**

Photograph

DISTRICT: \_\_\_\_\_

NAME OF THE POSISION 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 E-mail Id	:			
8.	Educational Qualification	:			
	Degree/Course	Name of Board/University/Institute	Year of Passing	Obtained Percentage (aggregate)	
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 more 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:

Signature of the Candidate

Date:

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 appointment 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.