

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

ADVERTISEMENT

Applications are invited for 01 post of Child Counsellor in District Mediation and Conciliation Centre, Sonipat, Haryana.

For detailed advertisement, application form, qualifications, experience, honorarium, age etc. for the aforesaid post, please visit official website of HALSA Panchkula www.hslsa.gov.in.

Application Form duly filled along with requisite documents shall reach the District Legal Services Authority, Sonipat latest by 26.11.2024 (before 5:00 p.m.).

Sd/-
Member Secretary,
Haryana State Legal Services Authority,
Panchkula.

**HARYANA STATE LEGAL SERVICES AUTHORITY,
INSTITUTIONAL PLOT No.9, SECTOR-14, PANCHKULA**

STANDARD OPERATIVE PROCEDURE (SOP)

Haryana State Legal Services Authority, Panchkula has initiated a process for empanelment of 01 Child Counsellor in District Mediation and Conciliation Centre, Sonipat, Haryana 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 Counsellor) 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 Child Counsellor 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.	01	Rs.2,000/- per sitting (Subject to 30 sitting per month)

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.

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 District 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 Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, Sonapat, Haryana. The details regarding address of the office of Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, Sonapat, Haryana is as under:-

District Legal Services Authority
ADR Centre, District Courts Complex,
Sonapat
Helpline : 0130-2220057,
Email : dlsaspt@gmail.com

Note:-

- The candidates are requested to submit the application form (Annexure A) along with the self attested copies of documents 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 26.11.2024 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 Authority, Sonipat, Haryana 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 website of the District judicial Court, Sonipat as well as through the office of District Legal Services Authority, Sonipat, Haryana.
3. The candidates are advised to keep on visiting the official website of the District Judicial Court, Sonipat and also to get in touch with the office of the District Legal Services Authority, Sonipat, Haryana.
4. Haryana State Legal Services Authority and District Legal Services Authority, Sonipat, Haryana 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

APPLICATION FORM

Photograph

1.	Name			
2.	Father's /Husband's Name			
3.	Date of Birth (Along with proof)			
4.	Age as on date of 31.10.2024			
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)
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:-

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

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 self attested documents are to be submitted in the office of District Legal Services Authority, ADR Centre, District Court Complex, Sonipat, Haryana – 131001.