

Through e-mail



OFFICE OF THE DISTRICT JUDGE, GANJAM, BERHAMPUR, ODISHA.

L. No. 3712 / Dated : 30/03/2026

From

**Ms. Soudamini Singh, O.J.S.(I)
Registrar, Civil Courts,
BERHAMPUR, Ganjam .**

To

**The Technical Director,
National Informatics Centre,
Ganjam Unit,
O/O The Collector & District Magistrate,
Ganjam, Chhatrapur.**

**Sub : Publication of the Long Advertisement for filling up of one vacant
post of Counsellor in the Family Court, Berhampur.**

Sir,

In enclosing herewith, a copy of advertisement dated 30.03.2026 for filling up of one vacant post of **Counsellor** in the Family Court, Berhampur, Ganjam, being directed, I am to request you to kindly make it convenient to upload the same in the Ganjam District Portal for its wide publicity and general information.

This may kindly be treated as **EXTREMELY URGENT**.

Yours faithfully,

**Registrar,
Civil Courts,
Berhampur, Ganjam.**

30/03/2026

Encl.: As above (04 pages)



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