


Memo No. 3806 (8) dated 06.04.2026

(Through E.Mail)

Copy Communicated to:

1. The Registrar, Civil Courts-cum-JIC of Process Establishment Section, Phulbani
2. The S.D.J.M.-cum-JIC of Process Establishment Section, Balliguda
3. The J.M.F.C.-cum-JIC of Process Establishment Section, G.Udayagiri / Daringbadi / Tumudibandha / Kotagarh  
For information with a request to display the above advertisement in the Notice Board of your office, for wide publication.
4. The DeGM, Collectorate, Phulbani for information with a request to upload the above advertisement in the District Portal of Kandhamal on **07.04.2026** for wide publication.
5. The System Officer, District Court, Phulbani for information with a direction to upload the above advertisement in the Website of District Court, Phulbani on **07.04.2026** positively, for wide publication.

 6.4.26  
Registrar, Civil Courts,  
Kandhamal, Phulbani



## OFFICE OF THE DISTRICT JUDGE, KANDHAMAL, PHULBANI

Advertisement No. 02 Dated the 6<sup>th</sup> day of April 2026

Pursuant to the direction of the Hon'ble High Court of Orissa, Cuttack in their Letter No.XVIII-06/1983(P.F.)-4492(60) dated 16.03.2026, applications in the prescribed format are invited from the desirous candidates having requisite qualification and experience along with supporting documents as required under Rule-5 and 6 of the Family Courts (Orissa) Rules, 1990 for appointment of **one vacant post of Counsellor** in the Court of the Judge, Family Court, Phulbani. The Counsellor shall be appointed by the Hon'ble High Court of Orissa, Cuttack.

1. **ELIGIBILITY AND QUALIFICATIONS OF COUNSELLOR:**

A candidate to be eligible for the above post: -

- a) Shall be a citizen of India.
- b) Shall have passed Master's Degree in Social Science preferably in Sociology or Psychology.
- c) Shall have minimum experience of 3 (three) years in family Counselling.  
*Provided that where such persons are not available, persons above the age of 35 (thirty-five) working in the field of social service & 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 for such appointment.*
- 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.
- f) Shall have not more than one spouse living, if married and
- g) No criminal case pending against him/her.

2. **FUNCTIONS OF A COUNSELLOR:**

The function of Counsellors shall be regulated in accordance with the terms and conditions as laid down in the Rule-8 of the Family Court (Orissa) Rules, 1990 and amendment made thereto from time to time.

3. **FEES OF A COUNSELLOR:**

The Counsellor shall be entitled to retainer fees per month and the assisting fee per day of actual work at the rate fixed by the Government of Odisha from time to time.

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 the following necessary documents.

- a. Self-attested photostat copies of all 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 & Welfare activities and engagement in promoting the welfare of Family and Child Care.
- c. Self-attested photostat copies of the certificate showing the date of birth (preferably H.S.C. Examination or equivalent).

- d. Two numbers of character certificates issued by two different Gazetted Officers.
- e. Two numbers of self-signed recent passport size photographs of the candidate (one shall be affixed on the application form).
- f. Two numbers of self-addressed envelopes without affixing postage stamp.

5. **LAST DATE OF RECEIPT OF APPLICATIONS:**

- a. The last date of receipt of Application Form is **27.04.2026**.
- b. The prescribed application format duly filled in with the required particulars and self-attested copies of required documents in one envelope addressing to the **Registrar, Civil Courts, Phulbani, At/Po-Phulbani, District-Kandhamal, PIN-762001** shall be sent by the candidates through **SPEED POST** so as to reach the **Office of the Registrar, Civil Courts, Phulbani on or before 5.00 P.M. of 27.04.2026 positively**. The application forms received after 5.00 P.M. of 27.04.2026 shall not be taken into consideration.
- c. The envelope containing application and other required documents must be inscribed "**Application for the post of Counsellor**".

**NB:-**

- a. The candidates are required to submit their applications duly filled in and signed in full by their own hands and to furnish the required particulars as per the prescribed format as given below. Application received without full signature of the applicant will be rejected.
- b. 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.
- c. 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.
- d. Canvassing in any form shall be dis-qualification of the candidature.
- e. Applicants are advised to visit the official website of District Court, Kandhamal, Phulbani i.e. "<https://kandhamal.dcourts.gov.in/notice-category/recruitments/>" from time to time for latest updates regarding the recruitment process and notifications.

**FORMAT OF APPLICATION**

**Application for the post of COUNSELLOR of the Judge, Family Court, Phulbani**

- |  |   |                               |   |
|--|---|-------------------------------|---|
| 1. Name of the Applicant                     | : |                               | self-attested recent passport size photograph |
| 2. Father's /Husband's Name                  | : |                               |   |
| 3. Sex (Male/Female/Others)                  | : |                               |   |
| 4. Marital Status (Married/Un-married)       | : |                               |   |
| 5. Permanent Address                         | : |                               |   |
| 6. Address for Communication                 | : |                               |   |
| 7. Date of Birth<br>(as per HSC Certificate) | : |                               |   |
|  |   | ( ___ Yrs. ___ Mths ___ 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

9. Details of Experience, if any :

(*In the field of family counselling/social service & welfare activities with engagement in promoting the welfare of a family & childcare. Attach self-attested copies thereof*)

10. Category: (UR/ST/SC/SEBC/ :

Sports Person/Ex-Service Man)

(*Attach self-attested copies of supporting documents issued by the competent authority*)

11. Whether Physically/ Orthopedically Handicapped :

(*If yes, attach self-attested copies of supporting medical certificate issued by the Competent Medical Authority/Board*)

12. Religion :

13. Nationality :

14. Mobile No. :

15. E.mail Address :

**DECLARATION**

I do hereby solemnly affirm and state that, I am aware about the provisions of The Family Courts (Orissa) Rules, 1990 and amendments made thereto from time to time and the statements made above are true & correct to the best of my knowledge & belief and based on record.

Place:

Date:

(*Full Signature of the Candidate*)

**List of self-attested copies of documents attached:**

- 1.
- 2.
- 3.
- 4.
- 5.

**BY ORDER OF THE DISTRICT JUDGE,  
KANDHAMAL, PHULBANI**

**Sd/-**

Registrar, Civil Courts,  
Kandhamal, Phulbani.