



THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
Industries & Commerce Department
UT Secretariat, Ladakh

Notification
Ladakh, the 13th May, 2022

S.O. 70 In exercise of the powers conferred by S.O 282(E) dated: 21.01.2020, the Hon'ble Lieutenant Governor of Union territory of Ladakh hereby makes the following Rules, namely. -

1. Short title and commencement

- (1) These Rules may be called the Union territory of Ladakh Handicrafts (Subordinate) Service Recruitment Rules, 2022.
- (2) These Rules shall come into force from the date of their publication in the Official Gazette.

2. Definitions. - In these Rules, unless the context otherwise requires. -

- (a) "**Administration**" means Administration of the Union territory of Ladakh;
- (b) "**Administrative Department**" means the Department of the Administration in the Union territory Secretariat holding the administrative charge of the Service;
- (c) "**Appointed day**" shall mean the day as defined under section 2 (a) of the Jammu and Kashmir Reorganization Act, 2019.
- (d) "**Board**" means the appropriate recruitment board;
- (e) "**Cadre**" means the sanctioned strength of the Service under these Rules;
- (f) "**Chief Executive Officer**" means Chief Executive Officer, of the concerned LAHDC;
- (g) "**District cadre**" means the cadre comprising of the posts as may be notified by the Administration;
- (h) "**LAHDC**" means Ladakh Autonomous Hill Development Council, as constituted under the relevant Act;
- (i) "**Member of the Service**" means a person appointed to a post in the Handicrafts (Subordinate) Service under the provisions of these Rules;
- (j) "**Rules**" means the Union territory of Ladakh Handicrafts (Subordinate) Service Recruitment Rules;
- (k) "**Resident of Union territory of Ladakh**" means any person who satisfies the criteria of residence as may be prescribed for the purpose of

employment under the Administration of Union territory of Ladakh under any Act, Rule, Regulation or Order having force of law in Union territory of Ladakh;

- (l) "Schedule" means the Schedule(s) annexed to these Rules;
- (m) "Service" means Service as constituted under these Rules;
- (n) "Union territory" means the Union territory of Ladakh;

3. Constitution of the Service. -

From the date of commencement of these Rules, there shall be constituted the Union territory of Ladakh Handicrafts (Subordinate) Service;

4. Initial Constitution. -

On the date of commencement of these Rules, persons who have already been appointed substantively to a post in the cadre of J&K Handicrafts (Subordinate) Service and finally allotted for service in the Union territory of Ladakh in accordance with the provisions of section 89(2) of the J&K Reorganization Act, 2019, shall be deemed to have been appointed to the Service at the initial constitution.

Provided that a person appointed by a competent authority substantively to a post in the cadre of J&K Handicrafts (Subordinate) Service on the recommendations of a Board after the appointed day shall also be deemed to have been appointed to the Service at the initial constitution and the services rendered by him prior to the commencement of these Rules shall count for the purposes of rules regulating his conditions of service.

5. Strength and composition of the Service. -

- (1) The authorized permanent strength of the Cadre and the nature of the posts included therein shall be determined by the Administration, from time to time and shall at the initial constitution of the Service under these Rules, be such as specified in Schedule-I annexed to these Rules;
- (2) The Administration shall, at the interval of every five years or at such other intervals as may be necessary, re-examine the strength and composition of the Cadre of the Service and make such alteration therein as it deems fit.

6. Qualification and Method of Recruitment. -

- (1) No person shall be eligible for appointment or promotion to any post unless he possesses the qualifications as laid down in Schedule- II annexed to these Rules;
- (2) Appointment to the Service shall be made: -
 - (a) By direct recruitment; or
 - (b) By promotion, failing which by absorption:

Provided that the terms and manner of appointment by absorption shall be as notified by the Administration by a general or special order.

Provided further that the competent authority to appoint a person to the Service by absorption shall be the Administration.

7. Probation. -

- (1) Every person on appointment to the Service, by direct recruitment shall be on probation for a period of two years. Person on appointment to the Service by promotion or by absorption shall be on probation for a period of six months.

Provided that the period of probation may extend in accordance with the instructions issued by the Administration from time to time.

Provided further that other matters relating to probation, will be governed by the instructions issued by the Administration in this regard from time to time.

- (2) If, during the period of probation or any extension thereof, as the case may be, the Administration is of the opinion that a person appointed to the Service has not successfully completed the period of probation, the Administration may discharge the directly recruited candidate from the Service, or revert the promotee to the post held by him prior to his promotion.

8. Training and Departmental Examination. -

Persons appointed to the Service shall be required to undergo such training from time to time during the course of probation and to pass such examination(s) as the Administration may prescribe:

Provided that the Administration may exempt, either wholly or partly, from such training or departmental examination(s) person who have passed a departmental examination or undergone training declared by the Administration to be equivalent to a departmental examination or training prescribed under these Rules.

9. Eligibility for direct recruitment. -

The age limit and other qualifications for direct recruitment shall be as prescribed by the Administration.

Provided that a person already in Government service would be required to apply through proper channel for direct recruitment against a vacant post in the Service, if he possesses the educational and other qualifications prescribed for recruitment to such posts.



10. Maintenance of seniority lists. -

The Chief Executive Officer in case of District Cadre Posts and the Administrative Department in respect of other posts shall maintain up to date and final seniority list of Members of the Service.

Provided that the seniority of Members of the Service shall be maintained in accordance with the rules as may be notified by the Administration by a general or special order.

11. Disqualification for appointment. -

No person shall be qualified for appointment to the Service unless the person is a Resident of Union territory of Ladakh. However, this shall not apply to persons allotted service in Union territory of Ladakh under the provisions of section 89(2) of Jammu and Kashmir Reorganization Act, 2019, or such Rules as may be formulated by the Administration.

12. Interpretation. -

If any question arises relating to the interpretation of these Rules, the matter shall be referred to the Administrative Department whose decision thereon shall be final and binding.

13. Repeal and Savings. -

(1) All the Rules corresponding to these Rules in force immediately before the commencement of these Rules are hereby repealed.

(2) Notwithstanding such repeal, any appointment order made or action taken under the provisions of the Rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these Rules.

(3) Nothing in these Rules shall affect reservations, relaxation in age-limit and other concessions required to be provided for the Scheduled Tribes/Scheduled Castes and other special categories of person in accordance with orders issued by the Administration from time to time in this regard.

14. Residuary Matters. -

In regard to the matters not specifically covered by these Rules, the members of the Service shall be governed by Rules/regulations and orders as may be prescribe by the Administration.

Sd/-
(Saugat Biswas) IAS
Commissioner/Secretary,
Industries & Commerce



Copy to the:

1. Joint Secretary MHA, Jammu, Kashmir and Ladakh.
2. All the Administrative Secretaries UT Ladakh.
3. Additional Director General of Police Ladakh.
4. Deputy Commissioner/CEO, LAHDCs Leh/Kargil.
5. All Divisional Head of the Departments.
6. OSD to Hon'ble Lieutenant Governor, Union Territory of Ladakh for information of Hon'ble Lieutenant Governor.
7. Private Secretary to Advisor for kind information of the Advisor.
8. District Informatics Officer, NIC, Ladakh for uploading in the UT Website.
9. I/C Archives, Archaeology and Museums.
10. Office/Order File.


(Rigzin Spalgon)
Deputy Secretary,
Industries & Commerce

Ladakh Handicrafts (Subordinate) Service Recruitment Rules, 2022.

SCHEDULE - I

SO 70 dated:13.05.2022

S.No	Designation of the Post	Pay Level & Structure	No. of posts
1	Handicraft Training Officer	Level 6E (35900-113500)	05
2	Quality Control Inspector	Level 6E (35900-113500)	01
3	Designer	Level 6E (35900-113500)	01
4	Assistant Registrar Induscos	Level 6D (35800-113200)	01
5	Instructor Fresco Painting Ladakh	Level 6D (35800-113200)	01
6	Instructor Clay Moulding Ladakh	Level 6D (35800-113200)	01
7	Head Assistant	Level 6B (35600-112800)	01
8	Statistical Assistant	Level-6B 35600-112800	01
9	Assistant Handicraft Training Officer	Level 6 (35400-112400)	31
10	Technical Assistant	Level 6 (35400-112400)	01
11	Instructor Carpet Weaving Ladakh	Level 6 (35400-112400)	01
12	Senior Craft Instructor	Level 6 (35400-112400)	36
13	Instructor /Instructor Ladakh Craft (Garments/wood carving/ carpet/ carpentry/ silver Filigree/ Namda/ Papu shoe making / embroidery/ Knitting/ Hosiery making/ Dyeing Master Ladakh etc)	Level 6 (35400-112400)	27
14	Designer Ladakh	Level 6 (35400-112400)	01
15	Accounts Assistant	Level-5 (29200-92300)	01
16	Senior Assistant	Level 5 (29200-92300)	05
17	Junior Assistant/Junior Assistant cum Computer Operator	Level 4 (25500-81100)	04
18	Store keeper / Accounts Jobber	Level 4 (25500-81100)	02
19	Supervisor	Level 4 (25500-81100)	01
20	Auditor Induscos	Level 4 (25500-81100)	01
21	Junior Instructor Painting Ladakh	Level 4 (25500-81100)	07
22	Carpet Assistant/ Carpet Mechanic	Level 4 (25500-81100)	07
23	Junior Instructor / Assistant Craftsman SOD / Craft Assistant/Craft Teacher	Level 4 (25500-81100)	11
24	Talim Writer cum Designer	Level 4 (25500-81100)	01
25	Stamping Assistant	Level 2 (19900-63200)	01
26	Conductress	Level SL2 (15900-50400)	10
27	Dyeing Attendant Ladakh	Level SL1 (14800-47100)	01
28	Orderly cum Chowkidar	Level SL1 (14800-47100)	17
		Total	178


(Rigzin Spalgon)

Deputy Secretary,

Industries & Commerce Department

Ladakh Handicraft (Subordinate) Service Recruitment Rules, 2022.

Schedule-II

SO 70 dated:13.05.2022

Schedule-II (A)

Pay level & Structure	Designation	Minimum Qualification for direct recruitment	Method of recruitment
Level-6B (35600-112800)	Head Assistant	-	<p>100% by promotion from Senior Assistant, having not less than three (03) years substantive service as Senior Assistant and also having passed Secretariat Assistant Training Course Examination;</p> <p>Provided that 25% of posts to be filled up in a calendar year shall be earmarked for promotion of those Senior Assistant, who have not qualified the Secretariat Assistant Training Course Examination, but have crossed the age of 50 years as on 1st January of the year in which such promotion are being considered:</p> <p>Provided further that in case of Senior Assistants who have qualified the Secretariat Assistant Training Course Examination during his/her period of probation as Junior Assistant shall not be required to qualify the said examination again.</p>
Level-5 (29200-92300)	Senior Assistant	-	<p>100% by promotion from Junior Assistant in order of seniority, having not less than three (03) years substantive service as Junior Assistant and also having qualified Secretariat Assistant Training Course Examination.</p>
Level-4 (25500-81100)	Junior Assistant/Junior Assistant cum Computer Operator	<p>Graduation from any recognized University with minimum 200 Hours or 6month Certificate Course in Computer Application from any Government recognized Institute and to qualify type test with speed of not less than 35 words per minute on computer keyboard.</p>	<p>i. 75% by direct recruitment. ii. 25 % by promotion from matriculate Orderly/Orderly cum Chowkidar in order of seniority, having not less than three (03) years substantive service as such on the recommendation of DPC, and to qualify type test with speed of not less than 30 words per minute.</p> <p>Provided that a person appointed by direct recruitment or by promotion shall have to undergo and qualify the Secretariat Assistant Training Course Examination /Training during the period of probation.</p>
SL-1 (14800-47100)	Orderly/ Orderly Cum Chowkidar	Minimum Matric and Maximum 10+2	100% direct recruitment



-Schedule-II (B)

Level-6E (35900-113500)	Handicrafts Training Officer (HTO)	-	100% by promotion from Assistant Handicraft Training Officer, having not less than five (05) years substantive service.
Level-6 (35400-112400)	Assistant Handicraft Training Officer	Bachelor in Design (B. Des) (Fashion/Leather/Accessories/Textile/Knitwear/ Life Style & Accessory Design).	<p>i) 90 % by direct recruitment ii) 10% by promotion from Storekeeper/Supervisor/Accounts Jobber/ having not less than five (05) years substantive service.</p> <p>Note: The incumbent Sr. Asstt as on the notification of these rules will be eligible for promotion to the post of AHTO having not less than five (05) years of substantive service.</p> <p>The person appointed by promotion will undergo appropriate short term in-service training course as notified by the department.</p>
Level-4 (25500-81100)	Storekeeper/Accounts Jobber	Bachelor of Commerce (B.Com)	100% by direct recruitment
Level-4 (25500-81100)	Supervisor	Bachelor in Fine Arts	100% direct recruitment

Schedule-II (C)

Level-6E (35900-113500)	Quality Control Inspector		100% By promotion from Technical Assistant, having not less than five (05) years substantive service.
Level-6 (35400-112400)	Technical Assistant	Bachelor in Design (Fashion/Leather/Accessories/Textile/Knitwear/ /Handicraft/Industrial Design) or Bachelor Fashion Tech.	100% by direct recruitment

M. P. Singh

Schedule-II (D)

Level-6D (35800-113200)	Assistant. Registrar Induscos		100% by promotion from Auditor Induscos on the basis of seniority having not less than Five (05) years substantive service.
Level-4 (25500-81100)	Auditor Induscos	Graduate from any recognized university with minimum 200 hours or 6-month Certificate Course in Computer Applications from any recognized Institute and to qualify type test with speed of not less than 35 words per minute on computer keyboard.	100 % direct recruitment

Schedule-II (E)

Level-6D (35800-113200)	Instructor Fresco Painting Ladakh		100% by promotion from Junior instructor Painting Ladakh, having not less than five (05) years substantive service.
Level-4 (25500-81100)	Junior Instructor Painting Ladakh	Bachelor of Fine Arts in Thanka / Fresco Painting from a recognized university.	100% by direct recruitment.

Schedule-II (F)

Level-6 (35400-112400)	Instructor Carpet Weaving Ladakh		100% by promotion from Carpet Assistant/Carpet Mechanic, having not less than five (5) years substantive service.
Level-4 (25500-81100)	Carpet Assistant/Carpet Mechanic	Bachelor Degree in Textile Technology/Carpet Technology from recognized university	100% by direct recruitment

M. P. Singh

Schedule-II (G)

Level-6D (35800-113200)	Instructor Clay Moulding Ladakh	Bachelor of Fine Arts in Traditional/Himalayan Sculpture from any Government recognized Institute.	100% direct recruitment.
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Schedule-II (H)

Level-6 (35400-112400)	Senior Craft Instructor	<p>Bachelor Degree in Design (Fashion/Leather/Accessories/Textile/Knitwear/Handicraft/ Life Style & Accessory Design/ Industrial Design/ Footwear Design & Technology/Ceramics) or Bachelor in Fashion Technology.</p> <p>The Vacancies shall be proportionately divided into above in the year of recruitment.</p>	<p>i.75% by direct recruitment</p> <p>ii.25 % by promotion from Junior Instructor/Assistant Craftsmen (SOD)/Craft Assistant/Craft Teacher on the basis of seniority and subject to qualify practical test having not less than five (05) years substantive service.</p>
Level-6 (35400-112400)	Instructor/Instructor Ladakh Craft (Garment/Wood Carving/Carpet/Carpentry/Silver Filigree/ Namda/Papu Shoe Making/ Embroidery/Knitting/Hosiery making/Dyeing Master Ladakh	<p>Bachelor Degree in Design (Fashion & Apparel/Leather/Accessories/Textile/Knitwear/Handicraft/Industrial Design/ Ceramics/ Footwear Design & Technology/Life Style & Accessory Design) or Bachelor in Fashion Technology or Bachelor of Fine Arts in Himalayan/Traditional Sculpture/Woodcarving/Thangka Painting/Ceramics or Pottery.</p> <p>The Vacancies shall be proportionately divided into</p>	100% direct recruitment.



		above in the year of recruitment.	
Level-4 (25500-81100)	Junior Instructor / Assistant Craftsman SOD (School of Design) / Craft Assistant/ Crafts Teacher	Bachelor Degree Fine Arts/ Crafts. Or Bachelor of Design (B.Des) in Life Style & Accessory Design / Fashion / Leather / Accessories / Textile.	i. 50% by Direct recruitment ii. 50% by promotion from conductress having three (03) years' substantive service. Note: The incumbent class IV employees as on notification of these rules, shall be eligible for promotion.
Level-SL-2 (15900-50400)	Conductress	Matric with one-year NCVT/SCVT in Sewing / Fashion Design & Technology.	100% direct recruitment

Schedule-II (I)

Level-6E (35900-113500)	Designer	-	100% by promotion from Designer Ladakh with three (03) years substantive service.
Level-6 (35400-112400)	Designer Ladakh	-	100% by promotion from Talim Writer cum Designer Ladakh having not less than five (05) years substantive service.
Level-4 (25500-81100)	Talim Writer cum Designer Ladakh	Bachelor Degree in Carpet or Textile Design from any recognized Institute.	100% by direct recruitment

Schedule-II (J)

Level-2 (19900-63200)	Stamping Assistant	10 th pass with five (05) years experience.	By promotion on the basis of the joint seniority from Class-IV employees (Orderly/ Orderlies Cum Chowkidar/Dyeing Attendant) having minimum qualification of matric with 5 years substantive service.
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SL-1 (14800-47100)	Dyeing Attendant Ladakh	Matriculate	100% direct recruitment
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Schedule – II (K)

Level-6B (35600-112800)	Statistical Assistant	-	By deputation from Economics & Statistics (Subordinate) Service.
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Schedule-II (L)

Level-5 (29200-92300)	Accounts Assistant	-	By deputation from Accounts (Subordinate) Service.
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(Rigzin Spalgon)
 Deputy Secretary,
 Industries & Commerce Department