

भारत सरकार
GOVERNMENT OF INDIA



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भाग II- खण्ड 1
Part II-Section 1

केन्द्र-शासित प्रदेश लद्दाख प्रशासन
ADMINISTRATION OF UNION TERRITORY OF LADAKH

HOME DEPARTMENT
Notification
Ladakh, the 20 December, 2021

S.O.73 In exercise of the powers conferred by S.O. 282 (E) dated 21.01.2020, the 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 Prison (Subordinate) Service Recruitment Rules, 2021.
- (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 Administration in the UT 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) **“Inspector General”** means the person appointed to exercise the power and duties of the Inspector General of Prison of the Union territory of Ladakh;
- (g) **“Member of the Service”** means a person appointed to a post in the Prison (Subordinate) Service under the provisions of these Rules;
- (h) **“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;
- (i) **“Rules”** means the Union territory of Ladakh Prison (Subordinate) Service Recruitment Rules;
- (j) **“Schedule”** means the Schedule(s) annexed to these Rules;
- (k) **“Service”** means Service as constituted under these Rules; and
- (l) **“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 Prison (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 Prison (Subordinate) service and finally allotted for service in the Union territory of Ladakh in accordance with the provisions of sub-section (2) of section 89 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 Prison (Subordinate) Service, 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 purpose 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.
- (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.
- (2) Appointment to the service shall be made:-
 - a) By direct recruitment;
 - b) By promotion.
- (3) The Inspector General of Prison, Union territory of Ladakh shall issue Standing Orders prescribing therein detailed procedure to be followed for conducting physical efficiency test, physical measurement test, written test, medical test, desired qualification test and other related matters for conducting direct recruitment to the posts.

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 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; and

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 opinion that a person appointed to the Service has not successfully completed the period of probation, the Administration may discharge the direct recruited candidate from the Service, or revert the promotee to the post held by him prior to his promotion.

8. Training and Department 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 in Schedule-II.

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 list.-

The Inspector General of Prison, Union territory of Ladakh shall maintain an 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:

Provided that this rule 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 prescribed 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 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.

14. Residuary matters.-

- (1) Nothing in these Rules shall affect reservations and other concessions required to be provided for the Schedule Tribes / Schedule Castes and other categories of persons in accordance with orders issued by the Administration from time to time in this regard.

- (2) In regards 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 prescribed by the Administration.

Tashi Dolma, JKAS
Additional Secretary
Home Department
Dated : 20 .12.2021

No: Home/UTL/4A/2021/

Copy to the:

1. Joint Secretary, (JK&L) Ministry of Home Affairs, GOI.
2. All the Administrative Secretaries, UT Ladakh.
3. Additional Director General of Police (ADGP), UT Ladakh.
4. Deputy Commissioner/CEO LAHDC, Leh.
5. Deputy Commissioner/CEO LAHDC, Kargil.
6. All Head of the Departments, UT Ladakh.
7. OSD to Hon'ble Lieutenant Governor, Union Territory of Ladakh for information of Hon'ble Lieutenant Governor.
8. Private Secretary top Advisor for information of the Advisor.
9. District Informatics Officer, NIC, Ladakh for uploading in the UT Website.
10. I/C Archives, Archaeology and Museums.
11. Office/Order File.

Ladakh Prison (Subordinate) Service Recruitment Rules, 2021
Schedule-I
S.O.73 Dated: 20.12.2021

S.No	Designation of the Post	Pay level and Structure	No. Of Posts
(A) Executive Staff			
1.	Dy. Superintendent Jail	Level-6E (35900-113500)	01
2.	Assistant Superintendent Jail	Level-6C (35700-113100)	01
3.	Head Warder/ Head Warder (Driver).	Level-3B (25400-81000)	08
4.	Selection Grade Warder/ Warder and Selection Grade Warder Driver/ Warder Driver. (25% of the vacancies shall be of Selection grade warder /Selection Grade Warder Driver.	Level-3A(25300-80500) Level-2 (19900-63200)	23
(B) Ministerial Cadre			
5.	Head Assistant	Leve-6B 35600-112800	01
6.	Senior Assistant	Level-5 29200-92300	02
7.	Computer Assistant	Level-4 25500-81100	01
8.	Junior Assistant	Level-4 25500-81100	03
9.	Orderly	SL-1 14800-47100	02
10.	Safaiwala	SL-1 14800-47100	02
(C) Technical Staff			
24.	Teacher	Level-4 25500-81100	01
25.	Carpenters Grade-I / Carpenters Grade-II	Level-4 25500-81100 Level-2 19900-63200	01
26.	Electrician Grade-I / Electrician Grade-II	Level-4 25500-81100 Level-2 19900-63200	01
27.	Plumber Grade-I / Plumber Grade-II	Level-4 25500-81100 Level-2 19900-63200	01
28.	Barber Grade-I / Barber Grade-II	Level-4 25500-81100 Level-2 19900-63200	02
29.	Barber Grade-III	SL-2 15900-50400	01
30.	Dhobis, Washermen Grade-I / Dhobis, Washermen Grade-II	Level-2 19900-63200 SL-2 15900-50400	01
31.	Cook	SL-2 15900-50400	02
(A) Accounts Cadre			
20.	Accounts Assistant	Level-5 29200-92300	02
Medical Sub-ordinate Staff			
	Pharmacist Grade-I	Level-4 25500-81100	02
	Lab Assistant	Level-2 19900-63200	01
32.	Nursing Orderlies Grade-I	SL-2 15900-50400	02
33.	Nursing Orderlies Grade-II	SL-1 14800-47100	01
Total			62

Ladakh Prison (Subordinate) Service Recruitment Rules, 2021
Schedule-II
S.O.73 Dated: 20.12.2021

Pay level and structure	Designation of the Post	Minimum Qualification for direct recruitment	Method of recruitment
(A) Executive Staff			
Level-6E 35900-113500	Deputy Superintendent Jail	-	100% by promotion from Assistant Superintendent Jail having not less than five years substantive service as Assistant Superintendent Jail.
Level-6C 35700-113100	Assistant Superintendent Jail	<p>A) Essential Educational qualification: Post graduate degree in any of the following streams:-</p> <p>i. Social Work, ii. Sociology, iii. Psychology, or iv. Criminology.</p> <p>C. Age: minimum 18 years and Maximum 28 years.</p> <p>D. Essential physical standards:</p> <p>a. Height:</p> <p>i. Male: Minimum 162cms ii. Female: Minimum 152 cms.</p> <p>b. Chest (male only):</p> <p>i. Un-expanded: 81 cms ii. Expanded: 85cms.</p> <p>E. Essential Medical standards:</p> <p>i. The minimum distant vision should be 6/6 and 6/9 of both eyes without any correction like wearing glasses or surgery of any kind to improve visual acuity.</p> <p>ii. The candidate must not have knock knee, flat foot, varicose vein or squint in eyes and they should possess high colour vision.</p> <p>iii. They must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties.</p>	<p>i) 33% by Direct Recruitment.</p> <p>ii) 67% by promotion from Head Warden/ Head Warden Driver, having not less than five years substantive service as Head Warden/ Head Warden Driver and having minimum qualification of 10th passed.</p>
Level-3B 25400-81000	Head Warden/Head Warden Driver	-	100% by promotion from Selection Grade Warden/ Selection Grade Warden Driver, having not less than five years substantive service as Selection Grade Warden/ Selection Grade Warden Driver.

Level-3A 25300-80500	Selection Grade Warder/ Selection Grade Warder Driver	-	100% by promotion from Warder/ Warder Driver, having not less than five years substantive service as Warder/ Warder Driver.
Level-2 19900- 63200	Warders/Warder Driver.	<p>A. Essential Educational Qualification: 10th passed from a recognized Board of School Education.</p> <p>B. Desired Qualification:- proficiency in driving and possession of Light Motor Vehicle Driving License with (TRANS). 5% of the maximum marks of the examination shall be awarded to such candidates based on driving test. Note:-Candidates claiming marks based on driving License and driving test shall be deemed to have accepted the service condition that if called upon they shall have to drive the vehicle, as part of their normal duties and responsibilities.</p> <p>C. Age: minimum 18 years and Maximum 28 years.</p> <p>D. Essential physical standards:</p> <p>a. Height:</p> <p>i. Male: Minimum 162 cms ii. Female: Minimum 152 cms.</p> <p>b. Chest (male only):</p> <p>i. Un-expanded: 81 cms ii. Expanded: 85cms.</p> <p>E. Essential Medical standards:</p> <p>i. The minimum distant vision should be 6/6 and 6/9 of both eyes without any correction like wearing glasses or surgery of any kind to improve visual acuity.</p> <p>ii. The candidate must not have knock knee, flat foot, varicose vein or squint in eyes and they should possess high colour vision.</p> <p>iii. They must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties.</p>	100% by direct Recruitment.
Ministerial Cadre			
Level-6-B 35600-112800	Head Assistant		i. 100% by promotion from Senior Assistant having not less than three years

		-	<p>Substantive service as Senior Assistant and also having passed Secretariat Assistants Training Course Examinations;</p> <p>Provided that 25% of the posts to be filled up in a Calendar year shall be earmarked for promotion of those Senior Assistants who have not qualified the secretariat assistant 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 a Senior Assistant who has qualified the Secretariat Assistants Training Course Examination during the period of probation as Junior Assistant shall not be required to qualify the said examination again.</p>
Level-5 29200-92300	Senior Assistants	-	100% by promotion from Junior Assistant / Computer Assistant in order of seniority ,having not less than three (03) years Substantive service as Junior Assistant / Computer Assistant and also having qualified Secretariat Assistant Training Course Examination.
Level-4 25500-81100	Computer Assistant	<p>Essential Educational qualification:-</p> <ol style="list-style-type: none"> Graduation from a recognized university in any stream with one year Diploma in Computer Software applications or B.Sc. IT/BCA or Three years Diploma in Computer Applications / Software Application from an AICTE recognized institute. 	100% by Direct Recruitment.
Level-4 25500-81100	Junior Assistant	<p>Essential Educational Qualifications:</p> <ol style="list-style-type: none"> Graduate from any recognized university and. Typing speed of 35 words per minute on computer key board. 200 hours or six months certificate course in computer applications from recognized institute. 	<ol style="list-style-type: none"> 75% by direct Recruitment. 25% by promotion from Orderly/ Safaiwala having not less than 3 years substantive service as Orderly / Safaiwalapossessing 10th passed qualification and qualify typing test on computer key board requiring a minimum speed of 25 words per minute. In case of non-availability of suitable candidates, vacancies shall be

			filled up by direct recruitment under category (i) above. Provided that a person appointed by the Direct Recruitment or by promotion shall undergo and qualify the Secretariat Assistants Examination /Training During the period of probation.
SL-I 14800-47100	Orderly	10 th passed from a recognized Board of School Education.	100% by direct Recruitment.
SL-I 14800-47100	Safaiwala	i. 10 th passed from a recognized Board of School Education. ii. Proficiency in concerned trade.	100 % by Direct Recruitment.
Technical Staff			
Level-4 25500-81100	Teacher	-	By deputation from School Education (Subordinate) Services.
Level-4 25500-81100	Carpenter Grade-I	-	Carpenter Grade-II on completion of five years of substantive service shall be placed in the grade of Carpenter Grade-I.
Level-2 19900-63200	Carpenter Grade-II	Essential Qualifications: 10 th pass with One-year National Trade Certificate /State Trade Certificate in Carpenter awarded by NCVT/ SCVT.	100 % by Direct Recruitment.
Level-4 25500-81100	Electrician Grade-I	-	Electrician Grade-II on completion of five years of substantive service shall be placed in the grade of Electrician Grade-I.
Level-2 19900-63200	Electrician Grade-II	Essential Qualifications: 10 th pass with two year National Trade Certificate /State Trade Certificate in Electrician awarded by NCVT/ SCVT.	100 % by Direct Recruitment.
Level-4 25500-81100	Plumber Grade-I	-	Plumber Grade-II on completion of five years of substantive service shall be placed in the grade of Plumber Grade-I.
Level-2 19900-63200	Plumber Grade-II	Essential Qualifications: 10 th pass with one-year National Trade Certificate /State Trade Certificate in Plumber awarded by NCVT/ SCVT	100 % by Direct Recruitment.
Level-4 25500-81100	Barber Grade-I	-	Barber Grade-II on completion of five years of substantive service shall be placed in the grade of Barber Grade-I.
Level-2 19900-63200	Barber Grade-II	-	100% by promotion from Barber Grade-III having not less than three year's substantive service

			as Barber Grade-III.
SL-2 15900-50400	Barber Grade-III	Essential Qualifications: 10 th pass with minimum (3) month Certificate Course in the trade of Barber from any Institute accredited by National Skill Development Corporation. (N.S.D.C)	100 % by Direct Recruitment.
Level-2 19900-63200	Dhobi Grade-I	-	Dhobi Grade-II on completion of five years of substantive service shall be placed in the grade of Dhobi Grade-I.
SL-2 15900-50400	Dhobi Grade-II	Essential Qualifications: 10 th pass with one (01) years work experience as Dhobi in any establishment and having Experience Certificate issued by the Assistant Labour Commissioner.	100 % by Direct Recruitment.
SL-2 15900-50400	Cook	Essential Qualifications: Minimum 10 th pass with three (03) month Diploma in Food & Beverages Service from Food Craft Institute or any other recognized Institute.	100 % by Direct Recruitment.
Accounts Cadre			
Level-5 29200-92300	Accounts Assistant	-	By deputation from Accounts (Subordinate) Service.
Medical Subordinate Staff			
Level-4 25500-81100	Pharmacist Grade-I	-	By deputation from Health and Medical (Subordinate) Service.
Level-2 19900-63200	Lab Assistant	-	By deputation from Health and Medical (Subordinate) Service.
SL-2 15900-50400	Nursing Orderlies Grade-I	-	By deputation from Health and Medical (Subordinate) Service.
SL-I 14800-47100	Nursing Orderlies Grade-II	-	By deputation from Health and Medical (Subordinate) Service.

Tashi Dolma, JKAS

**Additional Secretary
Home Department**

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