



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH**  
श्रम एवं रोजगार विभाग, संघ राज्य सचिवालय,  
**LABOUR & EMPLOYMENT DEPARTMENT, UT SECRETARIAT,**  
लेह, लद्दाख  
**LEH, LADAKH**

टेलीफोन Telephone: 01982- 255786

ईमेल Email: [secy.labemp@gmail.com](mailto:secy.labemp@gmail.com)

F.No. A/1110/2023-L&E SECTION

Dated: 19 / 10 / 2023

**MEMORANDUM**

**Subject: Offer of Appointment to the post of Career Counselling Officer (Group 'B', Non-Gazetted), in the Employment Department of the Administration of Union Territory of Ladakh, in level-6 of pay matrix (Rs. 35400-112400).**

Reference: Select List dated 05.07.2023 issued by Staff Selection Commission against Post Category No. NW24122 of Adv. No. Selection Posts/Ladakh/2022.

Consequent upon the selection made by the Staff Selection Commission (on behalf of the Administration of Union Territory of Ladakh) and with approval of the Competent Authority / Appointing Authority, you are hereby offered provisional appointment to the post of **Career Counselling Officer (Group 'B', Non-Gazetted), in Employment Department of the Administration of Union Territory of Ladakh, in level-6 of pay matrix (Rs. 35400-112400)** on the following terms and conditions:

1. In addition to basic pay **in Level -6 of pay matrix (Rs. 35400-112400)**, you will be entitled to draw dearness and other allowances at the rates admissible and subject to the condition laid down in Rules/Orders governing grant of such allowances;
2. You will be on probation for a period of **two years** from the date of joining the post. The period, of probation may, however, be extended at the discretion of the Competent Authority / Appointing Authority. As regards other matters relating to probation, the same shall be governed by the conditions prescribed under the **Ladakh Employment (Subordinate) Service Recruitment Rules, 2021**. and other Rules and instructions issued in this regard by the Central Government / Administration of the UT of Ladakh;
3. The appointment carries with it the liability to serve anywhere within the territorial/administrative jurisdiction of the Union Territory of Ladakh;

4. You may be deputed by the Department to attend such trainings, if considered necessary. In the event being deputed for the course you must complete it successfully before you are considered for confirmation;
5. If you are already in service in Central Government / State Government / PSU / Autonomous Body / Bank / Corporation etc., you are required to submit formal Relieving Order by the respective organization certifying that your conduct during the present employment does not render you being unsuitable for the Government service and that there are no vigilance cases pending or contemplated against you;
6. Your services shall be liable to termination at any time by one month notice given in writing either by you to the appointing authority / competent authority or by the appointing authority / competent authority to you, subject to other terms and conditions prescribed under Government / Administrative instructions;
7. Your appointment will further be subject to taking an oath of allegiance / faithfulness to the Constitution of India (or making solemn affirmation to that effect) in the prescribed form. The concerned Head of Office shall administer the oath to the appointee;
8. Your appointment to the said post shall be subject to undergoing the required medical examination by the Prescribed Medical Authority;
9. Your appointment to the said post shall be provisional and subject to the Verification of Character & Antecedents and Category against which your selection has been made. If, at any stage, information/documents are found not verified or any false information is provided by you in your self-declaration / attestation forms, your provisional appointment shall be cancelled forthwith and other criminal / legal action will also be taken, as a consequence;
10. You will have to give an undertaking, that if anything adverse comes out in the character and antecedents' verification or in the medical examination that would make you ineligible for appointment in the first instance, and, you will be liable to be discharged from Government service forthwith without any further notice;
11. In accordance with the existing instructions, a person shall not be eligible for appointment under the Administration of the UT of Ladakh, if he has entered into or contracted a marriage with a person having a spouse living or who having a spouse living has entered into or contracted marriage with any other person, provided that the Administration may, if satisfied that there are special reasons for doing so, exempt any person from the operation of this rule. This provisional offer of appointment is therefore, conditional upon satisfying the requirements mentioned above and also furnishing to this Department a declaration to that effect in the prescribed proforma. If, however, you desire to be exempted from the operation of this rule for any special reason(s), you should make a representation in this behalf immediately;
12. If you claim to belong to a Scheduled Caste, Scheduled Tribe or any other reserved category, or a person with disability, you will have to produce a certificate issued in the prescribed format by the Competent Authority. It may be noted that your appointment shall be provisional and shall be subject to verification of the relevant certificate through proper channels. If the verification reveals that your claim with regard to your belonging to SC/ST/ or any other reserved category / PwD is false, your services will be terminated forthwith without assigning any further reason and without

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- prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate;
13. Other conditions of service will be governed by the relevant rules and orders in force from time to time;
  14. If you have been selected for multiple posts based on your merit in the Selection Posts/Ladakh/2022 Examination, you may have received offers of appointment for each of those posts. In this situation, you have the option to choose one post of your preference and should only accept one offer of appointment. You are required to submit an undertaking at the time of accepting the offer of appointment, clearly indicating your choice of the post you intend to join;
  15. If you accept the provisional offer of appointment on the terms and conditions specified above, you should report to the **office of the Commissioner/ Secretary, Labour and Employment Department UT Ladakh along with the acceptance undertaking (enclosed as Annexure I) not later than 30 days from the date of this Memorandum.** Failure to do so will result in the cancellation of the offer of appointment. Additionally, you are required to bring all original documents supporting your educational qualifications, date of birth, category/caste, etc., for verification and other administrative procedures;
  16. If you have been selected for multiple posts, you must choose one post of your preference from the offers received. You are required to submit an undertaking stating your choice of one post in the format provided (enclosed as Annexure II);

**This issues with the approval of the Competent / Appointing Authority.**

  
**Atul Singh Mankotia, JKAS**  
**Under Secretary.**

To,

The candidate as per select list of Appendix- " A "

**Copy to:**

1. **Administrative Secretary, GAD**, UT of Ladakh.
2. **O. S. D. to Hon'ble Lieutenant Governor**, UT of Ladakh.
3. **P. S. to Advisor to Hon'ble Lieutenant Governor**, UT of Ladakh.
4. **Under Secretary, Labour & Employment Department**, UT of Ladakh  
with the following instructions:
  - a. It is required to verify all the documents being submitted by the candidate concerned, and also refer the candidate to the prescribed medical authority for medical examination. The medical examination report / fitness certificate issued by the prescribed medical authority shall be submitted to this Department immediately, to enable the Competent Authority to issue Appointment Orders and further place the services of the appointee to your Department for further deployment etc.
  - b. Further, it is required that the character rolls / attestation forms in respect of the candidate shall be filled in triplicate, along with undertaking etc. and two copies forwarded to the District Magistrate concerned, in which the primary residence of the candidate is located, for the purpose of verification of character and antecedents.
  - c. The copy of the certificates regarding caste / category of the candidate, if any, shall be submitted to the issuing authority to verify its genuineness and to the Verification Committee of the Department of Social Welfare.
  - d. The certificates related to the essential educational qualifications shall be verified through the Institution / Examination Authority concerned.

27/5/21

**Annexure-I**  
**Undertaking and Acceptance of Offer of Appointment**

I, Mr. / Ms. \_\_\_\_\_ son / daughter /  
wife of Mr. / Ms. \_\_\_\_\_,  
resident of \_\_\_\_\_,

\_\_\_\_\_ , do hereby  
unconditionally accept the offer of appointment to the post of **(Career  
Counselling Officer (Group 'B', Non-Gazetted), in the Employment  
Department of the Administration of Union Territory of Ladakh**  
(Memorandum No. \_\_\_\_\_ dated \_\_\_\_\_ and also accept the  
terms and conditions mentioned therein.

I also undertake to serve anywhere within the territorial jurisdiction of the Union  
Territory of Ladakh as per my service conditions and depending upon  
requirements of the **Employment Department.**

I also agree to join duty at the designated place of posting which will be  
mentioned in the deployment orders, upon my appointment to the said post on  
or before the last date indicated therein, and abide by all conditions of service.

I further undertake that I shall not accept any other offer of appointment /  
appointment order / other assignment (*in the Administration of the UT of Ladakh  
or such other body duly constituted by law in force*), without prior approval of the  
Competent Authority / Appointing Authority.

I shall be liable not be appointed or to be discharged or dismissed from service,  
in the event it is found that I have willfully suppressed any information; given  
false declarations; submitted false documents in support of my candidature to  
the post of Career Counselling Officer ; and have committed such other things  
or acts, which shall render me unfit to be in Government service, and I  
understand that I will be liable for criminal prosecution thereof.

Signature .....

Name (in BLOCK letters) .....

Address: .....

**To,**  
**The Under Secretary, Labour & Employment Department, UT of Ladakh**

**Copy to:**

2. **Office of the Commissioner/ Secretary, Labour and Employment  
Department UT Ladakh.**
3. **Under Secretary, GAD, UT of Ladakh.**

## Annexure-II

### UNDERTAKING

I, \_\_\_\_\_ hereby solemnly declare and undertake the following:

I have been selected for multiple posts based on my merit in the Selection Posts/Ladakh/2022 Examination conducted by Staff Selection Commission.

I acknowledge that I have received offers of appointment for each of the following posts:

- i. Post Name
- ii. Post Name
- iii. Post Name

I understand that I have the option to choose one post of my preference from the offers received, and I shall only accept one offer of appointment.

I hereby declare that I have carefully considered the offers and after due deliberation, I have made my choice. I choose to join the following post:

Post Name: [Name of the Preferred Post]

Post Code: [Post Code]

I acknowledge that I am aware of the consequences of providing false information or wilfully suppressing material information. If any declaration or information furnished by me is found to be false or if I am found to have wilfully suppressed any material information, I understand that I will be liable to be removed from service, and such other action may be taken against me as the Department / Administration may deem fit.

I affirm that all the information provided in my application for the selected post is accurate and complete to the best of my knowledge and belief.

I solemnly declare that I have read and understood the above terms and conditions and that this undertaking is made voluntarily.

Date: [Date]

Place: [Place]

Signature: \_\_\_\_\_

(Your Full Name)

(Applicant's Contact Information)

Appendix "A"

Select list for the post of Career Counselling Officer, Group 'B', Non-Gazetted in the Employment Department of Union Territory of Ladakh.

Sr. No.	Name	Parentage	Select List Rank	Address
1	SANGAY DOLMA	STANBA ANGCHUK	SL/01	Matho Phyang pa, Thangkop, Leh, Ladakh

X-7 a

**NEW PROFORMA  
ANNEXURE-I**

**ATTESTATION FORM**

**WARNING :**

The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification, and is likely to render the candidate unfit for employment under the Government.

2. If detained, arrested, prosecuted, bound down fined, convicted, debarred, acquitted etc. Subsequent to the completion and submission of this form the details should be communicated immediately to the authorities to whom the attestation form has been sent early, failing which it will be deemed to be a suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person his service would be liable to be terminated.

Affix signed passport size (5 cm x 7 cm appx) copy of recent photograph where asked for

1.	Name in full (in BLOCK capitals) with aliases, if any (Please indicate if you have added or dropped in any stage any part of your name or surname)	SURNAME	NAME
2.	Present Address in full i.e. Village, Thana and District or House No., Lane/Street/ Road and Town.		
3.	a) Home Address in full i.e. Village, Thana and District or House No., Lane/Street/ Road and Town and name of District Headquarters.		
	b) If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union.		

Contd..2/-..



4. Particulars of places (with periods of residence) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

From	To	Residential address in full (i.e. Village, Thana and District or House No., Lane/Street/ Road and Town).	Name of the District Headquarters of the place mentioned in the preceding column.

- 5.

	Name	Nationality (by birth or by domicile)	Place of Birth	Occupation (if employed give designation & official address)	Present Postal address (if deal give last address)	Permanent Home address
i) Father (Name in full aliases, if any)						
ii) Mother						
iii) Wifc/ Husband						
iv) Brother(s)						
v) Sister (s)						

5(a) Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/living in a foreign country:-

Name	Nationality (by birth and/or by domicile)	Place of Birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in previous column.

6. Nationality

7. (a) Date of Birth -  
(b) Present Age -  
(c) Age at Matriculation -

8. (a) Place of birth, District and State in which situated -  
(b) District and State to which you belong -  
(c) District and State to which you father originally belong -

9. (a) Your Religion -  
(b) Are you member of a SC/ST? Answer in Yes or No. -

10. Educational Qualification showing places of education with year in School and College since 15<sup>th</sup> year of age.

Name of School/College with full address	Date of Entering	Date of Leaving	Examination Passed

11.(a) Are you holding or have any time held an appointment under the Central or State Government or a semi-government or a Quasi-Govt. body or an autonomous body or a public undertaking or a private firm or institution, if so give full particulars with date of employment up-to-date.

Period		Designation & nature of employment	Emoluments	Full name & address of employer	Reasons for leaving previous service
From	To				

11.(b) If the previous employment was under the Government of India, a State Government/an Undertaking owned or controlled by the Government of India or a State Government/an Autonomous Body/University/Local Body.

If you had left service on giving a month's notice under the Rule 5 of the Central Civil Service (Temporary Service) Rules, 1965 or any similar corresponding rules were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service or a subsequent date before your services actually terminated.

- 12(1) a) Have you ever been arrested ? Yes / No  
b) Have you ever been prosecuted ? Yes / No  
c) Have you ever been kept under detention ? Yes / No  
d) Have you ever been bound down ? Yes / No  
e) Have you ever been fined by a Court of Law ? Yes / No  
f) Have you ever been convicted by a Court of Law for any offence ? Yes / No  
g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority, institution ? Yes / No  
h) Have you ever been debarred/disqualified by any Public/ Staff Selection Commission or any of if examination/ selection ? Yes / No  
i) Is any case pending against you in any Court of Law at the time of filling up this Attestation Form ? Yes / No  
j) Is any case pending against you in any university or any other educational authority institution at the time of filling up this Attestation Form ? Yes / No  
k) Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise ? Yes / No
- 12(2) If the answer to any of the above mentioned question is Yes, give full particulars of the case/arrest/detention/fine/conviction/sentence/ punishment etc. and the nature of the case pending in the Court/University/Educational authority etc. at the time of filling up this form.

NOTE:(i) Please also see the warning at the top of this attestation form.  
(ii) Specific answer to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

13. Names of two responsible person of 1.  
your locality or two references to  
whom you are known. 2.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of Candidate \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

**IDENTITY CERTIFICATE**

(Certificate to be signed by any one of the following)

- i. Gazetted Officers of Central or State Government;
- ii. Members of Parliament or State Legislative belonging to the constituency where the candidates or his parent/guardian is ordinarily resident;
- iii. Sub-Divisional Magistrate/ Officers;
- iv. Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers;
- v. Principal/Head-Master of the recognized school/college/institution where the candidate studied last;
- vi. Post-Master;
- vii. Panchayat Inspectors.

Certified that I have known Shri/Smt./Kumari \_\_\_\_\_

\_\_\_\_\_ son/daughter of Shri \_\_\_\_\_

for the last \_\_\_\_\_ years \_\_\_\_\_ months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Place \_\_\_\_\_

Designation or status and address

**TO BE FILLED BY THE OFFICE**

- i. Name, Designation and full address of the appointing authority.
- ii. Post for which the candidate is being considered

CHARACTER CERTIFICATE

Certified that I have known Shri/Smt./Kum. \_\_\_\_\_  
\_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_  
\_\_\_\_\_ for the last\* \_\_\_\_\_ years \_\_\_\_\_  
months and that to the best of my knowledge and belief he/she bears a reputable character  
and has no antecedents which render him/her unsuitable for Government Employment.

Shri/Smt./Kum. \_\_\_\_\_ is not related to me.

Place \_\_\_\_\_

Signature

Date \_\_\_\_\_

Designation \_\_\_\_\_

Office Stamp

\* At least 6 months at the time of signing the certificate.

\*\*\*\*\*

CHARACTER CERTIFICATE

Certified that I have known Shri/Smt./Kum. \_\_\_\_\_  
\_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_  
\_\_\_\_\_ for the last\* \_\_\_\_\_ years \_\_\_\_\_  
months and that to the best of my knowledge and belief he/she bears a reputable character  
and has no antecedents which render him/her unsuitable for Government Employment.

Shri/Smt./Kum. \_\_\_\_\_ is not related to me.

Place \_\_\_\_\_

Signature

Date \_\_\_\_\_

Designation \_\_\_\_\_

Office Stamp

\* At least 6 months at the time of signing the certificate.

\*\*\*\*\*

ANNEXURE-III

DECLARATION TO BE OBTAINED FROM THE NEW ENTRANTS  
TO GOVERNMENT SERVICE

I, Shri/Shrimati/Kumari \_\_\_\_\_

declares as under:

- i) that I am unmarried/a widower/ a widow
- ii) that I am married and have only one spouse living
- iii) that I have entered into or contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.
- iv) That I have entered into and contracted a marriage with another person during the life time of my spouse. Application for grant of exemption is enclosed.

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

DATE

SIGNATURE

\* Please delete clause/clauses not applicable.