

**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
HOME DEPARTMENT
UT Secretariat, Ladakh**

Notification

Ladakh, the _____, 2023

. ----- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Govt. of India, Ministry of Home Affairs, New Delhi Notification No. S.O 5088(E) dated 1st November 2022 and in supersession of all earlier notifications on the subject matter, the Lieutenant Governor (Administrator) of Union territory of Ladakh, hereby makes the following rules regulating the method of recruitment to the post of **Senior Superintendent Jails** in the Ladakh Prisons Department, namely: -

1. Short title and commencement: -

- i. These rules may be called the Ladakh Administration, Senior Superintendent Jails in the Ladakh Prison Department, Recruitment Rules, 2023.
- ii. These rules shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and Level in the Pay Matrix: -

The number of said posts, its classification and Level in the Pay Matrix attached thereto shall be as specified in columns 2,3 & 4 of the Schedule annexed hereto.

3. Method of recruitment, age limit, qualifications: -

The method of recruitment, age limit, qualifications and other matters relating to said posts shall be as specified in column (5) to (13) of the Schedule annexed hereto.

4. Provision for Resident Criteria for appointment by direct recruitment: -

The eligibility for appointment will be subject to residency requirements prescribed in any Act, Rule, Regulation or Order in force in the Union territory of Ladakh.

5. Disqualification: -

No person,

- a. who has entered or contracted a marriage with a person having spouse living; or
- b. who, having a spouse living has entered or contracted a marriage with any person(s) shall be eligible for appointment to the said post.

Provided that the Lieutenant Governor (Administrator) of Ladakh may, if satisfied that such marriage is permissible under the personal law, applicable to such person(s) and the other party to the marriage or there are other grounds for so doing, exempt any person from the operation of these rules.

6. Power to relax: -

Where the Lieutenant Governor (Administrator) is of the opinion that, it is necessary or expedient to do so, he may, by order for reasons to be recorded in writing and in consultation with UPSC, relax any of the provisions of these rules with respect to any class or category of persons.

7. Savings: -

Nothing in these rules shall affect reservations, relaxation in age-limit, and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, and other special categories in accordance with the Rules, Instructions or Orders issued by the Administration of Union territory of Ladakh.

By order and in the name of the Lieutenant Governor, Ladakh

Sd/-
(Dr. Pawan Kotwal, IAS)
Administrative Secretary
Home Department, UT of Ladakh

Copy to the: -

1. Secretary, Union Public Service Commission.
2. Joint Secretary (Jammu, Kashmir & Ladakh), Ministry of Home Affairs, Government of India.

Copy also to the: -

1. All Administrative Secretaries.
2. Secretary to Lieutenant Governor.
3. Administrative Secretary, General Administration Department.
4. Principal Chief Conservator of Forest/Chief Wildlife Warden/ Chief Conservator of Forest.
5. Deputy Commissioners/CEOs, LAHDC, Leh/Kargil.
6. All Heads of the Departments.
7. Joint Director, Information.
8. Technical Director, NIC, Leh.
9. Superintendent, Archives, Archaeology & Museums.
10. Pvt. Secretary to Advisor, Ladakh for information of the Advisor.
11. Pvt. Secretaries to Chairman/Chief Executive Councilor, LAHDCs, Leh/Kargil for information of the Hon'ble CECs.
12. Order/Stock file.

SCHEDULE

**RECRUITMENT RULES FOR THE POST OF SENIOR SUPERINTENDENT JAILS IN
LADAKH PRISON DEPARTMENT**

1	Name of Post	Senior Superintendent Jails					
2	Number of Post(Year 2023)	1 (One) 2023*					
		*Subject to variation dependent on workload					
3	Classification	General Central Service Group "A" Gazetted (Non-Ministerial).					
4	Level of the Pay Matrix	Level-11(67700-208700)					
5	Whether Selection Post or Non-Selection Post.	Selection					
6	Age limit for Direct Recruits.	Not Applicable					
7	Educational and other qualifications required for direct recruits.	Not Applicable					
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees?	Not Applicable					
9	Period of probation, if any.	Not applicable					
10	Method of Recruitment, whether by Direct Recruitment or by Promotion or by deputation/transfer and Percentage of the vacancies to be filled by various methods.	<table border="1"><thead><tr><th>Method</th><th>Percentage</th></tr></thead><tbody><tr><td>Promotion failing which by Deputation (Including Short Term Contract)</td><td>100</td></tr></tbody></table>	Method	Percentage	Promotion failing which by Deputation (Including Short Term Contract)	100	
Method	Percentage						
Promotion failing which by Deputation (Including Short Term Contract)	100						
11	In case of recruitment By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	<p><u>Promotion:</u></p> <p>From Superintendent Jails in the pay level-10-A in the pay matrix, with five years of regular service in the grade.</p> <p>Note 1: For persons holding the post of Superintendent Jails, on regular basis on the date of notification of these rules, eligibility service for promotion to the post of Sr. Superintendent Jail shall continue to be 08 years of combined regular Gazetted service including minimum of 05 years of regular service as Superintendent Jail.</p> <p>Note 2: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p><u>Deputation (Including Short Term Contract):</u></p>					

		<p>Officers under Central Government / State Governments / Union Territory Administrations / Public Sector Undertakings / Universities / recognised research institutions / Autonomous Bodies / Statutory Organizations:</p> <p>(i) Holding analogous posts on regular basis in the parent cadre/department; or (ii). with 5 years of regular service in post in the level 10-A in the pay matrix or equivalent in the parent cadre/department; and</p> <p>Note 3: The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 4: Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
12	If a D.P.C exists, what is its composition?	<p>DPC</p> <ol style="list-style-type: none"> 1. Administrative Secretary, Home Department – Chairman. 2. Administrative Secretary GAD Ladakh - Member. 3. Head of Prison- Member. 4. Additional Secretary, Home Department - Member/Convener.
13	Circumstances in which Union Public Service Commission is to be Consulted in making recruitment.	Consultation with UPSC is not necessary

(Ms. Suman Beniwal, IFS),
Additional Secretary
Home Department, UT Ladakh

**Union Public Service Commission
(Recruitment Rules Branch)**

File Reference No.: _____

_____ Diary No:

_____ & Date: _____

Officer dealing with the Case: _____

**Checklist for referring RR proposals of Senior
Superintendent Jails
to U.P.S.C**

New Sl. No.	Details	Reply of Department	
1	If the proposal is for framing RRs:-	Yes	
(a)	Whether order regarding creation of post enclosed?	Yes	Enclosed as Annexure "A"
(b)	Whether signed copy of Annexure-II attached?	Yes	Enclosed as Annexure-II
(c)	Whether, as a one time-measure, the mode of recruitment to the post was ever decided in consultation with the Commission?	No	
(d)	If yes, please give the reference number and date of UPSC letter under which the approval of the Commission was conveyed to the Ministry.	Not Applicable	
(e)	In case the post was created more than a year ago, whether a statement has been attached showing how the post is being made operational since its creation?	Not Applicable	
2	If the proposal is for amendment of existing RRs:-	No	
(a)	Whether copy of existing RRs attached?	Not Applicable.	
(b)	Whether signed copy of Annexure-III attached?	Not Applicable.	
(c)	Whether reasons for amending the RRs specified?	Not Applicable.	
(d)	Whether recruitment to the post had become infructuous or been found difficult in the past, and if so, whether it was due to any provisions of the existing RRs?	Not Applicable.	
(e)	If yes, whether the details regarding such infructuous cases have been provided?	Not Applicable.	

(f)	Whether earlier reference No. of the Commission intimated	Not Applicable.	
3	If the proposal is for deciding the method of recruitment as a onetime measure, pending finalization of RRs:-	NO	
(a)	Whether the information in the prescribed proforma has been furnished?	Not Applicable.	
(b)	Whether the status of framing the RRs of the post has been indicated?	Not Applicable.	
(c)	In case one time mode of recruitment is proposed for filling up a SAG level post, whether copies of the approval of the ACC and Minister-in-charge for filling-up the post has been enclosed?	Not Applicable.	
4	Whether the draft 13-column schedule attached?	Yes Enclosed as Annexure-I	
5	Whether the draft covering notification attached?	Yes	
6	If the proposal is from a Ministry/Department:-	NO	
(a)	Whether DOP&Trg. had approved the proposal?	Not Applicable.	
(b)	Whether copies of the notes exchanged with DOP&Trg. attached?	Not Applicable.	
(c)	Whether the proposal has been approved by the Competent Authority in the Ministry/ Department of Govt of India?	Not Applicable.	
(d)	If answer to c) is yes, by whom :Minister-in-Charge/Secretary/ Joint Secretary in the Ministry? (Kindly refer to Clause 2.1.1 of DoPT Circular)	Not Applicable.	
7	If the proposal is from a UT Admn.:-	YES	
(a)	Whether framing/amending the RRs is within the delegated powers of the Administrator/Lt.Governor of the UT?	YES	Notification S.O 5088(E) dated: 01.11.2022 regarding delegation of Powers to HLG Ladakh attached
(b)	If not, whether the proposal has been forwarded through the nodal Ministry?	Yes	Not Applicable
8	If the proposal is from a UT Admn. or a statutory body, whether it has been certified that the proposal has the approval of the competent authority?	Yes, Certified copy of the Approval attached	

9(a)	Whether the RRs are being framed/amended to implement the judgment/directions of any court/Tribunal?	No	
(b)	Whether any court case is involved	No	Certificate attached
(c)	Whether the details of the court case(s) have been given as per the attached proforma?	Not Applicable.	
10	Whether the detailed list of duties attached to the post attached?	Yes Details at para 3 of Annexure-II	
11	Whether the detailed list of duties attached to the feeder post attached?	Yes Annexure "B"	
12	Whether the hierarchy chart showing the designations, pay scale and sanctioned strength of each post in the hierarchy attached?	Yes Annexure "C"	
13	In case promotion has been proposed as a method of recruitment, whether existing RRs of the feeder post as well as the existing RRs of all other lower posts in the hierarchy furnished?	Yes Annexure "D"	
14	Whether along with promotion, deputation has been proposed under the "failing which" clause?	Yes	
15	In case the post/feeder post was re-designated, whether copy of order reg. redesignation of the post attached?	Not Applicable.	
16	In case there is a variation in the number of post or in the number of feeder post, whether copies of orders regarding creation/abolition of posts, as the case maybe, attached?	Not Applicable.	
17	In case there is a variation in the pay scale of the post or that of the feeder post, whether copies of orders regarding upgradation of the pay scale attached?	Not Applicable.	
18 (a)	Whether it has been ensured the educational qualifications and experience proposed for direct recruitment/deputation match with the duties and Responsibilities of the post?	Not Applicable.	
18 (b)	Whether age limit prescribed is in order	Yes	
18 (c)	Whether provision for filling short-term vacancies made in the Recruitment Rules when direct recruitment is the only method	Not Applicable.	

19	Whether direct recruitment proposed under the failing which clause along with promotion is in order?	Not Applicable.
20	Whether the educational qualifications proposed for direct recruitment/deputation are in accordance with the norms prescribed in any Act or laid down by any statutory authority(eg. UGC, AICTE)	Yes
21	Whether the term `or equivalent' has been avoided in the clause relating to educational qualifications for direct recruits/deputationists in accordance with para 3.8.1 of the DOP&Trg. Guidelines dated 31.12.2010?	Yes
22 (a)	In case EQ of direct recruits are being modified and are to be applied to promotees, whether safeguards provided for feeder grade incumbents?	Not Applicable
(b)	Whether as per guidelines EQs are to be insisted upon for promotees	Not Applicable
(c)	Will EQs for direct recruits apply to promotees (for Scientific and Technical posts in Senior Time Scales and above).	Not Applicable.
23 (a)	Whether the quota proposed for promotion is as per the norms? (Kindly refer Clause 3.11.2 of DoPT circular)	No
(b)	If not, the reasons for proposing higher promotion quota have been given?	There are only two posts in the feeder grade. As the Ladakh Prison department is a small organization it will not be possible to increase the strength of feeder cadre. As Ladakh Prison service is a specialized service so the other cadres cannot be included as feeder to the post. Failing which clause has been included in the method of recruitment to ensure filling of the post in case of any shortfall in the feeder cadre.
(c)	Has composite method been proposed in cases where the firm strength of the feeder post is only one?	Not applicable
(d)	Whether counting of combined regular service in the feeder post and the next lower post for promotion has been proposed?	No
(e)	If yes, whether the reasons stated?	Not Applicable.

(f)	Certificate to the effect that feeder post has no other promotional avenues	Yes Annexure "E"
24 (a)	Whether a provision for training in the field relevant to the duties of the post has been incorporated while proposing the eligibility condition for promotion under col.(11)?	No
(b)	If no, reasons furnished?	The post is non-technical in nature. Further, the promotees are having the requisite qualification/ experience required for the post.
(c)	If the qualifying service required for promotion is proposed to be enhanced on account of the revised guidelines of DOP&Trg., whether a clause for retention of existing eligibility service for feeder grade incumbents has been inserted under col.(11)?	No. There is no existing incumbent in the feeder grade
25 (a)	If deputation has been proposed as a method of recruitment, whether the field of deputation proposed is as per norms?	Not Applicable.
25 (b)	Whether short-term contract also included	Not Applicable.
25 (c)	Whether along with promotion, deputation has been prescribed under the failing which clause.	Yes
26 (a)	If re-employment of armed forces personnel (AFP) has been proposed, whether the rank of AFP indicated?	No
(b)	Whether absorption has been included as a method of recruitment?	No
(c)	If so, whether it has been provided that officers of only Central/State Governments shall be eligible for consideration for absorption?	Not applicable
(d)	Whether it has been specifically provided under col.(13) that consultation with UPSC shall be necessary for considering absorption?	Not Applicable.
27 (a)	Whether direct recruitment has been proposed?	No
(b)	If yes, whether promotional avenue is available for direct recruits?	Not applicable
28 (a)	If direct recruitment/absorption/re-employment of AFP have been included as methods of recruitment, Whether composition of Departmental Confirmation Committee specified?	Yes DPC 1. Administrative Secretary, Home Department - chairman.

		<p>2. Administrative Secretary GAD Ladakh - Member.</p> <p>3. Inspector General Prison- Member.</p> <p>4. Additional Secretary, Home Department - Member/Convener.</p>
28 (b)	Composition of DPC intimated	Yes
29 (a)	Whether the proposal involves direct recruitment to a Group `B' Non-Gazetted post?	No
(b)	If yes, please mention the name of the recruiting agency	Not Applicable.
(c)	If recruitment is being made by an agency other than SSC, whether a copy of the no-objection certificate issued by SSC is attached?	Not Applicable
30	Certificate to the effect that the draft RRs have been uploaded on the website of the concerned Ministry/Department for 30 days, seeking comments of the stakeholders been closed.	Yes Certificate enclosed as Annexure-F.

ANNEXURE-1
(FORMAT OF 13 COLUMN SCHEDULE)

1	2	3	4	5	6	7
Name of Post	Number of Posts	Classification	Pay Level & Structure	Whether Selection Post or Non-selection Post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
Senior Superintendent Jails	1 (One) 2023* *Subject to variation dependent on workload	General Central Service Group "A" Gazetted (Non-Ministerial)	Level-11 (67700-208700)	Selection	Not applicable	Not Applicable

8	9	10	11	12	13
Whether age And educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation ,if any	Method of recruitment whether by direct Recruitment or by promotion or by deputation/absorption and percentage of Vacancies to be filled By various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	If Departmental Promotion Committee exists, what is Its composition	Circumstances In which the Union Public Service Commission is To be Consulted in Making recruitment
NA	NA	100% by promotion, failing which by deputation.	Promotion: 100% by promotion from Superintendent Jails in the pay level-10A, with Five (05) years regular service in the grade.	Group –A Departmental Promotion Committee 1. Administrative Secretary, Home Department chairman. 2. Administrative Secretary GAD Ladakh Member. 3. Head of Prison Member. 4. Additional Secretary, Home Department Member/Convener.	Consultation with UPSC is necessary for filling up the post on deputation basis.

ANNEXURE-II

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1	a)Name of the posts	Senior Superintendent Jails
	b)Name of the Ministry/Department	Prison Department
	c)Number of Posts	1(One) 2023* *Subject to variation dependent on workload
	d)Scale of pay	Level-11 (67700-208700)
	e)Class and service to which the posts belong	Gazetted
	f)Ministerial or non Ministerial of F.R.9 (17)	Non- Ministerial
2	Appointing Authority	As per Rule 9 of Central Civil Services (Classification, Control & Appeal) Rules,1965 the appointing authority is President. However it is proposed that the power of appointing authority may be delegated to the Administrator in pursuance of the proviso to Rule 9.
3	Duties of the post in detail	<p>In terms of Rule 4.03(l)(a) of the Ladakh Prison Manual, 2021 the Senior Superintendent Jail is incharge of the executive management of the prison in all matters relating to economy, discipline, labour, expenditure, punishment and control in general, among other things. The Senior Superintendent thus is responsible for developing an atmosphere that is conducive and correctional in nature and providing leadership in every aspect of prison management. He shall take care of the duties, suggestions, planning, organizing, directing, guiding, coordinating, supervising and controlling all prison activities.</p> <p>The specific duties of the Senior Superintendent Jail is as follows:</p> <ol style="list-style-type: none"> i. General supervision over security and custody arrangement; ii. Custody of secret and confidential documents; iii. Supervision over care and welfare of inmates; iv. Supervision over office administration; v. Control over financial matters; vi. Implementing policy pertaining to correctional administration; vii. Planning, organizing, directing, guiding, coordinating, supervising

		<p>and controlling all institutional programs and operations;</p> <p>viii. Inmate discipline and morale;</p> <p>ix. Classification or prisoners, training and treatment programs and correctional activities;</p> <p>x. Inspection and supervision of work, employment and production programs;</p> <p>xi. Inspection of the prison activates, prison hospital, kitchen, canteen, etc.</p> <p>xii. Personnel matters, staff welfare and staff discipline, at location of duties to personnel under his control, safety of the prison personnel, protection of human dignity, rights and providing decent work conditions, acquainting institutional personnel with current policies of correctional administration and the role they have to play in a welfare state; organizing personnel training program set the institutional level;</p> <p>xiii. Report to the Head of Prison Department and liaison with other Administration agencies for the purpose;</p> <p>xiv. Developing an institutional atmosphere conducive to the correctional role and providing leadership in every aspect of institutional management;</p> <p>xv. Weekly inspection round the periodical night inspection round;</p> <p>xvi. Control of stock and stores, maintenance.</p>
4	Describe briefly the method(s) adopted for filling the posts hitherto	In the erstwhile State of J&K, the following method existed. "100% by promotion from Superintendent Jails in the pay level-10-A, with three (03) years regular service in the grade".
5	Methods of recruitment proposed	100% by promotion, failing which by deputation.
6	If promotion is proposed as a method of recruitment	Yes
	a) Designation and number of the posts proposed to be included in the field of promotion.	Superintendent Jails (02)
	b)Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion(As per extant GOI instructions)	100% by promotion from Superintendent Jails in the pay level-10-A with Five (05) years regular service in the grade.
	c)Percentage of vacancies in the grade proposed to be filled by promotion	100%

	d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent to DOPT along with the proposal.	No Copy of the proposed recruitment rules enclosed.
	e) If Recruitment Rules were not framed for the posts in the field of promotion;	
	i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	100% by promotion
	ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion	Direct Recruits: Master of Arts (M.A) in Psychology/ Criminology/ Sociology or Master of Social Work from any recognized University. Promotees:- Matriculation with Five (05) years regular service as Superintendent Jails in the pay level-10-A.
	iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	Copy of the Rules enclosed as Annexure "D"
	f)(i) Is the promotion to be made on selection or non selection basis?	Selection
	ii) Reasons for the proposal(i) above	The DoPT OM dated:-31.03.2015 provides that the method will be selection if promotion is within Group A. The feeder posts of Superintendent Jails and the promotion posts of Senior Superintendent Jails are Group-A posts
	g) If a DPC exists, what is its composition?	Group –A Departmental Promotion Committee 1. Administrative Secretary, Home Department chairman. 2. Administrative Secretary GAD Ladakh Member. 3. Head of Prison, Member. 4. Additional Secretary, Home Department Member/Convener.
	h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	No
7	If promotion is not proposed as a method, please state why it is not considered Desirable/possible/necessary.	Not Applicable.

8	If direct recruitment is proposed as a method of recruitment please state	No
	a) The percentage of vacancies proposed to be filled by direct recruitment.	Not Applicable
	b) Indicate if there are any promotional Avenues for the direct recruits?	Not Applicable
	c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government Servants?	Not Applicable
	d) Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well-qualified Essential Desirable	Not Applicable
	e) Whether essential qualifications to be prescribed are in accordance with any Act(S)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s)	No
	f) Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	No
9	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.	50% Direct Recruitment is proposed for the feeder post (Superintendent Jails).
10	i) If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion?	Not applicable
	ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	Not applicable.
11	a) Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	No.
	b) The percentage of vacancies proposed to be filled by this method.	Not applicable
	c) The period to which deputation will be limited.	Not Applicable.
	d) The names of the posts of grades or services etc. from which deputation /absorption is proposed	Not Applicable.

12	a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	In case of failure to fill the vacancies by the proposed method, the vacancies will be filled by Deputation from officers under Central/ State Governments/UTs, holding analogous posts on regular basis in the parent cadre/ department.
	b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provisions for initial constitution has been proposed.	No.
	c) Whether the Recruitment Rules relate to a post which is proposed to be down-graded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	No.
13	a) Special circumstances, If any, other than those covered by the rules, in which the Commission may be required to be consulted.	Not Applicable.
	b) Whether the Department of Personnel and Training have concurred in the proposal?	Not Applicable.
14	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	No.
15	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed, if necessary, for clarification/early decision.	Ms. Suman Beniwal, IFS Additional Secretary Home Department

Signature of the Officer sending the proposals
Telephone No. 8750220392

Place:

Date:

ANNEXURE "B"

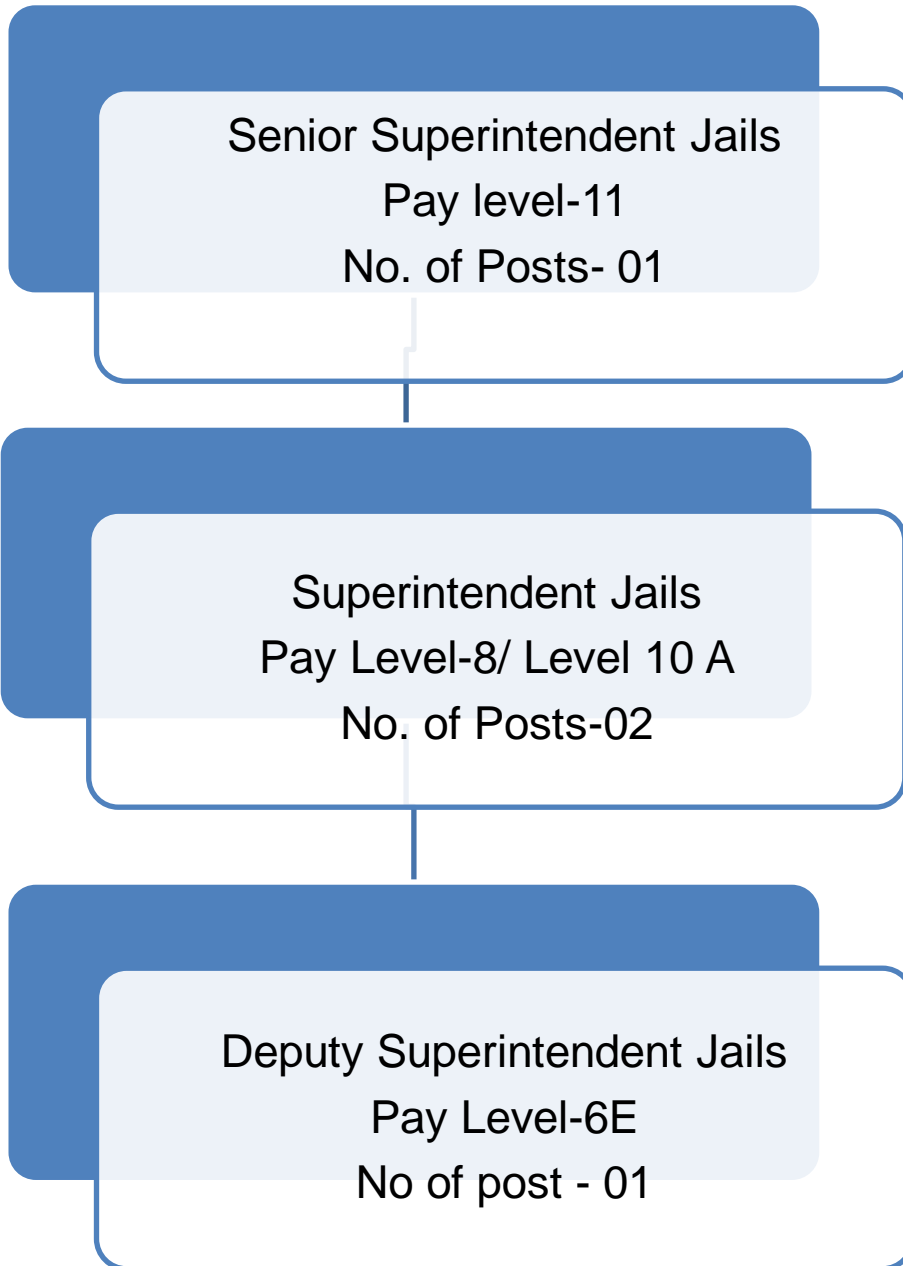
In terms of Rule 4.03(I)(a) of the Ladakh Prison Manual, 2021 the Superintendent Jail is in charge of the executive management of the prison in all matters relating to economy, discipline, labor, expenditure, punishment and control in general, among other things. The Superintendent thus is responsible for developing an atmosphere that is conducive and correctional in nature and providing leadership in every aspect of prison management. He shall take care of the duties, suggestions, planning, organizing, directing, guiding, coordinating, supervising and controlling all prison activities.

The specific duties of the Superintendent Jail is as follows:

- i. General supervision over security and custody arrangement;
- ii. Custody of secret and confidential documents;
- iii. Supervision over care and welfare of inmates;
- iv. Supervision over office administration;
- v. Control over financial matters;
- vi. Implementing policy pertaining to correctional administration;
- vii. Planning, organizing, directing, guiding, coordinating, supervising and controlling all institutional programs and operations;
- viii. Inmate discipline and morale;
- ix. Classification of prisoners, training and treatment programs and correctional activities;
- x. Inspection and supervision of work, employment and production programs;
- xi. Inspection of the prison activities, prison hospital, kitchen, canteen, etc.
- xii. Personnel matters, staff welfare and staff discipline, at location of duties to personnel under his control, safety of the prison personnel, protection of human dignity, rights and providing decent work conditions, acquainting institutional personnel with current policies of correctional administration and the role they have to play in a welfare state; organizing personnel training program set the institutional level;
- xiii. Report to the Head of Prison Department and liaison with other Administration agencies for the purpose;
- xiv. Developing an institutional atmosphere conducive to the correctional role and providing leadership in every aspect of institutional management;
- xv. Weekly inspection round the periodical night inspection round;
- xvi. Control of stock and stores, maintenance.

(Annexure "C")

**Hierarchy chart (Designation and Pay scale) of Gazetted and non-gazetted posts of Prison
Department**



ANNEXURE "D"

**Copy of existing Jammu and Kashmir Prison (Subordinate) Service Recruitment Rules,
2021.**

ANNEXURE “E”

Certificate

It is certified that the feeder post (Superintendent Jails) to the post of Senior Superintendent Jails has no other promotional avenues.

**(Ms. Suman Beniwal, IFS)
Additional Secretary
Home Department, UT of Ladakh**

ANNEXURE “F”

Copy of Ladakh Prison Subordinate Recruitment Rules, 2021

Annexure "G"

Certificate

It is certified that there is no Court case(s) pending in the Department on the draft RR of Senior Superintendent Jail of Prison Department, UT of Ladakh.

(Ms. Suman Beniwal, IFS)
Additional Secretary
Home Department, UT of Ladakh

Annexure “H”

Certificate

It is certified that draft RR of Senior Superintendent Jail of Prison Department, was uploaded on the official website of the Administration of Union territory vide O.M. No. Home/UTL(04-A)/2023 dated 21-11-2023 (enclosed) inviting comments from the stakeholder, for a period of one month and comments so received from stakeholders were examined, necessary changes wherever required has been effected which have been explained in the self-contained note.

(Ms. Suman Beniwal, IFS)
Under Secretary
Home Department, UT of Ladakh

**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
HOME DEPARTMENT
UT Secretariat, Ladakh**

Notification

Ladakh, the _____, 2023

. ----- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Govt. of India, Ministry of Home Affairs, New Delhi Notification No. S.O 5088(E) dated 1st November 2022 and in supersession of all earlier notifications on the subject matter, the Lieutenant Governor (Administrator) of Union territory of Ladakh, hereby makes the following rules regulating the method of recruitment to the post of **Superintendent Jails** in the Ladakh Prison Department, namely: -

1. Short title and commencement: -

- i. These rules may be called the Ladakh Administration Superintendent Jails in the Ladakh Prison Department, Recruitment Rules, 2023.
- ii. These rules shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and Level in the Pay Matrix: -

The number of said posts, its classification and Level in the Pay Matrix attached thereto shall be as specified in paras 2,3 & 4 of the Schedule annexed hereto.

3. Method of recruitment, age limit, qualifications: -

The method of recruitment, age limit, qualifications and other matters relating to said posts shall be as specified in paras 5 to 13 of the Schedule annexed hereto.

4. Provision for Resident Criteria for appointment by direct recruitment: -

The eligibility for appointment will be subject to residency requirements prescribed in any Act, Rule, Regulation or Order in force in the Union territory of Ladakh.

5. Disqualification: -

No person,

- a. who has entered into or contracted a marriage with a person having a spouse living;

OR

- b. who, having a spouse living, has entered into or contracted a marriage with any person(s) shall be eligible for appointment to the said post.

Provided that the Lieutenant Governor (Administrator) of Ladakh may, if satisfied that such marriage is permissible under the personal law, applicable to such person(s) and the other party to the marriage or there are other grounds for so doing, exempt any person from the operation of these rules.

6. Power to relax: -

Where the Lieutenant Governor (Administrator) is of the opinion that, it is necessary or expedient to do so, he may, by order for reasons to be recorded in writing and in consultation with UPSC, relax any of the provisions of these rules with respect to any class or category of persons.

7. Savings: -

Nothing in these rules shall affect reservations, relaxation in age-limit, and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, and other special categories in accordance with the Rules, Instructions or Orders issued by the Administration of Union territory of Ladakh.

By order and in the name of the Lieutenant Governor, Ladakh

Sd/-

(Dr. Pawan Kotwal, IAS)

Administrative Secretary

Home Department, UT of Ladakh

Copy to the: -

1. Secretary, Union Public Service Commission.
2. Joint Secretary (Jammu, Kashmir & Ladakh), Ministry of Home Affairs, Government of India.

Copy also to the: -

1. All Administrative Secretaries.
2. Secretary to Lieutenant Governor.
3. Administrative Secretary, General Administration Department.
4. Principal Chief Conservator of Forest/Chief Wildlife Warden/ Chief Conservator of Forest.
5. Deputy Commissioners/CEOs, LAHDC, Leh/Kargil.
6. All Heads of the Departments.
7. Joint Director, Information.
8. Technical Director, NIC, Leh.
9. Superintendent, Archives, Archaeology & Museums.
10. Pvt. Secretary to Advisor, Ladakh for information of the Advisor.
11. Pvt. Secretaries to Chairman/Chief Executive Councilor, LAHDCs, Leh/Kargil for information of the Hon'ble CECs.
12. Order/Stock file.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF SUPERINTENDENT JAILS IN LADAKH PRISON DEPARTMENT

1	Name of Post	Superintendent Jails														
2	Number of Post	2 (Two) 2023* *Subject to variation dependent on workload														
3	Classification	General Central Service Group "B" Gazetted (Non-Ministerial)														
4	Level of the Pay Matrix	(i) Level-8(47600-151100) (on initial appointment) (ii) level L-10A (56600-179800) (on completion of four (04) years approved service)														
5	Whether Selection Post or Non-Selection Post.	Selection														
6	Age limit for Direct Recruits.	Not exceeding 40 years. Note 1: Relaxable for government servant upto 5 years' in accordance with instructions or orders issued by the Central Government. Note 2: The crucial date for determining the age limit shall be as advertised by the Competent Authority UPSC.														
7	Educational and other qualifications required for direct recruits.	(1) Essential Qualification: Master of Arts (M.A) in Psychology/Criminology/ Sociology or Masters of Social Work from any recognized University. Physical Standards: (i) Minimum Height and chest girth shall be as follows: <table border="1" data-bbox="794 1182 1353 1393"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Height (cm)</th> <th colspan="2">Chest Girth (cm)</th> </tr> <tr> <th>Normal</th> <th>Expansion</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td>152</td> <td>84</td> <td>5</td> </tr> <tr> <td>Female</td> <td>145</td> <td>79</td> <td>5</td> </tr> </tbody> </table>		Height (cm)	Chest Girth (cm)		Normal	Expansion	Male	152	84	5	Female	145	79	5
	Height (cm)	Chest Girth (cm)														
		Normal	Expansion													
Male	152	84	5													
Female	145	79	5													
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees?	No														
9	Period of probation, if any.	Two (02) years for direct recruits.														
10	Method of Recruitment, whether by Direct Recruitment or by Promotion or by deputation/transfer and Percentage of the vacancies to be filled by various methods.	<table border="1" data-bbox="746 1599 1337 1787"> <thead> <tr> <th>Method</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Direct Recruitment</td> <td>50</td> </tr> <tr> <td>Promotion, failing which by Deputation (Including Short Term Contract).</td> <td>50</td> </tr> </tbody> </table>	Method	Percentage	Direct Recruitment	50	Promotion, failing which by Deputation (Including Short Term Contract).	50								
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Direct Recruitment	50															
Promotion, failing which by Deputation (Including Short Term Contract).	50															
11	In case of recruitment By promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	Promotion: From Deputy Superintendent Jails in the pay level-6E, with Six (06) years regular service in the grade. Deputation:- Officers under the Central/ State Government/ Union territories, holding analogous posts on a regular basis in the parent cadre Department.														

		<p>Deputation (Including Short Term Contract):</p> <p>Officers under Central Government / State Governments / Union Territory Administrations / Public Sector Undertakings / Universities / recognised research institutions / Autonomous Bodies / Statutory Organizations:</p> <p>(i) Holding analogous posts on regular basis in the parent cadre/department; or</p> <p>(ii) with 5 years of regular service in post in the level 8 in the pay matrix or equivalent in the parent cadre/department; and</p> <p>Note 1: The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
12	If a D.P.C exists, what is its composition?	<p>DPC</p> <ol style="list-style-type: none"> 1. Administrative Secretary, Home Department chairman. 2. Administrative Secretary, GAD, Ladakh Member. 3. Head of Prison, Ladakh Member. 4. Additional Secretary, Home Department Member/Convener <p>Departmental Confirmation Committee:</p> <ol style="list-style-type: none"> 1. Administrative Secretary, Home Department Chairman. 2. Administrative Secretary, GAD, Ladakh Member. 3. Head of Prison, Ladakh Member. 4. Additional Secretary, Home Department Member/Convener.
13	Circumstances in which Union Public Service Commission is to be Consulted in making recruitment.	<p>Consultation with UPSC is necessary for direct recruitment</p>

(Ms. Suman Beniwal, IFS),
Additional Secretary
Home Department, UT of Ladakh

**Union Public Service Commission
(Recruitment Rules Branch)**

File Reference No.: _____

_____ Diary No.:

_____ & Date: _____

Officer dealing with the Case: _____

**Checklist for referring RR proposals of Superintendent
Jails
to U.P.S.C**

New Sl. No.	Details	Reply of Department
1	If the proposal is for framing RRs:-	Yes
(a)	Whether order regarding creation of post enclosed?	Yes Enclosed as Annexure "A"
(b)	Whether signed copy of Annexure-II attached?	Yes Enclosed as Annexure-II
(c)	Whether, as a one time-measure, the mode of recruitment to the post was ever decided in consultation with the Commission?	No
(d)	If yes, please give the reference number and date of UPSC letter under which the approval of the Commission was conveyed to the Ministry.	Not Applicable.
(e)	In case the post was created more than a year ago, whether a statement has been attached showing how the post is being made operational since its creation?	Not Applicable.
2	If the proposal is for amendment of existing RRs:-	NO
(a)	Whether copy of existing RRs attached?	Not Applicable.
(b)	Whether signed copy of Annexure-III attached?	Not Applicable.
(c)	Whether reasons for amending the RRs specified?	Not Applicable.
(d)	Whether recruitment to the post had become infructuous or been found difficult in the past, and if so, whether it was due to any provisions of the existing RRs?	Not Applicable.
(e)	If yes, whether the details regarding such infructuous cases have been provided?	Not Applicable.

(f)	Whether earlier reference No. of the Commission intimated	Not Applicable.
3	If the proposal is for deciding the method of recruitment as a onetime measure, pending finalization of RRs:-	NO
(a)	Whether the information in the prescribed proforma has been furnished?	Not Applicable.
(b)	Whether the status of framing the RRs of the post has been indicated?	Not Applicable.
(c)	In case one time mode of recruitment is proposed for fillingup a SAG level post, whether copies of the approval of the ACC and Minister-in-charge for filling-up the post has been enclosed?	Not Applicable.
4	Whether the draft 13-column schedule attached?	Yes Enclosed as Annexure-I
5	Whether the draft covering notification attached?	Yes
6	If the proposal is from a Ministry/Department:-	NO
(a)	Whether DOP&Trg. had approved the proposal?	Not Applicable.
(b)	Whether copies of the notes exchanged with DOP&Trg. attached?	Not Applicable.
(c)	Whether the proposal has been approved by the Competent Authority in the Ministry/ Department of Govt of India?	Not Applicable.
(d)	If answer to c) is yes, by whom: Minister-in-Charge/Secretary/ Joint Secretary in the Ministry? (Kindly refer to Clause 2.1.1 of DoPT Circular)	Not Applicable.
7	If the proposal is from a UT Admn.:-	YES
(a)	Whether framing/amending the RRs is within the delegated powers of the Administrator/Lt.Governor of the UT?	YES
(b)	If not, whether the proposal has been forwarded through the nodal Ministry?	Not Applicable.

8	If the proposal is from a UT Admn. or a statutory body, whether it has been certified that the proposal has the approval of the competent authority?	YES
9(a)	Whether the RRs are being framed/amended to implement the judgment/directions of any court/Tribunal?	No
(b)	Whether any court case is involved	No
(c)	Whether the details of the court case(s) have been given as per the attached proforma?	Not Applicable.
10	Whether the detailed list of duties attached to the post attached?	Yes Details at para 3 of Annexure-II
11	Whether the detailed list of duties attached to the feeder post attached?	Yes Annexure "B"
12	Whether the hierarchy chart showing the designations, pay scale and sanctioned strength of each post in the hierarchy attached?	Yes Annexure "C"
13	In case promotion has been proposed as a method of recruitment, whether existing RRs of the feeder post as well as the existing RRs of all other lower posts in the hierarchy furnished?	Yes Annexure "D"
14	Whether along with promotion, deputation has been proposed under the "failing which" clause?	YES
15	In case the post/feeder post was re-designated, whether copy of order reg. redesignation of the post attached?	Not Applicable.
16	In case there is a variation in the number of post or in the number of feeder post, whether copies of orders regarding creation/abolition of posts, as the case maybe, attached?	Not Applicable.
17	In case there is a variation in the pay scale of the post or that of the feeder post, whether copies of orders regarding upgradation of the pay scale attached?	Not Applicable.
18(a)	Whether it has been ensured the educational qualifications and experience proposed for direct recruitment/deputation match with the duties and Responsibilities of the post?	Not Applicable.
18(b)	Whether age limit prescribed is in order	Yes
18(c)	Whether provision for filling short-term vacancies made in the Recruitment Rules when direct recruitment is the only method	Not Applicable.

19	Whether direct recruitment proposed under the failing which clause along with promotion is in order?	Not Applicable.
20	Whether the educational qualifications proposed for direct recruitment/deputation are in accordance with the norms prescribed in any Act or laid down by any statutory authority(eg.UGC,AICTE)	Not Applicable.
21	Whether the term `or equivalent' has been avoided in the clause relating to educational qualifications for direct recruits/deputationists in accordance with para 3.8.1 of the DOP&Trg. Guidelines dated 31.12.2010?	Yes
22(a)	In case EQ of direct recruits are being modified and are to be applied to promotees, whether safeguards provided for feeder grade incumbents?	Not Applicable
(b)	Whether as per guidelines EQs are to be insisted upon for promotees	Not Applicable
(c)	Will EQs for direct recruits apply to promotees (for Scientific and Technical posts in Senior Time Scales and above).	Not Applicable.
23(a)	Whether the quota proposed for promotion is as per the norms? (Kindly refer Clause 3.11.2 of DoPT circular)	No
(b)	If not, the reasons for proposing higher promotion quota have been given?	Only one post has been allocated in the feeder grade. As there are two district Jails in the UT of Ladakh, the strength of the feeder cadre needs to be increased in the future to provide sufficient manpower to the organization. The Ladakh Prison service is a specialized service hence posts from other cadres cannot be included as feeder to the post. Further, failing which clause has been included in the method of recruitment to the post.
(c)	Has composite method been proposed in cases where the firm strength of the feeder post is only one?	Yes

(d)	Whether counting of combined regular service in the feeder post and the next lower post for promotion has been proposed?	No
(e)	If yes, whether the reasons stated?	Not Applicable.
(f)	Certificate to the effect that feeder post has no other promotional avenues	Yes Annexure "E"
24(a)	Whether a provision for training in the field relevant to the duties of the post has been incorporated while proposing the eligibility condition for promotion under col.(11)?	No
(b)	If no, reasons furnished?	The post is of non-technical nature. Further the promotees are having the requisite experience required for the post.
(c)	If the qualifying service required for promotion is proposed to be enhanced on account of the revised guidelines of DOP&Trg., whether a clause for retention of existing eligibility service for feeder grade incumbents has been inserted under col.(11)?	Yes Qualifying service has been revised as per the revised guidelines of DOP&Trg., however, as there is no existing incumbent in the feeder grade no clause for retention of existing eligibility service for feeder grade incumbent has been inserted under col.(11).
25(a)	If deputation has been proposed as a method of recruitment, whether the field of deputation proposed is as per norms?	Not Applicable.
25(b)	Whether short-term contract also included	Not Applicable.
25(c)	Whether along with promotion, deputation has been prescribed under the failing which clause.	Yes
26(a)	If re-employment of armed forces personnel(AFP) has been proposed, whether the rank of AFP indicated?	No
(b)	Whether absorption has been included as a method of recruitment?	No
(c)	If so, whether it has been provided that officers of only Central/State Governments shall be eligible for consideration for absorption?	Not applicable
(d)	Whether it has been specifically provided under col.(13) that consultation with UPSC shall be necessary for considering absorption?	Not Applicable.

27(a)	Whether direct recruitment has been proposed?	Yes
(b)	If yes, whether promotional avenue is available for direct recruits?	Yes
28(a)	If direct recruitment/ absorption/ re-employment of AFP have been included as methods of recruitment, Whether composition of Departmental Confirmation Committee specified?	<p>Yes DCC</p> <ol style="list-style-type: none"> 1. Administrative Secretary, Home Department chairman. 2. Administrative Secretary, GAD, Ladakh Member. 3. Inspector General Prison, Ladakh Member. 4. Additional Secretary, Home Department Member/Convener
28(b)	Composition of DPC intimated	Yes
29(a)	Whether the proposal involves direct recruitment to a Group`B' Non-Gazetted post?	No
(b)	If yes, please mention the name of the recruiting agency	Not applicable
(c)	If recruitment is being made by an agency other than SSC, whether a copy of the no-objection certificate issued by SSC is attached?	Not Applicable.
30	Certificate to the effect that the draft RRs have been uploaded on the website of the concerned Ministry/Department for 30 days, seeking comments of the stakeholders been closed.	Yes Enclosed as Annexure-F

ANNEXURE-1(FORMAT OF 13 COLUMN SCHEDULE)

1	2	3	4	5	6	7			
Name of Post	Number of Posts	Classification	Pay Level & Structure	Whether Selection Post or Non-selection Post	Age limit for direct recruits	Educational and other qualifications required for direct recruits			
Superintendent Jails	2 (Two) 2023* *Subject to variation dependent on workload	General Central Service Group "B" Gazetted (Non-Ministerial)	(i) Level-8(47600-151100) (on initial appointment) (ii) Level -10A (56600-179800)(on completion of four (04) years approved service)	Selection	Not exceeding 40 years. Relaxations- In accordance with instructions or orders issued by the Administration of Union territory of Ladakh or by the Central Government.	Master of Arts (M.A) in Psychology/ Criminology/ Sociology or Masters of Social Work, from any recognized University. Physical Standards:			
							Height (cm)	Chest (cm)	Girth
								Normal	Expansion
						Male	152	84	5
Female	145	79	5						

8	9	10	11	12	13
Whether age And educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct Recruitment or by promotion or by deputation/absorption and percentage of Vacancies to be filled By various methods	In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/absorption to be made	If Departmental Promotion Committee exists, what is Its composition	Circumstances In which the Union Public Service Commission is to be Consulted in Making recruitment
No.	Two (02) years for direct recruits.	50% by direct recruitment. 50% by promotion, failing which by deputation.	Promotion: 50% by promotion from Deputy Superintendent Jails in the pay level-6E, with Six (06) years regular service in the grade.	DPC 1. Administrative Secretary, Home Department chairman. 2. Administrative Secretary, GAD, Ladakh Member. 3. Inspector General Prison, Ladakh Member. 4. Additional Secretary, Home Department Member/Convener	Consultation with UPSC necessary while making Direct Recruitment and filling up the post on

				DCC 1. Administrative Secretary, Home Department- chairman. 2. Administrative Secretary, GAD, Ladakh- Member. 3. Inspector General Prison, Ladakh- Member. 4. Additional Secretary, Home Department- Member/ Convener	deputation.
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ANNEXURE-II

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1	a)Name of the posts	Superintendent Jails
	b)Name of the Ministry/Department	Prison Department
	c)Number of Posts	2(Two) 2023* *Subject to variation dependent on workload
	d)Scale of pay	(i) Level-8(47600-151100) (on initial appointment) (ii) level L-10A (56600-179800)(on completion of four (04) years approved service)
	e)Class and service to which the posts belong	Prison Department Gazetted
	f)Ministerial or non Ministerial of F.R.9 (17)	Non- Ministerial
2	Appointing Authority	As per Rule 8 of Central Civil Services (Classification, Control & Appeal) Rules,1965 the appointing authority is President. However it is proposed that the power of appointing authority maybe delegated to the Administrator in pursuance of the proviso to Rule 8.
3	Duties of the post in detail	In terms of Rule 4.03(I)(a) of the Ladakh Prison Manual, 2021 the Superintendent Jail is incharge of the executive management of the prison in all matters relating to economy, discipline, labor, expenditure, punishment and control in general, among other things. The Superintendent thus is responsible for developing an atmosphere that is conducive and correctional in nature and providing leadership in every aspect of prison management. He shall take care of the duties, suggestions, planning, organizing, directing, guiding, coordinating, supervising and controlling all prison activities. The specific duties of the Superintendent Jail is as follows: i. General supervision over security and custody arrangement; ii. Custody of secret and confidential documents; iii. Supervision over care and welfare of inmates; iv. Supervision over office administration; v. Control over financial matters; vi. Implementing policy pertaining to correctional administration; vii. Planning, organizing, directing, guiding, coordinating, supervising

		<p>and controlling all institutional programs and operations;</p> <p>viii. Inmate discipline and morale;</p> <p>ix. Classification or prisoners, training and treatment programs and correctional activities;</p> <p>x. Inspection and supervision of work, employment and production programs;</p> <p>xi. Inspection of the prison activates, prison hospital, kitchen, canteen, etc.</p> <p>xii. Personnel matters, staff welfare and staff discipline, at location of duties to personnel under his control, safety of the prison personnel, protection of human dignity, rights and providing decent work conditions, acquainting institutional personnel with current policies of correctional administration and the role they have to play in a welfare state; organizing personnel training program set the institutional level;</p> <p>xiii. Report to the Head of Prison Department and liaison with other Administration agencies for the purpose;</p> <p>xiv. Developing an institutional atmosphere conducive to the correctional role and providing leadership in every aspect of institutional management;</p> <p>xv. Weekly inspection round the periodical night inspection round;</p> <p>xvi. Control of stock and stores, maintenance.</p>
4	Describe briefly the method(s) adopted for filling the posts hitherto	<p>In the erstwhile State of J&K, the following method existed.</p> <p>50% by direct recruitment</p> <p>50% by promotion from Deputy Superintendent Jails in the pay level-6E, with Three (03) years regular service in the grade.</p>
5	Methods of recruitment proposed	<p>50% by direct recruitment.</p> <p>50% by promotion, failing which by deputation.</p>
6	If promotion is proposed as a method of recruitment	
	a) Designation and number of the posts proposed to be included in the field of promotion.	Deputy Superintendent Jails (01)
	b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion (As per extant GOI instructions)	<p><u>Promotion:</u></p> <p>50% by promotion from Deputy Superintendent Jails in the pay level-6E with Six (06) years regular service in the grade.</p>

	c)Percentage of vacancies in the grade proposed to be filled by promotion	50%
	d) Have Recruitment Rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed. A copy of the rules should be sent to DOPT along with the proposal.	Yes (Copy of the Rules enclosed as annexure-D)
	e)If Recruitment Rules were not framed for the posts in the field of promotion;	Not Applicable.
	i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	Not Applicable.
	ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion	Not Applicable.
	iii)In case the feeder posts are filled by promotion, the Recruitment Rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	Copy of the Rules enclosed as annexure "D"
	f)(i) Is the promotion to be made on selection or non selection basis?	Selection
	ii)Reasons for the proposal(i)above	The DoPT OM dated:-31.03.2015 provides that the method will be selection if promotion is within Group-B. The feeder posts of Deputy Superintendent Jails and the promotion posts of Superintendent Jails are Group-B posts
	g)If a DPC exists, what is its composition?	DPC 1. Administrative Secretary, Home Department chairman. 2. Administrative Secretary, GAD, Ladakh Member. 3. Inspector General Prison, Ladakh Member. 4. Additional Secretary, Home Department Member/Convener
	h) Indicate if the feeder posts are having promotion channels other than the one under consideration.	No
7	If promotion is not proposed as a method, please state why it is not considered Desirable/possible/necessary.	Not Applicable.
8	If direct recruitment is proposed as a method of recruitment please state	
	a) The percentage of vacancies proposed to be filled by direct recruitment.	50% by Direct Recruitment

	b) Indicate if there are any promotional Avenues for the direct recruits?	Yes, the direct recruits have promotional avenues to the higher post of Senior Superintendent Jails. Level-11 (67700-208700)																
	c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government Servants?	Not exceeding 40 years. Relaxations- In accordance with instructions or orders issued by the Administration of Union territory of Ladakh. Note: The crucial date for determining the age limit shall be as advertised by UPSC.																
	d)Educational and other qualifications required for direct recruits. (it may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well-qualified Essential Desirable	Essential:- Master of Arts (M.A) in Psychology/ Criminology/ Sociology/ or Masters of Social Work from any recognized University. Physical Standards: <table border="1"> <thead> <tr> <th></th> <th>Height (cm)</th> <th colspan="2">Chest Girth (cm)</th> </tr> <tr> <th></th> <th></th> <th>Normal</th> <th>Expansion</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td>152</td> <td>84</td> <td>5</td> </tr> <tr> <td>Female</td> <td>145</td> <td>79</td> <td>5</td> </tr> </tbody> </table>		Height (cm)	Chest Girth (cm)				Normal	Expansion	Male	152	84	5	Female	145	79	5
	Height (cm)	Chest Girth (cm)																
		Normal	Expansion															
Male	152	84	5															
Female	145	79	5															
	e) Whether essential qualifications to be prescribed are in accordance with any Act(S)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extracts from the Act(s)	No.																
	f)Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	No																
9	If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary.	Not Applicable.																
10	i)If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion? ii)If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	No Minimum Matriculation.																
11	a)Is deputation/absorption proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	No.																
	b)The percentage of vacancies proposed to be filled by this method.	Not Applicable.																
	c)The period to which deputation will be limited.	Not Applicable.																

	d)The names of the posts of grades or services etc. from which deputation /absorption is proposed	Not Applicable.
12	a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	In case of failure to fill the vacancies by the proposed method, the vacancies will be filled by Deputation from officers under Central/ State Governments/UTs, holding analogous posts on regular basis in the parent cadre/ department.
	b) Whether the Recruitment Rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provisions for initial constitution has been proposed.	No.
	c) Whether the Recruitment Rules relate to a post which is proposed to be down-graded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	No.
13	a) Special circumstances, If any, other than those covered by the rules, in which the Commission may be required to be consulted.	Not Applicable.
	b) Whether the Department of Personnel and Training have concurred in the proposal?	Not Applicable.
14	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	Not Applicable.
15	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed, if necessary, for clarification/early decision.	Ms. Suman Beniwal, IFS Additional Secretary Home Department

Signature of the Officer sending the proposals
Telephone No. 8750220392

Place:

Date:

ANNEXURE “B”

1. Duties of Deputy Superintendent Jail, Feeder post to Superintendent Jail.

In terms of Rule 4.03 (I)(b) of the Ladakh Prison Manual, 2021 The Deputy Superintendent is the chief executive officer of the Prison and is subordinate to the Superintendent. The Deputy Superintendent being subordinate to the Jail Superintendent shall assist him wherever necessary. He shall be generally responsible for observance of all prescribed rules and orders.

Duties include:

- i. Admission and release of prisoners after verification and checking of committal warrants;
- ii. Supervision over security, custody and discipline, supervision over care and welfare of prisoners;
- iii. Minor correspondence relating to prisoners;
- iv. Attending to release on bail, appeals, fine payment, etc;
- v. Attending to correction of sentences;
- vi. Production of prisoners in courts;
- vii. Segregate prisoners having escape or discipline risks and prisoners of known bad character, and report to the superintendent;
- viii. Admission and release work prison manufacturers;
- ix. Classification of prisoners and their training;
- x. See the prisoners are cleaning their persons and clothes and that they have the authorized amount of clothing and bedding and no more; Shall, at uncertain times but at least once a week , cause every prisoners and all clothing ,bedding workshops, wards and cells to be thoroughly searched;
- xi. Upon the death of a prisoners, shall give immediate notice thereof to the
- xii. Superintendent and the Medical subordinate.
- xiii. No prisoner shall be put in iron or under mechanical restraint by the Deputy Superintendent of his own authority except in case of urgent necessity, in which case notice there of shall be forth with given to the Superintendent.
- xiv. The Deputy Superintendent shall enter daily in his journal: -
 - (a) The time wards were opened ;
 - (b) The members of the staff (if any) who were absent;
 - (c) The time prisoners began work;
 - (d) The time work was stopped in the forenoon;
 - (e) The time work was stopped for the day; and
 - (f) The time the lock-up was completed.
- xv. All money or other articles in respect where of no order of a competent Court has been made shall be placed in the custody of the Deputy Superintendent.
- xvi. Shall be responsible for the safe custody of the records to be kept under section 12 of prisons Act, for the commitment warrants and all other document confided to his care, and for the moneys and other articles taken from prisoners.
- xvii. Inspecting kitchen and canteen visit to hospital.

- xviii. Shall jointly with the medical subordinate be responsible for the proper preparation and distribution of food to prisoners.
- xix. Shall whenever required to do, accompany the Superintendent, Medical Officer and Magistrate and every inspecting officer and visits to the jail.
- xx. Shall be Verifying Officer /Store officer for verification of stocks.
- xxi. Shall reside in the prison, unless the Superintendent permits him in writing to reside elsewhere and shall not be absent from the prison for a night without permission in writing from the Superintendent; but if absent without leave for a night from unavoidable necessity, he shall immediately report the fact and the cause of it to the Superintendent.
- xxii. Shall supervise the working of the guards. At least once a week, at uncertain time, he shall visit the prison after 10.00 P.M. and satisfy himself that the standing guard is present, the sentries posted are on the alert, and that the rounds are properly maintained.
- xxiii. Subject to the rules relating to the granting of leave and the record to be maintained of all leave granted, the Deputy Superintendent may grant leave of absence for a period not exceeding four hours at anyone time to any subordinate officer.
- xxiv. Super vision over personnel matters, staff discipline and staff welfare assisting the Superintendent in all matters pertaining to institutional management.

(Annexure "C")

Senior Superintendent Jails
Pay level-11
No. of Posts- 01

Superintendent Jails
Pay Level-8
No. of Posts-02

Deputy Superintendent Jails
Pay Level-6E
No of post - 01

ANNEXURE “D”

**Copy of existing Jammu and Kashmir Prison (Subordinate) Service Recruitment Rules,
2021.**

**(Ms. Suman Beniwal, IFS)
Additional Secretary
Home Department, UT of Ladakh**

ANNEXURE “E”

Certificate

It is certified that the feeder post (Deputy Superintendent Jails) to the post of Superintendent Jails has no other promotional avenues.

**(Ms. Suman Beniwal, IFS)
Additional Secretary
Home Department, UT of Ladakh**

ANNEXURE "F"

Copy of Ladakh Prison Subordinate Recruitment Rules, 2021

**(Ms. Suman Beniwal, IFS)
Additional Secretary
Home Department, UT of Ladakh**

Annexure "G"

Certificate

It is certified that there is no Court case(s) pending in the Department on the draft RR of Superintendent Jail of Prison Department, UT of Ladakh.

**(Ms. Suman Beniwal, IFS)
Additional Secretary
Home Department, UT of Ladakh**

Annexure “H”

Certificate

It is certified that draft RR of Superintendent Jail of Prison Department, was uploaded on the official website of the Administration of Union territory vide O.M. No. Home/UTL(04-A)/2023 dated 21-11-2023 (enclosed) inviting comments from the stakeholder, for a period of one month and comments so received from stakeholders were examined, necessary changes wherever required has been effected which have been explained in the self-contained note.

(Ms. Suman Beniwal, IFS)
Additional Secretary
Home Department, UT of Ladakh