



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
DEPARTMENT OF LAW AND JUSTICE**

Email: secy-law@ladakh.gov.in

Room No: 101, Ground Floor
Old JNV Building, UT Secretariat,
Leh – 194101

PRESS NOTICE

Advertisement notice with memorials inviting applications from the eligible persons of the Union territory of Ladakh for appointment as notary in the Union territory has been uploaded on the official website of the Administration of Union territory of Ladakh i.e., <https://ladakh.gov.in>.

The last date of receipt of hard copy of the application / memorials / form complete in all aspects has been fixed as 19.02.2024 or a copy of the application / memorials / form complete in all aspects can be sent through email to secy-law@ladakh.gov.in within the stipulated period.

Sd/-

(Fayaz Ahmad Sheikh)

Commissioner / Secretary
Department of Law and Justice

No: Secy/L&J/UTL/2024/175-180.

Dated: 10.02.2024

Copy to:

1. Pr. District and Sessions Judge, Leh and Kargil, for information to concerned Advocates.
2. SIO, NIC, Leh, Union territory of Ladakh, for publication in the official website of Administration of union territory of Ladakh.
3. Bar President, District Court, Leh and Kargil, for wide publicity in their respective Bars.
4. Order file.

(Shakeel Ahmed)

Assistant Legal Remembrancer
Department of Law and Justice

PROCEDURE FOR APPOINTMENT OF NOTARY PUBLIC

Application for appointment as a Notary

As per Rule 4(1) of Notaries Rule, 1956, a person (hereinafter called "the applicant") may make an application (in original) for appointment as a notary. The applications in this regard can be sent on following:

E-mail ID: secy-law@ladakh.gov.in

The Address to whom the application has to be sent

(Lobzang Angdus)

OSD to Commissioner Secretary / Competent Authority,
Department of Law and Justice,
UT Secretariat, Leh,
Union territory of Ladakh - 194101

Form-I meant for those Advocates who have been

- a) Practice experience of at least for 10 years i.e. 10 years' experience from the date of the enrolment in the concerned Bar Council, which is to be ascertained and certified from the respective District Judge or Presiding Officer of the Court or Tribunal where he actually practiced as an Advocate.
- b) Practice experience of at least 07 years for those belonging to Scheduled Castes / Scheduled Tribes / Other Backward Classes / Woman / a person with benchmark disability as defined in clause (r) of section 2 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) i.e. 07 years' experience from the date of the enrolment in the concerned Bar Council, which is to be ascertained and certified from the respective District Judge or Presiding Officer of the Court or Tribunal where he actually practiced as an Advocate.

Form-II is meant for those Retired Government Officers who had been

- a) A member of the Indian Legal Service under the Central Government, or
- b) He had been at least for 10 years,
 - i. A member of Judicial Service; or
 - ii. Held an office under the Central Government or a State Government requiring special knowledge of law after enrolment as an Advocate; or
 - iii. Held an office in the department of Judge Advocate General or in the legal department of the armed forces.

Documents to be attached with the Application Form:

- a) An Attested copy of the Matriculation Certificate (for date of birth);

- b) An Attested copy of the Original Graduation Degree Certificate;
- c) An Attested copy of the Original LLB Degree Certificate whether 3 years or five years;
- d) An Attested copy of the Original Enrolment Certificate issued from the concerned Bar Council;
- e) Name in the application form should be same as that in the Enrolment Certificate issued from the Bar Council, if any Advocates want to change his/her name, generally in case of Women after marriage he/she has to change his/her name in the Enrolment Certificate also;
- f) Married Women Advocates should attach an attested copy of the Marriage Certificate;
- g) Domicile / Resident Certificate along with the cast certificate;
- h) Disability Certificate on the prescribed format in case of a person with benchmark disability;

Note. Candidates, whose names have not been recommended by the Interview Board earlier, may apply afresh.



(Shakeel Ahmed)

Assistant Legal Remembrancer
Department of Law and Justice

FORM I
MEMORIAL
(Rule 4 (3))

PHOTOGRAPH

1. Name of the applicant: _____

2. Father's/Husband's name: _____

3. Date of Birth: _____

4. Whether SC/ST/OBC/General: _____

5. Address(Residence): _____
_____ Pin _____

Telephone: _____ Fax: _____ E-Mail _____

Address (Office): _____
_____ Pin: _____

Telephone: _____ Fax: _____ E-Mail: _____

6. Educational qualifications (Please attach attested photocopies): _____

7. Enrolment No. and date (Please attach attested photocopies): _____

8. Practising in: _____

Civil side: _____

Criminal side: _____

Taxation: _____

Revenue courts: _____

9. Whether income tax assessee: _____

10. The memorial of (name of the applicant in block letters) showeth: _____

1. that the memorialist is a person eligible for appointment as notary under the notaries Act, 1952 and clause (a) of rule 3 of the Notaries Rules, 1956;
2. that the memorialist resides in _____ (here state the name of the local area or name of court where he intends to practise) and will reside for upwards of _____ (state how long);
3. that the number of notaries in the local area is insufficient for the requirements thereof (the grounds of the statement should be added);
4. that no previous application of the memorialist has been rejected or withdrawn by him, within the preceding six-months.

The memorialist, therefore, prays that the government be pleased to appoint and admit him as a notary under and by virtue of the notaries Act, 1952 (53 of 1952) and clause (a) of the rule (3) of the Notaries Rules, 1956 to practice in _____ (here state the name of the local area).

Date: _____ day of _____

Signature of the Applicant

Sl.No.	Name and address of Organisation	Profession	Name and address of the firm/Orgn.	Signature (with seal)
1.				
2.				
3.				
4.				
5.				

Note: (Under rule 4 (3) the memorial should be countersigned by a Judicial Magistrate, a Manager of a Nationalized Bank, a Merchant and two prominent inhabitants of the area where he intends as a notary)

(FORM II)
(Rule 4(2))

PHOTOGRAPH

1. Name _____

2. Father's/Husband's name _____

3. Date of birth _____

4. Whether SC/ST/OBC/General _____

5. Address(Residence) _____

PIN _____

Telephone _____ Fax _____ E-mail _____

Address(office) _____

_____ PIN _____

Telephone _____ Fax _____ E-mail _____

6. Educational qualifications _____

7. Date of joining government service _____

8. Date of retirement _____

9. Post held at the time of retirement _____

10. Area where the memorialist intends to practice as Notary

Signature of the applicant

Dated _____ day of _____ 20 _____