



संघ राज्य प्रशासन, लद्दाख

THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH

सामान्य प्रशासन विभाग

GENERAL ADMINISTRATION  
DEPARTMENT

F.No: A-12/9/2024 GAD SEC

ई-मेल/email:  
[gad.utladakh@ladakh.gov.in](mailto:gad.utladakh@ladakh.gov.in)

यूटी सचिवालय/UT Secretariat  
लेह/Leh, Dated the : 27<sup>th</sup> February, 2024

## NOTIFICATION

Leh, the 27<sup>th</sup> February, 2024

**S.O 11.** — *Whereas*, the Administration of the Union territory of Ladakh, aims to ensure a uniform and transparent process and procedures for recruitment of Group 'B' (Non-Gazetted) and all Group 'C' UT/Divisional Cadre categories of posts under its Administration through an autonomous body, without disturbing the existing recruitment rules and by making effective use of technology in the recruitment processes and procedures and for ensuring that cumulative outcome of the recruitment is to provide just a fair opportunity to all the candidates and for matters connected therewith or incidental thereto.;

*Whereas*, for this purpose, the Administration of the Union territory of Ladakh, desires to constitute its own Subordinate Services Staff Selection Board and prescribe such rules for its establishment, administration, and all such matters incidental thereof.;

*Whereas*, by Notification of the Ministry of Home Affairs, Govt. of India vide S.O. 282 (E) dated 21.01.2020, the President of India, in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, has delegated the powers to the Lt. Governor of the Union territory of Ladakh for exercising the powers to make the rules, with regard to the following matters:

- (i) the method of recruitment to all Group 'B' (Non-Gazetted) and Group 'C' posts under his administrative control in connection with the affairs of Union Territory of Ladakh;
- (ii) the qualification necessary for appointment to such services and posts; and

(iii) the conditions of service of persons appointed to such services and posts for the purposes of probation, confirmation, seniority and promotion.;

*Whereas*, Rule 9 of Central Civil Services (Classification Control and Appeal) Rules, 1965 read with the relevant part of the Schedule provides that the Appointing Authority in respect of General Central Services, Group 'B' Posts and Group 'C' Posts in the Union Territories is the Administrator.;

*Whereas*, the *Jammu and Kashmir Civil Services (Decentralization and Recruitment) Act, 2010*, which provides for equitable opportunities of employment has been extended to Union Territory of Ladakh in terms of sub-section (2) of section 95 of the Jammu and Kashmir Reorganization Act, 2019.;

*Whereas*, section 15 of *Jammu and Kashmir Civil Services (Decentralization and Recruitment) Act, 2010*; provides that the Administration may by notification in Government Gazette, make rules for carrying out the purposes of the Act.;

*Now, therefore*, in exercise of the powers conferred by the proviso of *Article 309* of the Constitution of India, read with section 15 of the *Jammu and Kashmir Civil Services (Decentralization and Recruitment) Act, 2010*; the Lieutenant Governor, Union territory of Ladakh is pleased to make the following rules to regulate the method of recruitment to Group 'B' (Non-Gazetted) and all Group 'C' UT/Divisional Cadre categories of posts under the Administration of Union territory of Ladakh, namely: —

1. **SHORT TITLE AND COMMENCEMENT:** (1) These rules may be called the Ladakh Subordinate Services Staff Selection Board Rules, 2024.

(2) They shall come into force on the date of their publication in the official gazette of Union territory of Ladakh.

2. **DEFINITION:** In these rules, unless the context otherwise requires, —

(a) "*General Administration Department*" means the Department of General Administration of Union territory of Ladakh;

(b) "*Government*" means the Lieutenant Governor, Union territory of Ladakh;

(c) "*Group 'B' and Group 'C' categories of posts (including Technical)*" means the posts classified as Group 'B' and Group 'C' categories in accordance with the classification as notified by the Government of India from time to time.

- (d) "Heads of Department" means Heads of Department as defined under the *Central Civil Services (Classification Control and Appeal) Rules, 1965*;
- (e) "Heads of Office" means Heads of Office as defined under the *Central Civil Services (Classification Control and Appeal) Rules, 1965*;
- (f) "Secretary" means the Secretary of the Board;
- (g) "Scheduled Castes" and "Scheduled Tribes" means such castes and tribes as notified by the President of India under *Articles 341 and 342*, respectively, of the *Constitution of India* from time to time for the Union territory of Ladakh;
- (h) "Staff Selection Board" means the Board constituted under *Rule 3* of these rules (herein after referred to as the 'Board');
- (i) "UT Cadre/Divisional Cadre" categories of posts means the posts as identified by the Administrative Department concerned of UT Administration as *UT Cadre/Divisional Cadre* in accordance with the provisions of *Jammu and Kashmir Civil Services (Decentralization and Recruitment) Act, 2010* read with *Jammu and Kashmir Civil Services (Decentralization and Recruitment) Rules, 2010*.

### **3. CONSTITUTION OF LADAKH SUBORDINATE SERVICES STAFF SELECTION BOARD:**

- (1) There shall be an autonomous *Subordinate Services Staff Selection Board* in the Union territory of Ladakh.
- (2) The Headquarters of the Board shall be located at such place as may be determined by the Government from time to time.
- (3) The Board shall consist of a Chairman and two Members to be appointed by the Government.
- (4) The Advisor to the Lieutenant Governor, Union territory of Ladakh shall be the *ex-officio* Chairman. In case the post of the Advisor is vacant, then in such circumstances, the senior most Administrative Secretary of the Union territory of Ladakh, would be *ex-officio* Chairman of the Board.
- (5) The other two Members shall be appointed from amongst the Administrative Secretaries / Special Secretaries by the Government from those functioning in the Administration of Union territory of Ladakh.
- (6) The Chairman may co-opt expert(s) in particular discipline / trade for each selection wherever necessary from among the Officers in the Administration of

Union territory of Ladakh, Professors of Universities or Academicians or Officers of the Government of India or of other State / Union territory or of Public Sector Undertakings, whether in service or retired, and from among other eminent persons having specialized knowledge in the particular discipline / trade.

(7) There shall be a Secretary of the Board who shall be appointed by the Government in consultation with the Chairman from amongst officers of the Administration holding a post not below the rank of an Additional Secretary under the Administration of Union territory of Ladakh.

(8) The Government shall determine the nature and categories of other officers and employees required to assist the Board in the discharge of its functions and provide the Board with such officers and other employees as it may deem fit. The officers and employees so provided to the Board shall retain lien in their parent department.

(9) The rank of the Chairman and Members of the Board shall be such as may be determined by the Government from time to time.

(10) General Administration Department shall be the nodal department for the requirements of the Board.

(11) The Chairman of the Board shall exercise all the administrative and financial powers vested in the Administrative Secretary in the Administration of the Union territory of Ladakh and the Secretary shall function as Head of Department.

(12) The Board shall conduct the recruitment examination for *Group 'B' (Non-Gazetted) and Group 'C' UT Cadre/Divisional Cadre* categories of posts (*including Technical*) as mentioned in *Rule 4* and ensure the declaration of results of the said examinations.

(13) The Board shall formulate a set of regulations to regulate the manner for conduct of the recruitment examinations.

(14) The Board on the basis of the results declared shall recommend suitable candidates to the Administrative Secretaries in the Administration of Union territory of Ladakh or the Government, as the case may be, for their appointment on the basis of the requisition made to the Board for various Group 'B' and Group 'C' *UT Cadre/Divisional Cadre* categories of posts.

(15) The Secretary shall be responsible under the supervision of the Chairman for carrying out the entire process of conducting the recruitment examinations including appointment of the question setters/examiners, obtaining question papers,

keeping them in safe custody, ensuring the identity of the candidates, timely supply of question papers, to the different centres, proper invigilation, safe custody of answer books, tabulation of marks obtained by candidates in such examinations and publishing the results.

**4. DIRECT RECRUITMENT:** The Board shall conduct direct recruitment through competitive examination in respect of all the *UT/Divisional Cadre* posts of *Group 'B' (Non-Gazetted) and Group 'C'* categories of posts (*including Technical*) as identified by the Government.

**5. INTIMATION TO THE BOARD REGARDING REQUISITION:**

The *Head of Department* concerned through their *Administrative Secretary* shall every year preferably in the month of January intimate the Board indicating their requisition, that is, the number of vacancies and the posts, including those anticipated in course of the year in the prescribed format.

**6. ADVERTISEMENT OF VACANCIES:** On receipt of intimation of vacancies under *Rule 5*, the Secretary in consultation with the Chairman shall issue advertisement giving wide publicity in the leading newspapers and the website of the Union territory of Ladakh/website of the Board inviting online application from eligible candidates for appearing in the competitive recruitment examination. The application for the competitive examination may be in such form as may be decided by the Board.

**7. ELIGIBILITY OF CANDIDATES:** A candidate desirous for applying shall have to meet the following criteria, namely: —

- (a) He shall be a citizen of India;
- (b) He shall be a resident of the area comprising the territorial jurisdiction of the Union territory of Ladakh and must possess a *Resident Certificate* issued under *Union territory of Ladakh Resident Certificate Order, 2021*.
- (c) He shall possess requisite qualification prescribed for the post/service in the recruitment rules or instructions for which examination is being conducted;
- (d) His age shall not be less than the minimum age limit or more than the maximum age limit as prescribed by the Administration of Union territory of Ladakh for the post under the Recruitment Rules or notified by a general order.

Provided that the maximum age limit shall be relaxed by such period and for such category as specified by the Administration of the Union territory of Ladakh in recruitment rules or by the Government of India; and

(e) He must fulfill any other special condition as may be specified under relevant recruitment rules.

**8. ADMISSION OF THE CANDIDATE TO EXAMINATION:** The decision of the Chairman / Board as to the eligibility or otherwise of a candidate for admission to any examination shall be final.

**9. PREFERENCE FOR THE POST BY THE CANDIDATE:** A candidate is required to indicate the order of preference for the post for which he intends to appear at the combined competitive examination and the service in which he wants to be appointed, if selected, in his application form, in case the Board decides to conduct an examination for common category of posts.

**10. EXAMINATION FEES AND REMUNERATION TO THE EXAMINERS:**

(1) No application for admission to any examination shall be considered unless it is accompanied by a Treasury Challan showing payment in the Government Treasury, or by the prescribed mode for the examination fees as specified in the advertisement.

Provided that the candidates belonging to *Scheduled Castes* and *Scheduled Tribes* shall be eligible for concession in fees as determined by the Government / Government of India from time to time.

(2) No claim for refund of fees shall be entertained in any circumstances.

(3) The Board shall decide the rates of remuneration payable to different examiners / staff / officers / invigilators / supervisors etc., engaged in connection with the examination.

**11. COMPETITIVE EXAMINATION:** (1) Competitive Examination shall be held at a center or centers to be announced by the Board considering the number of the candidates appearing for the said examination.

(2) The Board may fix up such centers at the District or Sub-Divisional headquarters, if necessary, in consultation with the Government. The date, time and place for the examination shall be intimated to the candidates at least 21 days before the examination and the same shall be published sufficiently ahead in leading newspapers and website of the Administration of the Union territory of Ladakh.

## **12. ARRANGEMENTS FOR AND CONDUCT OF THE EXAMINATION:**

- (1) The Board shall conduct the written examination under guidance and direction of the Chairman.
- (2) The Board shall in consultation with the Government appoint Gazetted Officers and Non-Gazetted staff of the Government in order to ensure smooth conduct of the said written examination.
- (3) The Board shall have powers for requisitioning the local educational building or the buildings belonging to the Government, Public Sector Undertakings or the like for the purpose of conducting the examination.
- (4) The examination shall be held preferably on any public holidays so that, the education of the students does not suffer.
- (5) The Board shall have powers to appoint required number of Invigilators and Supervisors from among the Gazetted or non-Gazetted staff under jurisdiction of the Government.
- (6) The Board shall make necessary seating arrangements for the candidates admitted for the examination.
- (7) The Board shall exercise the powers to recommend any penalty under *Rule 18* of these rules. The decision of the Board in this respect shall be final.
- (8) The Board shall ensure safe custody and dispatch of all confidential matters relating to the examination.
- (9) Whenever necessary the Board may seek advice of the Government and Government may give instructions in the interest of impartiality and fair play in conducting the examination.
- (10) Setting of questions and evaluation of the answer papers shall, as far as practicable be, done centrally.
- (11) Invigilators and Supervisors of the written examination shall be appointed from outside the Sub-Division as far as practicable.

**13. PATTERN OF EXAMINATION:** The Board shall conduct the recruitment examination as per syllabus and the pattern of examination, as may be decided by them in consultation with the concerned Administrative Department of the Union territory of Ladakh.

**14. SELECTION OF CANDIDATES:** The following guidelines shall be followed in conducting recruitment to various posts and services by the Board, namely: —

- (i) There shall be a written test / online test as prescribed by the Board from time to time.
- (ii) In addition to the written test, viva voce / skill / physical test may be decided and conducted by Board, if it is satisfied that such test is necessary to select candidates for the post for which examination is held.
- (iii) Method of central evaluation of answer papers shall be such as may be decided by the Board.
- (iv) If two or more candidates have obtained equal marks in the aggregate, the order of merit shall be determined in accordance with their seniority in age.
- (v) Any other standards and syllabus prescribed by the Government, if any, for any particular post / service from time to time shall be adopted by the Board.

**15. SELECT LIST AND ITS VALIDITY:** (1) The Board shall prepare the select list of the successful candidates in order of merit on the basis of the recruitment examination which shall be equal to the number of vacancies for which requisitions are received.

(2) The select list shall be published on the website of the Board and website of the Administration of the Union territory of Ladakh, in the form of notification under intimation to the appropriate appointing authority, if any, specified in the respective recruitment rules.

(3) The select list for each recruitment examination shall be valid for one year from the date of its publication or till the publication of the result of the next recruitment examination whichever is earlier.

(4) A suitable number of candidates will be kept in the reserved panel as per the orders / instructions / resolutions of the Government of India, as amended from time to time.

**16. ALLOTMENT OF CANDIDATES AND SENIORITY:** (1) The Board shall allot candidates in the order in which their names appear in the select list to Departments of the Union territory of Ladakh and Heads of Departments as per their vacancy position intimated under *Rule 4*. At the time of allotment, due consideration



shall be given to the preference indicated by the candidates in their applications. In case, no preference is exercised by a selected candidate, the allotment of posts shall be done by the Board as per the guidelines prescribed by the Board in this regard.

(2) The relative seniority of a candidate appointed to a post in a particular grade or service by the appointing authority in particular year shall be determined with reference to his position in the select list from which he is appointed.

(3) In case of failure of any selected candidate to accept the offer of appointment or join the post, the appointing authority may request the Board for furnishing a supplementary list of the successful candidates and in that case the Board shall furnish a supplementary list of successful candidates as per guidelines issued by Administration of the Union territory of Ladakh / Government of India, from time to time.

**17. RELAXATION:** Where the Government is of the opinion that, if it is necessary or expedient to do so, they may by order and for reasons to be recorded in writing, relax any of the provisions of these rules as per guidelines and rules issued by Government of India from time to time.

**18. PENALTY:** A candidate who is or has been, declared by the Board to be guilty of, —

- (1) obtaining support for his candidature by any means; or
- (2) impersonation; or
- (3) procuring impersonation by any person; or
- (4) submitting fabricated documents, or documents which have been tampered with; or
- (5) making statements which are incorrect or false or suppressing material information; or
- (6) resorting to any other irregular or improper means in connection with his candidature for the examination; or
- (7) adopting unfair means during the examination; or
- (8) writing obscene language or pornographic matter, in the scripts; or
- (9) misbehaving with fellow examinees or the invigilators in any manner in the examination hall; or
- (10) harassing or causing bodily harm to the staff employed/engaged by the Board for the conduct of the examination; or

(11) violating any of the instructions contained in the admission certificates;  
or

(12) attempting to commit or, as the case may be, abetting to commit all or any of the acts specified in the foregoing clauses shall be liable, —

(a) to be disqualified by the Board from the examination for which he is candidate; or

(b) to be debarred, either permanently or for a specified period, —

(i) by the Board, from appearing in any examination or selection held by them; or

(ii) by the Government, from entering to any employment under them; or

(c) if he is already in service under Government, to disciplinary action under the appropriate rules;

Provided that no penalty under this rule shall be imposed except after, —

(i) giving the candidate an opportunity of making such representation to the Board in writing within 30 days of such declaration as he may wish to make in that behalf; and

(ii) taking into consideration the representation, if any, submitted by the candidate within the specified period allowed to him by the Board.

**19. RULES NOT APPLICABLE TO STAFF OF CERTAIN OFFICES:**

These rules shall not apply to recruitment of the staff of Department / Office which are put out of recruitment jurisdiction of the Board.

**20. PROGRESS REPORT OF THE BOARD:** The Board shall submit a detailed progress report every year in the month of December to the Government.

**21. OVERRIDING EFFECT:** Save as otherwise provided, the provisions of these rules shall have an overriding effect on the provision of other recruitment processes and procedures regulating direct recruitment of all Group 'B' (Non-Gazetted) and Group 'C' UT/Divisional Cadre categories of the posts notified by the Government for time to time.

**22. INTERPRETATION:** If any question arises relating to the interpretation of these rules, the Board shall refer to the General Administration Department for decision.

**23. POWER TO REMOVE ANOMALIES:** Notwithstanding anything contained in these rules or other rules for the time being in force, any act or omissions by the Board to give effect to provisions of these rules, taken in public interest / good faith shall be covered under the power to remove any anomaly with the Board.

**By Order and in the name of Lt. Governor, Union territory of Ladakh.**

**Sd/-**

**(Michael M. D'Souza, IAS)**  
Administrative Secretary,  
General Administration Department

**Copy to :**

1. All Administrative Secretaries, UT Secretariat, Ladakh.
2. Joint Secretary (JKL), Ministry of Home Affairs.
3. Additional Director General of Police, Ladakh.
4. Secretary to Hon'ble Lt. Governor UT of Ladakh for information of Hon'ble Lt. Governor.
5. Deputy Commissioner/CEO, LAHDC, Leh/Kargil.
6. Senior Superintendent of Police, Leh/Kargil.
7. All Directors/ Chief Engineers & Registrar, UOL, Ladakh.
8. Joint Director, Information Department, Ladakh.
9. Technical Director, NIC, UT Ladakh for uploading on UT website.
10. Deputy Secretary (R.S), General Administration Department for publishing in e-Gazette.
11. OSD/ Private Secretary to Hon'ble Chairman/Chief Executive Councilor, LAHDC's, Leh/Kargil for information of Hon'ble CEC's.
12. Private Secretary to Advisor to Hon'ble Lt. Governor for information of the Advisor to Hon'ble Lt. Governor Ladakh.
13. E-office file.

**(Mohd. Taqi, JKAS)**  
Under Secretary,  
General Administration Department.