



सत्यमेव जयते

संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग

THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH

GENERAL ADMINISTRATION
DEPARTMENT

F. No : M / 1645 / 2024 - GAD SEC

ई-मेल/email:

gad.utladakh@ladakh.gov.in

यूटीसचिवालय/UT Secretariat

लेह/Leh, Dated the : 30.08.2024

OFFICE MEMORANDUM

Subject: Request for Clarifications on Promotion Criteria to the post of Head Assistant in the Department of Cooperative.

Reference: F. No. 2026 / 2023 – COP SECTION Dated: 15.03.2024.

With regard to the subject cited above, this office has received a letter under reference from your department, seeking clarification on the Promotion Criteria to Head Assistant in the Cooperative Department, as per the UT of Ladakh Cooperative Department (Subordinate) Service Recruitment Rules, 2021, with respect to two conflicting interpretations emerged amongst the members of the Departmental Promotion Committee (DPC), as follows:

- i. Whether only those Senior Assistants who had undergone the Secretariat Assistant Training, but had not qualified the Examination were eligible for consideration under the provision (it is pertinent to mention that only those who had undergone the training were shortlisted for consideration); or
- ii. Whether all Senior Assistants who had crossed the age of 50 years regardless of their training status were eligible. It was argued that since none of the members had qualified the SATC examination, they should all be treated equally based solely on seniority.

2. Consequently, the matter was examined by the Department under internal **file No. M/1645/2024-GAD SEC**, and arrived at the following consensus and recommendations:

i. **Promotion Practice:**

- Senior Assistants who haven't qualified for the SATC Exam but have crossed 50 years of age as of January 1st of the year of promotion are eligible for promotion to Head Assistant positions.

- This eligibility applies if they fall within the 25% quota reserved for such employees.
- These employees can be promoted regardless of whether they have undergone the SATC or appeared in the examination.

ii. Uniform Rule Across Departments:

- All departments in the UT of Ladakh follow the same Recruitment Rules (RR) concerning the clerical cadre, applying this promotion policy uniformly.

iii. Purpose of the 25% Reservation:

- The 25% quota is specifically reserved to accommodate Senior Assistants, who haven't qualified for the SATC Exam, but meet the age and service criteria.
- Employees within this 25% reservation do not need to pass the SATC exam if they have crossed the age of 50 years.

3. This policy ensures that experienced Senior Assistants are not restricted in their career progression due to not having passed the SATC exam, provided they meet the specified criteria.

Thus, I am directed to convey the above clarifications regarding the referenced subject for further necessary action.


(Rigzin Spalgon) JKAS

Additional Secretary to the Administration.

**Administrative Secretary
Cooperatives Department
UT of Ladakh.**

Copy to the:

1. Personal Assistant to Administrative/Secretary, GAD UT Ladakh for information of the Secretary.