



संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग

F. No.: A – 12 / 48 / 2024 – GAD SEC

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THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH

GENERAL ADMINISTRATION  
DEPARTMENT

यूटी सचिवालय / UT Secretariat

लेह / Leh, Dated the : 21<sup>st</sup>, October 2024

**MEMORANDUM**

**Subject: Inviting comments of the stakeholders on the draft Recruitment Rules for the gazetted post of Private Secretary under the Administration of UT of Ladakh.**

In pursuance of DoP&Ts OM No. AB-14017/61 dated: 13.10.2015 regarding uploading of draft proposals for framing of Recruitment Rules on the website and calling for comments, the draft Recruitment Rules for the post of **Private Secretary** (40 posts) in the Ladakh Administration (**copy enclosed**) are hereby uploaded on the official website of the Administration of Union Territory of Ladakh ([ladakh.nic.in](http://ladakh.nic.in)) for inviting comments from the stakeholders.

2. Before finalizing the Recruitment Rules in consultation with UPSC, comments, if any, are invited from all the stake holders, within a period of 15 days from the date of publication of the draft Recruitment Rules on the official website.

3. The comments, if any, may be sent by e-mail at [gad.utladakh@ladakh.gov.in](mailto:gad.utladakh@ladakh.gov.in) or by post to the following address: Mohd Taqi JKAS Under Secretary, General Administration Department, First Floor, UT Secretariat Ladakh, Leh-194101.

4. The comments received within the specified period shall be considered as per rules/instructions.

(Mohd Taqi) JKAS,

Under Secretary to the Administration.

**Copy to:**

1. Private Secretary to Advisor to Hon'ble Lt.Governor, UT of Ladakh for information of the Advisor to Ladakh.
2. Office/e-Office file



सत्यमेव जयते

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### Notification

Ladakh, the \_\_\_\_\_ October, 2024

\_\_\_ In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi Notification No S.O. 5088(E) dated.1<sup>st</sup> 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 Private Secretary under the Administration of UT of Ladakh, namely:

- 1. Short title and commencement.** - (i) These rules may be called the Private Secretary in the Ladakh Administration, Recruitment Rules, 2024.  
(ii) These rules shall come into force from 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 column(2), (3)&(4) of the Schedule annexed hereto.
- 3. Method of recruitment, age limit, other qualifications.**-The method of recruitment to the said post, age limit, qualifications and other matters relating to said posts shall be as specified in columns(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.

- 5. 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 person(s).
- 6. 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 the other special categories in accordance with 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/-**  
**(Michael M.D'Souza), IAS**  
Secretary, General Administration Department

**Copy also to the: -**

1. All Administrative Secretaries.
2. Joint Secretary (Jammu, Kashmir & Ladakh), Ministry of Home Affairs, Government of India.
3. Secretary to Lieutenant Governor.
4. Deputy Commissioners/CEOs, LAHDC, Leh/Kargil.
5. All Heads of the Departments.
6. Joint Director, Information.
7. Technical Director, NIC, Leh.
8. Superintendent, Archives, Archaeology & Museums.
9. Pvt. Secretary to Advisor, Ladakh for information of the Advisor.
10. Pvt. Secretaries to Chairman/Chief Executive Councilor, LAHDCs, Leh/Kargil for information of the Hon'ble CECs.
11. Concerned e-file.

**(Mohd Taqi), JKAS**  
Under Secretary to Administration.

## SCHEDULE

### **RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY IN LADAKH GENERAL ADMINISTRATION DEPARTMENT**

1	Name of Post	Private Secretary
2	Number of Post	40 (Forty) 2024* *Subject to variation dependent on workload
3	Classification	General Central Service Group "B" Gazetted (Ministerial)
4	Level of the Pay Matrix	Level-8 (47600-151100)
5	Whether Selection Post or Non-Selection Post.	Selection
6	Age limit for Direct Recruits.	Not exceeding 30 years.  Note 1: Relaxable for government servants up to 5 years in accordance with the instructions or orders issued by the Central Government.  Note 2 : The crucial date of determining the age limit shall be as advertised by UPSC.
7	Educational and other qualifications required for direct recruits.	i. Bachelor's Degree from a recognized University or Institute. ii. Dictation: 10 minutes @ 65 words per minute. iii. Transcription: 35 minutes (English) on Computer.  Note: Qualifications are relaxable at the discretion of the U.P.S.C, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotes?	Not Applicable
9	Period of probation, if any.	Two (02) years for directs.
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.	70% by direct recruitment. 30% by promotion, failing which by deputation including (ISTC).
11	In case of recruitment By promotion /deputation /transfer, grades from which promotion /deputation /transfer to be made.	<b>Promotion</b> From Senior Scale Stenographer/Senior Stenographer (Level-7 in the Pay Matrix) of various Departments of UT Administration of Ladakh having 02 (Two) years of regular service in the grade rendered after appointment thereto on a regular basis and on the basis of common seniority maintained by

the General Administration Department, UT of Ladakh.

Note 1 : 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.

**Deputation (ISTC)**

From officers under Central/State Governments/UTs/Public Sector Undertaking/Semi-Government/Statutory or Autonomous Organizations.

(a)(i) holding analogues post on regular basis in the parent cadre/department; or

(ii) With 02 (two) years regular service in the Pay Level – 7 in the pay matrix; and

(b) Possessing the educational qualifications prescribed for Direct Recruits under column no. 7.

Note 2: 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.

Note 3: 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 three 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.

12	If a D.P.C exists, what is its composition?	<p><b>Group-B (Gazetted) Departmental Promotion Committee</b></p> <ol style="list-style-type: none"> <li>1. Administrative Secretary, GAD: <b>Chairperson</b></li> <li>2. Administrative Secretary, Finance: <b>Member</b></li> <li>3. Deputy Secretary/Additional Secretary GAD : <b>Member</b></li> </ol> <p><b>Group-B (Gazetted) Departmental Confirmation Committee</b></p> <ol style="list-style-type: none"> <li>1. Administrative Secretary, GAD: <b>Chairperson</b></li> <li>2. Administrative Secretary, Finance: <b>Member</b></li> <li>3. Deputy Secretary/Additional Secretary GAD : <b>Member</b></li> </ol>
13	Circumstances in which Union Public Service Commission is to be Consulted in making recruitment.	Consultation with UPSC is necessary for direct Recruitment.