

केंद्र शासित प्रदेश लद्दाख का प्रशासन  
सूचना एवं जनसंपर्क विभाग  
सिविल सचिवालय, लद्दाख



THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH,  
INFORMATION & PUBLIC RELATIONS  
DEPARTMENT,  
Civil Secretariat, Ladakh

File No: A/1495/2024-INFO DEPT SECTION/ 417-19

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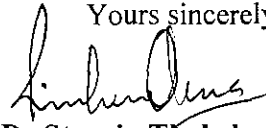
Dated: 21/10/2024

**OFFICE MEMORANDUM**

**Subject: Inviting comments of the stakeholders on the draft Recruitment Rules for the Gazetted post of Cultural Officer (Group 'B') in the Information Department, UT Ladakh.**

1. In pursuance of DoP&Ts OM No. AB-14017/61 dated: 13.10.2015 regarding the uploading of draft proposals for framing of Recruitment Rules on the website and calling for comments, the draft Recruitment Rules for the post of Cultural Officer (01 post) in Information Department, UT Ladakh (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 stakeholder.
2. Before finalizing the Recruitment Rules in consultation with UPSC, comments, if any are invited from all the stakeholders, 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 [ddinformationladakh@gmail.com](mailto:ddinformationladakh@gmail.com) or by post to the following address: Dr Stanzin Thakchos, OSD to Secretary, Information Department, Civil Secretariat, Leh, UT Ladakh.
4. The comments received within the specified period shall be considered as per rules /instructions.

Enclosed: (As above)

Yours sincerely,  
  
For (Dr Stanzin Thakchos)  
OSD to Secretary, Information  
UT Ladakh

Copy to the:

1. Joint Director, DIPR, UT Ladakh for circulation to give wide publicity among the stakeholders.
2. Director, NIC with the request to upload the draft RR proposal on UT Ladakh website.
3. PA to Secretary, Information, UT Ladakh for kind information of the Secretary.

केंद्र शासित प्रदेश लद्दाख प्रशासन  
सूचना एवं जनसंपर्क विभाग  
सिविल सचिवालय, लद्दाख

THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH,  
DEPARTMENT OF INFORMATION &  
PUBLIC RELATION  
CIVIL SECRETARIAT, LADAKH

F. No. : M/138/2023-INFO DEPT SECTION

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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 Govt. 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 **Cultural Officer** in the Information and Public Relations Department, namely: -

**1. Short title and commencement: -**

- (a) These rules may be called the Ladakh Administration **Cultural Officer** in Information and Public Relations Department Recruitment Rules, 2024.
- (b) 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.**

**(Vikram Singh Malik), IAS**  
Administrative Secretary,  
Information Department

**Copy to the: -**

1. Secretary, Union Public Service Commission. This is in reference to UPSC' letter dated:23.08.2023 issue under File No. 3/31(1)2022RR.
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. Deputy Commissioners/CEOs, LAHDC, Leh/Kargil.
5. All Heads of the Departments.
6. Joint Director, Information.
7. Technical director, NIC, Leh.
8. PS to Advisor, Ladakh for information of the Advisor.
9. PS to Secretary, General Administration Department for information of the Secretary.
10. PS to Chairman/Chief Executive Councilor, LAHDCs, Leh/Kargil for information of the HCECs.
11. Office file.

## SCHEDULE

### CULTURE OFFICER

1	Name of Post	<b>Cultural Officer</b>
2	No. of Posts	1(One) 2024* *Subject to variation dependent on workload
3	Classification.	General Central Service Group "B" Gazetted, Non-Ministerial.
4	Scale of Pay.	Level-8 (47600-151100)
5	Whether Selection Post/ Non-Selection Post.	Selection
6	Age Limits for Direct Recruits.	Not Applicable
7	Educational Qualification.	Not Applicable
8	Whether age & educational qualification prescribed for the Direct Recruitment will apply in the case of promotes.	Not Applicable
9	Period of probation, if any.	Not Applicable
10	Method of Recruitment	By Promotion, failing which by deputation including short term contract (ISTC).
11	In case of recruitment by promotion/ deputation /absorption, the grades from which promotion/ deputation /absorption to be made.	<b>Promotion:</b> From Assistant Exhibition-cum-Cultural Officer Level-6 in the pay matrix (35,400-1,12,400) having at least six (06) years of regular service in the grade.  <b>Standard Note:</b> Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their senior 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 2 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.  <b>Deputation (Including Short Term Contract):</b> Officers under Central government / State Governments / Union Territory Administrations / Autonomous / Statutory Organizations:

		<p>(a)(i) Holding analogous posts on regular basis in the parent cadre/department; or  (ii) With Two (02) of regular service in the Pay Level-7 in the pay Matrix or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the educational qualifications:</p> <p>(i) Bachelor of Arts with core subject as Music, Dance, Theatre, Fine Arts or other performing arts from a recognized Institute.  OR</p> <p>(ii) MA in Cultural Studies, Anthropology, History, Fine Arts or Performing Arts from a recognized Institute.  OR</p> <p>(iii) Post Graduate Diploma in any of the following subjects from a recognized Institute:</p> <ol style="list-style-type: none"> <li>1. Music</li> <li>2. Dance</li> <li>3. Drama</li> <li>4. Fine Arts</li> <li>5. Cultural Management</li> <li>6. Heritage Management</li> <li>7. Arts Administration</li> </ol> <p>(iv) Adequate knowledge of event management.  (v) Thorough knowledge of cultural history of UT, Ladakh.  (vi) Adequate knowledge of two languages spoken in the area where the post exists.  (vii) Thorough knowledge of Folk performing Art traditions of the State.</p> <p><b>Note 2:</b> 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><b>Note 3:</b> 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.</p>
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12	Composition of Departmental Committee	<b>Departmental Promotion Committee DPC</b> 1.Administrative Secretary Information & Public Relation - <b>Chairperson</b> 2.Administrative Secretary, GAD - <b>Member</b> 3.Joint Director Information & Public Relation - <b>Member</b>
13.	Circumstances in which UPSC to be Consulted.	Consultation with UPSC is not necessary.

**(Vikram Singh Malik) IAS**  
Administrative Secretary  
Information Department, UT Ladakh

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

File Reference Diary No.: \_\_\_\_\_ & Date \_\_\_\_\_

Officer dealing with the Case: \_\_\_\_\_

**Check list for referring RR proposals of Culture Officer**  
**Information and Public Relations to U.P.S.C**

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 <b>Annexure "I"</b>	
(b)	Whether signed copy of Annexure-II attached?	Yes	Enclosed as <b>Annexure "II"</b>	
(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.			N.A
(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?			N. A
2	If the proposal is for amendment of existing RRs:-		No	
(a)	Whether copy of existing RRs attached?			N.A.
(b)	Whether signed copy of Annexure-III attached?			N.A
(c)	Whether reasons for amending the RRs specified?			N.A
(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?			N.A

(e)	If yes, whether the details regarding such infructuous cases have been provided?			N.A
(f)	Whether earlier reference No. of the Commission intimated			N.A
3	If the proposal is for deciding the method of recruitment as a one-time measure, pending finalization of RRs: -			N.A
(a)	Whether the information in the prescribed proforma has been furnished?			N.A
(b)	Whether the status of framing the RRs of the post has been indicated?			N.A
(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?			N.A
4	Whether the draft 13-column schedule attached?	Yes		
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?			N.A
(b)	Whether copies of the notes exchanged with DOP&Trg. attached?			N.A
(c)	Whether the proposal has been approved by the Competent Authority in the Ministry/ Department of Govt of India?			N.A
(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)			N.A
7	If the proposal is from a UT Administration.	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?	N.A		



8	If the proposal is from a UT Administration or a statutory body, whether it has been certified that the proposal has the approval of the competent authority?	Yes, enclosed as <b>"Annexure III"</b>		
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 is enclosed as <b>"Annexure IV"</b>	
(c)	Whether the details of the court case(s) have been given as per the attached proforma?			N.A
10	Whether the detailed list of duties attached to the post attached?	Yes Details at para 3 of <b>Annexure-II</b>		
11	Whether the detailed list of duties attached to the feeder post attached?	<b>Yes Annexure "V"</b>		
12	Whether the hierarchy chart showing the designations, pay scale and sanctioned strength of each post in the hierarchy attached?	<b>Yes Annexure "VI"</b>		
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?	<b>Yes, Annexure "VII"</b>		
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?			N.A
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 may be, attached?			N.A
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?			N.A

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?	Yes		
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			N.A
19	Whether direct recruitment proposed under the failing which clause along with promotion is in order?			N.A
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)			N.A
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?			N.A
(b)	Whether as per guidelines Eqs are to be insisted upon for promotees			N.A
(c)	Will EQs for direct recruits apply to promotees (for Scientific and Technical posts in Senior Time Scales and above).			N.A
23 (a)	Whether the quota proposed for promotion is as per the norms? (Kindly refer Clause 3.11.2 of DoPT circular)	Yes		
(b)	If not, the reasons for proposing higher promotion quota have been given?	There is only 1 posts of Cultural Officer and 2 feeder posts of Assistant Exhibition-cum-Cultural Officer.		

(c)	Has composite method been proposed in cases where the firm strength of the feeder post is only one?			N.A
(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?			NA
(f)	Certificate to the effect that feeder post has no other promotional avenues	Yes <b>Annexure "VIII"</b>		
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 promotes are having requisite qualification 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		
25(a)	If deputation has been proposed as a method of recruitment, whether the field of deputation proposed is as per norms?			N.A
25(b)	Whether short-term contract also included			N.A
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?			N.A

(d)	Whether it has been specifically provided under col.(13) that consultation with UPSC shall be necessary for considering absorption?			N.A
27 (a)	Whether direct recruitment has been proposed?		No	
(b)	If yes, whether promotional avenue is available for direct recruits?			N.A
28(a)	If direct recruitment/absorption/ re-employment of AFP have been included as methods of recruitment, whether composition of Departmental Confirmation Committee specified?			N.A
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	N. A		
(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?			N. A
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 stake holders be enclosed.	<b>Yes Annexure "IX"</b>		

**(Vikram Singh Malik), IAS**  
 Administrative Secretary,  
 Information Department, UT Ladakh

**'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	<b>Cultural Officer</b>
	b) Name of the Ministry/Department	Information and Public Relation Department
	c) Number of Posts	01* (One) 2024  *Subject to variation dependent on workload
	d) Scale of pay	Level-8(47600-151100)
	e) Class and service to which the posts belong	Information Group 'B' Gazetted
	f) Ministerial or non-Ministerial of F.R.9 (17)	Non- Ministerial
2	Appointing Authority	Administrator
3	Duties of the post in detail	<b>Duties and functions of Cultural Officer:</b> <ol style="list-style-type: none"><li>1. Develop and disseminate communication materials and execute strategies to promote and enhance the organization's cultural initiatives.</li><li>2. Align cultural programs with the organization's mission, vision, and public relations goals.</li><li>3. Design, coordinate, and oversee cultural programs, events, and activities.</li><li>4. Build and maintain relationships with cultural institutions, community organizations, and other stakeholders.</li><li>5. Collaborate with internal departments to integrate cultural elements into broader communication strategies.</li><li>6. Conduct research on current trends and best practices in cultural promotion and management.</li><li>7. Evaluate the impact and effectiveness, analyse feedback and data to continuously improve cultural programs and strategies.</li><li>8. Prepare reports on cultural program outcomes and activities for senior management.</li><li>9. Maintain accurate records of cultural program activities, budgets, and stakeholder interactions.</li></ol>

4	Describe briefly the method(s) adopted for filling the posts hitherto	In the erstwhile State of J&K the following method existed; 50% by promotion From Assistant Information Officers, L-6E (Graduates) having three (03) years' service in the cadre and Under-Graduate Assistant Information Officers having six (06) years' service in the category.  <b>Note:</b> Assistant Information Officers has been kept as a feeder post in proposed Ladakh Administrative Services.
5	Methods of recruitment proposed	100% by promotion from Assistant Exhibition-cum-Cultural Officer (Level-6 in the Pay Matrix)
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.	Assistant Exhibition-cum-Cultural Officer (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)	Six (06) 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 DOPT along with the proposal.	Yes  (Copy of the Rules enclosed)
	e) If Recruitment Rules were not framed for the posts in the field of promotion;	N. A
	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.	N. A
	ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion	N.A

	iii) In case the feeder posts are filled by promotion, the Recruitment Rules for the still over posts including the lowest post to which direct methods of recruitment may be furnished.	Copy of the Rules enclosed
	f) (i) Is the promotion to be made on selection or non-selection basis?	Selection
	ii) Reasons for the proposal (i) above	Method will be by selection if promotion is within Group 'B'
	g) If a DPC exists, what is its composition?	<p><b>Group –B (Gazetted)</b></p> <p><b>Departmental Promotion Committee (DPC)</b></p> <p>1. Administrative Secretary Information &amp; Public Relation - <b>Chairperson</b></p> <p>2. Administrative Secretary, GAD – <b>Member.</b></p> <p>3. Joint Director Information &amp; Public Relations - <b>Member</b></p>
	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.	N. A
8	If direct recruitments proposed as a method of recruitment, please state	N. A
	a) The percentage of vacancies proposed to be filled by direct recruitment.	N. A
	b) Indicate if there are any promotional Avenues for the direct recruits?	N.A
	c) (i) Age for direct recruits (As per extant GOI instructions) (ii) Is age relaxation for Government Servants?	NA
	d) Education and other qualification 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	NA

	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)	N.A
	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.	There is 100% direct recruitment at the level of lowest feeder post that is Junior Cultural Assistant (Level-2). The next higher post is Cultural Assistant (Level-4) which is by 100% promotion from Junior Cultural Assistant. From Cultural Officer there is 100% promotion to the post of Assistant Exhibition-cum-Cultural Officer (Level-6) which is the proposed feeder post for the single post of Cultural Officer and, recruitment to this post is kept promotional to provide the post of "Assistant Exhibition-cum-Cultural Officer" with promotional avenues.
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?	N.A
	ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	N. A
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.	N. A
	b) The percentage of vacancies proposed to be filled by this method.	N. A
	c) The period to which deputation will be limited.	N. A
	d) The names of the posts of grades or services etc. from which deputation/absorption is proposed	N.A
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 with in the same group? If so, whether the necessary provisions for initial constitution have been proposed.	N.A
	c) Whether the Recruitment Rules relate to a post which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	N.A
13	a) Special circumstances, If any, other than those covered by the rules, in which the Commission may be required to be consulted.	N.A
	b) Whether the Department of Personnel and Training have concurred in the proposal?	N.A
14	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	N.A
15	Name, address and telephone number of the Ministry's representatives with whom whose proposals may be discussed, if necessary, for clarification/early decision.	<b>(Vikram Singh Malik), IIS Administrative Secretary, Information Department, UT Ladakh Ph. No:- 01982-259302</b>

Signature of the Officer sending the proposals:

Telephone No.

**Place: -**

**Date: -**

**(Vikram Singh Malik), IAS**  
Administrative Secretary,  
Information Department

CERTIFICATE

It is certified that the draft Recruitment Rules Cultural Officer has been approved by the Competent Authority (HLG) in e-file No. .... (Copy of the approval enclosed).

**(Vikram Singh Malik), IAS**  
Administrative Secretary,  
Information Department, UT Ladakh

CERTIFICATE

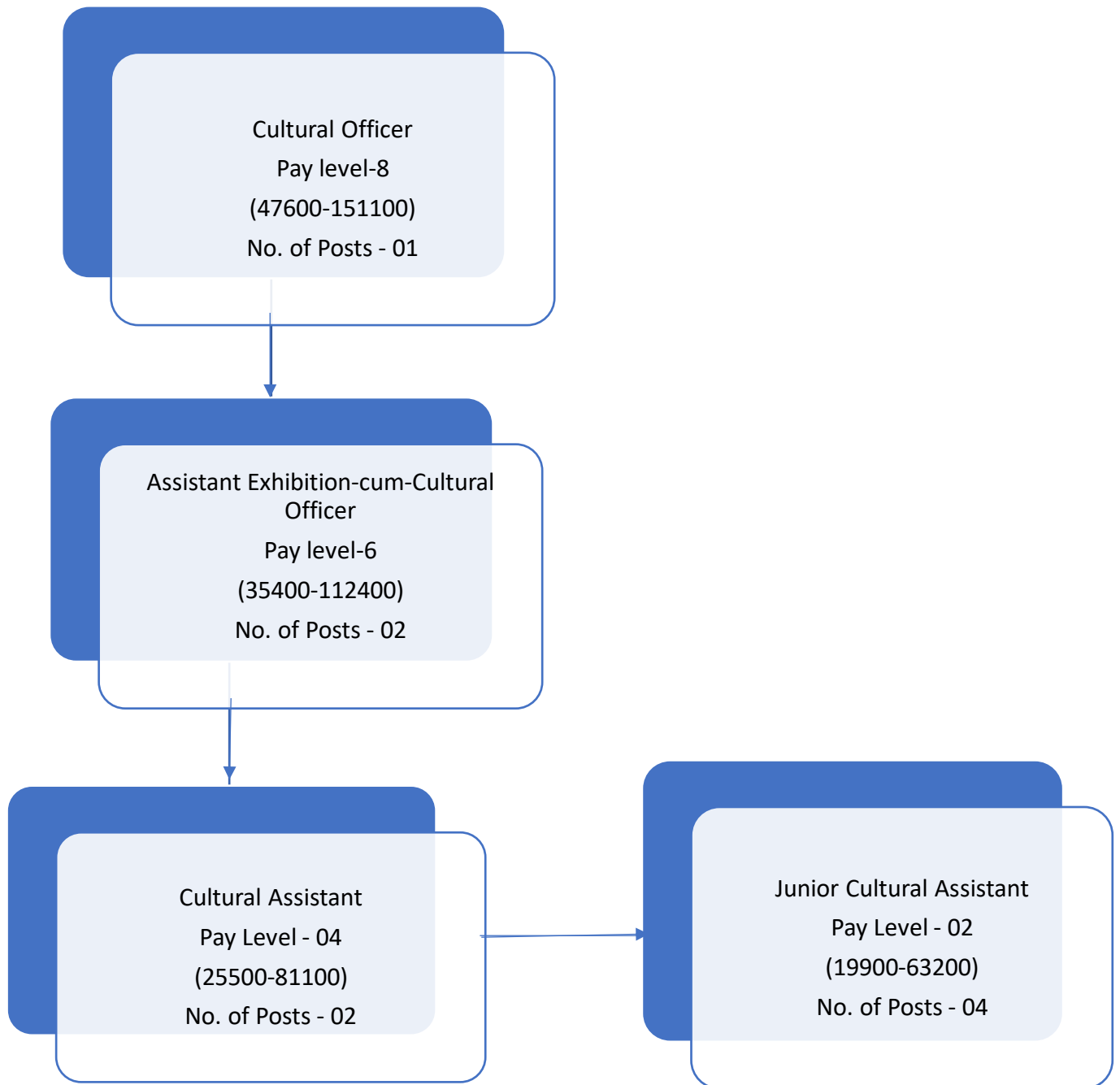
It is certified that there is no Court case(s) pending in the Department on the draft Recruitment Rules of Cultural Officer of Information & Public Relations Department, UT of Ladakh.

**(Vikram Singh Malik), IAS**  
Administrative Secretary,  
Information Department, UT Ladakh

**Duties of Assistant Exhibition-cum-Cultural Officer**

1. Plan, organize, and manage exhibitions and cultural programs that showcase intellectual property, local culture, tradition, art, and heritage. This includes setting up the exhibition space, coordinating with vendors, and ensuring that all logistical aspects are covered.
2. Coordinate cultural events and exhibitions, such as opening ceremonies, workshops, and seminars that reflect the region's cultural diversity.
3. Work with local communities to encourage participation in cultural activities and ensure that the exhibitions and cultural activities reflect the region's cultural diversity.
4. Collaborate with other government departments, NGOs, cultural organizations and engage the stakeholders including artists, cultural practitioners, local communities to encourage their participation, support and input to enhance the cultural programs.
5. Maintain records and prepare reports on exhibition outcomes, cultural events, and educational programs on the basis of feedbacks and impact analyses to improve future initiatives.
6. Promoting and preserving the cultural heritage of Ladakh while also supporting the intellectual property rights of local creators and innovators.
7. Act as a liaison between the department and the public, handling inquiries, and addressing concerns related to exhibitions and cultural activities.

**Hierarchy Chart, Designation, Sanction Strength and Pay scale of Post**



**'Annexure-VII'**

**Recruitment Rules of all other lower posts in the hierarchy furnished.**

<b>Pay Level</b>	<b>Designation</b>	<b>Minimum qualification for direct recruitment</b>	<b>Method of recruitment</b>
Level-6 (35900-113500)	Assistant Exhibition- cum-Cultural Officer	-	100 % by promotion from Cultural Assistant having not less than three (03) years of substantive service as Culture Assistant having experience in composing of Vocal music/Stage Acting and Producing.
Level-4 (35400-112400)	Cultural Assistant	-	100% by promotion from Junior Cultural Assistant, having not less than three (03) years substantive service as Junior Cultural Assistant.
Level-2	Junior Cultural Assistant	Min 10+2 with Diploma or Certificate in Music or Dance or Theatre or other performing Arts from recognized Institute.	100% by Direct Recruitment.

**Certificate**

It is certified that the feeder post (Assistant Exhibition-cum-Cultural Officer) to the post of Cultural Officer has no other promotional avenues.

**(Vikram Singh Malik), IAS**  
Administrative Secretary,  
Information Department, UT Ladakh

**Certificate**

It is certified that the draft Recruitment Rules of Cultural Officer was uploaded on the Official website of the Administration of Union Territory of Ladakh vide O.M. \_\_\_\_\_ (Copy enclosed) inviting comments from the stakeholder, for a period of one month and no comments received from stakeholders.

After the completion of the one-month period, no comments will be received from stakeholders regarding the draft Recruitment Rules.

Therefore, the draft Recruitment Rules for the position of **Cultural Officer** have been deemed final and have been approved for implementation by the Administration of Union Territory.

**(Vikram Singh Malik), IAS**  
Administrative Secretary,  
Information Department, UT Ladakh