





वर्षुचेव कुतुम्बकम् E EARTH • ONE FAMILY • ONE FUTURE

F. No. A/614/2021-S&TW SEC

केंद्र शासित प्रदेश लद्दाख प्रशासन समाज एवं आदिवासी कल्याण विभाग संघ राज्य सचिवालय, लद्दाख

THE ADMINISTRATION OF UNION TERRITORY OF LADAKH, SOCIAL & TRIBAL WELFARE DEPARTMENT, UT Secretariat, Ladakh.

ई-मेल/Email: padmaangmo.iis@ladakh.gov.in

दूरभाष/Phone No: 01982-258365

Dated: 28.10.2024

#### **MEMORANDUM**

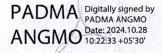
Subject: Offer of Appointment to the post of Orderly, in Social & Tribal Welfare Dept. of the Administration of Union territory of Ladakh, in Pay Level-SL 1 of pay matrix (Rs. 14800-47100).

Reference:1. SSC Notice dated 28.08.2024, F. No. S.S.30020/6/2022, Selection Post\_NWR (CF 3467) declaration of result by operating Reserved List for the post of Orderly post category NW20822.

2. Allocation of Department issued by GAD vide Order No. 483-LA(GAD) of 2024, Dated 18.10.2024.

Consequent upon the selection made by the Staff Selection Commission (on behalf of the Administration of Union territory of Ladakh) also above referred GAD allocation of departments and with approval of the Competent Authority / Appointing Authority, you are hereby offered provisional appointment to the post of **Orderly**, in Social & Tribal Welfare Dept. of the Administration of Union Territory of Ladakh, in Level SL-1 of pay matrix (Rs. 14800-47100) on the following terms and conditions:

 In addition to basic pay in Level SL-1 of pay matrix (Rs. 14800-47100), you will be entitled to draw dearness and other allowances at the rates admissible and subject to the condition laid down in Rules/Orders governing grant of such allowances.

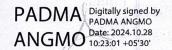


- 2) You will be on probation for a period of two years the date of joining the post. The period, of probation may, however, be extended at the discretion of the Competent Authority / Appointing Authority. As regards other matters relating to probation, the same shall be governed by the conditions prescribed under the Ladakh Social & Tribal Welfare (Subordinate) Service Recruitment Rules, 2021 and other Rules and instructions issued in this regard by the Central Government / Administration of the UT of Ladakh.
- 3) The appointment carries with it the liability to serve anywhere within the territorial/administrative jurisdiction of the Union territory of Ladakh,
- 4) You may be deputed by the Department to attend such trainings, if considered necessary. In the event being deputed for the course you must complete it successfully before you are considered for confirmation;
- 5) If you are already in service in Central Government / State Government / PSU / Autonomous Body / Bank / Corporation etc., you are required to submit formal Relieving Order by the respective organization certifying that your conduct during the present employment does not render you being unsuitable for the Government service and that there are no vigilance cases pending or contemplated against you;
- 6) Your services shall be liable to termination at any time by one-month notice given in writing either by you to the appointing authority / competent authority or by the appointing authority / competent authority to you, subject to other terms and conditions prescribed under Government / Administrative instructions.
- 7) Your appointment will further be subject to taking an oath of allegiance / faithfulness to the Constitution of India (or making solemn affirmation to that effect) in the prescribed form.
- 8) Your appointment to the said post shall be subject to undergoing the required medical examination by the Prescribed Medical Authority.
- 9) Your appointment to the said post shall be provisional and subject to the Verification of Character & Antecedents and Category against which your selection has been made. If, at any stage, information/documents are found not verified or any false information is provided by you in your selfdeclaration / attestation forms, your provisional appointment shall be



cancelled forthwith and other criminal / legal action will also be taken, as a consequence.

- 10) You will have to give an undertaking, that if anything adverse comes out in the character and antecedents' verification or in the medical examination that would make you ineligible for appointment in the first instance, and, you will be liable to be discharged from Government service forthwith without any further notice.
- In accordance with the existing instructions, a person shall not be eligible for appointment under the Administration of the UT of Ladakh, if he has entered into or contracted a marriage with a person having a spouse living or who having a spouse living has entered into or contracted marriage with any other person, provided that the Administration may, if satisfied that there are special reasons for doing so, exempt any person from the operation of this rule. This provisional offer of appointment is therefore, conditional upon satisfying the requirements mentioned above and also furnishing to this Department a declaration to that effect in the prescribed proforma. If, however, you desire to be exempted from the operation of this rule for any special reason(s), you should make a representation in this behalf immediately.
- other reserved category, or a person with disability, you will have to produce a certificate issued in the prescribed format by the Competent Authority. It may be noted that your appointment shall be provisional and shall be subject to verification of the relevant certificate through proper channels. If the verification reveals that your claim with regard to your belonging to SC/ST/ or any other reserved category / PwD is false, your services will be terminated forthwith without assigning any further reason and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.
- Other conditions of service will be governed by the relevant rules and orders in force from time to time.
- 14) If you have been selected for multiple posts based on your merit in the Selection Posts/Ladakh/2022 Examination or in the LAHD-SSRB examination, you may have received offers of appointment for each of those



posts. In this situation, you have the option to choose one post of your preference and should only accept one offer of appointment. You are required to submit an undertaking at the time of accepting the offer of appointment, clearly indicating your choice of the post you intend to join.

- 15) If you accept the provisional offer of appointment on the terms and conditions specified above, you should report to the office of Directorate of Social and Tribal Welfare Dept. along with the acceptance undertaking (enclosed as Annexure I) not later than 30 days from the date of this Memorandum. Failure to do so will result in the cancellation of the offer of appointment. Additionally, you are required to bring all original documents supporting your educational qualifications, date of birth, category/caste, etc., for verification and other administrative procedures.
- 16) If you have been selected for multiple posts, you must choose one post of your preference from the offers received. You are required to submit an undertaking stating your choice of one post in the format provided (enclosed as Annexure II)

This issues with the approval of the Competent / Appointing Authority.

PADMA Digitally signed by PADMA ANGMO

ANGMO Date: 2024.10.28
10:23:13 +05'30'

Administrative Secretary

Social & Tribal Welfare Dept.

To,

The Candidate(s) as per select list of Appendix- "A"

Copy to:

- 1. Administrative Secretary GAD, UT of Ladakh.
- 2. Secretary to Hon'ble Lieutenant Governor, UT of Ladakh.
- 3. Director Social and Tribal Welfare Dept., Kargil and Camp Office Leh.
  - (a) It is required to verify all the documents being submitted by the candidate concerned, and also refer the candidate to the prescribed medical authority for medical examination. The medical examination report / fitness certificate issued by the prescribed medical authority shall be submitted to this Department immediately, to enable the Competent Authority to issue Appointment Orders and further place

the services of the appointee to your Department for further deployment etc.

- (b) Further, it is required that the character rolls / attestation forms in respect of the candidate shall be filled in triplicate, along with undertaking etc. and two copies forwarded to the District Magistrate concerned, in which the primary residence of the candidate is located, for the purpose of verification of character and antecedents.
- (c) The copy of the certificates regarding caste / category of the candidate, if any, shall be submitted to the issuing authority to verify its genuineness and to the Verification Committee of the Department of Social Welfare.
- (d) The certificates related to the essential educational qualifications shall be verified through the Institution / Examination Authority concerned.

- 4. Technical Director, NIC, Leh.
- 5. P. S. to Advisor to Hon'ble Lieutenant Governor, UT of Ladakh.

### Annexure-I Undertaking and Acceptance of Offer of Appointment

I, Mr. / Ms	son / daughter /	
wife of Mr. / Ms.	, resident of	
	, do hereby	
unconditionally accept the offer of appointment to t	he post of Orderly	
Social & Tribal Welfare Dept. made vide Memoran	dum No.	
dated and also accept the terms	s and conditions mentioned	
therein.		
I also undertake to serve anywhere within the territor	rial jurisdiction of the Union	
territory of Ladakh as per my service conditi	ons and depending upon	
requirements of Social & Tribal Welfare Dept.	ons and depending apon	
Tequirements of social as Tribal Wollars Bopt.		
I also agree to join duty at the designated plac	e of posting which will be	
mentioned in the deployment orders, upon my appo		
or before the last date indicated therein, and abide		
I further undertake that I shall not accept any or	ther offer of appointment /	
appointment order / other assignment (in the Admir		
or such other body duly constituted by law in force), v	without prior approval of the	
Competent Authority / Appointing Authority.		
I shall be liable not be appointed on to be dischause	4 1:: 1 C	
I shall be liable not be appointed or to be discharge		
in the event it is found that I have willfully suppre false declarations; submitted false documents in su	ssed any information; given	
the post of <b>Orderly</b> and have committed such other	things or octa which chall	
render me unfit to be in Government service, and	Lunderstand that I will be	
liable for criminal prosecution thereof.	i understand that I will be	
mazio for oriminar prosecution thereof.		
Signature		
N (i. DI COM1 // )		
Name (in BLOCK letters)		
Address:		
To,		
The Administrative Secretary,		
Social & Tribal Welfare Dept., UT of Ladakh.		
Dept., of of Datakii.		

#### Copy to:

- 1. Director, Social & Tribal Welfare Dept., UT of Ladakh.
- 2. Under Secretary, GAD, UT of Ladakh.

## Annexure-II

### UNDERTAKING

I,[You	ır Full Name], hereby solemnly declare
and undertake the following:	
	sts based on my merit in the Selection ducted by Staff Selection Commission or
I acknowledge that I have received offer posts:	rs of appointment for each of the following
iPost Name	
ii. Post Name	
iii Post Name	
I understand that I have the option to coffers received, and I shall only accept	choose one post of my preference from the one offer of appointment.
I hereby declare that I have careful deliberation, I have made my choice. I	ly considered the offers and after due choose to join the following post:
Post Name: [Na	me of the Preferred Post]
Post Code: [Po	
or willfully suppressing material information furnished by me is found to be false or any material information, I understand	nsequences of providing false information mation. If any declaration or information if I am found to have willfully suppressed that I will be liable to be removed from e taken against me as the Department/
I affirm that all the information provide is accurate and complete to the best of	ed in my application for the selected post my knowledge and belief.
I solemnly declare that I have read conditions and that this undertaking is	and understood the above terms and made voluntarily.
Date: Sig	nature:
그 마음이 있는 경우를 보면 되었다. 그는 사람들은 아이를 가장 하는 것이 없는 것이었다면 없는 것이 없는 것이 없는 것이 없는 것이 없는 것이 없는 것이 없는 것이었다면 없는 없었다면 없는 것이었다면 없었다면 없는 것이었다면 없었다면 없었다면 없었다면 없었다면 없었다면 없었다면 없었다면 없	ur Full Name)
	oplicant's Contact Information)
	Prioditi o Contact Information)
TIV But to 11	

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#### Appendix- "A"

# Select list for the post of Orderly, in Social & Tribal Welfare Department.

S. No	Name	D.O.B	Addressed
1	Jaffer Ali	03.02.1999	Langboo Barche (Soudh) Kargil

PADMA Digitally signed by PADMA ANGMO Date: 2024.10.28 10:23:31 +05'30'

Administrative Secretary Social & Tribal Welfare Dept.