



सत्यमेव जयते

राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग

THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH

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: 06.11.2024

### MEMORANDUM

**Subject: Seeking Department Preferences from the Provisionally Selected Candidates for the Post of Junior Assistant/Tabulator-cum-Operator (Post Category- NW22423) advertised by Staff Selection Commission (SSC) vide advertisement No. Selection Posts/Ladakh/2023.**

Reference: Notice dated 16.10.2024 issued by SSC under F. No. S/30020/7/2022(CF 3468), notifying the provisional select list for the post of Junior Assistant/Tabulator-cum-Operator.

Attention of the provisionally selected candidates (as per the attached list enclosed as "Annexure A") for the post of Junior Assistant/Tabulator-cum-Operator is invited to Para 19.21 of the above-mentioned advertisement notice. The relevant portion is reproduced below:

*"The allocation of Departments in respect of posts common to various Departments such as Junior Assistants, Jr Stenographer, Driver Grade-II, Orderly and Safaiwala shall be made by the Administration of Union territory of Ladakh on the basis of the merit cum preference of the selected candidates. The order of preference of Departments from the selected candidates shall be sought by General Administration Department of Union territory of Ladakh after notification of the selection list by SSC."*

2. SSC vide notice dated: 15.09.2023 notified Cut-Off details of candidates for graduation & above levels posts, wherein for the post category NW 22423, Junior Assistant/Tabulator-cum-operator the last Cut point under UR ad ST category is as under;

UR= 102.9154

ST = 94.67829

As a result, 02 (Two) UR vacancies are unfilled due to the non-availability of eligible candidates.

3. In accordance with the aforementioned provision of the advertisement notification, the General Administration Department hereby calls upon the 08 (Eight)

provisionally selected candidates to submit their department preferences in the format enclosed as "Annexure B" by or before 12<sup>th</sup> November 2024, either by post, in person, or by email at the below address:

**Sh. Mohd Taqi, JKAS.**

**Under Secretary, General Administration Department, UT Secretariat,  
Leh, Ladakh.**

**Email: [gad.utladakh@ladakh.gov.in](mailto:gad.utladakh@ladakh.gov.in)**

4. The list of departments, along with the number of vacancies available for candidates selected in the Unreserved Category (UR) and the Scheduled Tribe (ST) Category is enclosed in 'Annexure C'. Candidates are advised to choose their preferred departments taking into account the available vacancies in their respective categories. This will help ensure a smooth and efficient allocation process.

5. This memorandum, seeking department preferences, does not confer any right of appointment to the selected candidates. Their appointment by respective departments, following the allocation of departments by the General Administration Department, will be subject to the scrutiny of eligibility conditions in accordance with the advertisement notification.



*Mohd Taqi, JKAS*

**Under Secretary to Administration**

**To:** The candidate(s) as per list enclosed as Annexure-"A".

**Copy to:**

1. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.
2. Regional Director SSC, NWR, Chandigarh.

**Copy also to:**

1. All Administrative Secretaries.
2. Secretary to Lieutenant Governor.
3. Joint Director, Information with the request for wide publicity.
4. Technical Director, NIC, Leh.
5. Superintendent, Archives, Archaeology & Museums.
6. Private Secretary for information of the Advisor to the Lieutenant Governor.

## ANNEXURE A

### List of provisionally selected candidates for Post of Junior Assistant/Tabulator-cum-Operator (Post Category- NW22423)

S. No.	ROLL NO.	CANDIDATE NAME	DOB	CATE-GORY	Total Marks in CBE	SELECT LIST RANK
1.	7313001031	TENZIN TOPJOR	09-09-1991	ST/UR	119.25222	SL/01
2	7313000757	TSERING DELDAN	16-01-1996	ST/UR	113.58514	SL/02
3	7313003396	PADMA ANGMO	08-02-2000	ST/UR	109.72242	SL/03
4	7313003448	RIGZIN LADOL	05-08-1998	ST/UR	103.15799	SL/04
5	7313003875	SHAKILA BANOO	01-08-1997	ST	102.76259	SL/05
6	7313002425	SONAM ODZER	08-06-1995	ST	102.55229	SL/06
7	7313002981	TASHI NAMGAIL	02-03-1999	ST	102.29204	SL/07
8	7313000236	STANZIN GURMET	19-09-1999	ST	102.29204	SL/08



## Annexure B: Department Preference Submission Format

To,

Sh. Mohd Taqi, JKAS.  
Under Secretary, General Administration Department,  
UT Secretariat, Leh, Ladakh.  
Email: gad.utladakh@ladakh.gov.in

**Subject: Submission of Department Preferences for the Post of Junior Assistant/Tabulator-cum-Operator.**

Sir,

I am writing to submit my department preferences for the post of Junior Assistant/Tabulator-cum-Operator (Post Category- NW22423). As per the notice dated 16.10.2024 issued by SSC under F. No. S/30020/7/2022(CF 3468), notifying the provisional select list for the post of Junior Assistant/Tabulator-cum-Operator, I am one of the provisionally selected candidates.

2. Please find below my preferences for the departments in order of priority:

S. No	Order of preference	Name of Department
1	First Preference	
2	Second Preference	
3	Third Preference	
4	Fourth Preference	

1. I have chosen my preferred departments after taking into consideration the information in 'Annexure C' of the General Administration's Memorandum, which outlines the number of vacancies of Junior Assistant/Tabulator-cum-Operator available in the departments for the category under which I have been selected.

2. I understand that my submission of department preference does not confer any right to appointment upon me. I also understand that my appointment in the allocated department will be subject to scrutiny of eligibility conditions in accordance with the advertisement notification.

Sincerely,

Candidate Signature

Name : \_\_\_\_\_

Parentage : \_\_\_\_\_

Roll No : \_\_\_\_\_

Address : \_\_\_\_\_

Mobile No : \_\_\_\_\_

Email.ID : \_\_\_\_\_

SL Rank : \_\_\_\_\_

**Annexure C: Vacancy List Department-wise**

<b>S.No</b>	<b>Name of the Department</b>	<b>Name of the post</b>	<b>UR</b>	<b>ST</b>	<b>Total</b>
<b>1</b>	Geology & Mining	Junior Assistant	1	0	1
<b>2</b>	Health	Junior Assistant	1	0	1
<b>3</b>	Law & Justice	Junior Assistant	3	3	6
<b>4</b>	Public Health Engineering, I&FC	Junior Assistant/Tabulator cum operator	1	1	2
		<b>Total</b>	<b>6</b>	<b>4</b>	<b>10</b>

*mtz*