

संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग



THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH  
GENERAL ADMINISTRATION  
DEPARTMENT

F. No.: A / 12 / 19 / 2024 – GAD SEC

ई-मेल / e-mail:

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

यूटी सचिवालय / UT Secretariat

लेह / Leh, Dated: 01.09.2025

**MEMORANDUM**

**Subject: Seeking Department Preferences from the Provisionally Selected Candidates by Operating Reserve List 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 12.08.2025 issued by SSC under F. No. S / 30020 / 7 / 2022 (CF 3468)*

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 aforementioned advertisement notice, the relevant portion of which 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. Accordingly, the General Administration Department hereby calls upon the 02 (Two) provisionally selected candidates to submit their Department preferences in the format enclosed as “**Annexure B**” by or before 08<sup>th</sup> September, 2025, 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.**

**e-mail: [gad.utladakh@ladakh.gov.in](mailto:gad.utladakh@ladakh.gov.in)**

3. The list of Departments, along with the number of vacancies available for candidates selected under the Scheduled Tribe (ST) Category is enclosed in “**Annexure C**”. Candidates are advised to choose their preferred Departments while taking into account the available vacancies. This will help ensure a smooth and efficient allocation process.

4. 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.

Digitally signed  
by MOHAMMAD  
TAQI  
Date: 2025.09.01  
11:18:18 +05'30'

*Mohd Taqi, JKAS*  
***Under Secretary to Administration***

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

**Copy to:** Regional Director SSC, NWR, Chandigarh.

***Copy also to:***

1. All Administrative Secretaries.
2. Secretary to Lieutenant Governor, UT of Ladakh.
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 Chief Secretary, UT of Ladakh.

**Annexure A**

**List of provisionally selected candidates by operating Reserve list for post of  
Junior Assistant / Tabulator-cum-Operator (Post Category- NW22423)**

<b>S. No.</b>	<b>ROLL NO.</b>	<b>CANDIDATE NAME</b>	<b>DOB</b>	<b>CATEGORY</b>	<b>Total Marks in CBE</b>	<b>SELECT LIST RANK</b>
1.	7313001233	BILQIES FATIMA	01-01-1996	ST	102.00782	RL/01
2	7313003301	PADMA CHOSKIT	15-08-2000	ST	101.10022	RL/02

Digitally signed  
by MOHAMMAD  
TAQI  
Date: 2025.09.01  
11:18:36 +05'30'

*Mohd Taqi, JKAS*  
***Under Secretary to Administration***

## Annexure B

### Department Preference Submission Format

**To,**  
Sh. Mohd Taqi, JKAS.  
Under Secretary, General Administration Department,  
UT Secretariat, Leh, Ladakh.  
e-mail: 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 12.08.2025 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 by operating Reserve List, 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. I have chosen my preferred Departments after taking into consideration the information in “**Annexure C**” of the General Administration Department 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.

4. 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.

Yours sincerely,

Candidate Signature

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_


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

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

SL / RL Rank: \_\_\_\_\_

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

<b>S. No</b>	<b>Name of the Department</b>	<b>Name of the post</b>	<b>ST</b>	<b>Total</b>
<b>1</b>	Law & Justice	Junior Assistant	<b>1</b>	<b>1</b>
<b>2</b>	Public Health Engineering / I&FC	Junior Assistant / Tabulator cum Operator	<b>1</b>	<b>1</b>
		<b>Total</b>	<b>2</b>	<b>2</b>

 Digitally signed  
by MOHAMMAD  
TAQI  
Date: 2025.09.01  
11:18:53 +05'30'



F.NO. S.30020/7/2022-SELECTION  
POST\_NWR(E-3468)  
Dated :12.08.2025

भारतसरकार  
कर्मचारीचयनआयोग  
(उत्तरपश्चिम क्षेत्र)  
कार्मिक, लोकशिकायतऔरपेंशनमंत्रालय,  
केंद्रीय सदन, सैक्टर- 9ए,  
चण्डीगढ़ - 160009.

Government of India  
Staff Selection Commission  
(North West Region)  
Ministry of Personnel, Public Grievances &  
Pensions,  
KendriyaSadan, Sector 9-A,  
Chandigarh - 160009.

Tele No. 0172- 2744366, E-mail: [sscnwrgoi@gmail.com](mailto:sscnwrgoi@gmail.com) Website: [www.sscnwr.org](http://www.sscnwr.org)

### NOTICE

Declaration of results by operating Reserve List for the Post of JUNIOR ASSISTANT/ TABULATOR, Post Code NW22423 in respect of recruitment to the posts advertised vide Advt. No. Selection Post/Ladakh/2023- regarding.

Office : Administration of UT of Ladakh

The details of the candidates are as under:

S. No.	ROLL NO.	CANDIDATE NAME	DOB	GEN- DER	CATE- GORY	CAT' AGAINST WHICH SELECTED	TOTAL MARKS	RESERVE LIST RANK
1	7313001233	BILQIES FATIMA	01/01/1996	F	ST	ST	102.00782	RL/01
2	7313003301	PADMA CHOSKIT	15/08/2000	F	ST	ST	101.10022	RL/02

The candidature of the above candidate is provisional and subject to further verification of their Certificates & documents etc. by User Department.

*Note: Marks of all the other candidates who appeared in the Computer Based Examination for the said post shall only be made available on the website of the Commission after completion of entire results of all categories of posts advertised under Selection Posts/Ladakh/2023 Examination.*

Dated: 12.08.2025

  
Regional Director  
SSC (NWR)