



F.No. A-12012/5/2025-OFFICE OF CEO (LEH) /1255-1262

## MEMORANDUM

**Subject:** Offer of Appointment against the post of Class IV (Group "C" Non-Gazetted), in School Education Department of the Administration of Union Territory of Ladakh for District cadre Leh, in level – SL1 of pay matrix (₹ 14800-47100), on compassionate grounds under SRO-43 of 1994.

**Reference:** F.No.: A-12012/5/2025-OFFICE OF CEO (LEH)

In terms of Rule(4) of SRO-43 of 1994 and with the approval of the Competent Authority/Appointing Authority in terms of S.O 81 dated: 06.10.2023 , you are hereby offered provisional appointment on compassionate grounds under SRO-43 of 1994 against the post of **Class IV ( Post reserved for SRO-43)** in School Education Department of the Administration of Union territory of Ladakh in **Pay Level SL-1 of pay matrix (₹14800-47100)**, under District Cadre of Leh District, on the following terms and conditions:

*8  
30/01/2026*

- (1) In addition to basic pay in **Level – SL1 of pay matrix (₹ 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 (02) two years from 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 **Union Territory of Ladakh School Education (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 primarily within Leh District as also anywhere within the territorial/administrative jurisdiction of the Union territory of Ladakh in view of any exigencies that may arise.
- (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;

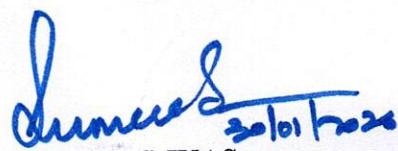
- (5) If you are already in service in Central Government / State Government PSU / Autonomous Body / Bank / Corporation etc., you are required to submit formal Relieving Order by the respective organization certifying that your conduct during the present employment does not render you being unsuitable 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. The concerned Head of Office shall administer the oath to the appointee.
- (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 all other relevant documents as required under SRO-43 of 1994. If, at any stage, information/documents are found not verified or any false information is provided by you in your self-declaration / 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.
- (11) In accordance with the existing instructions, a person shall not be eligible for appointment under the Administration of the UT of Ladakh, if she 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

*A  
30/01/2020*

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.

- (12) If you claim to belong to a Scheduled Caste (SC), Scheduled Tribe (ST) or any other reserved category, or a person with disability (PWD), 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.
- (13) Other conditions of service will be governed by the relevant rules and orders in force from time to time.
- (14) If you accept the provisional offer of appointment on the terms and conditions specified above, you should report to the office of **Chief Education Officer, Leh** 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., all other relevant documents as required under SRO-43 of 1994, for verification and other administrative procedures.

This is issued with the approval of the Competent / Appointing Authority.



Sumera Shafi JKAS  
Under Secretary  
School Education Department

To,

**Name: Roqiya Bagum**  
**W/O Late Mohammad Ibrahim, Ex-Teacher**  
**R/O Tyakshi, Nubra**

Copy to:

1. Chief Secretary, UT Ladakh.
2. Administrative Secretary GAD UT Ladakh.

3. Secretary to Hon'ble Lt. Governor UT Ladakh.
4. Director School Education Department, UT Ladakh.
5. Joint Director, School Education Department, UT Ladakh.
6. Chief Education Officer, 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, and any other required documents as per SRO-43, 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.
7. State Informatics Officer, NIC UT Secretariat, Leh for uploading Memorandum/appointment offer on the official website of UT Administration Ladakh.



Sumera Shafi JKAS  
Under Secretary

## 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 the post of **Class IV (Group "C", Non- Gazetted)**, in  
**School Education Department of the Administration of Union Territory of Ladakh for**  
**District Cadre Leh** Memorandum No. ..... dated ..... and also  
accept the terms and conditions mentioned therein.

I also undertake to serve anywhere within the territorial jurisdiction of the Union territory of Ladakh as per my service conditions and depending upon requirements of **School Education Department**.

I also agree to join duty at the designated place of posting which will be mentioned in the deployment orders, upon my appointment to the said post on or before the last date indicated therein, and abide by all conditions of service.

I further undertake that I shall not accept any other offer of appointment / appointment order / other assignment (in the Administration of the UT of Ladakh or such other body duly constituted by law in force), without prior approval of the Competent Authority / Appointing Authority.

 I shall be liable not be appointed or to be discharged or dismissed from service, in the event it is found that I have willfully suppressed any information; given false declarations; submitted false documents in support of my candidature to the post of **Class IV under SRO-43 of 1994**; and have committed such other things or acts, which shall render me unfit to be in Government service, and I understand that I will be liable for criminal prosecution thereof.

*Signature* .....

*Name (in BLOCK letters)* .....

*Address:* .....

To,  
**Chief Education Officer, Leh,**  
**UT Ladakh.**

Copy to:

1. Under Secretary, GAD, UT of Ladakh.
2. Under Secretary, SED, UT of Ladakh.