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THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH
SCHOOL EDUCATION
DEPARTMENT

लेह/Leh, dated: 03/02/2026

file No: A/387/2024-EST SEC(GZ)-SED/1272-1280

MEMORANDUM

Subject: 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 Kargil, in level – SL1 of pay matrix (₹ 14800-47100).

Reference :-

1. ***Provisional Selection List dated 12.01.2026 issued by LAHDC-KSSRB vide No: KSSRB/Prov-Select-List/2025/4034-52***

Consequent upon the selection made by the Kargil Autonomous Hill Development Subordinate Services Recruitment Board (on behalf of the Administration of Union territory of Ladakh), and with approval of the Competent Authority / Appointing Authority, you are hereby offered provisional 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 Kargil, in **Level – SL1 of pay matrix (₹14800-47100)**, on the following terms and conditions:

02/02/2026

- (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 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;

03/09/2021

- (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 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 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 he/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 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 have been selected for multiple posts based on your merit in LAHDC-KSSRB 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 **Chief Education Officer, Kargil** 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 is issued with the approval of the Competent / Appointing Authority.



03/07/2026
Sumera Shafi, JKAS
Under Secretary

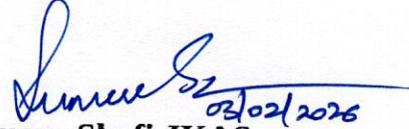
To,

The Candidate(s) as per the provisional selection list of Appendix "A".

Copy to:

1. Chief Secretary, UT Ladakh.
2. Administrative Secretary GAD UT Ladakh.
3. Secretary to Hon'ble Lt. Governor UT Ladakh.

4. Deputy Commissioner/Chief Executive Officer LAHDC, Kargil (Chairman, LAHDC-KSSRB).
5. Director School Education Department Ladakh.
6. Joint Director, School Education Department, UT Ladakh.
7. Chief Education Officer, Kargil.
 - 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.
8. Technical Director NIC UT Secretariat Leh for uploading Memorandum / appointment offer on the official website of UT Administration Ladakh.



Sumera Shafi JKAS
Under Secretary

Appendix "A"

**Provisional Selection List against the post of Class IV in School Education Department,
UT Ladakh vide order No: KSSRB/Prov-Select-List/2025/4034-52, dated: 12.01.2026**

S. N o	Roll No	Candidate Name	Parentage	DOB	Category against which selected	Address
1	709407	Mohammad Hassan	Mohd Ibrahim	10.02.2002	UR(ST)	Hardass Gound, Kargil
2	718655	Stanzin Tsewang	Stanzin Nawang	15.02.2002	ST	Kargyak Lungnak, Zanskar, Kargil
3	715201	Roqiya Banoo	Farooq Ahmad	01.01.2002	ST	Pandrass, Drass
4.	715202	Mudsser Ahmad	Farooq Ahmad	01.01.1996	ST	Pandrass, Drass
5	711321	Shahar Banoo	Mohd Raza	01.02.1998	ST	Grong Choskore, Kargil
6	711696	Aijaz Ali	Mohd Mussa	02.01.1994	ST	Samar Pashkum, Kargil
7	713774	Gulzar Hussain	Mohd Jawad	10.10.1999	ST	Cholachey Pashkum, Kargil
8	700604	Mohammad Feroz	Mohammad Hassan	01.04.2000	ST	Bayma Yourbaltak, Kargil
9	708754	Umul Baneen	Iftikhar Hussain	08.12.2005	ST	Bhimbat, Drass
10	717238	Imtiyaz Ali	Mohd Jawad	18.11.2003	ST	Lankore, Kargil
11	706323	Shabir Hussain	Akhon Ghulam Ali	04.01.1998	ST	Phoo Fokar, Shargole, Kargil
12	707681	Mehroon Nissa	Mohd Ali	04.01.2003	ST	Yangti, Goma, Kargil
13	712851	Nasurullah	Assadullah	25.03.1993	ST	Amzed, Shakar, Shaker-Chiktan, Kargil
14	700303	Farida Batool	Mohd Ali	15.08.1997	ST	Chutumail, Yourbaltak, Soudh, Kargil
15	704788	Aga Syeed Hassan	Syeed Mohammad Baqir	02.03.2002	ST	40 Bankkharzing Khor, Taisuru, Kargil

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16	701265	Ashiq Hussain	Iftikhar Hussain	05.03.2002	ST	Goshan, Drass
17	711930	Nargis Banoo	Mohd Jaffar	31.03.1994	ST	08 Nangma Kusar, Sankoo, Kargil
18	705207	Mustafa Kamal	Mohamad Hussain	01.10.1998	ST	Choskore-Gongkha, Kargil
19	707613	Mohammad Ashraf	Ahmed Hussain	21.02.2001	ST	Youstod, Thovina, Sankoo, Kargil
20	717136	Habiba Banoo	Mohd Abass	01.10.2001	ST	Youkma Gato Lankerchey, Sankoo, Kargil
21	706213	Mohd Ishtaq Aba	Maqbool Hussain Aba	15.10.2002	ST	Goma, Kargil
22	704281	Syed Mohd	Syed Baqir	03.11.2002	ST	Gatoo, Lankarchey, Sankoo, Kargil
23	710246	Yawar Abass	Ghulam Ali	09.11.2002	ST	43 Fikar, Yourbaltak, Soudh, Kargil
24	715230	Shahbaz Ahmed Lone	Ishaq Lone	30.01.1990	ALC	Lamar Goshan, Drassc, Kargil
25	705927	Tousif Hassan Sheikh	Ghulam Hassan Sheikh	23.04.2004	EWS	Majino Mohalla Pandrass, Drass, Kargil
26	706449	Ajaz Ahmad	Addul Ahad Lone	15.07.2000	EWS	Matayan Drass, Kargil
27	706371	Shabnum Banoo	Manzoor Ahmad Bhat	02.04.1999	EWS	Matayan, Drass, Kargil
28	705484	Zahra Batool	Ahmad Ali	02.04.1993	ST-PWD-VH	Ayati, Youkma Kharboo, Shaker-Chiktan, Kargil
29	703106	Mohmad Bashir	Mohmad Abass	02.08.1984	ST-ESM	Zganjing Kanoor, TSG Sankoo, Kargil
30	706860	Ghulam Mohd	Mohd Hassan	03.03.1981	ST-ESM	29 Thulus, Taisuru, Kargil

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
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**; 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, Kargil,
UT Ladakh.**

Copy to:

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

Annexure-II
UNDERTAKING

I, _____, hereby solemnly declare and undertake the following:

I have been selected for multiple posts based on my merit in the Selection list issued by the LAHD-SSRB, Kargil District.

I acknowledge that I have received offers of appointment for each of the following posts:

i.	_____	Post Name
ii.	_____	Post Name
iii.	_____	Post Name

I understand that I have the option to choose one post of my preference from the offers received, and I shall only accept one offer of appointment.

I hereby declare that I have carefully considered the offers and after due deliberation, I have made my choice. I choose to join the following post:

Post Name: _____ [Name of the Preferred Post]
Post Code: _____ [Post Code]

I acknowledge that I am aware of the consequences of providing false information or willfully suppressing material information. If any declaration or information furnished by me is found to be false or if I am found to have willfully suppressed any material information, I understand that I will be liable to be removed from service, and such other action may be taken against me as the Department / Administration may deem fit.

I affirm that all the information provided in my application for the selected post is accurate and complete to the best of my knowledge and belief.

I solemnly declare that I have read and understood the above terms and conditions and that this undertaking is made voluntarily.

Date: _____
Place: _____

Signature: _____
(Your Full Name)
(Applicant's Contact Information) _____
