

संघ राज्य प्रशासन, लद्दाख  
स्कूल शिक्षा विभाग  
ई-मेल/Email:  
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THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH  
SCHOOL EDUCATION  
DEPARTMENT

लेह/Leh, dated: 04/02/2026

efile No: A/319/2024-EST SEC (GZ) - SED/1289-1297

## 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 Leh, in level – SL1 of pay matrix (₹ 14800-47100).**

**Reference: Provisional Selection List dated 22.01.2026 issued by LAHD-SSRB  
vide F. No: Secy/LAHD-SSRB/ADV01/25/Prov-Select-List/222-54,  
Dated: 22.01.2026**

Consequent upon the selection made by the Leh 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 Leh, in **Level – SL1 of pay matrix (₹14800-47100)**, on the following terms and conditions:

*04/02/2026*

- (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;

*on/other*

- (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 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 **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., 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.

  
Sumera Shafi, JKAS  
Under Secretary

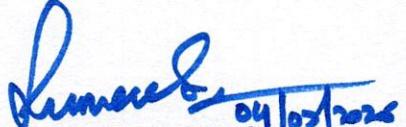
To,

**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, Leh (Chairman, LAHD-SSRB).
5. Director School Education Department Ladakh.
6. Joint Director, School Education Department, UT Ladakh.
7. 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, 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.



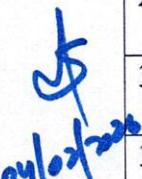
Sumera Shafi JKAS  
Under Secretary

**Appendix "A"**

**Provisional Selection List against the post of Class IV in School Education Department,  
UT Ladakh vide order No: Secy/LAHD-SSRB/ADV01/25/Prov-Select-List/222-54,  
Dated: 22.01.2026**

*JK  
22/01/2026*

S. No	Roll No	Candidate Name	Parentage	DOB	Category against which selected	Address
1	1052243	Tsering Dolma	Angchuk Rafstan	08.03.2000	UR/ST	Abaksha Hundar, Nubra
2	1052184	Tsering Deskit	Tsetan Phuntsog	07.01.1993	UR/ST	Dakungpa Chooskor, Alchi
3	1052446	Padma Wangmo	Dorjey Namgyal	19.11.1995	UR/ST	Skidmang Chumathang
4	1052151	Anayatullah	Mohd Ali	01.01.1994	UR/ST	Hyder Ali pa, turtuk
4	1051450	Tsering Dolma	Nawang Dorjia	27.07.1994	ST	Khaltsi
5	1050152	Rigzin Angmo	Tsering Murup	09.11.1994	ST	Thatkang pa, Temisgam
6	1054134	Sonam Chosden	Rigzin Wangdus	18.06.1998	ST	Bani Digger, Nubra
7	1054337	Padma Angmo	Sangay Motup	18.12.1998	ST	Khangchen, Phey
8	1050015	Nilza Angmo	Yountan Angchuk	03.03.1999	ST	Hanu Gongma
9	1052493	Neema Angmo	Tsering Angchuk	20.02.1994	ST	Rgunbu pa, Lehdo
10	1051574	Fazilath Kousar	Abdul Hakim	23.09.1999	ST	Matho
11	1052966	Tsering Ladol	Tsering Norphel	10.11.1985	ST	Maan Pangong
12	1057922	Stanzin Norbo	Skarma Thinles	10.01.1989	ST	Melong pa, Mudh, Nyoma
13	1050274	Stanzin Tundup	Tashi Anghuk	10.05.1994	ST	Gya Sasoma
14	1053437	Padma Chosdon	Skarma Gialson Tundup	29.06.1995	ST	Tarchit Nangso
15	1054929	Spalzin Angmo	Tsewang Spalgon	05.11.1992	ST	Rambirpur, Thiksey
16	1054659	Tsewang Chospail	Kaymath Dorjay	26.03.2006	ST	Tega Zong, Korzok, Nyoma



17	1052119	Tsering Lanzes	Lobzang Khatup	20.10.1990	ST	Khangchen, Aranoo Gongma, Kobet, Nubra
18	1052785	Rigzen Dolma	Tashi Gonbo	14.09.1995	ST	Markha, Leh
19	1051167	Tsering Stanzin	Tundup Namgail	21.10.1997	ST	Batong, Thiksey
20	1053745	Rinchen Dolker	Nawang Lotus	21.02.1998	ST	Himya Farka, Chumathang, Nyoma
21	1051903	Singay Dolma	Stanzin ChospHEL	26.07.1998	ST	Achinathang
22	1058199	Padma Yangzes	Konchok Tashi	02.06.2003	ST	Khargokpa, Nurla
23	1053206	Tashi Angmo	Lobzang Yountan	20.05.1989	ST	Gyawoo, Gonpa, Leh
24	1052889	Deachen Kunzang	Norboo Tundup	05.01.1990	ST	Spango, Taksha, Panamik, Nubra
25	1050102	Rigzen Angmo	Tsewang Rigzin	25.04.1994	ST	Kharyok House, Charasa
26	1054279	Sonam Yangdol	Tsewang Nurboo	15.05.1996	ST	Charta pa, Basgoo
27	1050953	Tsewang Dolma	Spalbar Gaitso	12.03.2000	ST	Tongspon Skampuk, Nubra
28	1051748	Rigzin Dolkar	Dorjay Namgail	03.09.2000	ST	Wanla Khaltsi
29	1054016	Rigzin Angmo	Tashi Jorgias	15.12.2001	ST	Chuchot Shamma
30	1055131	Tsering Nodol	Sonam Wangail	16.03.2003	ST	Yangthang Tongspon
31	1050222	Sonam Ladol	Lobzang Paldan	10.08.1989	ST	Tongsted, Nubra
32	1053868	Nurboo Dolker	Nawang Deachan	02.02.1996	ST	Warisfastan
33	1050087	Diskit Samdon	Tashi Namgail	25.10.1999	ST	Skuru, Nubra
34	1059379	Tsering Angdus	Dorjai Morup	25.02.1979	ST/ESM	Takshos pa, Skurbuchan, Khaltsi
35	1057270	Mutup Gatso	Late Padma Tashi	02.06.1983	ST/ESM	Demchok, Nyoma
36	1058329	Stanzin Zomba	Nima Namgial	12.09.1997	ALC	Khem
37	1051799	Deachen Wangmo	Tsering Paldan	15.08.1997	ST/PwBD -HH	Meru

**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, Leh,**  
**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, Leh 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) \_\_\_\_\_  
\_\_\_\_\_