



File No.: A/928/2025-I&C SECTION/1672-76

### MEMORANDUM

**Subject:** Offer of Appointment to the post of Orderly cum Chowkidar (Group 'C') in Department of Industries & Commerce (Handicraft) Administration of Union Territory of Ladakh, in level – SL1 of pay matrix (₹ 14800-47100).

Reference: i) KSSRB/Prov-Select-List/2025/4034-52 dated: 12.01.2026.

Consequent upon the selection made by the Kargil Sub-Ordinate Service 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 **Orderly Cum Chowkidar**, Group 'C', in the Department of Industries & Commerce (Handicraft), in level – SL1 of pay matrix (₹ 14800-47100) on the following terms and conditions:

- (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 Handicraft (subordinate) Service Recruitment Rules, 2022** 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;
- (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 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 Authority.

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 the Selection Posts/Ladakh/2023 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 **Director Industries & Commerce (Handicraft), UT Ladakh** 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 Authority.



Imtisaal Rasool JKAS  
Under Secretary

**To,**  
**Candidates as per the provisional selection list – 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/CEO, LAHDC/ Chairman LAHD SSRB, Kargil.
5. Director Industries & Commerce UT Ladakh.

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.

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.

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. The certificates related to the essential educational qualifications shall be verified through the Institution / Examination Authority concerned.

5. Technical Director NIC UT Secretariat Leh for uploading Memorandum / appointment offer on the official website of UT Administration Ladakh.



**Appendix "A"**

**Provisional Selection list for the post of Orderly Cum Chowkidar (Group 'C')  
in Department of Industries & Commerce (Handicraft)**

S.No	Roll No.	Name	Date of Birth	Parentage	Category of the post
1	707576	Mohmad Mubarak	04.04.2001	Ghulam Haider	ST
2	715328	Fatima Nissa	25.01.1998	Mohd Hussain	ST

**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 **Orderly Cum Chowkidar (Group 'C')**  
**Department of Industries & Commerce (Handicraft), File No.: A/928/2025-I&C**  
**SECTION** 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  
**Department of Industries & Commerce (Handicraft).**

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 **Orderly Cum Chowkidar** 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,  
**The Director**  
**Industries & Commerce Department**  
**UT Ladakh.**

Copy to:  
1. Administrative Secretary, Industries & Commerce Department UT Ladakh.  
2. Under Secretary, GAD, 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 Posts/Ladakh/2023 Examination conducted by Kargil Sub-Ordinate Service Recruitment

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)

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