

संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग



THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION
DEPARTMENT

ई-मेल / e-mail:

gad.utladakh@ladakh.gov.in

F. No.: A – 12 / 17 / 2024 – GAD SEC

यूटी सचिवालय / UT Secretariat
लेह / Leh, Dated: 13 / 02 / 2026

MEMORANDUM

Subject: Offer of Appointment to the post of Orderly (Group 'C', Non-Gazetted), in the General Administration Department (GAD) of the Administration of Union territory of Ladakh, in the Pay Structure, Level-SL 1 (₹ 14800-47100) of pay matrix.

Reference(s): Final Select List issued by the LSSSSB under F. No.: A-12/29/2024-EO(LSSSSB)/1061-67 dated: 12.02.2026 for the post of Orderly / Process Server / Class IV

Consequent upon the selection made by the Ladakh Subordinate Services Staff Selection Board and with approval of the Competent Authority / Appointing Authority, you are hereby offered a provisional appointment to the post of **Orderly (Group 'C', Non-Gazetted)**, in **General Administration Department** of the Administration of Union territory of Ladakh, in the **Pay Structure Level-SL 1 (₹ 14800-47100) of the Pay Matrix**, on the following terms and conditions:

- 1) In addition to basic pay in the **Pay Structure Level-SL 1 (₹14800-47100) of the Pay Matrix**, you will be entitled to draw dearness and other allowances at the rates admissible and subject to the condition laid down in the Rules/Orders governing the grant of such allowances.
- 2) You will be on probation for a period of **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 Secretariat (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 training if considered necessary. In the event of 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 a 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 no vigilance cases are pending or contemplated against you.
- 6) Your services shall be liable to termination at any time by one month's notice given in writing either by you to the appointing authority / competent authority or by the appointing

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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 a 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 canceled 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, you will be liable to be discharged from the 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 Union territory 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 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 the Administrative Secretary, GAD, UT of 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.

15) Further, in case you have been selected for similar posts in the District Cadre in the Selection Year 2026 through examinations conducted by LAHD-SSRB /LAHDC-KSSRB and have received or are likely to receive offers of appointment, you shall exercise an option to choose only one cadre / post as per your choice and accept only one offer of appointment. Therefore, you are required to submit an undertaking at the time of acceptance of the appointment, clearly indicating the post/cadre you intend to join, in the prescribed format (*enclosed as Annexure-II*).

This issues with the approval of the Competent / Appointing Authority.



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(Jigmet Raftan, JKAS)

Deputy Secretary

General Administration Department

UT of Ladakh

To,

The candidate(s) as per the Select List of Appendix - "A"

Copy to:

1. **Administrative Secretary, GAD, UT of Ladakh.**
2. **Additional Secretary (RS), GAD, for information and records**
3. **DDO, GAD, UT Secretariat, 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 put up immediately, to enable the Competent Authority to issue Appointment Orders and further deployment of the appointees etc.

(b) Further, it is required that the character rolls / attestation forms in respect of the candidate shall be filled in triplicate, along with an undertaking, etc., and two copies forwarded to the District Magistrate concerned, in which the primary residence of the candidate is located, for verification of character and antecedents.

(c) The copy of the certificates regarding the 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.

4. **State Informatics Officer, NIC, UT of Ladakh**
5. **O. S. D. to Hon'ble Lieutenant Governor, UT of Ladakh.**
6. **P.S. to Chief Secretary, UT of Ladakh.**



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(Jigmet Raftan, JKAS)

Deputy Secretary

General Administration Department

UT of Ladakh

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 (Group 'C', Non-Gazetted), in the General
Administration Department of the Administration of Union territory of Ladakh, vide
Memorandum No. A – 12 / 17 / 2024 – GAD SEC dated 13-02-2026 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 the requirements of the General
Administration Department, UT of Ladakh.

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 to 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**; 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,
Administrative Secretary, General Administration Department of, UT of Ladakh

Copy to:
Additional Secretary, GAD, UT of Ladakh.

UNDERTAKING

Annexure-II

I, Mr. / Ms. _____,
S/o, D/o, W/o _____,
R/o _____, hereby solemnly declare and undertake
as under:

1. That I have been selected for similar posts on the basis of merit in the District Cadre Examination conducted by LAHD-SSRB / LAHDC-KSSRB for the Year 2025.

2. That I acknowledge having received / likely to receive offers of appointment for the following post:

Post Name : _____
Cadre : _____

3. That I understand that I am required to exercise an option to choose only one post / cadre out of the offers received and that I am not entitled to accept or claim appointment to more than one post / cadre.

4. That after careful consideration, I hereby opt to join the following post/cadre:

Post Name : _____
Cadre : _____

5. That I undertake that I shall not claim appointment to any other post / cadre for which I have been selected or may be selected under the same selection process.

6. That I understand that in case any information or declaration furnished by me is found to be false, incorrect, or suppressed, my appointment shall be liable to cancellation / termination without notice, besides any other action as deemed appropriate by the Administration.

7. That I solemnly affirm that the contents of this undertaking are true and correct to the best of my knowledge and belief and that this undertaking is given voluntarily without any coercion or undue influence.

Date : _____

Place : _____

Signature : _____

Name of Candidate : _____

Contact Number : _____

Email ID : _____

Appendix "A"

Select list for the post of Orderly, Group 'C', Non-Gazetted, in the General Administration Department, UT of Ladakh:

Sr. No.	Roll No.	Candidate Name	D.O.B	Catg.	Permanent address
1	12504027	AKBAR ALI	25-09-2006	ST/UR	Karkitchoo, karkit, kargil District
2	12504242	MOHD SAJJAD	04-04-1992	ST	Pangbar, Bartoo, Barsoo, Kargil District
3	12500994	TSEWANG DOLMA	10-05-1996	ST	Jan House Meyak, Saboo , Leh District
4	12501083	TSEWANG CHOSKIT	18-10-2001	ST	Nyoma, Changthang, Leh District.
5	12502973	DISKIT DOLMA	07-11-1996	ST	Garkhone, kargil, Soudh, Kargil District.
6	12502963	MEHMOOD HUSSAIN	25-05-1995	ST	Lotsum, Kargil, District.
7	12502507	DECHAN CHOROL	02-11-1996	ST	Darchiks, Garkone, Soudh, Kargil District.
8	12500725	JIGMET RANGDOL	09-12-2003	ST	Phyang Changmachan, Leh District.
9	12504154	BILQUEES BANOO	02-10-1999	ST	Trespone Kargil, Mirkhor Saliskot & g.m pore, kargil District.
10	12504075	SHAHEEDA BEGUM	18-10-2000	ST	Hagnis, Shakar Chiktan, Kargil District,
11	12502397	MOHAMMAD HASSAN	05-08-1996	ST	Yourbalrak, Yourbaltak, soudh, kargil District.
12	12503233	ARIF HUSSAIN SULTANEE	01-04-2000	ST	Karkitchoo, karkitchu, Kargil District.
13	12502540	ROQIYA BANOO	01-01-2002	ST	Pandrass, Drass, Kargil District.
14	12503458	ANWAR HUSSAIN	11-10-1993	ST	Trespone, Saliskot & g.m pore, Kargil District.
15	12500512	STANZIN TAKPA	04-01-1982	ST/ESM	Murgi Nubra, Leh District
16	12504329	MOHD JAWAD	01-02-1995	ST/PwBD-VH	Kaskarik Choskore, Kargil District.

(Jigmet Rajan, JKAS)

**Deputy Secretary
General Administration Department
UT of Ladakh**