



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
OFFICE OF THE ADMINISTRATIVE SECRETARY, ELECTION DEPARTMENT,
UT LADAKH**

E-Mail:-secy.electionladakh@gmail.com

Phone No.:01982-295200

No: Secy.(Elections)/Estb/ 06/25/UTL/50-57

Date:19/02/2026

MEMORANDUM

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

Reference: Final Select List issued by the LSSSSB under F. No:- A-12/29/2024-EO(LSSSSB)/1061-67, dated:12.06.2026 for the post of Orderly.

Consequent upon the selection made by the Ladakh Subordinate Service Staff Selection Board and with approval of the Competent Authority / Appointing Authority, you are hereby offered provisional appointment to the post of Orderly (Group 'C', Non- Gazetted), in Election Department of the Administration of Union Territory of Ladakh, in Pay Level-SL-1 of pay matrix (Rs. 14800-47100), on the following terms and conditions:

- (1) In addition to basic pay in in Pay Level- SL-1 of pay matrix (Rs. 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 two years as per Recruitment Rules 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 Ladakh Elections Subordinate Service Recruitment Rules of 2022 published in the Official Gazette vide S.O. 7 dated 07.01.2022 and amended vide S.O. 44 dated 18.04.2025 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, Scheduled Tribe or any other reserved category, or a person with disability, 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 Bhartiya Nyaya Sanhita 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 **Chief Electoral Officer, Ladakh 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.

(15) Further, in case you have been selected for similar posts in the District Cadre in the selection year 2026 through examinations conducted by the 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 Authority.

**(Delex Namgyal) JKAS
Under Secretary**

To,
Shazia Batool, D/O Mohd Mussa, R/O Stakchay.

Copy for information to the:

1. Administrative Secretary, General Administration Department, UT Ladakh.
2. District Election Officer, Leh.

3. District Election Officer, Kargil.
4. Chief Accounts Officer, Election Department, UT Ladakh.
 1. 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.
 2. 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.
 3. 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.
 4. The certificates related to the essential educational qualifications shall be verified through the Institution / Examination Authority concerned.
 5. The following is enclosed for your ready reference.
 1. The indent placed to LSSSSB.
 2. The select list of candidates.
 3. The dossier provided by the LSSSSB.
5. Technical Director, NIC, UT Ladakh with the request to upload on the official website of the UT of Ladakh.
6. O.S.D to Hon'ble Lieutenant Governor, UT Ladakh.
7. P.S to the Chief Secretary, UT of Ladakh for kind information of the Chief Secretary.
8. Concerned File.

Annexure-I

Undertaking and Acceptance of Offer of Appointment

I, Mr./Ms. _____ son/daughter / wife of
Mr./Ms. _____, resident of
_____, hereby unconditionally accept the offer of
appointment to the post of _____ (write name of post and name
of the department) vide 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
_____ (write name of the 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 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, or 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 Chief Accounts Officer, Election Department, UT 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/2025 Examinations conducted by LSSSSB or in LAHD-SSRB examinations.

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*]

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) _____