



ADMINISTRATION OF UNION TERRITORY OF LADAKH
OFFICE OF THE ADMINISTRATIVE SECRETARY ELECTION DEPARTMENT UT LADAKH
E-Mail:- secy.electionladakh@gmail.com

Subject: Appointment of Candidate to the post of Orderly in Election Department of Union Territory of Ladakh in Pay Structure (Rs. 14800-47100) Level SL-1 of Pay Matric.

Reference:-

1. Notice No: A-12/29/2024-EO (LSSSSB)/1061-67, dated:12.02.2026
2. Advertisement No: LSSSSB/2025/01 Dated 28.07.2025
3. Offer of Appointment Vide O.M No: Secy. (Elections)/Estt/06/25/UTL/50-57, Dated:19/02/2026

Order NO: 01 Secy (Election) of 2026
Dated: 12.03.2026

Consequent upon the Selection made by the Ladakh Subordinate Services Staff Selection Board (referred above) and with the approval of the Competent Authority/ Appointing Authority, the below mentioned candidate is hereby appointed to the post of Orderly in Election Department of Union Territory of Ladakh in Pay Structure (Rs. 14800-47100) Level SL-1 of Pay Matric and other allowances as admissible under Rules, with immediate effect subject to the following conditions.

Name/ Roll No	Parentage/Address	Date of Birth	Selected against the post of	Category
Shazia Batool, 12504067	D/o Mohd Mussa, R/o Stakchay, Kargil	22.11.2003	Orderly, (SL-1) (14800-47100)	ST

1. The Appointee shall be on probation for a period of two year with effect from the date of their joining the post. During the period of probation, the appointee will be liable to be discharged from the service at any time without notice, If
 - (a) On the basis of his/her performance or conduct, he/she is considered unsuitable for further retention in service.
 - (b) He/she is otherwise found ineligible or unsuitable to be retained in the service.

The appointment is subject to the verification of character/ marksheets relating to the educational qualification and such essential requirement as prescribed in the Union territory of Ladakh Election (Subordinate) Service Recruitment Rules,2025.

2. The Expenditure towards his/her pay and allowance shall be debited against the head of "salaries" from the Budget Head associated with their respective place of posting upon their deployment in the Election Department.
3. The above appointee has been declared medically fit by the prescribed Medical Authority Vide Letter dated: 23.02.2026.
4. Other conditions of service will be governed by the relevant rules and orders in force from time to time.
5. It is further ordered that the appointee shall report to the Chief Electoral Officer/Secretary Election Department, UT Ladakh for joining within a period of one month from this issuance, failing which his/her appointment shall be deemed to have been cancelled.
6. The service of the above appointee is placed at the disposal of the Chief Electoral Officer/ Administrative Secretary Election Department, UT Ladakh, for further deployment in the Sub-ordinate Offices of the Election Department.
7. The appointment of the candidate shall be subject to the outcome of writ petition, if any pending before the competent Court of Law, which may not be presently within the knowledge of the Department.
8. The Notice No: A-12/29/2024-EO (LSSSSB)/1061-67, dated:12.02.2026 is enclosed for verification of categories against respective candidate.
9. The Validity and genuineness of qualification documents, D.O.B Certificate, category and Medical Certificate should be verified by the respective DDO. In case at any stage, If it is found that documents are forged/fake/not valid, their appointment shall be terminated ab-initio.
10. All conditions of offer of appointment are part of appointment order.

This issue with the approval of the competent authority.

**Sd/
Rahul Sharma (IAS),
Chief Electoral Officer/Administrative Secretary,
Election Department, UT Ladakh
Dated: 12-03-2026**

No. Secy/Election/01/UTL/2026/55-65

Copy to the:

1. Administrative Secretary, General Administration Department, UT Ladakh.
2. District Election Officer, Leh & Kargil.
3. Secretary, LSSSSB.
4. Technical Director, NIC UT Ladakh with request to upload on the official website of the UT Ladakh.

5. Concerned DDO for verification of validity of documents, D.O.B Certificate, Category Certificate etc. The copy of the Select list is also enclosed for verification. The dossier of candidates already stands forwarded at the time of Offer of Appointment.
6. OSD to Hon'ble Lieutenant Governor, UT Ladakh for kind information of the Hon'ble Lieutenant Governor, UT Ladakh.
7. OSD to Chief Secretary, UT Ladakh for kind information of the Chief Secretary, UT Ladakh
8. OSD to Administrative Secretary, Labour and Employment Department for kind information of the Secretary.
9. Concerned file.


**Under Secretary,
Election Department,
UT Ladakh.**