

संघ राज्य प्रशासन, लद्दाख

वित्त विभाग



THE ADMINISTRATION OF
UNION TERRITORY OF
LADAKH
FINANCE DEPARTMENT

File No. M/768/2026-GST-UTL

Email ID: pstocomsecy123@gmail.com

Dated: 12/03/2026

OFFICE MEMORANDUM

Sub: Offer of Appointment to the post of 'Orderly/Process Server' (Group C, Non-Gazetted), in Excise & State Taxes Department of the Administration of Union territory of Ladakh, in Pay Level SL-1 of pay matrix (₹14800-47100).

Ref: Final Selection 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.

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 the provisional appointment to the post of **Orderly/Process Server (Group 'C', Non-Gazetted)**, in the **Excise & State Taxes Department** of the Administration of Union Territory of Ladakh **in the Pay Level SL-1 (₹14800-47100) of pay matrix**, on the following terms and conditions: -

1. In addition to the basic pay in **Pay Structure Level SL-1 (₹14800-47100) of pay matrix**, you will be entitled to draw dearness and other allowances at the rates admissible and subject to the condition laid down in relevant Rules/Orders governing the grant of such allowances in UT Ladakh.
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 Excise and State Taxes (Subordinate) Service Recruitment Rules, 2021**' and other relevant 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 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 the 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 employment does not render you being unsuitable for the Government service and that there are no vigilance cases pending or contemplated against you;

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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 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 Certificate against which your selection has been made. If, at any stage, information/documents are found not verified, or you provide any false information in yourself-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, 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 UT of Ladakh if he/she has entered into or contracted a marriage with a person having a spouse living or who has 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 on this behalf immediately.

12. If you claim to belong to a Scheduled Caste, Scheduled Tribe, or any other reserved category, or a person with a disability (divyangjan), 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 shall 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. All other terms & conditions of the 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 term and conditions specified above, you should **report to the Office of the Commissioner, Excise and State Taxes Department, 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 examination 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.



(Amir Suhail) JKAS,
Under Secretary, Finance,
UT of Ladakh.

No. M/768/2026-GST-UTL/ 97 - 103

Dated: 12/03/2026

To,

The candidate(s) as per list of Appendix- "A".

Copy to the:

1. **Administrative Secretary, GADUT of Ladakh.**
2. **Secretary to the Hon'ble Lieutenant Governor, UT of Ladakh.**
3. **Commissioner, Excise & State Taxes, UT of Ladakh.**

(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 be medical examination report/fitness certificate issued by the prescribed medical authority shall put up immediately, to enable the Competent Authority to issue Appointment Orders and further deployment of the appointees etc. candidate.

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

(c) The copy of the certificates regarding the caste / category of the candidate, if any, shall of to the issuing authority to verify its genuineness and to the Verification Committee 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. P.S. to Chief Secretary, UT of Ladakh.
6. Concerned e-file.

APPENDIX- "A"**Select list for the Post of Orderly, Group 'C', Non-Gazetted, Excise & State Taxes Department**

S. No.	Name	Roll No.	Address	Category
1.	RAHOOF AHMAD	12503490	TRONGJEN, DRASS, RIMBIR PORA, DRASS, KARGIL DISTRICT, LADAKH, 194102	ST
2.	SALIM JAVED	12502208	NAGMAKUSAR, SANKOO, KARGIL DISTRICT, LADAKH, 194301	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/Process Server (Group 'C', Non-Gazetted)** in Excise and State Taxes Department of the Administration of Union Territory of Ladakh, vide Office Memorandum No. **M/768/2026-GST-UTL/_____**, dated: **___.03.2026** 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 requirements of Excise and State Taxes 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 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/Process Server** 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,
Finance Department,
UT of Ladakh.**

Copy to the:

- 1. Commissioner, Excise & State Taxes, UT of Ladakh.
- 2. Under Secretary, GAD, UT of Ladakh.

Annexure - II

UNDERTAKING

I, _____, 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 selection year 2026.
2. That I acknowledge having received/likely to receive offers of appointment for the following posts:

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: _____