

केन्द्रशासितप्रदेशलद्दाखकाप्रशासन
उच्च शिक्षा विभाग
सिविलसचिवालय, लद्दाख



THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH,
HIGHER EDUCATION
DEPARTMENT
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Dated: 05.05.2026

E file No: M-17031(11)/22/2026-HR EDU SECTION/98-109

Subject: Standard Operating Procedure (SoP) detailing the admission procedures of candidates from UT of Ladakh in SKUAST-KASHMIR.

Order No.: 24(HE)/UTL/2026

Dated: 05.05.2026

The Standard Operating Procedure (SoP), detailing the mechanism and procedure of admission of candidates from the Union Territory of Ladakh in Sher-e-Kashmir University of Agricultural Sciences and Technology of Kashmir (SKUAST-KASHMIR), is hereby notified as **Annexure-A** to this Order for implementation with immediate effect.

This issues with the approval of the Competent Authority.

Sd/
Bhanu Prabha, IAS
Administrative Secretary,
Higher Education Department.

Copy to:

1. All Administrative Secretaries.
2. Director General of Police, Ladakh.
3. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.
4. Vice Chancellor, SKUAST-K, for information.
5. Deputy Commissioners/CEO, LAHDC, Leh/Kargil.
6. Deputy Commissioners, Zaskar, Drass, Sham, Nubra & Changthang.
7. All Heads of Departments, UT of Ladakh.
8. Registrar, SKUAST-K, for information and necessary action.
9. Joint Director, Information & Public Relations, Ladakh for circulation to give wide publicity.
10. Technical Director, NIC, Ladakh with the request to upload the SOP on the website of UT Ladakh.

11. OSD to the Chief Secretary, UT of Ladakh for information of the Chief Secretary.
12. PA to Administrative/Secretary Higher Education Department for the information of the Administrative/Secretary.

Huma Khan, JKAS/ हुमा खान, जे.के.ए.एस.
Under Secretary/ अवर सचिव
Higher Education Dept./उच्च शिक्षा विभाग

Annexure-I to Order No. 26 dated: 20.05.2026

Standard Operating Procedure (SOP), detailing the mechanism and procedure of admission of candidates from UT of Ladakh in SKUAST-KASHMIR.

1. Objective

To ensure a fair, transparent, and merit-based process for admission of candidates from the Union Territory of Ladakh to various Undergraduate, Postgraduate, and Ph.D. programmes of the SKUAST-KASHMIR against the seats earmarked for UT Ladakh.

2. Scope

This SOP shall govern the nomination and admission of candidates sponsored by the Administration of UT Ladakh against the seats earmarked for UT Ladakh in different faculties/colleges of the University.

3. Number of Seats

As approved by the Competent Authority, the following seats shall be earmarked:

- i. Two (02) seats in each Faculty/College for Undergraduate/Postgraduate programmes.
- ii. One (01) seat for Ph.D. programme.

These seats shall be filled strictly in accordance with the procedure laid down in this SOP.

4. Nodal Authority

The Higher Education Department, UT Administration of Ladakh shall act as the Nodal Authority/Nodal Department for conducting the selection process and nominating candidates for admission in SKUAST-KASHMIR.

5. Mode of Selection

In order to make the process transparent, a Merit-Based Selection among the eligible candidates shall be followed for admission in SKUAST-KASHMIR.

The candidates shall be selected based on marks obtained in the qualifying examination as per the merit criteria approved by the UT Administration.

5.1 Committee for Merit Based Selection

There shall be a five-member committee comprising the following for determining the merit of the candidates for admission in the SKUAST:

1.	Dean College Development Council	Chairman
2.	Registrar, University of Ladakh	Ex-officio member
3.	Under Secretary, Higher Education Department	Member/ Secretary
4-5	Two seniormost Principals of the	Member(s)

constituent degree colleges to be nominated by the Secretary, Higher Education Department.	
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6. Eligibility Criteria

1. The candidate must be a domiciled resident of the Union Territory of Ladakh.
2. The candidate must fulfil the minimum eligibility criteria prescribed by the University for the respective programme.
3. All relevant certificates must be issued by the competent authority of UT Ladakh.

7. Advertisement and Application Process

- i. The UT Administration shall issue a public notification inviting applications from eligible candidates.
- ii. The notification shall clearly specify:
 - a. eligibility criteria
 - b. number of seats
 - c. selection procedure
 - d. important dates and deadlines
- iii. Applications may be received through an online portal or offline through designated offices, as notified by the Nodal Department.

8. Preparation of Merit List

- i. After evaluation of the entrance examination or academic merit, a provisional merit list shall be prepared.
- ii. The merit list shall be:
 - a. published on the official website of UT Ladakh Administration, and
 - b. displayed on the notice boards of the concerned offices.
- iii. The merit list shall contain the name of the candidate, roll number, marks obtained, and rank secured.

9. Transparency and Grievance Redressal

To maintain transparency in the selection process:

- i. The selection process shall be conducted in a fair and confidential manner.
- ii. The provisional merit list shall remain open for objections/representations for a period of 3– 5 days.
- iii. Any grievance shall be examined by a Selection Committee constituted under para-5.
- iv. After disposal of grievances, a final merit list shall be issued on the recommendation of the Selection Committee.

10. Nomination of Candidates

- i. Based on the final merit list, the Nodal Department in the UT Administration of Ladakh shall nominate candidates to the University strictly in order of merit.
- ii. The nomination order shall include the following details of the candidates:
 - a. Candidate's name



- b. Parentage
- c. Permanent Address
- d. programme allotted
- e. category (if applicable).

11. Verification of Documents

The University shall verify the documents of nominated candidates, including:

- a. domicile certificate
- b. academic qualification certificates
- c. identity documents.

Admission shall be confirmed only after successful verification of documents.

12. Filling of Vacant Seats

In case any nominated candidate fails to join within the stipulated time, the seat shall be offered to the next eligible candidate in the merit list.

13. Record Maintenance

The Nodal Department in the UT Administration of Ladakh shall maintain complete records of:

- i. applications received
- ii. entrance examination records (if applicable)
- iii. merit lists prepared
- iv. nomination orders issued

for purposes of transparency, audit, and reference.

14. Monitoring

A coordination mechanism between the UT Administration of Ladakh and the SKUAST shall monitor the implementation of this SOP to ensure adherence to transparency and merit.

15. Interpretation

Any issue arising in the interpretation or implementation of this SoP shall be decided by the Nodal Department in the UT Administration of Ladakh in consultation with the University, whose decision shall be final.

