

संघ राज्य प्रशासन, लद्दाख

वित्त विभाग



THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH

FINANCE DEPARTMENT

F. No.: A/586/2021 (E. 3970) 1735-1739

ई-मेल/email: directorat@ladakh.gov.in

यूटी सचिवालय, लेह/UT Secretariat, Leh,
Dated: 10.08.2026.

Under Secretary,
Ladakh Subordinate Services
Staff Selection Board

Subject: Submission of Requisition form for direct recruitment for the post of Government Cashier.

Sir,

In reference to the subject cited above, I am directed to forward herewith the requisition form along with requisite certificates for direct recruitment of 05 post of Government Cashier to be recruited as per prescribed format.

S No	Name of the post	Pay Level/Structure	Vertical Reservation						Total vacancies reserved out of the vertical reservation for PWD & ESM horizontal Reservation	
			UR	ST	SC	ALC	EWS	Total	PWD	ESM
1	Government Cashier	Level – 4 (25500-81100)	0	05	0	0	0	05	01	0

Yours faithfully,

Kaneez Fatima,
Director, Accounts and Treasuries,
UT of Ladakh

Copy to the:

1. Under Secretary, Jammu Kashmir and Ladakh Affairs, Ministry of Home Affairs, GoI.
2. OSD to Chief Secretary and Administrative Secretary, Finance Department, UT of Ladakh.
3. Private Secretary to Commissioner/Secretary Finance, UT of Ladakh.
4. Office copy.

5 NIC

Requisition Proforma

(Group 'B' (Non-Gazetted) and Group 'C' UT Cadre of posts)

1.	a.	Name of the Department:	Department of Finance, Administration of Union territory of Ladakh					
	b.	Whether the requisitioning authority is authorized by the Administrative Department to place the requisition with the LSSSSB directly:	YES					
2.	Contact details and complete postal address of the Nodal Officer of the Department.		a.	Name:	SONAM CHOROL			
b.			Designation:	ACCOUNTS OFFICER				
c.			Address:	DIRECTORATE OF ACCOUNTS AND TREASURIES				
d.			Tel. No./Mobile No.	8492065921				
e.			E-mail:	Sonchol.84@ladakh.gov.in				
3.	Details of the Post (for which Requisition is being submitted): -							
	a.	Name of the post:	Government Cashier					
	b.	Pay Matrix (as per 7 th CPC):	Level – 4 of Pay Matrix (25500-81100) under 7 th CPC					
	c.	Classification of Post	i.	Whether Group 'B' Non-Gazetted or Group 'C'	Group 'C'			
	ii.		Whether Technical or Non-Technical.	Non-Technical				
	d.	Whether verified that the posts belong to UT Cadre categories.		YES				
	e.	Brief description of the job requirements and nature of duties of the post.		Government Cashier is the main dealing assistant in a section to handle all the work and files allocated to him. Maintains Cash book and other Account Register. He requires good hand in using computers with basic knowledge of word and data processing software. He/ She needs to check and transcribe correspondence and other documents, deal with incoming and outgoing mail, and deal with routine correspondence.				
4.	How have the vacancies arisen? (Clearly specify, by promotion/resignation/death/retirement etc. in case the vacancy is due to failure to recruit by transfer/deputation, the details thereof may also be indicated)		Vacancies pertain to the Posts apportioned to the UT Ladakh vide SRO 840 dated 26 th October 2019.					
5.	Break up of vacancies (This may be shown in the vertical and horizontal component as indicated below): -							
	a)	Category-wise (Vertical)	UR	ST	SC	ALC	EWS	TOTAL
		No. of vacancies	0	05	0	0	0	05
	* In accordance with the <i>Union territory of Ladakh Reservation (Amendment) Rules, 2025</i> vide S.O. 77 dated 27 th June 2025, notified by the Administration of UT of Ladakh.							

b)	Whether the post is identified suitable for PwD Candidates: YES			
	If yes, the following information regarding the type of disability is to be filled: -			
	Type of Disability	Category of Disability	Suitable for PwD	Permissible disability**
	(i) Blindness and low vision	VH	YES	Low Vision (LV)
	(ii) Deaf and hard of hearing	HH	YES	Hard of Hearing (HH)
	(iii) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy, Spinal deformity and spinal injury without any associated neurological/limb dysfunction	OH	YES	One Arm Affected (OA), One Leg Affected (OL), Both Leg Affected (BL), Cerebral Palsy (CP), Leprosy Cured (LC), Dwarfism (DW), Acid Attack Victim (AAV).
	(iv) Autism, intellectual disability, specific learning disability and mental illness	Others	YES	Autism Spectrum Disorder Mild-ASD(M), SLD, MI
(v) Multiple disabilities from amongst persons under clauses (i) to (iv) above including deaf, blindness	Others	YES	Multiple Disabilities (MD) involving (1) to (iv) above.	

	**Permissible disabilities i.e. Low Vision (LV), Hard of Hearing (HH) One Arm Affected (OA), One Leg Affected (OL), Both Leg Affected (BL), Cerebral Palsy (CP) Leprosy Cured (LC), Dwarfism (DW), Acid Attack Victim (AAV), Autism Spectrum Disorder Mild ASD(M), Specific learning Disability (SLD), Mental Illness (MI), Multiple Disabilities (MD) involving (i) to (iv) above.		
(c)	Horizontal Reservation: In accordance with the <i>Union territory of Ladakh Reservation (Amendment) Rules, 2025</i> , notified by the Administration of UT of Ladakh. Out of the total number of vacancies shown above in Col. 5(a), the number of vacancies reserved for Persons with Disabilities (PwD): -		
	VH	01	
	HH	Nil	
	OH	Nil	
	Others	Nil	
	Total vacancies reserved for Persons with Disabilities (PwD)	Nil	
(c)(i)	Out of Total reserved PwD vacancies in 5(c) above, number of vacancies which may be filled through non-PwD candidates in the event of not finding candidates from earmarked PwD category:	01	
(c)	Out of Total PwD vacancies as mentioned in 5(c)	Number	Vertical Category

(ii)	above, number of vacancies and corresponding Vertical category which should be left unfilled in the event of not finding candidates from earmarked PwD category:	01	ST-01
(d)	Out of the total vacancies shown above in col. 5(a), vacancies reserved for Ex- Serviceman (ESM)	Nil	

	(d)(i)	Out of the Total ESM vacancies as mentioned in 5(d) above, the number of vacancies and corresponding Vertical category that should be left unfilled in the event of not finding candidates from the earmarked ESM category:	Number	Vertical Category	
			Nil	Nil	
6.	Period of probation		02 years		
7.	Qualification as laid down in the notified Recruitment Rules including any relaxation:				
	(a)	Essential	Graduation from any recognized University with minimum 200hrs or 6-month certificate course in computer applications from any government recognized institute and qualify type test with speed of not less than 35 words per minute on computer key board.		
	(b)	Desirable (Please indicate 'NIL' if not specified in the Recruitment Rules)	Nil		
	(c)	Relaxation, if any	Nil		
8.	Whether the Indenting Department has furnished any clarification on EQ/Eligibility/Experience to SSC/LAHD-SSRB/LAHD-SSRB. If yes, please attach the said copies of correspondence with the requisite clarification.		No		
9.	Age Limits as per Recruitment Rules: - (As per the provisions of the GAD Order No. 448-LA(GAD) of 2024 dated 27.09.2024 and Addendum to the order, dated 30.06.2025)		Minimum: 18 YEARS		
			Maximum:	General (Unreserved) / EWS	40 years
				SC/ST/ALC	40+5 years
				PwBD	40+10 years
				PwBD and SC/ST/ALC	40+10+5 years
				Ex-Serviceman (ESM)	An Ex-Serviceman shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post which he is seeking appointment by

				more than three years, he shall be deemed to satisfy the condition regarding age limit.
			Person in Govt. Service (who has rendered not less than 03 years regular and continuous service)	Unreserved: 40 years SC/ST/ALC: 45 years
10.	Any other requirements or conditions not covered by the above columns.	NA		
11.	Name, address & Tel. No. of the Officer (not below the rank of Under Secretary or equivalent of the Department.) who shall be deputed/ contacted to assist LSSSSB, when required.	a.	Name:	SONAM CHOROL
		b.	Designation:	ACCOUNTS OFFICER
		c.	Address:	DIRECTORATE OF ACCOUNTS AND TREASURIES, UT LADAKH
		d.	Tel.No./Mobile No.	8492065921
		e.	E-mail:	Sonchol.84@ladakh.gov.in
12.	Whether the number of vacancies reserved for SC, ST, ALC & EWS as mentioned in Column 5 above, is in accordance with the <i>Union territory of Ladakh Reservation (Amendment) Rules, 2025 vide S.O. 77 dated 27.06.2025.</i>	YES		
13.	Whether the vacancies for PwD and ESM have been worked out, is in accordance with the <i>Union territory of Ladakh Reservation (Amendment) Rules, 2025 vide S.O. 77 dated 27.06.2025.</i>	YES		

14.	Whether the provisions of 'The Rights of Persons with Disabilities Act, 2016' are complied with?	YES
15.	It is certified that:	
a.	The information furnished against the above-mentioned columns are correct and based on the records available with the office;	
b.	All vacancies projected in this requisition are regular and fall under the direct recruitment quota as per Recruitment Rules. Necessary sanction of the competent authority in the Administration for these posts has been obtained;	
c.	Age relaxation is in accordance with latest instructions of the Administration of UT Ladakh	
d.	Candidates nominated by the LSSSSB against the vacancies reported in this requisition shall be given appointment by this office within three months from the date of nomination.	

Place:

Date:

Signature and Official Seal of the Officer authorized to send this requisition.

Name: Tsewang Tharchin, IA&AS
 Designation: Commissioner/Secretary, Finance.
 Telephone No.: 01982-256076
 Mobile No.: 9417445293
 E-mail: Directorat@ladakh.gov.in

Annexure-I**The Administration of Union Territory of Ladakh
Finance Department**

F. No. A/586/2021 (E. 3970) / 1735-1739

Dated: 10.08.2026

CERTIFICATE

This is to certify that the Recruitment Rules (RRs) for the post of Government Cashier have been notified vide S.O. No.66 dated :10.12.2021 read with S.O 222 dated: 14.07.2026. (The copy of RR is also enclosed herewith). The Age-limit shall be in accordance with the GAD Order No. 448-LA(GAD) of 2024 dated 27.09.2024.

1. The Essential Qualification attached to the post as per RR are:

Graduation from any recognized University with minimum 200hrs or 6-month certificate course in computer applications from any government recognized institute and qualify type test with speed of not less than 35 words per minute on computer key board.

2. Skill Test/PET/PST/Typing Test, etc. as per RR are:

Type test with speed of not less than 35 words per minute on computer key board.

Note: Please specify if any relaxation/ exemption is applicable for the Person with Benchmark Disabilities (PwBD)

3. The laid down Duties and Responsibilities attached to the post are:

Government Cashier is the main dealing assistant in a section to handle all the work and files allocated to him. Maintains Cash book and other Account Register. He requires good hand in using computers with basic knowledge of word and data processing software. He/She requires to check and transcribe correspondence and other documents, deal with incoming and outgoing mail, and deal with routine correspondence

Official Seal

Encl: RRs

Place:

Date:

Signature of Administrative Secretary/

Head of the Department.

Name: Tsewang Tharchin, IA&AS
Designation: Commissioner/Secretary, Finance.
Telephone No. 01082-256776
Mobile No. 9417445293
E-mail : director-fd@ladakh.gov.in

(Signature)
Tsewang Tharchin, IA&AS
Commissioner/Secretary, Finance Department
UT of Ladakh

Annexure-II**The Administration of Union Territory of Ladakh
Finance Department**

F. No. A/586/2021 (E. 3970)/1735-1739

Dated: 10.08.2026

CERTIFICATE

It is certified that the provisions of the 'THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016' which has become effective from 19th day of April, 2017 and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition. The vacancy (ies) reported in this requisition is in conformity with Rule 4(f) of Union territory of Ladakh Reservation (Amendment) Rules, 2025 vide S.O. 77 dated 27.06.2025, issued by the Administration of UT Ladakh.

2. It is also certified that the post of Government Cashier which is identified ~~SUITABLE/NOT SUITABLE~~ for persons with Disabilities (PwD) with the following Disabilities: -

Type of Disability	Category of Disability	Disability permissible/ suitable for jobs attached to the post (i.e. One Arm affected, One Leg affected, Both Legs affected, one arm & One Leg Affected, Both Arms affected, Low Vision, Blind etc.)
(i) Blindness and low vision	VH	Low Vision (LV)
(ii) Deaf and hard of hearing	HH	Hard of Hearing (HH)
(iii) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	OH	One Arm Affected (OA), One Leg Affected (OL), Both Leg Affected (BL), Cerebral Palsy (CP) Leprosy Cured (LC), Dwarfism (DW), Acid Attack Victim (AAV).
(iv) Autism, intellectual disability, specific learning disability, and mental illness	Others	Autism Spectrum Disorder Mild-ASD(M), SLD, MI
(v) Multiple disabilities from amongst persons under clauses (i) to (iv) above including deaf, blindness		Multiple Disabilities (MD) involving (1) to (iv) above.

Place:

Date:

Signature of Administrative Secretary/
Head of the Department.Name: Tsewang Tharchin, IA&AS
Designation: Commissioner/Secretary, Finance

Telephone No. 01982-256776

Mobile No. 9417445293

Tsewang Tharchin, (IA&AS)
Commissioner/Secretary, Finance
UT of Ladakh

Annexure-III**The Administration of Union Territory of Ladakh
Finance Department**

F. No. A/586/2021 (E. 3970)/1735-1739

Dated: 0.08.2026

CERTIFICATE

It is certified that I have personally checked and ensured the correctness of all information given in the Requisition Form for the post of Government Cashier.

It is also certified that the provision of S.O. 77 dated 27th June 2025 or any subsequent orders notified by the Administration of UT of Ladakh is taken into account while submitting the requisition.

It is also certified that the post of Government Cashier is classified as a Group 'B' / Group 'C' and classified as ~~Technical~~ or Non-Technical. (***STRIKE OUT IF NOT APPLICABLE***)

The undersigned is authorized by the Administration of UT Ladakh to place the requisition.

Place:

Date:

Signature of Administrative Secretary/

Head of the Department

Tsewang Tharchin, (IA&AS)
Commissioner/Secretary, Finance Department,
UT of Ladakh

Name: Tsewang Tharchin, IA&AS

Designation: Commissioner/Secretary, Finance.

Telephone No. 01982-256776

Mobile No. 9417445293

E-mail : director-at@ladakh.gov.in

Annexure-IV**The Administration of Union Territory of Ladakh
Finance Department**

F. No. A/586/2021 (E. 3970) /1735-1739

Dated: 08.08.2026

CERTIFICATE

This Office undertakes to depute an officer of at least the rank of Under Secretary or equivalent in the UT Administration, for Scrutiny of documents of candidates before finalization of results.

The deputed officer is authorized by the Department to certify the admissibility of documents w.r.t educational qualifications and experience as required under the Recruitment Rules for the requisitioned post(s), which shall be treated as final.

The interpretation of the deputed officer of this department regarding the Essential Qualification(s) (EQ) /Experience for the requisitioned post(s) shall be final and shall also be treated as uniform for identical cases of candidates for the same post.

Ladakh Subordinate Services Staff Selection Board (LSSSSB) shall not allow any relaxation in EQ/Experience required for the requisitioned Post(s) and the decision of the Indenting Department shall be final.

Place:

Date:

Signature of Administrative Secretary,
Head of the Department

Tsewang Tharchin, IA&AS
Commissioner/Secretary, Finance Department,
UT of Ladakh

Name: Tsewang Tharchin, IA&AS
Designation. Commissioner/Secretary, Finance
Telephone No. 01982-256776
Mobile No. 9417445293
E-mail: director-at@ladakh.gov.in

Annexure-V**The Administration of Union Territory of Ladakh
Finance Department**

F. No. A/586/2021 (E. 3970)/17355-1739

Dated: 10.08.2026

CERTIFICATE

It is certified that the vacancies reported under the Requisition Proforma by this Office/Department shall not be withdrawn. Neither the number nor the category-wise break-up of vacancies shall be altered. In the event of any unprecedented/exigent circumstances wherein there is a withdrawal of vacancies or alteration in the category-wise break-up of vacancies by this Department, this Department shall take full responsibility to accommodate the nominated candidates so recruited in compliance with its requisition.

Place:

Date:

Signature of Administrative Secretary/
Head of the Department

Tsewang Tharchin, (IA&AS)
Commissioner/Secretary, Finance Department,
UT of Ladakh

Name: Tsewang Tharchin, IA&AS

Designation: Commissioner/Secretary, Finance

Telephone No. 01982-256776

Mobile No. 9417445293

E-mail : director-at@ladakh.gov.in