

संघ राज्य प्रशासन, लद्दाख

वित्त विभाग



THE ADMINISTRATION OF
UNION TERRITORY OF
LADAKH
FINANCE DEPARTMENT

File No. M/3444/2026-GST-UTL/ 106-113

Email ID: ac-statetax@ladakh.gov.in

Dated: 28/08/2026

MEMORANDUM

- Subject:** Offer of Appointment to the post of 'Inspector' (Group B, Non-Gazetted), in Excise & State Taxes Department of the Administration of Union territory of Ladakh, in Level-6 of Pay Matrix (Rs. 35400-112400).
- Reference:** Provisional Select List issued by the Ladakh Subordinate Services Staff Selection Board (LSSSSB) under F. No. M-13/178/2026-EO(LSSSSB)/2187-2193 dated 28.07.2026 against the Post Category No. LSB2507 of Adv. No. LSSSSB/2025/01 dated 28.07.2025 and forwarded vide letter No. M-13/178/2026-EO(LSSSSB)/2194-2199 dated 29.07.2026.

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 **Inspector (Group 'B', Non-Gazetted)**, in the **Excise & State Taxes Department** of the Administration of Union Territory of Ladakh in the **Level-6 of Pay Matrix (Rs. 35400-112400)** on the following terms and conditions: -

- 1) In addition to the basic pay in **Level-6 Pay Matrix (Rs. 35400-112400)**, 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 from time to time during the course of probation and to pass such examination(s) as the administration may prescribed. 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;
- 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 15 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) If you have been selected for multiple posts based on merit in the Selection Posts/LSSSB/2025/01 Examination, you may have received offers of appointment for each of those posts. In this situation, you have the option to choose one posts of your preference and should only accept one offer of appointment. You are required to submit an undertaking at the time of acceptance of the appointment, clearly indicating your choice of the post, you 'intend' to join. (enclosed as Annexure-II).

This issues with the approval of the Competent/ Appointing Authority.

Sd/-
Ashish Kundra (IAS)
Chief Secretary/Administrative Secretary, Finance,
UT of Ladakh.

No. M/3444/2026-GST-UTL/ 106-113

Dated: 18/08/2026

To,

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

Copy to the:

1. Administrative Secretary, GAD, UT of Ladakh.
2. Secretary to the Hon'ble Lieutenant Governor, UT of Ladakh.
3. Additional 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 medical examination report/fitness certificate issued by the prescribed medical authority shall be 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 candidate 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 be forwarded 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. Joint Director, Information, UT Ladakh for dissemination of Information through social media and print media.
5. OSD to Secretary to Chief Secretary/Administrative Secretary, Finance Department, UT of Ladakh.

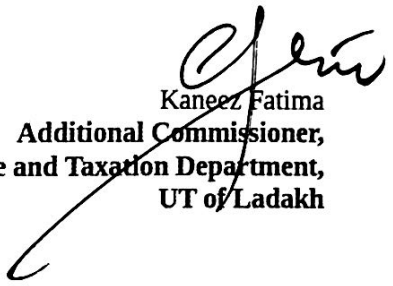
6. State Informatics Officer, NIC, UT of Ladakh.
7. P.S. to Commissioner/Secretary Finance Department, UT of Ladakh.
8. Concerned e-file.


Kaneez Fatima
Additional Commissioner,
Excise and Taxation Department,
UT of Ladakh

APPENDIX- "A"

Select list for the Post of Inspector, Group 'B', Non-Gazetted, Excise & State Taxes Department, UT Administration of Ladakh (Post Category No. LSB2507 of Adv. No. LSSSSB/2025/01 dated 28.07.2025).

S. No.	Name	Parentage	Address	Category
1.	BASHIR AHMAD	MOHD TOHA	LAMSOO SANDOW, YUGMA KHARBOO, SHAKAR CHIKTAN, KARGIL DISTRICT, Ladakh, 194109	ST


Kaneez Fatima
Additional Commissioner,
Excise and Taxation Department,
UT of Ladakh

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 Inspector (Group 'B', Non-Gazetted), in the Excise & State Taxes Department, Administration of Union Territory of Ladakh, **in Level-6 of Pay Matrix (Rs. 35400-112400)** issued vide Memorandum No. M/3444/2026-GST-UTL/_____ dated: _____.08.2026 and also accept the terms and conditions mentioned therein.

I also undertake to serve anywhere within the territorial/administrative jurisdiction of the Union territory of Ladakh as per my service conditions and depending upon requirements of Excise & 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 Accounts Assistant 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,
The Chief Secretary/Administrative Secretary, Finance Department, UT of Ladakh.

Copy to the:

1. Commissioner, Excise & State Taxes Department, UT of Ladakh.
2. Under Secretary, GAD, UT of 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/LSSSSB/2025/01 conducted by Ladakh Subordinate Services Staff Selection Board (LSSSB).

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]
Post Code: _____ [Post Code]

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)

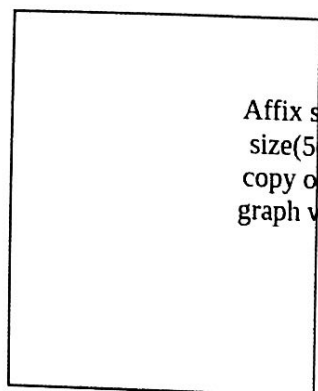
ATTESTATION FORM

ANNEXURE-I

WARNING:

The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification, and is likely to render the candidate unfit for employment under the Government.

2. If detained, arrested, prosecuted, bound down fined, convicted, debarred, acquitted etc. Subsequent to the completion and submission of this form the details should be communicated immediately to the authorities to whom the attestation form has been sent early, failing which it will be deemed to be a suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person his service would be liable to be terminated.



Affix signed passport size(5cmx7cm appx) copy of recent photograph where asked for

1.	Name in full (in BLOCK capitals) with aliases, if any (Please indicate if you have added or dropped in any stage any part of your name or surname)	SURNAME	NAME
2.	Present Address in full i.e. Village, Thana and District or House No., Lane/Street/Road and Town.		
3.	a)	Home Address in full i.e. Village, Thana and District or House No., Lane/Street/ Road and Town and name of District Headquarters.	
	b)	If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union.	

Contd..2/-

4. Particulars of places (with periods of residence) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

From	To	Residential address in full (i.e. Village, Thana and District or House No., Lane/Street/ Road and Town).	Name of the District Headquarters of the place mentioned in the Preceding column.

5.

	Name	Nationality (by birth or by domicile)	Place of Birth	Occupation(if employed give designation & official address)	Present Postal address (if deal give last address)	Permanent Home address
i) Father (Name in full aliases, if any)						
ii) Mother						
iii) Wife/ Husband						
iv) Brother(s)						
v) Sister (s)						

Contd..3/-..

5(a) Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/living in a foreign country:

Name	Nationality (by birth and/or by domicile)	Place of Birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in previous column.

6. Nationality

7. (a) Date of Birth -
 (b) Present Age -
 (c) Age at Matriculation -

8. (a) Place of birth, District and State in which situated -
 (b) District and State to which you belong -
 (c) District and State to which you father originally belong -

9. (a) Your Religion -

- (b) Are you member of a SC/ST? Answer in Yes or No. -

Contd..4/-..

10. Educational Qualification showing places of education with year in School and College since 15th year of age.

Name of School/ College with full address	Date of Entering	Date of Leaving	Examination Passed

11.(a) Are you holding or have any time held an appointment under the Central or State Government or a semi-government or a Quasi-Govt. body or an autonomous body or a public undertaking or a private firm or institution, if so give full particulars with date of employment up-to-date.

Period		Designation & nature of employment	Emoluments	Full name & address of employer	Reasons for leaving previous service
From	To				

11.(b) If the previous employment was under the Government of India, a State Government/an Undertaking owned or controlled by the Government of India or a State Government/an Autonomous Body/University/Local Body.

If you had left service on giving a month's notice under the Rule 5 of the Central Civil Service (Temporary Service) Rules, 1965 or any similar corresponding rules were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service or a subsequent date before your services actually terminated.

Contd..5/-..

- 12(1) a) Have you ever been arrested? Yes/No
b) Have you ever been prosecuted? Yes/No
c) Have you ever been kept under detention? Yes/No
d) Have you ever been bound down? Yes/No
e) Have you ever been fined by a Court of Law? Yes/No
f) Have you ever been convicted by a Court of Law for any offence? Yes/No
g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority, institution? Yes/No
h) Have you ever been debarred/disqualified by any Public/ Staff Selection Commission or any of if examination/ selection? Yes/No
i) Is any case pending against you in any Court of Law at the time of filling up this Attestation Form? Yes/No
j) Is any case pending against you in any university or any other educational authority institution at the time of filling up this Attestation Form? Yes/No
k) Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise? Yes/No

12(2) If the answer to any of the above-mentioned question is Yes, give full particulars of the case/arrest/detention/fine/conviction/sentence/ punishment etc. and the nature of the case pending in the Court/University/Educational authority etc. at the time of filling up this form.

- NOTE:**(i) Please also see the warning at the top of this attestation form.
(ii) Specific answer to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

1. Names of two responsible person of 1.
Your locality or two references to whom
you are known. 2.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of Candidate _____

Date _____

Place _____

IDENTITY CERTIFICATE

(Certificate to be signed by anyone of the following)

- i. Gazetted Officers of Central or State Government;
- ii. Members of Parliament or State Legislative belonging to the constituency where the candidates or his parent/guardian is ordinarily resident;
- iii. Sub-Divisional Magistrate/Officers;
- iv. Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers;
- v. Principal/Head-Master of the recognized school/college/institution where the candidate studied last;
- vi. Post-Master;
- vii. Panchayat Inspectors.

Certified that I have known Shri/Smt./Kumari _____

_____ son/daughter of Shri _____

for the last _____ years _____ months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Date _____

Signature _____

Place _____

Designation or status and address

TO BE FILLED BY THE OFFICE

- i. Name, Designation and full address of the appointing authority.
- ii. Post for which the candidate is being considered

ANNEXURE-II

CHARACTER CERTIFICATE

Certified that I have known Shri/Smt./Kum. _____
_____ son/wife/daughter of Shri _____
_____ for the last* _____ years _____
months and that to the best of my knowledge and belief he/she bears reputable character and
has no antecedents which render him/her unsuitable for Government Employment.

Shri/Smt./Kum. _____ Is not related to me.

Place _____

Signature

Date _____

Designation _____

Office Stamp

*At least 6months at the time of signing the certificate.

ANNEXURE-III

DECLARATION TO BE OBTAINED FROM THE NEW
ENTRANTS TO GOVERNMENT SERVICE

I, Shri/Shrimati/Kumari _____

Declares as under:

- i) That I am unmarried/a widower/ a widow
 - ii) That I am married and have only one spouse living
 - iii) That I have entered into or contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.
 - iv) That I have entered into and contracted a marriage with another person during the life time of my spouse. Application for grant of exemption is enclosed.
2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

DATE:

SIGNATURE:

*Please delete clause/clauses not applicable.