

संघ राज्य प्रशासन, लद्दाख
सामान्य प्रशासन विभाग



THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION
DEPARTMENT

F. No.: A – 12 / 17 / 2024 - GAD SEC

ई-मेल / email:
gad.utladakh@ladakh.gov.in

यूटी सचिवालय / UT Secretariat
लेह / Leh, Dated: 09.09.2026

MEMORANDUM

Subject: Offer of Appointment to the post of Junior Stenographer (Group 'B', Non-Gazetted), in the General Administration Department (GAD) of the Administration of Union territory of Ladakh, in the Pay Level-6B, Pay Structure (₹ 35600-112800) of pay matrix.

Reference(s):

1. *Public Notice No. 49 dated: 07.09.2026 issued by Ladakh Subordinate Services Staff Selection Board against post code LSB2506 advertised vide Advertisement No. LSSSSB/2025/01 dated: 28.07.2025.*
2. *Letter dated 08.09.2026 issued by LSSSSB regarding forwarding of Select List issued by operation of waitlist notified vide Public Notice No. 49 for issuance of Offer of Appointment.*

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, you are hereby offered a provisional appointment to the post of **Junior Stenographer (Group 'B', Non-Gazetted), in General Administration Department** of the Administration of Union territory of Ladakh, **in the Level-6B, Pay Structure, (₹ 35600-112800) of pay matrix**, on the following terms and conditions:

- 1) In addition to basic pay in **the, Level-6B, Pay Structure (₹ 35600-112800) 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 the Rules/Orders governing the grant of such allowances.
- 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 Secretariat (Subordinate) Service Recruitment Rules, 2022**, and other 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.

Handwritten signature and date 09/09/26

- 4) You may be deputed by the Department to attend such training, as required by the rules and 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 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 present employment does not render you being unsuitable for the Government service and that no vigilance cases are 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 against which your selection has been made. If, at any stage, information / documents are found not verified or any false information is provided by you in your self-declaration / attestation forms, your provisional appointment shall be canceled 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 Union territory of Ladakh, if he has entered into or contracted a marriage with a person having a spouse living or who having 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 in this behalf immediately.
- 12) If you claim to belong to a Scheduled Caste (SC), Scheduled Tribe (ST) or any other reserved category, or a person with disability (PwD), you will have to produce a certificate issued in the prescribed format by the Competent Authority. It may be noted that

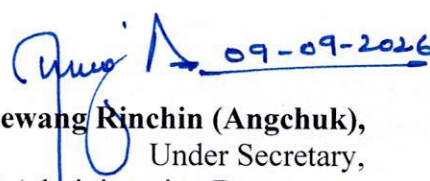


your appointment shall be provisional and shall be subject to verification of the relevant certificate through proper channels. If the verification reveals that your claim with regard to your belonging to SC/ST/or any other reserved category/ PwD is false, your services will be terminated forthwith without 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) Other conditions of 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 terms and conditions specified above, you should **report to the Office of the Administrative Secretary, GAD, 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.

This issues with the approval of the Competent Authority.


Chewang Rinchin (Angchuk),
Under Secretary,
General Administration Department.

To,

The candidates to whom the provisional offer of appointment is being issued is indicated in "Annexure-II" appended to this order.

Copy to the:

DDO, GAD, UT Secretariat.

(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.

(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 to the District Magistrate concerned, in which the primary residence of the candidate is located, for verification of character and antecedents.

(c) The copy of the certificates regarding the caste / category of the candidate, if any, shall be submitted to the issuing authority to verify its genuineness and to the Verification Committee of the Department of Social Welfare.

(d) The certificates related to the essential educational qualifications shall be verified through the Institution / Examination Authority concerned.

Copy also to:

1. State Informatics Officer, NIC, UT of Ladakh.
2. Joint Director, Department of Information & Public Relations, UT of Ladakh.
3. Under Secretary to Hon'ble Lieutenant Governor, UT of Ladakh.
4. OSD to the Chief Secretary, UT of Ladakh.
5. Personal Assistant to the Administrative Secretary, GAD.

 9-9-2026

Chewang Rinchin (Angchuk),
Under Secretary,
General Administration Department

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 **Junior Stenographer (Group 'B', Non-Gazetted)**, in
the General Administration Department of the Administration of Union territory of Ladakh,
vide Memorandum No. A – 12 / 17 / 2024 – GAD SEC dated 09-09-2026 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 the requirements of the General
Administration 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 to 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 **Junior Stenographer**; 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.

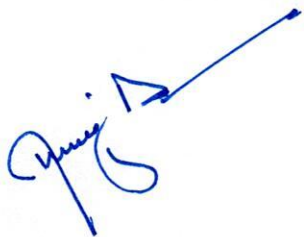
Signature :

Name (in BLOCK letters) :

Address :

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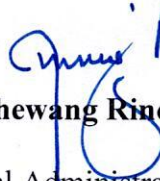
To,
Administrative Secretary, General Administration Department, UT of Ladakh.



Annexure-II

Select list for the post of Junior Stenographer, Group 'B', Non-Gazetted, in the General Administration Department, UT of Ladakh:

S.No	S.No. of Select List	Roll No	Candidate Name	D.O.B	Category	Permanent Address
1.	1	32505832	RIGZIN DOLMA	15/10/1997	UR/ST	Khangsar, Karzoo, Sankar Chubi, Leh, Leh District.
2.	2	32506469	RIGZIN TAMCHOS	28/04/1996	ST	Kyangpa Toktha Upper Stok Leh District.
3.	3	32504112	DEACHEN LHAMO	23/07/1995	ST	Katpa Jago Sankar Chubi, Leh District,
4.	4	32506432	TSERING DOLKAR	16/02/1997	ST	Baldor, Chuchut Shama, Leh District.
5.	5	32505992	THINLES ANGMO	02/06/1997	ST	Chuchot Shamma Jawo Pa Leh District.
6.	7	32505601	TASHI YANGDOL	15/09/1996	ST	Solar Colony Choglamsar Leh District
7.	10	32503703	SHENAZ MALIK	01/02/1998	ST	Chonjor, Chuchot Yokma, Leh District.
8.	11	32505990	JIGMET LEGZES LHAMO	13/06/2000	ST	Busupa Tia Leh District.
9.	13	32505103	SONAM ANGMO	23/04/1999	ST	Skildong Saspochey, Leh District.

 9-9-2026
Chewang Rinchen (Angchuk),
Under Secretary,
General Administration Department.