सत्यमेव जयते

F. No. A/614/2021-S&TW SEC/61

केंद्र शासित प्रदेश लद्दाख प्रशासन
समाज एवं आदिवासी कल्याण विभाग
संघ राज्य सचिवालय, लद्दाख

THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH,
SOCIAL & TRIBAL WELFARE DEPARTMENT,
UT Secretariat, Ladakh.

ई-मेल/Email: stw-ladakh@ladakh.gov.in

दूरभाष/Phone No: 01982-258365

संघ राज्य सचिवालय, लेह/ UT Secretariat, Leh,
Dated: 14.09.2026.

MEMORANDUM

Subject: Offer of Appointment to the post of Junior Stenographer, in Social & Tribal Welfare Dept. of the Administration of Union territory of Ladakh, in Pay Level-6B of pay matrix (Rs. 35600-112800 under 7th CPC).

Reference: Ladakh Subordinate Services Staff Selection Board (LSSSSB) select list notified vide Public Notice No. 49 dated 07.09.2026.

Consequent upon the selection made by the Ladakh Subordinate Services Staff Selection Board (LSSSSB) (on behalf of the Administration of Union Territory of Ladakh) and with approval of the Competent Authority / Appointing Authority, you are hereby offered provisional appointment to the post of **Junior Stenographer**, in Social & Tribal Welfare Dept. of the Administration of Union Territory of Ladakh, in Pay Level-6B of pay matrix (Rs. 35600-112800) on the following terms and conditions:

(1) In addition to basic pay in Level-6B of pay matrix (Rs. 35600-112800 under 7th CPC), you will be entitled to draw dearness and other allowances at the rates admissible and subject to the condition laid down in Rules/Orders governing grant of such allowances.

(2) You will be on probation for a period of two years 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 Ladakh Social & Tribal Welfare (Subordinate) Service Recruitment Rules, 2021 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,

(4) You may be deputed by the Department to attend such trainings, if considered necessary. In the event 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 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 there are no vigilance cases pending or contemplated against you;

(6) Your services shall be liable to termination at any time by one-month 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 solemn affirmation to that effect) in the prescribed form.

(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 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, and, you will be liable to be discharged from 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 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, Scheduled Tribe or any other reserved category, or a person with disability, 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 have been selected for multiple posts based on your merit in the LSSSSB Examination or in the LAHD-SSRB examination, you may have received offers of appointment for each of those posts. In this situation, you have the option to choose one post of your preference and should only accept one offer of appointment. You are required to submit an undertaking at the time of accepting the offer of appointment, clearly indicating your choice of the post you intend to join.

(15) If you accept the provisional offer of appointment on the terms and conditions specified above, you should report to the office of Directorate of Social and Tribal Welfare Dept. 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.

If you have been selected for multiple posts, you must choose one post of your preference from the offers received. You are required to submit an undertaking stating your choice of one post in the format provided (enclosed as Annexure II)

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

Sanjat Bhardwaj

(Dr. Sanjat Bhardwaj) JKAS
Under Secretary

To,

The Candidate(s) as per select list of Appendix- "A"

Copy to:

1. **Administrative Secretary GAD, UT of Ladakh.**
2. **Secretary to Hon'ble Lieutenant Governor, UT of Ladakh.**

3. Director Social and Tribal Welfare Dept., Kargil and Camp Office Leh.

(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 submitted to this Department immediately, to enable the Competent Authority to issue Appointment Orders and further place the services of the appointee to your Department for further deployment etc.

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

(c) The copy of the certificates regarding 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.

4. **Technical Director, UT Ladakh.**

5. **P. S. to Chief Secretary**, UT of Ladakh for information of the Chief Secretary.

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, Social & Tribal Welfare Dept. made vide Memorandum No. _____ dated _____ 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 Social & Tribal Welfare Dept.

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 **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: ....

To,

The Administrative Secretary,
Social & Tribal Welfare Dept., UT of Ladakh.

Copy to:

1. **Director, Social & Tribal Welfare Dept., UT of Ladakh.**
2. **Under Secretary, GAD, UT of Ladakh.**

Annexure-II

UNDERTAKING

I, _____ [Your Full Name], hereby solemnly declare and undertake the following:

I have been selected for multiple posts based on my merit in the Selection Posts/Ladakh/2025 Examination conducted by LSSSSB or in LAHD-SSRB examination.

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)

Appendix- "A"

Select list for the post of Junior Stenographer in Social & Tribal Welfare Department.

S. No	Name	Parentage	Roll No.	Addressed
1.	Mohd Hussain	Asgar Ali	32508698	Baroo, Kargil, Kargil District, Ladakh, 194105

Sanjat Bhardwaj

(Dr. Sanjat Bhardwaj) JKAS
Under Secretary