संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग

सत्यमेव जयते

THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION
DEPARTMENT

**F. No.: A-32/3/2023 GAD SEC Comp No.: 11002**

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

यूटी सचिवालय / UT Secretariat
लेह / Leh, Dated the: 28th October, 2026

# OFFICE MEMORANDUM

**Subject: Inviting comments of stakeholders on the draft *Ladakh Secretariat (Subordinate) Service (Amendment) Rules, 2026.* – regarding.**

In pursuance of DoP&T's O.M. No. AB-14017/61 dated 13.10.2015 regarding uploading of draft Recruitment Rules and inviting comments thereon, the **draft *Ladakh Secretariat (Subordinate) Service (Amendment) Rules, 2026***, as approved by the Empowered Committee in its 37th meeting held on 09.10.2026, are hereby uploaded on the official website of the Administration of the Union Territory of Ladakh (https://ladakh.gov.in/) for inviting comments and suggestions from stakeholders.

**2.** All stakeholders are requested to furnish their comments/suggestions, if any, within **30 days from the date of publication** of the draft amendment rules on the official website, to facilitate their finalization.

**3.** The comments/suggestions may be submitted through official correspondence, by e-mail at gad.utladakh@ladakh.gov.in, or by post to the following address:

Chewang Rinchin (Angchuk),
Under Secretary,
General Administration Department,
UT Secretariat, Leh, Ladakh – 194101.

**4.** The comments received within the stipulated period shall be examined and duly considered by the Department before finalization of the Recruitment Rules.

**Encl.: As above.**

28-10-2026

Chewang Rinchin (Angchuk)
**Under Secretary to the Administration**

**Copy to the:**

1. All Administrative Secretaries, UT of Ladakh.
2. All Deputy Commissioners, UT of Ladakh for wide dissemination of the draft *Ladakh Secretariat (Subordinate) Service (Amendment) Rules, 2026,* among the concerned stakeholders in their respective districts.
3. All Heads of the Departments, UT Of Ladakh.
4. Director, NIC, Ladakh for uploading the draft *Ladakh Secretariat (Subordinate) Service (Amendment) Rules, 2026,* on the UT website for wide publicity.

5. Joint Director, Department of Information & Public Relations, UT Ladakh for dissemination of the draft *Ladakh Secretariat (Subordinate) Service (Amendment) Rules, 2026,* through all appropriate means of electronic media.
6. Under Secretary to the Hon'ble Lt. Governor, UT of Ladakh for information of the Hon'ble Lt. Governor, Ladakh.
7. OSD to the Chief Secretary, UT of Ladakh for information of the Chief Secretary, Ladakh.
8. Personal Assistant to Administrative Secretary, GAD, UT Ladakh for information of the Administrative Secretary
9. e-office / Order file.

**Draft Recruitment Rules**

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**F. No.: A-32/3/2023 GAD SEC Comp No.: 11002**

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यूटी सचिवालय / UT Secretariat
लेह / Leh, Dated the: ___ October , 2026

# NOTIFICATION

**Ladakh, the ____October, 2026**

**S.O. _____.—** In exercise of the powers conferred by S.O. 282(E) dated 21.01.2020 issued by the Ministry of Home Affairs, Government of India, and of all other powers enabling it in this behalf, the Lieutenant Governor of the Union territory of Ladakh hereby makes the following rules to further amend the ***Ladakh Secretariat (Subordinate) Service Recruitment Rules, 2022***, notified vide S.O. 04 dated 05.01.2022 (hereinafter referred to as the "said rules"), as amended vide S.O. 05 dated 16.01.2024, namely:—

**1. Short title and commencement.—** (1) These rules may be called the ***Ladakh Secretariat (Subordinate) Service (Amendment) Rules, 2026.***

(2) These rules shall come into force from the date of their publication in the Official Gazette.

**2. Amendment to Rule 4.—** In rule 4 of the said rules, for the expression *"J&K Secretariat (Subordinate) Services / J&K Service Selection Board"*, wherever it appears, shall be substituted by the expression *"J&K Secretariat (Subordinate) Services / J&K Service Selection Board / J&K Stationery and Office Supplies (Subordinate) Services"*.

**3. Amendment to Schedule-I.—** The **"Schedule-I"** to the said rules, shall be substituted by the following Schedule, namely:-

**"SCHEDULE-I**

| S. No. | Designation of the Post | Pay Level & Structure | No. of Posts |
|---|---|---|---|
| **Ministerial Cadre** | | | |
| 1 | Section Officer | Level-7 (44900-142400) | 10 |
| 2 | Head Assistant | Level-6B (35600-112800) | 16 |
| 3 | Senior Assistant | Level-5 (29200-92300) | 19 |
| 4 | Junior Assistant | Level-4 (25500-81100) | 35 |
| 5 | Orderly/Chowkidar | Level-SL-1(14800-47100) | 22 |
| | | **Total** | **102** |

| | | | |
|---|---|---|---|
| **Steno Cadre** | | | |
| 6 | Senior Stenographer | Level-7 (44900-142400) | 10 |
| 7 | Junior Stenographer | Level-6B (35600-112800) | 16 |
| | | **Total** | **26** |
| **Store Cadre** | | | |
| 8 | Deputy Superintendent | Level-6E (35900-113500) | 02 |
| 9 | Store Keeper Grade-I | Level-6 (35400-112400) | 01 |
| 10 | Store Keeper Grade-II | Level-5 (29200-92300) | 01 |
| 11 | Store Attendant | Level-SL-1 (14800-47100) | 02 |
| | | **Total** | **06** |
| **Driver Cadre** | | | |
| 12 | Chauffeur | Level-6C (35700-113100) | 04 |
| 13 | Driver-I | Level-4 (25500-81100) | 05 |
| 14 | Driver-II | Level-2 (19900-63200) | 07 |
| | | **Total** | **16** |
| | | **G.Total** | **150** |

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**Note:—** There shall be,—

(a) Deputation Reserve @ 15% of the duty posts each for Section Officers, Senior Stenographers, Head Assistants, Junior Stenographers, Senior Assistants and Junior Assistants.

(b) Training Reserve @ 10% of duty posts for Junior Assistants."

4. **Amendment to Schedule- II (A).—** The "Schedule- II (A)" to the said Rules shall be substituted with the following schedule namely:-

**"Schedule- II (A)**

| **Pay Level & Structure** | **Designation** | **Minimum Qualification for direct recruitment** | **Method of recruitment** |
|---|---|---|---|
| Level-7 (44900-142400) | Section Officer | | 100 % by promotion from Head Assistant having not less than three (03) years substantive Services as Head Assistant. |

| | | | |
|---|---|---|---|
| Level-6 B (35600-112800) | Head Assistant | - | 100% by promotion from Senior Assistant, having not less than three (03) years substantive service as Senior Assistant and also having passed Secretariat Assistant Training Course Examination;<br><br>Provided that 25% of posts to be filled up in a calendar year shall be earmarked for promotion of those Senior Assistant, who have not qualified the Secretariat Assistant Training Course Examination, but have crossed the age of 50 years as on 1st January of the year in which such promotion is being considered:<br><br>Provided further that in case of Senior Assistants who have qualified the Secretariat Assistant Training Course Examination during his/her period of probation as Junior Assistant shall not be required to qualify the said examination again. |
| Level -5 (29200- 92300) | Senior Assistant | - | 100% by promotion from Junior Assistant in order of seniority, having not less than three (03) years substantive service as Junior Assistant and also having qualified Secretariat Assistant Training Course Examination. |
| Level -4 (25500-81100) | Junior Assistant | Graduate from any recognized University with minimum 200 hrs or 06-month Certificate Course in Computer Application from any Govt recognized institute and to qualify type Test with a speed of not less than 35 words per minute on the computer Key board. | i. 75% by direct recruitment.<br>ii. 25% by promotion from matriculate Orderly/Chowkidar in Order of seniority, having not less than three (03) year substantive services as such on the recommendation of DPC, and to qualify type test with speed of not less than 30 words per minute.<br><br>Provided that a person appointed by direct recruitment or by promotion shall have to undergo and qualify the Secretariat Assistant Training Course Examination /Training during the period of probation. |

| | | | |
|---|---|---|---|
| SL-1 (14800-47100) | Orderly/Chowkidar | Matriculation / Std. X pass from a recognized Board of Secondary Education or equivalent. | 100% Direct Recruitment |

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**5. Insertion of Schedule-II(D).**—After **Schedule-II(C)** to the said rules, the following Schedule-II(D) shall be inserted, namely:-

**"SCHEDULE-II (D)**

| **Pay Level & Structure** | **Designation of the Post** | **Minimum qualification for direct recruitment** | **Method of recruitment** |
|---|---|---|---|
| Level-6E (35900-113500) | Deputy Superintendent | Graduation from a recognized University or Institute | 100% by promotion from Store Keeper Grade-I having not less than 3 years of regular service. |
| Level-6 (35400-112400) | Store Keeper Grade-I | - | 100% by promotion from Store Keeper Grade-II having not less than 3 years of regular service. |
| Level-5 (29200-92300) | Store Keeper Grade-II | - | 100% by promotion from Store Attendant having not less than 4 years of regular service. |
| Level-SL-1 (14800-47100) | Store Attendant | Matriculation/Standard X pass from a recognized Board of Secondary Education or equivalent | 100% by Direct Recruitment. |

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