संघ राज्य प्रशासन, लद्दाख

सत्यमेव जयते

THE ADMINISTRATION OF UNION TERRITORY OF LADAKH

सामान्य प्रशासन विभाग

GENERAL ADMINISTRATION DEPARTMENT

F. No.: A – 12011/1/2026 – GAD SEC. Comp No.: 39125

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यूटी सचिवालय / UT Secretariat
लेह / Leh, Dated:03 .11.2026

OFFICE MEMORANDUM

Subject: Adoption of Model Schedules for common categories of subordinate posts, namely Ministerial, Stenographer and Driver cadres, by the Departments of the Union Territory of Ladakh — regarding.

With a view to ensuring uniformity and consistency in the Recruitment Rules (RRs) governing common categories of subordinate posts across various Departments of the Union territory of Ladakh, the Administration, pursuant to the recommendations of the Empowered Committee made at its 37th meeting held on 9th October, 2026, has prepared Model Schedules for the Ministerial, Stenographer and Driver cadres.

2. Accordingly, the Model Schedules annexed to this Office Memorandum are hereby circulated for adoption by the Administrative Departments whose Recruitment Rules are framed or yet to be framed for the aforesaid categories of posts. The schedules are intended to provide a common framework for prescribing the designations, pay levels, minimum qualifications, methods of recruitment, promotion channels, qualifying service and other relevant service conditions.

3. The Administrative Departments concerned shall examine and adopt the relevant Model Schedule for the corresponding posts under their administrative control. The method of recruitment, including the percentage of vacancies to be filled by direct recruitment and promotion, wherever applicable, shall be specified clearly in the respective Recruitment Rules.

4. Where the cadre structure or functional requirements of a Department necessitate any deviation from the Model Schedules, the same shall be brought to the notice of General Administration Department, supported by appropriate justification and processed for approval of the competent authority in accordance with the prescribed procedure. The eligible feeder categories for promotion, particularly in cases involving equivalent subordinate posts, shall be clearly identified in the relevant schedule to avoid ambiguity in the implementation of the Recruitment Rules.

5. All Administrative Departments concerned are requested to adopt the relevant Model Schedules while framing new Recruitment Rules or reviewing and revising the existing Recruitment Rules governing the aforesaid categories of posts. In respect of Recruitment Rules already notified, the relevant Model Schedules shall be adopted wherever modifications are considered necessary. Proposals for such modifications, duly supported by justification, shall

be submitted to the General Administration Department for examination and vetting, wherever required, in accordance with the prescribed procedure.

This issues with the approval of the Lieutenant Governor (Administrator), Union Territory of Ladakh.

Enclosures:

1. Model Schedule for Ministerial Cadre.
2. Model Schedule for Stenographer Cadre.
3. Model Schedule for Driver Cadre.

03-11-2026

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

To

1. All Administrative Secretaries, UT of Ladakh.
2. Director General of Police, UT of Ladakh.

Copy to the:

1. All Deputy Commissioners, UT of Ladakh.
2. All Head of Departments / Chief Engineers & Registrar, University of Ladakh.
3. Director, NIC, UT Ladakh for uploading on the UT website.
4. Joint Director, Department of Information & Public Relations, UT of Ladakh for wide dissemination in all mediums of information.
5. Under Secretary to the Lieutenant Governor, UT of Ladakh for information of the Hon'ble Lieutenant Governor.
6. OSD to the Chief Secretary, UT of Ladakh for information of the Chief Secretary.
7. Superintendent Archives for records.
8. Personal Assistant to the Administrative Secretary, GAD.
9. Order/e-office file

Annexure to Office Memorandum issued under file No.: A – 12011/1/2026 – GAD
SEC. Comp No.: 39125 dated 03.11.2026
MODEL SCHEDULE - MINISTERIAL CADRE

Pay Level & Structure	Designation	Minimum Qualification for Direct Recruitment	Method of Recruitment
Level-7 (44900-142400)	Section Officer	-	100% by promotion from Head Assistants or any other equivalent feeder post in the Department, having not less than three (03) years of substantive service as Head Assistant or any other equivalent feeder post in the Department.
Level – 6B (35600-112800)	Head Assistant	-	100% by promotion from Senior Assistants or any other equivalent feeder post in the Department having not less than three (03) years of substantive services as Senior Assistant or any other equivalent feeder post in the Department and also having passed Secretariat Assistant Training Course Examination: Provided that 25% of the overall sanctioned strength of the posts of Head Assistants shall be earmarked for promotion of those Senior Assistants or any other equivalent feeder post in the Department, 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: Provided further that in case of Senior Assistants or any other equivalent feeder post in the Department, who have qualified the Secretariat Assistant Training Course Examination during his/her period of probation as Junior Assistant or any other equivalent feeder post in the Department shall not be required to qualify the said examination again.

Level -5 (29200-92300)	Senior Assistant	-	100% by promotion from Junior Assistants or any other equivalent feeder post in the Department having not less than three (03) years of substantive service as Junior Assistant or any other equivalent feeder post in the Department 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 six-month Certificate Course in Computer Application from any Government recognized institute and qualify type test with speed of not less than 35 words per minutes on computer key board.	(i) 75% by direct recruitment. (ii) 25% by promotion from amongst matriculate Orderlies or any other equivalent feeder post in the Department concerned, wherever applicable, in order of seniority, having not less than three (03) years of substantive service in the respective feeder category, subject to qualifying the prescribed type test at a speed of not less than 30 words per minute on a computer keyboard, on the recommendation of the Departmental Promotion Committee (DPC). *Provided that* a person appointed by direct recruitment or by promotion shall have to undergo and qualify the Secretariat Assistant Training Course Examination during the period of probation.
SL-1 (14800-47100)	Orderly OR any other equivalent feeder post, wherever applicable	Matriculation / Std. X pass from a recognized Board of Secondary Education or equivalent	100% by direct recruitment

MODEL SCHEDULE - STENOGRAPHER CADRE

Pay Level & Structure	Designation	Minimum qualification for direct recruitment	Method of recruitment
Level-7 (44900-142400)	Senior Stenographer/Sr. Scale Stenographer/Senior Scale Stenographer	-	100% by promotion from Junior Stenographer/Junior Scale Stenographer/Jr. scale Stenographer with

			three (3) years of substantive service as Junior Stenographer/Junior Scale Stenographer/Jr. scale Stenographer.
Level-6B (35600-112800	Junior Stenographer/Junior Scale Stenographer/Jr. Scale Stenographer	i. Graduation from any recognized University with a minimum one-year National Trade Certificate (NTC) or State Trade Certificate (STC) in stenography (English). ii. Having minimum speed of 65 words per minute (wpm) in shorthand and 35 (wpm) in type writing on computer Keyboard. iii. 200 hrs OR Six-month certificate course in Computer Application from any recognized institute.	100% by Direct Recruitment"

MODEL SCHEDULE - DRIVER CADRE

Pay Level & Structure	Designation	Minimum qualification for direct recruitment	Method of recruitment
Level 6C (35700-113100)	Chauffeur	-	100 % by promotion from Driver Grade-I having not less than five (05) years of substantive service as Driver Grade I.
Level 4 (25500-81100)	Driver Grade I	-	100 % by promotion from Driver/ Driver Grade II having not less than five (05) years of substantive service as Driver/ Driver Grade II.
Level 2 (19900-63200)	Driver/Driver Grade II	Matriculation / Std. X pass from a recognized Board of Secondary Education or equivalent with driving license of Light Motor Vehicle with (TRANS)	100 % by Direct Recruitment"

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