संघ राज्य प्रशासन, लद्दाख

योजना विकास एवं निगरानी विभाग

अर्थशास्त्र एवं सांख्यिकी निदेशालय

सत्यमेव जयते

THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
PLANNING DEVELOPMENT & MONITORING DEPARTMENT
DIRECTORATE OF ECONOMICS & STATISTICS

ई-मेल/email :planning-ut@ladakh.gov.in

(HRM Section)

No. M-17077/50/2026-EnS SEC
Dated: 16.11.2026

MEMORANDUM

Sub: Offer of Appointment to the post of 'Junior Assistant' (Group C, Non-Gazetted), in the Planning Development & Monitoring Department (PD&MD) of the Administration of Union Territory of Ladakh, in the Pay Structure, Level-4 (25500-81100) of pay matrix.

Ref: *Final Selection List issued by the LSSSSB vide Public Notice No. 54 under F.No.: M-13/178/2026-EO(LSSSSB)/2703-2706, for the post of Junior Assistant.*

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 **Junior Assistant (Group 'C', Non-Gazetted)**, in the **Planning Development & Monitoring Department** of the Administration of Union Territory of Ladakh, **in the pay Level-4 (₹25500-81100) of pay matrix,** on the following terms and conditions: -

1. In addition to the basic pay in the **Pay Structure Level-4 (₹25500-81100) 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 relevant Rules/Orders governing the grant of such allowances in UT Ladakh.
2. You will be on probation for a period of **two (02) 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 Ladakh Economics & Statistics (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, 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 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 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 incligible 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 Director (E&S), Directorate of Economics and Statistics, UT of Ladakh at *Melong thang near new Court Complex*, 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. Further, in case 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 Authority.

(Tsewang Gyalson)
Director (E&S)
Directorate of E&S, UT of Ladakh

To,
The candidate(s) asper the Select List of Appendix- 'A'

Copy to:

1. Administrative Secretary, PD&MD, UT of Ladakh.
2. State Informatics Officer, NIC, UT of Ladakh.
3. OSD to Hon'ble Lieutenant Governor, UT of Ladakh.
4. P.S. to Chief Secretary, UT of Ladakh.
5. HRM Section, DES, 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 be medical examination report/fitness certificate issued by the prescribed medical authority shall 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 to the 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 of 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.

6. Concerned e-file 54139.

Appendix 'A': Selection List for the Post of Junior Assistant (LSB2513)					
S.No	**Roll Number**	**Name**	**Date of birth**	**Category**	**Permanent Address**
1	32507721	Kaneez Fatima	01.01.1995	ST	Hagnis, Shakar Chiktan, Kargil Ladakh, 194109

(Tsewang Gyalson)
Director (E&S)
Directorate of E&S, 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 **JUNIOR ASSISTANT (Group 'C', Non-Gazetted)** in Planning Development and Monitoring Department of the Administration of Union Territory of Ladakh, vide Office Memorandum No. M-17077/10/2024-PD&M SEC, dated: 02.09.2026 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 requirements of Planning Development and Monitoring 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 JUNIOR 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,

Administrative Secretary,
Planning Development and Monitoring Department,
UT of Ladakh.

Copy to:
1. **DDO, DES, UT of Ladakh.**

Annexure - II

UNDERTAKING

I, _____, S/o, D/o, W/o_____,
R/o _____, hereby solemnly declare and undertake as under:

1. That I have been selected for multiple posts bases on my merit in the LSSSSB/2025/01 dated 28.07.2025 examination conducted by the Ladakh Subordinate Services Staff Selection Board (LSSSSB).
2. That I acknowledge having received offers of appointment for the following posts:

   Post Name: _____
   Post Name: _____
   Post Name: _____

3. That I understand that I am required to exercise an option to choose only one post out of the offers received and that I am not entitled to accept or claim appointment to more than one post/cadre.
4. That after careful consideration, I hereby opt to join the following post:

   Post Name: _____
   Post Code: _____

5. That I undertake that I shall not claim appointment to any other post for which I have been selected or may be selected under the same selection process.
6. That I understand that in case any information or declaration furnished by me is found to be false, incorrect, or suppressed, my appointment shall be liable to cancellation/termination without notice, besides any other action as deemed appropriate by the Administration.
7. That I solemnly affirm that the contents of this undertaking are true and correct to the best of my knowledge and belief and that this undertaking is given voluntarily without any coercion or undue influence.

Date: _____
Place: _____

Signature: _____
Name of Candidate: _____
Contact Number: _____
Email ID: _____

NEW PROFORMA
ANNEXURE-I

ATTESTATION FORM

WARNING :

1. 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 (5 cm x 7 cm appx) copy of recent photo-graph 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.

13. Names of two responsible person of your locality or two references to whom you are known.
1.
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 any one 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 a 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 6 months at the time of signing the certificate.

****

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 a 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 6 months 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.