

भारत सरकार
GOVERNMENT OF INDIA



लद्दाख का राजपत्र The Ladakh Gazette

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LADAKH, TUESDAY, SEPTEMBER, 16, 2025

Part II - Section 3

केन्द्र-शासित प्रदेश लद्दाख प्रशासन
ADMINISTRATION OF UNION TERRITORY OF LADAKH

GENERAL ADMINISTRATION DEPARTMENT

File No.: A – 12 / 48 / 2024 - GAD SEC

Notification
Ladakh, the 16th September, 2025

S.O. 105 . — In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi Notification No. S.O. 5088(E) dated 01st November, 2022, and in supersession of all earlier notifications on the subject matter, the Lieutenant Governor (Administrator) of Union territory of Ladakh, hereby makes the following rules regulating the method of recruitment to the post of **Private Secretary** under the Administration of Union territory of Ladakh, namely:—

1. **Short title and commencement. —** (1) These rules may be called the **Private Secretary in the Ladakh Administration Recruitment Rules, 2025.**

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

2. Number of posts, classification and Level in the Pay Matrix. — The number of said posts, its classification and Level in the Pay Matrix attached thereto shall be as specified in column (2), (3) & (4) of the *Schedule* annexed hereto.

3. Method of recruitment, age limit, other qualifications. — The method of recruitment to the said post, age limit, qualifications and other matters relating to said posts shall be as specified in columns (5) to (13) of the *Schedule* annexed hereto.

4. Provision for Resident Criteria for appointment by direct recruitment. — The eligibility for appointment will be subject to residency requirements prescribed in any Act, Rule, Regulation or Order in force in the Union territory of Ladakh.

5. Disqualification. — No person,
(a) who has entered into or contracted a marriage with a person having a spouse living; or
(b) who, having a spouse living, has entered into or contracted a marriage with any person(s) shall be eligible for appointment to the said post.

Provided that, the Lieutenant Governor (Administrator) of UT of Ladakh may, if satisfied that such marriage is permissible under the personal law, applicable to such person(s) and the other party to the marriage or there are other grounds for so doing, exempt any person from the operation of these rules.

6. Power to relax. — Where the Lieutenant Governor (Administrator) of UT of Ladakh is of the opinion that, it is necessary or expedient to do so, he may, by order for reasons to be recorded in writing and in consultation with UPSC, relax any of the provisions of these rules with respect to any class or category of person(s).

7. Savings. — Nothing in these rules shall affect reservations, relaxation in age-limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, and the other special categories in accordance with Rules, Instructions or Orders issued by the Administration of Union territory of Ladakh.

By order and in the name of the Lieutenant Governor, Union territory of Ladakh

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(Michael M. D'Souza), IAS

**Secretary,
General Administration Department**

Copy to the:

1. Secretary, Union Public Service Commission for information. *This is with reference to UPSC Advise Note No. 11131 dated 22.08.2025.*
2. Joint Secretary (Jammu, Kashmir & Ladakh), Ministry of Home Affairs, Government of India.

Copy also to the:

1. All Administrative Secretaries.
2. Secretary to Lieutenant Governor, UT of Ladakh.
3. Deputy Commissioners / CEOs, LAHDC, Leh & Kargil.
4. All Head of Departments / Chief Engineers, UT of Ladakh.
5. Joint Director, Information.
6. Technical Director, NIC, Leh.
7. Superintendent, Archives, Archaeology & Museums.
8. Pvt. Secretaries to Chairman / Chief Executive Councilor, LAHDCs, Leh & Kargil for information of the Hon'ble CECs.
9. OSD to the Chief Secretary, UT of Ladakh, for kind information of the Chief Secretary.
10. Concerned e-file.

(Mohd Taqi), JKAS
Under Secretary to Administration

SCHEDULE
**RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY IN THE ADMINISTRATION OF
 UNION TERRITORY OF LADAKH**

1.	Name of Post	Private Secretary
2.	Number of Posts	40 (Forty) 2024* *Subject to variation dependent on workload
3.	Classification	General Central Service, Ministerial, Gazetted, Group 'B'
4.	Level of the Pay Matrix	Level - 8 (47600-151100)
5.	Whether Selection Post or Non-Selection Post	Selection Post
6.	Age limit for Direct Recruits	Not exceeding 30 years. Note 1: Relaxable for government servants up to 5 years in accordance with the instructions or orders issued by the Central Government. Note 2: The crucial date for determining the age limit shall be as advertised by UPSC.
7.	Educational and other qualifications required for direct recruits	Qualification: i. Bachelor's Degree from a recognized University or Institute. ii. <i>Dictation:</i> 10 minutes in English at the speed of 100 words per minute (w.p.m.) iii. <i>Transcription:</i> 40 minutes (English) on Computer. Note: Qualifications are relaxable at the discretion of the U.P.S.C., for reasons to be recorded in writing, in the case of candidates otherwise well qualified.
8.	Whether age and educational qualifications prescribed for the Direct Recruits will apply in the case of promotees	Age: No Edu. Qualification: No
9.	Period of probation, if any	Two (02) years for Direct Recruits. Note: There shall be a mandatory induction training of at least two weeks duration as prescribed by the Competent Authority for successful completion of probation.
10.	Method of Recruitment, whether by Direct Recruitment or by Promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	(i) Direct Recruitment: 30% (ii) Promotion failing which by Deputation including Short Term Contract: 70%
11.	In case of recruitment by Promotion / Deputation / Absorption, grades from which promotion / deputation / absorption to be made	Promotion: From, (i) Senior Scale Stenographer / Senior Stenographer (Level - 7 in the Pay Matrix) of various Departments of the Administration of UT of Ladakh having 02 (two) years of regular service in the grade rendered after appointment thereto; and (ii) Junior Scale Stenographer / Junior Stenographer (Level - 6B in the Pay Matrix) of various Departments of the Administration of UT of Ladakh having 11 (eleven) years of regular service in the grade rendered after appointment

		thereto; and on the basis of common seniority maintained by the General Administration Department, UT of Ladakh. Note 1: Where juniors who have completed their qualifying / eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying / eligibility service by more than half of such qualifying / eligibility service; or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying / eligibility service. Note 2: The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade / post. Deputation (ISTC): From officers under the Central Government / State Governments / Union Territory Administration / Public Sector Undertaking / Recognized University / Recognized Research Institute / Statutory / Autonomous Organizations: (a) (i) holding analogous post on regular basis in the parent cadre / department; or (ii) with 02 (two) years regular service in Pay Level 7 in the pay matrix or equivalent in the parent cadre / departments; and (b) possessing the educational qualifications prescribed for Direct Recruits under column (7). Note 1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion. Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (ISTC) shall be Not exceeding 56 years as on the last date of receipt of applications.
12.		Departmental Promotion Committee: 1. Administrative Secretary, GAD: Chairman 2. Administrative Secretary, Finance: Member 3. Deputy Secretary / Additional Secretary, GAD: Member Departmental Confirmation Committee: 1. Administrative Secretary, GAD: Chairman 2. Administrative Secretary, Finance: Member 3. Deputy Secretary / Additional Secretary, GAD: Member

13.	Circumstances in which Union Public Service Commission is to be Consulted in making recruitment.	Consultation with UPSC is necessary for Direct Recruitment.
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Mohd Taqi), JKAS
Under Secretary to Administration

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