

संघ राज्य प्रशासन, लद्दाख  
**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH**  
लद्दाख स्वायत्त पहाड़ी विकास परिषद, लेह  
**LADAKH AUTONOMOUS HILL DEVELOPMENT COUNCIL, LEH**  
सचिव का कार्यालय  
**OFFICE OF THE SECRETARY**  
लेह स्वायत्त पहाड़ी विकास-अधीनस्थ सेवा भर्ती बोर्ड  
**LEH AUTONOMOUS HILL DEVELOPMENT-SUBORDINATE SERVICES RECRUITMENT BOARD**  
Website: <https://www.lahdssrb.in> Email: [lahdssrb@gmail.com](mailto:lahdssrb@gmail.com)

**ADVERTISEMENT NOTICE NO. 01 of 2022**  
**PHASE-I**

<b>IMPORTANT DATES</b>	
Opening date for online application	01-11-2022 (04:00 PM)
Closing date for submission of application	30-11-2022 (upto 11:00 PM)
Last date for making online fee payment	30-11-2022 (11:00 PM)
Date of written examination	<b>To be announced on LAHD-SSRB Website</b>

1. Leh Autonomous Hill Development Council-Subordinate Services Recruitment Board invites online applications from eligible candidates for the district cadre post indicated in **Annexure-XIV** of this Notice. Only those applications which are successfully filled through the Website of the Board and found in order shall be accepted. Candidates should go through the Advertisement Notice carefully before applying for the post and ensure that they fulfill all the eligibility conditions like Resident Criteria/Age-Limit/Essential Qualifications/Category, etc. as indicated in this Advertisement Notice. Candidature of candidates not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of Applicants shall be purely provisional at all stages of the recruitment process.
2. **Details of the Posts:**  
Details/ Description of posts are given at **Annexure-XIV** of this Notice.
3. **Vacancies and Reservation:**
  - i. The Board makes the selection of candidates in accordance with the vacancies reported by the Indenting Departments for various posts. The Board does not have any role in deciding the number of vacancies of any Indenting Department. Implementation of reservation policy, maintaining reservation roster, earmarking of vacancies for different categories and identification of suitability of posts for various benchmark disabilities, are under the domain of the Indenting Departments.
  - ii. The vacancies have been advertised by the LAHD-SSRB as per the Indents submitted by the various Departments of Administration of Union Territory of Ladakh. The Board will not be responsible for withdrawal/alteration of the vacancies by the Indenting Departments.
  - iii. Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), Economically Weaker Sections (EWS), Ex-Servicemen. (ESM) and Persons with Disabilities (PwD) candidates for all posts, wherever applicable and admissible, would be as determined and communicated by the Indenting Departments.
  - iv. Crucial date for claim of SC/ST/EWS/PwBD/ESM status or any other benefit viz. reservation, age-relaxation etc where not specified otherwise, will be the closing date for receipt of online applications i.e., **30-11-2022.**



**4. Resident Criteria:**

Candidate must be a resident of Leh District and must possess a Resident Certificate as per format at **Annexure-V** issued by a Competent Authority in accordance with the Union territory of Ladakh Grant of Resident Certificate (Procedure) Order, 2021.

**5. Age Limit (as on 01-01-2022):**

- i. The age limit for the posts as per various Indenting Departments is 18-42 years as on cut-off date (i.e. candidates must have been born not earlier than 01-01-1980 and not later than 01-01-2004)

**Note:** The upper age limit is inclusive of relaxation of additional (02) two years beyond the prescribed upper age limit as admissible for a period of (02) two years w.e.f. 13-09-2021.

- ii. Permissible relaxation in upper age limit for different categories are as under:

Category	Permissible age including relaxation beyond upper age limit
SC/ST/EWS	Up to 45 years
PwD	Up to 44 years
ESM	3 years after deduction of the actual military service rendered from the actual age as on the closing date for receipt of application from the candidates. Note: Relaxation of additional (02) two years beyond the prescribed upper age limit as provided above will be admissible for a period of (02) two years w.e.f. 13-09-2021.
Persons already in government service (in case not covered under other categories e.g.SC/ST/PwD etc)	Up to 42 years

- v. The Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation Certificate/Marksheet will be accepted by the Board for determining the age and no subsequent request for change will be considered or granted.
- vi. The age relaxation for reserved category applicants is admissible only in the case of vacancies being reserved for such categories. The reserved category applicants, who apply against unreserved vacancies, will get age relaxation to the extent it is available to UR category candidates.

**6. Essential Qualification Requirement:**

- i. Essential qualifications for each post as per the requirement of the concerned Indenting Department, are mentioned in the details/description of Post(s) (**Annexure-XIV**). Candidates must have acquired essential qualification requirement as on crucial date of eligibility i.e. **30-11-2022**.
- ii. All eligibility conditions will be determined with reference to the crucial date of eligibility as mentioned in this advertisement. Candidates whose results of the final examination awaiting as on crucial date of eligibility for the prescribed qualification, are NOT eligible and hence should not apply.
- iii. Selection will be strictly as per Recruitment Rules of the post. It may be noted by the candidates that Equivalency will not be allowed in case it is not mentioned in the prescribed essential qualification for any category of post in the Notice. In case equivalency is allowed in the Recruitment Rules, it is the responsibility of the candidates to submit the necessary documents/ certificates (Order/ Letter with number & date) in support of equivalence, issued by the Government of India/ State Government or by the Competent Authority, as mentioned in the post details against the particular category(ies) of post(s) in the notice, from which he/she obtained the Educational Qualification, failing which his/her application shall be rejected.



- iv. Candidates applying for the post where qualification required for the post is mentioned as "minimum matric and maximum 10+2", shall furnish an undertaking issued by a registered Judicial Magistrate stating therein that the candidate has not acquired higher qualification than that of prescribed for the said post and he/she shall have to produce the same at the time of Document Verification.

**7. Conditions on seeking age-relaxation, reservation:**

- i. Applicants seeking age-relaxation, reservation, etc shall invariably submit the requisite Certificate as per format mentioned below from competent authority, as and when called for by the LAHD-SSRB, after conduct of the Examination or at any stage thereafter, otherwise their claims for, age-relaxation, reservation etc. shall not be considered.

S.No	Category	Format	Competent Authority
1	SC	Annexure-III	Tehsildar
2	ST	Annexure-IV	
3	Resident Certificate	Annexure-V	
4	Economically Weaker Sections (EWS)	Annexure-XIII	District Magistrate/Additional District Magistrate/ Sub-Divisional Magistrate/ Tehsildar
5	Persons with Disabilities (PwD)[OH/HH/VH/Others]	Annexure-VI	Members/Chairperson of Medical Board & Countersigned by the Medical Superintendent/CMO/Head of Hospital
		Annexure-VII	
		Annexure-VIII	
		Annexure-IX	
6	Government Employees	Annexure-XI	Head of Department
		Annexure-XII	Applicant themselves
7	ESM	Annexure-X	Zila Sainik Welfare Officer/Commanding Officer

- ii. The Certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) and J&K Reservation Rules 2005 will be valid.
- iii. Age-relaxation and reservation is not admissible to sons, daughters, and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.
- iv. **Ex-Servicemen:** An "ex-serviceman" means a person who has served in Army, Navy or Air Force and has been honourably discharged and has not come to notice for any criminal or anti-national activity

**8. Provision of Compensatory Time and assistance of scribe:**

- i. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe will be provided, subject to such requests being made to the Board. Since some categories of posts are not identified suitable for the persons with both arms affected (BA) disability, therefore facility of scribes will not be admissible to such candidates.
- ii. In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-I**.
- iii. The candidates will have the discretion of opting for his/ her own scribe or the facility of scribe provided by the Board. Appropriate choice in this regard will have to be given by the candidate to the Board.
- iv. In case a candidate opts for his/ her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities



opting for own scribe shall be required to submit details of the own scribe as per proforma at **Annexure-II** along with a photocopy of the ID proof of the scribe signed by the candidate.

- v. Own scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwD candidate as scribe in this examination then the candidatures of both the candidates will be cancelled.
- vi. A compensatory time of additional 20 minutes will be provided to the persons who are allowed use of scribe.
- vii. One eyed candidates and partially blind candidates who can read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of Magnifying Glass will be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

**9. Submission of Application/How to Apply**

- i. All candidates must apply online through LAHD-SSRB's online application portal (<https://www.lahdssrb.in>). Applications submitted by other means/mode, received by post/by hand/by mail etc will not be accepted and will be summarily rejected. No correspondence will be entertained in this regard.
- ii. Candidates will have to apply for each category of post separately and pay fee for each category of post. e.g., if a candidate wishes to apply for Plumber and Painter both, he/she must pay fee for each category of post.
- iii. The process of filling online application consists of two parts: i.e One-time registration and Filing online application for the vacancies notified.
- iv. For one-time registration, click on "REGISTER" Link provided on <http://lahdssrb.in>
- v. Candidates should have their own mobile number, valid & active personal email id. Contact details must be correct & active during the recruitment cycle.
- vi. One-time registration process requires filling up of Basic details, Contact Details and uploading of scanned image of passport size photograph and signature.
- vii. Candidates are required to upload the scanned image of passport size photograph in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height).
- viii. After successful registration, the candidate will get a user Id & password on registered email which will be used to login for filling of application.
- ix. Candidates need to login by clicking on "Candidate Login". Once successful Login, the candidate can check all available advertisements and click on "Apply Now" against the posts.
- x. Eligibility of the candidate will be considered on the strength of the information furnished in the online application form. After final submission, request for change/correction in the particulars given in the application form, shall not be entertained under any circumstances. LAHD-SSRB will not be responsible for any consequences arising out of non-acceptance of any correction/deletion in any particulars given by candidates in application form. Hence candidates are advised to fill the application form carefully.
- xi. When application is successfully submitted, it will be considered provisionally accepted. Candidates are advised to take a printout of application. No printed copy of application is required to be sent to LAHD-SSRB. However, candidates must produce duly signed printed copy of application at the time of document verification, if provisionally shortlisted.
- xii. Candidates are advised to submit online applications much before the closing date and not to wait till last date to avoid the possibility of network congestion or failure to login to the website on account of heavy rush/load on the website during the closing hours/days. LAHD-SSRB will not be responsible for



the candidates, if candidates are not able to submit their applications within the last date due to the aforesaid reasons.

**10. Application fee and Mode of payment of fee:**

- i. APPLICATION FEE: Non-refundable/Non-transferable application fee of ₹ 200/- (Two hundred only) is to be paid by the candidate.
- ii. MODE OF PAYMENT: Fee is to be paid online through credit card/debit card/net banking/UPI. All applicable service charges i.e. bank charges shall be borne by candidates only. Application fee paid by the candidates who have not completed their application or whose application is rejected will NOT be refunded. Application fee once paid shall NOT be refunded under any circumstances nor it will be adjusted against any other examination. No representation against such rejection will be entertained.
- iii. Candidate's Application will not be considered if fee is not paid for that application.

**11. Scheme of Examination:**

- i. There will be OMR based written examination consisting of objective type multiple choice questions, for the posts with minimum educational qualification, Matriculation level. The details of subjects, marks, and number of questions subject-wise will be as given below: -

Part	Subject	No. of Questions/ Maximum Marks	Total Duration
A	General Intelligence	25	1 hour & 30 Minutes  (1 hour & 50 minutes for candidates eligible for scribes)
B	General Awareness	25	
C	Quantitative Aptitude (Basic Arithmetic Skill)	25	
D	English Language (Basic Knowledge)	25	

- ii. There will be **negative marking of 0.25 marks** (out of maximum 1 mark per question) for each wrong answer.
- iii. The medium for examination will be English.
- iv. The Board shall have the discretion to fix minimum qualifying score taking into consideration, category-wise vacancies, and category-wise number of candidates.
- v. Tentative Answer Keys will be placed on the LAHD-SSRB's website after the Examination. Candidates may go through the Answer Keys and submit representations, if any, within the time limit given by the Board through on- line modality only, on payment of Rs. 100/-per question. Any representation regarding Answer Keys received within the time limit fixed by the Board at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Board in this regard will be final. No representation regarding Answer Keys shall be entertained later.

**12. Syllabus:**

Indicative Syllabus for the Written Examination:

**Matriculation level**

**General Intelligence:** It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation, and other analytical functions.

**General Awareness:** Questions are designed to test the general awareness of the environment and its application to the society. Questions will also be designed to test knowledge of current events and



of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

**Quantitative Aptitude:** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

**English Language:** Candidates understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would be tested.

**13. Examination Centre** Examination Centres shall be in Leh only.

**14. Date of Examination and Admit Card:**

- i. The date of examination will be published on website later. The date, time & venue of examination will be given on admit card. The admit cards will be available on our website <http://lahdssrb.in> for download/print, tentatively 02 weeks prior to examination.
- ii. Admit cards will not be sent by post.
- iii. Candidates must print the admit card and carry it for appearing in examination. Valid original photo Id is mandatory along with admit card to appear in the examination.
- iv. LAHD-SSRB reserves the right to divert candidate of any centre to other centre depending upon operational constraints. LAHD-SSRB will not entertain any request for any change in examination city, centre, date allotted to candidate(s). Mere issue of admit card to the candidates will NOT imply that their candidature has been finally accepted by the LAHD-SSRB.

**15. Selection Procedure:**

- i. Recruitment to the posts in **Annexure-XIV** of this notice will be made through OMR based written examination consisting of objective type multiple choice questions.
- ii. SC, ST, EWS, ESM and PwD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general/ unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, EWS, ESM, and PwD candidates.
- iii. SC, ST, EWS, ESM, and PwD candidates who qualify on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc., irrespective of his/ her merit position, is to be counted against reserved vacancies and not against unreserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of ex-servicemen are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly, for PwD candidates, relaxation in upper age limit will not be termed as relaxed standards.
- iv. A person with disability (PwD) who is selected on his/ her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category.



- v. The function of the LAHD-SSRB is to select and nominate the shortlisted candidate(s) to the concerned Department based on vacancies projected by Departments. Nomination shall be based on merit of the candidates and preference of post given by the candidates. Processing of their candidature, preference of Post/Department shall be sought by the Board through its Portal, after the written examination or at the time of Document Verification
- vi. Offer of appointment will be issued by concerned Department subject to satisfying all eligibility criteria including antecedents and character.

**16. Document Verification**

- i. Depending on the number of vacancies of a particular post, candidates will be provisionally shortlisted for the next stage of scrutiny based on the score and merit of candidates in the OMR Based Examination in the ratio of 1:3 (No. of vacancy: No. of shortlisted candidates) provided they secure the minimum qualifying marks in examination. However, this ratio may increase or decrease depending upon departmental requirements. The last candidate securing equal marks in the bracket will also be included. Provisionally shortlisted candidates in written examination will be called for Document Verification for final selection.
- ii. In case, during the stage of Scrutiny of documents/ Document Verification, the Board observes that the vacancy(ies) for a particular category of Post(s) is/are not getting filled up completely, an additional number of candidates who have qualified in the Written examination, in the order of merit, shall be called, at the discretion of the Board.
- iii. Scrutiny of Documents will be carried out by the Board in consultation with concerned Indenting Department(s).

**17. Reasons for Rejection/Cancellation of Application /Candidature:**

- i. Applications being incomplete.
- ii. Any variation in the Signatures (signatures done on the Print out of the Application Form and on other Documents must be the same).
- iii. Application without clear photograph (miniature photograph/side facing photograph/ photographs with goggles / photographs with caps /no photographs/blurred photographs etc.) and legible signature.
- iv. Non-payment of Examination Fees
- v. Fee not paid as per instructions.
- vi. Under-aged/overaged candidates.
- vii. Not having the requisite Essential Qualification as on **30-11-2022** and Age as on **01-01-2022**.
- viii. Incorrect information or misrepresentation or suppression of material facts.
- ix. For carrying prohibitive items to the Examination premises/Hall.
- x. Non-production of original certificates at the time of Document Verification.
- xi. Indulging in any of the malpractices listed at Para-19 of the Notice.
- xii. Candidates who are found in an inebriated condition in the Examination Hall.
- xiii. Any other irregularity.

- 18. Resolution of tie cases:** In cases where more than one candidate secures the equal aggregate marks in written examination tie cases will be resolved by applying following criteria, one after another, as applicable till the tie is resolved.



- a. Date of birth, older candidate placed higher in merit list.
- b. Higher qualification acquired
- c. Higher aggregate percentage obtained in basic qualification
- d. alphabetical order of name

**19. Penalty/ Debarment of candidates for Malpractices:**

If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination, their candidature for this examination will be cancelled and they will be debarred from the examinations of the Board for the period mentioned below:

S. No	Type of Malpractice	Debarment Period
1	Taking away any examination related material such as OMR sheets, Rough Sheets, Answer Sheet etc. from the examination hall or passing it onto unauthorized persons during the conduct of examination.	2 Years
2	Leaving the Examination Venue uninformed during the Examination	2 Years
3	Misbehaving, intimidating or threatening in any manner with the Examination functionaries' i.e. Supervisor, Invigilator, Security Guard or LAHD-SSRB Officials etc.	3 Years
4	Obstruct the conduct of examination/ instigate other candidates not to take the examination.	3 Years
5	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
7	Possession of Mobile Phone in "switched on" or "switched off" mode.	3 Years
8	Damaging examination related infrastructure/ equipment.	5 Years
9	Appearing in the examination with forged Admit Card, identity proof, etc.	5 Years
10	Possession of firearms/weapons during the examination.	5 Years
11	Assault, use of force, causing bodily harm in any manner to the examination functionaries i.e. Supervisor, Invigilator, Security Guard or LAHD-SSRB Officials etc.	7 Years
12	Threatening/ intimidating examination functionaries with weapons/ Fire arms.	7 Years
13	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any-paper or bodyparts, etc.	7 Years
14	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	7 Years
15	Impersonate/Procuring impersonation by any person.	7 Years
16	Taking snapshots, making videos of question papers or examination Material, labs, etc.	7 Years

**20. LAHD-SSRB Decision Final:**

The decision of LAHD-SSRB in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & force allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ Correspondence will be entertained in this regard.

**21. Jurisdiction of Courts/Tribunals:**

Any dispute in regard to this recruitment will be subject to Courts/ Tribunals having jurisdiction over Leh District where LAHD-SSRB is located.

**22. Caution**

- i. Candidates are advised not to fall in trap of fraudulent recruitment advertisements and job offers being made by some unscrupulous elements forging LAHD-SSRB name. The official website of LAHD-SSRB is <https://www.lahdssrb.in/> for any information/updates etc.



- ii. Please note that LAHD-SSRB does not request any payment at any stage of selection process except an application fee of ₹ 200/- wherever applicable (required along with the application submission). If anyone is contacted with any request, please do not respond/act on such E-mail/phone call etc. and inform LAHD-SSRB immediately.

**23. Important Instructions to Candidates:**

i.	BEFORE APPLYING, CANDIDATES MUST TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY.
ii.	THE CANDIDATE MUST WRITE HIS NAME AND DATE OF BIRTH STRICTLY AS RECORDED IN THE MATRICULATION/ SECONDARY CERTIFICATE. IF ANY VARIATION IN THE DATE OF BIRTH IS OBSERVED AT THE TIME OF ENTRY IN THE EXAMINATION VENUE, HE/SHE SHALL NOT BE ALLOWED TO APPEAR IN THE EXAMINATION. FURTHER, IF ANY VARIATION IN THE NAME AND DATE OF BIRTH IS OBSERVED AT THE TIME OF DOCUMENT VERIFICATION, HIS/ HER CANDIDATURE WILL BE CANCELLED.
iii	<b>CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/ INABILITY OR FAILURE TO LOGIN TO THE LAHD-SSRB WEBSITE ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.</b>
iv	The LAHD-SSRB will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of OMR based examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of self-attested supporting documents along with print out of the online application form will be sought at the time of Scrutiny Stage from the shortlisted candidates for the said stage of scrutiny / Document Verification. When scrutiny of documents is undertaken at any stage of the recruitment process, if any claim made in the application is not found substantiated, the candidature will be cancelled and the LAHD-SSRB's decision shall be final.
v	Candidates seeking reservation benefits available for SC/ ST/ PwD/ EWS/ ESM must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
vi	Candidates with <b>benchmark physical disability</b> only would be considered as Persons with Disabilities (PwD) and entitled to reservation for Persons with Disabilities.
vii	When application is successfully submitted, it will be accepted 'Provisionally'. <b>Candidates should take printout of the application form</b> for submission at the scrutiny stage as and when called for by the LAHD-SSRB after conduct of the OMR Based Examination as well as for their own records.
viii	Only one online application is allowed to be submitted by a candidate for one category of post. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate is detected for one category of post, all applications will be rejected by the LAHD-SSRB and his/her candidature for the examination will be cancelled for that post.
ix	The candidates must write their name, father's name strictly as given in the Matriculation/ Secondary Certificates otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the LAHD-SSRB.
x	In the online Registration and Application Form, candidates are required to upload the scanned passport size photograph in JPEG format (20 KB to 50 KB). The photograph should not be more than three months old from the date of publication of the Notice of Examination. Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height) and the face should occupy about 40% of the area of the photograph with a full-face view. The photograph should be preferably without cap. Applications with poor quality, miniature and blurred photographs/side facing photographs will be rejected.
xi	The candidates must carry two passport size recent colour photographs and a latest photo bearing identification proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN



	Card, Identity Card issued by University/ College/ Government, Employer ID Card or any photo bearing ID card issued by Central/State Government to the Examination Venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate in proof of their Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination
xii	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.
xiii	No Admit Card for aforesaid examination will be issued by post. Candidates are required to download admission certificate for the examination from the LAHD-SSRB website.
xiv	After successful submission of online Application Form, candidates must take a print out of the online Application Form for submitting the same along with requisite documents, duly self-attested, as and when called for by the LAHD-SSRB after the conduct of OMR Based Examination.
xv	Fee payable: ₹ 200/- (Two hundred only).
xvi	<b>All the candidates qualified for Document Verification will be required to appear for Document Verification in the Office of LAHD-SSRB.</b>
xvii	Special attention is invited to the declaration at the end of the Application Form. Before agreeing to /signing the declaration, the candidates must go through the Application details filled in and the contents of the declaration itself and agree to/sign it only after satisfying themselves that the information furnished is correct. Any concealment/misrepresentation/misdeclaration shall lead to cancellation of candidature.

**24. Canvassing:**

Canvassing in any form will disqualify the applicant

**25. Good Mental and Bodily Health of the Candidate:**

A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his/ her duties in the service. A candidate who, after such medical examination as may be prescribed by the competent authority, is found not to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

26. This Recruitment Notice is issued in the first phase of Recruitment 2022-23. Board shall be advertising more vacancies shortly.

Sd/-  
Chairman, LAHD-SSRB/  
Deputy Commissioner/CEO, LAHDC, Leh

F.No. SECY/LAHD-SSRB/2022/2369-94

Dated: 28-10-2022

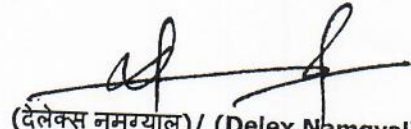
**Copy to the:**

1. Divisional Commissioner Ladakh for kind information.
2. Deputy Commissioner/Chief Executive Officer, LAHDC, Leh (Chairman, LAHD-SSRB) for kind information.
3. Sh. Sonam Norboo, KAS, Additional District Development Commissioner Leh, Nominated Member LAHD-SSRB, for kind information.

*af*



- 4-9 Sub Divisional Magistrate Nubra, Khaltsi, Nyoma, Durbuk, Kharu, and Liker with the request to display the above notice at conspicuous place in their Sub-Divisions.
10. Assistant Director, Information, Leh for information and necessary action. He is requested to give wide publicity for the general information of candidates.
11. Director Doordarshan Kendra, Leh with the request that the above notice may kindly be included in the Local News Bulletin for the general information of the candidates.
12. Station Director, All India Radio, Leh with the request that the above notice may kindly be included in the Local News Bulletin as well as employment news for the general information of the candidates.
13. District Informatics Officer National Informatics Centre, Leh with the request that the above notice kindly be uploaded on the Leh District Web-site for general information of the candidates.
14. OSD to Secretary, Labour & Employment UT Ladakh for kind information of the Secretary.
15. Pvt. Secretary to Chief Executive Councillor LAHDC, Leh for kind information of the Hon'ble C.E.C.
16. News Editor, All India Radio, Leh with the request that the above notice may kindly be included in the Local News Bulletin as well as in employment news for the general information of the candidates.
17. P.A. to Dy.Chairman LAHDC, Leh for kind information of the Hon'ble Dy. Chairman.
18. P.A. to Executive Councillor (ASH) for kind information of the H.E.C
19. P.A. to Executive Councillor (Minority/Forest) for kind information of the H.E.C.
20. P.A. to Executive Councillor (Agriculture) for kind information of the H.E.C.
- 21-25. President All Ladakh Student Union, Jammu/Srinagar/Chandigarh/Delhi for wide Publicity.
26. Notice Board Employment office, Leh/ website lahdssrb.in.



(देलेक्स नमग्याल)/ (Delex Namgyal) JKAS

सचिव, लेह स्वायत्त पहाड़ी विकास-अधीनस्थ सेवा भर्ती बोर्ड/Secretary, LAHD-SSRB



**Annexure-I**

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o / D/o \_\_\_\_\_ a resident of \_\_\_\_\_ Village/District/State) and to state that he/ she has physical limitation which hampers his/ her writing capabilities owing to his/ her disability.

Signature \_\_\_\_\_  
Chief Medical Officer/Civil  
Surgeon/Medical Superintendent of a Government  
health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/ disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopedic specialist/ PMR).



**Annexure-II**

**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_ a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_ (name of the State/ UT). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/ lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/ her qualification is \_\_\_\_\_. In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:



**Annexure-III**

**FORM OF CERTIFICATE: TO BE PRODUCED BY A CANDIDATE BELONGING TO  
SCHEDULED CASTES IN SUPPORT OF HIS CLAIM**

**Form of Caste Certificate**

This is to certify that Mr./Miss/Mrs.  
Son/daughter

of \_\_\_\_\_  
of village/Town \_\_\_\_\_

District/Division \_\_\_\_\_ of State  
\_\_\_\_\_

belongs to the \_\_\_\_\_ Caste which is recognized as a Scheduled  
Caste under the Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

(With seal of the Competent Authority)

Date \_\_\_\_\_



**Annexure-IV**

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO  
SCHEDULED TRIBES IN SUPPORT OF CLAIM**

**Form of Tribe Certificate**

This is to certify that \_\_\_\_\_ Son/daughter  
of \_\_\_\_\_ of Village/Town \_\_\_\_\_  
District/Division \_\_\_\_\_ of the State \_\_\_\_\_ belongs to the  
Tribe which is specified as a Scheduled Tribe under the Constitution (Jammu and Kashmir)  
Scheduled Tribes Order, 1989, as amended from time to time.

Signature: \_\_\_\_\_

Designation : \_\_\_\_\_

(with seal of the Competent Authority).

Date \_\_\_\_\_

**Annexure -V**

**Format for Resident Certificate**

**Administration of Union Territory of Ladakh**  
**(Office of the Tehsildar/Competent Authority \_\_\_\_\_ )**

**RESIDENT CERTIFICATE**

Certificate No. \_\_\_\_\_

Dated: \_\_\_\_\_

This is to certify that Shri/Smt/Kumari \_\_\_\_\_  
son/daughter/wife \_\_\_\_\_ resident of \_\_\_\_\_  
Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_  
District \_\_\_\_\_ of UT of Ladakh, Pin Code \_\_\_\_\_ Aadhar No. \_\_\_\_\_  
whose photograph is attested below is a resident of Union territory of  
Ladakh.

2. That the applicant is eligible in terms of the para 5 of the Grant of Resident Certificate (Procedure) Order, 2021.

Signature with seal of Tehsildar/Competent Authority

Authority \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent passport Size  
photograph of the  
applicant with stamp  
and seal of  
Tehsildar/Competent  
Authority





**ANNEXURE-VII**  
**Certificate of Disability**

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (showing face only) of the person with disability

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_ registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

- (A) he/she is a case of:
- locomotor disability
  - dwarfism
  - blindness
- (Please tick as applicable)

(B) the diagnosis in his/her case is:

He/she has \_\_\_\_\_% (in figure) \_\_\_\_\_ percent (in words) permanent locomotor disability/ dwarfism/ blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines (\_\_\_\_\_ number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of Notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued



**ANNEXURE-VIII**  
**Certificate of Disability**

(In cases of multiple disabilities)

(Name and Address of the Medical Authority issuing the Certificate)

**Certificate No.**

**Date:**

Recent passport size  
attested photograph  
(Showing face only) of  
the person with  
disability.

This is to certify that we have carefully examined Shri/Smt./Kum .....  
son/wife/daughter of Shri..... Date of Birth  
(DD/MM/YY)...../...../..... Age.....years, male/female, Registration No.  
.....permanent resident of House No. .... Ward/Village/Street.....  
Post Office.....District.....

State....., whose photograph is affixed above, and satisfied that:  
(A) he/she is a case of Multiple Disability. His/her extent of permanent physical  
impairment/disability has been evaluated as per guidelines ( \_\_\_\_\_ number and date of issue  
of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant  
disability in the table below:

S.No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in%)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			

13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Hemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

@e.g. Left/right/both arms/legs # ears

e.g. Single eye £

e.g. Left/Right/both

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (number and date of issue of the guidelines to be specified), is as follows: - In figures.....percent, In words .....percent.

2. This condition is progressive/non-progressive/ likely to improve/not likely to improve.
3. Reassessment of disability is:
  - (i) Not necessary, or
  - (ii) Is recommended/after..... years.....months, and therefore this certificate shall be valid till...../...../..... (DD)/ (MM)/ (YY)

4. The applicant has submitted the following document as proof of residence: -

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued.



## ANNEXURE-IX

### Certificate of Disability

(In cases other than those mentioned in Annex VII and VIII)  
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport  
size attested  
photograph  
(Showing face  
only) of the person  
with disability.

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

This is to certify that I have carefully examined  
Shri/Smt/Kum..... son/wife/daughter of Shri.....  
Date of Birth (DD/MM/YY).....Age .....years, male/female .....Registration  
No.....permanent resident of House No..... Ward/Village/Street.....  
Post Office..... District..... State....., whose photograph is affixed above,  
and am satisfied that he/she is a case of disability.

His/her extent of percentage physical impairment/disability has been evaluated as per guidelines ( .....number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:-

S.No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability(in%)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological			
	Conditions			

15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Hemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

@-eg. Left/Right/both arms/legs #-eg. Single eye/both eyes €-eg. Left/Right/both ears  
 2. The above condition is progressive/non-progressive/ likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) Not necessary, or

(ii) Is recommended/after.....years..... months, and therefore this certificate shall be

valid till (DD/MM/YY) ...../...../.....

4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)  
 Counter signed

{Counter signature and seal of the Chief Medical Officer/Medical Superintendent/Head of Government Hospital, in case the Certificate is issued by a medical authority who is not a Government servant (with seal)}

Signature/thumb impression of the person in whose favour certificate of disability is issued



**ANNEXURE-X**

**OFFICE OF THE ZILLA SAINIK BOARD/COMMANDING OFFICER OF THE UNIT**

**CERTIFICATE OF BEING AN EX-SERVICEMAN.**

This is to certify that Mr./Miss/Mrs \_\_\_\_\_ S/O,D/O of  
\_\_\_\_\_ R/o Village/Mohalla \_\_\_\_\_ Tehsil \_\_\_\_\_  
District \_\_\_\_\_ serviceman of the \_\_\_\_\_ and discharged from  
the service of or is an ex- serviceman of the \_\_\_\_\_ and has been honorably  
discharged from the service of on \_\_\_\_\_.

**Signature of the Competent  
Authority**

**Date** \_\_\_\_\_

**ANNEXURE-XI**

**FORM OF CERTIFICATE TO BE SUBMITTED BY GOVERNMENT EMPLOYEES SEEKING AGE-RELAXATION**

(To be filled by the Head of the Department in which the candidate is working)

It is certified that\*Shri/Smt./Km. \_\_\_\_\_ is a Government employee holding the post of \_\_\_\_\_ in the payLevel \_\_\_\_\_ as on closing date.

This office has no objection for his/ her appearing in the examination conducted by LAHD-SSRB for \_\_\_\_\_ post vide Advertisement No \_\_\_\_\_ dated \_\_\_\_\_.

Signature \_\_\_\_\_

Name / \_\_\_\_\_

Office Seal

Place:

Date:

(\*Please delete the words which are not applicable.)



**Annexure-XII**

**DECLARATION TO BE SUBMITTED BY ALL THE EMPLOYED APPLICANTS**

I declare that I have already informed my Head of Department in writing that I have applied for \_\_\_\_\_ and no vigilance is either pending or contemplated against me as on the date of submission of application.

I further submit the following information:

Date of Appointment:.....

Holding present Post & Pay Level: .....

Name & Address of Employer with Tel. No./FAX/E-mail: \_\_\_\_\_

Place:

Dated:

Full Signature of the Applicant

**ANNEXURE-XIII**

**The Administration of Union Territory of Ladakh**

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_-son/daughter/wife of \_\_\_\_\_ Permanent resident of \_\_\_\_\_, Village/ Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the Union Territory of Ladakh, Pin Code \_\_\_\_\_ Whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\*of his/her 'family'\*\*is below Rs.8Lakh (Rupees Eight Lakh only) for the financial year\_His/ her family does notown or possess any of the following assets\*\*\*;

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000sq. ft. and above;
- III Residential plot of 100 sq. yards and above in notified municipalities;
- IV Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. It is to certified that Shri/Smt./Kumari does not belongs to any of thecategories defined in the clause (m), (n) and (o) of the section 2 of the Jammu and Kashmir Reservation Act, 2004 (XIV of 2004)

Signature with seal of Office

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Recent  
Passport Size  
attested  
photograph  
of the  
applicant

\*Note1:Income covered all sources i.e. salary, agriculture, business, profession etc.

\*\* Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.



**ANNEXURE -XIV of ADVERTISEMENT NOTICE NO 01/2022 (DETAILS OF POSTS)**

Department	Name of the Post	UR	ST	SC	EWS	PwD	ESM	TOTAL	Qualification prescribed	Level of Examination
<b>Pay Level-2 (19900-63200)</b>										
PHE, I&FC Department UT Ladakh	Carpenter	1	0	0	0	0	0	1	Minimum Matric with One year National Trade Certificate/ State Trade Certificate in Carpenter awarded by NCVT/SCVT	Matric Level
<b>Pay Level SL-2 (15900-50400)</b>										
PHE, I&FC Department UT Ladakh	Water Khalasi/Khalasi/Lineman/Assistant Motorman/Black Smith	19	20	1	5	2	2	49	Matriculate with one year National Trade Certificate/ State Certificate in Civil Trades Viz Laying and Fitting of Pipes/Plumbing/Mechanical Trade as Black Smith and like award by NCVT/SCVT	Matric Level
Directorate of Information & Public Relation UT Ladakh	Screen Man	1	1	0	0	0	0	2	Matric with National Trade Certificate/State Trade Certificate in Electronics/Electrician awarded by NCVT/SCVT	Matric Level
Directorate of Sheep Husbandry UT Ladakh	Assistant Stockman	4	4	0	1	0	0	9	Matric with Science from any recognized board	Matric Level
<b>Pay Level SL-1 (14800-47100)</b>										
PW(R&B)/PMGSY Department UT Ladakh,										
PHE, I&FC Department UT Ladakh	Gardner/Mali	2	0	0	0	0	0	2	10th pass with one year Certificate Course in Basic Horticulture Training (BAT) from any recognized Institute	Matric Level
PHE, I&FC Department UT Ladakh	Bearer	1	0	0	0	0	0	1	Minimum 10th pass with Diploma in Food & Beverages Service from Food Craft Institute or any other Government recognized institute.	Matric Level
PW(R&B)/PMGSY, PHE, I&FC, Directorate of Social & Tribal Welfare, Directorate of Information & Public Relation, Directorate of Animal Husbandry, Directorate of Sheep Husbandry	Orderly/Chowkidar/Messenger/Plough Man/Pump Operator/Store Man/ Packer /Attendant/Mali/ Gardner/Fieldman/Bullock Man/ Work Watcher/Coolie/Mate/ Cleaner	53	51	0	8	2	4	118		
<b>TOTAL</b>		81	76	1	14	4	6	182	Minimum Matric and Maximum 10+2	Matric Level