

**Cadre Recruitment Rules for Non-Teaching Post of University of Ladakh**

S. No.	Particulars
1.	General Rules

**SUMMARY OF POSTS**

	Name of Post	Group	Pay band (Revised)	7 <sup>th</sup> CPC Pay Matrix
<b>ADMINISTRATIVE / MINISTERIAL SERVICES</b>				
1.	Registrar	A	144200-218200	Level 14
2.	Finance Officer *	A	144200-218200	Level 14
3.	Controller of Examination *	A	144200-218200	Level 14
4.	Deputy Registrar *	A	78800-209200	Level 12
5.	Deputy Controller of Examination *	A	78800-209200	Level 12
6.	Deputy Finance Officer *	A	78800-209200	Level 12
7.	Assistant Registrar	A	56100-177500	Level 10
8.	Assistant Controller of Examination *	A	56100-177500	Level 10
9.	Assistant Finance Officer *	A	56100-177500	Level 10
10.	Accounts Officer	B	47600-151100	Level 8
11.	Assistant Director (P&S)	B	47600-151100	Level 8
12.	Private Secretary	B	47600-151100	Level 8
13.	Estate Officer	B	44900-142400	Level 7
14.	Section Officer	B	44900-142400	Level 7
15.	Personal Assistant	B	44900-142400	Level 7
16.	Assistant Account Officer *	B	44900-142400	Level 7
17.	Statistical Officer	B	44900-142400	Level 7
18.	Technical Assistant	B	44900-142400	Level 7
19.	Senior Librarian *	B	35900-113500	Level 6E
20.	Accountant	B	35600-112400	Level 6B
21.	Head Assistant	B	35600-112400	Level 6B
22.	Statistical Assistant	B	35600-112400	Level 6B
23.	Account Assistant	C	29200-92300	Level 5
24.	Senior Assistant	C	29200-92300	Level 5



25.	Junior Stenographer *	C	25500-81100	Level 4
26.	Junior Assistant	C	25500-81100	Level 4
27.	Senior Lab. Assistant	C	25500-81100	Level 4
28.	Junior Librarian	C	25500-81100	Level 4
29.	Library Assistant	C	19900-63200	Level 2
30.	Lab Assistant	C	19900-63200	Level 2
31.	Library Bearer	C	14800-47100	Level SL1
32.	Lab. Bearer	C	14800-47100	Level SL1
33.	Chowkidar	C	14800-47100	Level SL1
34.	Orderlies	C	14800-47100	Level SL1

**\*Proposal submitted for creation of posts**



# UNIVERSITY OF LADAKH

OFFICE OF THE REGISTRAR, LEH  
(Administrative Building, Melongthang, Leh)  
Uol.ac.in

**Notification No.05 of 2023 dated – 14<sup>th</sup> December, 2023**

## General Rules

**"UNIVERSITY OF LADAKH"**

### **RECRUITMENT RULES FOR NON-TEACHING POSTS**

The University Council of the **"University of Ladakh"**, in exercise of the powers conferred under Section 20 (b) of the University Act, hereby adopts the following rules for regulating the recruitment to the Non-Teaching Posts in the University of Ladakh and its Constituent Colleges as approved in the 3<sup>rd</sup> University Council Meeting Held on 19.06.2023.

#### **1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 These Rules shall be called University of Ladakh Non-teaching Recruitment Rules 2023 of **"University of Ladakh"**.
- 1.2 These Rules shall come into force with effect from the date of issue of notification by the University.

#### **2. DEFINITION:**

In these Rules, unless the context otherwise requires:

- 2.1 'Act' shall mean the **"The University of Ladakh Act, 2018"** as amended from time to time.
- 2.2 'University Council' shall mean the University Council of **"University of Ladakh"**.
- 2.3 'Appointing Authority' in relation to any post in the University shall imply the authority competent to make appointment to that post under the Act / Statute / Ordinances/ Regulations of the University as amended from time to time.
- 2.4 'Cadre' shall mean the strength of service or a part of service sanctioned as a separate unit.
- 2.5 'Departmental Candidate' shall mean the employee working on regular basis in the **"University of Ladakh"** against a substantive post in the University but does not include an employee working on ad-hoc, daily wage, contract, or temporary basis.
- 2.6 'Direct Recruitment' shall mean the recruitment made other than by promotion, deputation or absorption.
- 2.7 'Government' shall mean the Government of Union Territory of Ladakh.

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- 2.8 'Non-Teaching Employee' shall mean an employee of the University other than the teachers of the University.
- 2.9 'Regular Service' shall mean the service rendered by an employee in the cadre on regular basis and shall not include the service on contract/daily wage/temporary/ad-hoc basis.
- 2.10 'Schedule' shall mean the Schedule(s) appended to these Rules.
- 2.11 'Selection Committee' shall mean a composition of members of Selection Committee as specified in the Act, Statutes, Ordinances, UGC Regulations, Guidelines or the Cadre Recruitment Rules of the University.
- 2.12 Departmental Promotion Committee and Departmental Confirmation Committee shall mean departmental Promotion Committee and Departmental Confirmation Committee respectively, as defined in the Schedule 2.
- 2.13 'Statutes', 'Ordinances' and 'Regulations' shall mean, respectively, the 'Statute', 'Ordinance' and 'Regulations' of the University under **"The University of Ladakh Act, 2018"**, for the time being in force and as amended from time to time.
- 2.14 'University' shall mean **"The University of Ladakh"** established under **"The University of Ladakh Act, 2018"**.
- 2.15 'Constituent Colleges' shall mean **"The Colleges maintained or admitted and recognized by the syndicate of the University in accordance with provision of this Act and Statutes."**
- 2.16 'Age' shall mean the upper age limit as specified in the Schedule 1.
- 2.17 'Notified date' shall mean the date specified in the Notification.
- 2.18 'UGC' shall mean the University Grants Commission established under the UGC Act, 1956.
- 2.19 'Scheduled Caste' means the castes specified in the Schedule to the Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956 made by the President under clause (1) of Article 341 of the constitution of India,
- 2.20 'Scheduled Tribe' means the tribes or tribal communities or parts of or groups within tribes or tribal communities as specified in the Constitution Scheduled Tribes Order, 1989 made by the President under clause (1) of Article 342 of the Constitution of India,
- 2.21 'PWD' shall mean Persons with Benchmark Disability, EWS shall mean Economically Weaker Sections.
- 2.22 'On Probation' with relation to a person shall mean a person appointed to any post on probation as specified in these rules.
- 2.23 'Substantive appointment' shall mean appointment on a substantive post on regular basis including on probation followed by confirmation.
- 2.24 (a) 'Service or Experience' wherever prescribed under these rules for direct recruitment shall mean a condition for appointment to any post shall include the period which the person has worked on such lower post.  
(b) 'Service or Experience' wherever prescribed under these rules for promotion shall mean a condition for promotion to any higher post, shall include the period which the person has continuously worked on such lower post on regular basis.
- 2.25 'Competent Authority' shall mean the authority competent to exercise different powers and functions under these Rules.
- 2.26 All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the **"The University of Ladakh Act, 2018"** Statutes, Ordinances and Regulations made thereunder or in the relevant rules framed by the Government of India as amended from time to time.



### 3. EXTENT OF APPLICATION:

- 3.1 These Rules shall apply to all non-teaching posts on regular/ tenure/ deputation/promotion basis by the University as the case may be.
- 3.2 Instructions issued by Govt. of UT Ladakh/UGC regarding appointment, conditions of service and admissible emoluments etc. of the non-teaching employees and other academic staff from time to time shall apply mutatis mutandis with due approval of the University Council.

### 4. CLASSIFICATION OF POSTS:

- 4.1 Group 'A' (Pay Level 10 and above)
- 4.2 Group 'B' (Pay Level 6 to 9)
- 4.3 Group 'C' including Multi-Tasking Staff (MTS) (Pay Level 1 to 5)

### 5. SCHEDULE:

The number of posts, with classification, Pay-Matrix, details of qualification, experience, method of recruitment, age limit, etc. for various posts and any other information relevant to these posts are specified under Schedule-1.

### 6. APPOINTING AUTHORITY:

The Appointing Authority in respect of various posts in the University shall be as under:

	Appointing Authority	Posts
A.	University Council	Permanent appointment to the post of Joint Registrar and above for non-teaching /Associate Professor and above for Teaching positions
B.	Syndicate	Permanent appointment of Officers below the status of Joint Registrar and Deputy Librarian and Teachers below the status of Associate Professor.

### 7. METHOD OF RECRUITMENT:

The recruitment to various posts shall be made by the Appointing Authority by the following methods:

- 7.1. Direct Recruitment
- 7.2. Promotion
- 7.3. Deputation/Absorption
- 7.4. Tenure Appointment

### 8. AUTHORISED SANCTIONED STRENGTH OF POSTS UNDER VARIOUS CADRES:

- 8.1 The authorized sanctioned strength of the posts under each of the cadres as on the date of notification shall be as specified in Scheduled 1 under these rules.
- 8.2 After notification of these rules, any new post sanctioned by the UGC/MOE from time to time shall be added to the authorized sanctioned strength of posts under respective cadres with due approval of the University Council of the University.



## **9. FUTURE MAINTENANCE OF THE CADRE/POSTS:**

- 9.1** All the appointments made through the method of recruitment, mentioned under Rule-7 above, in the University after notification of these rules, shall be made only in accordance with the provision of these rules. The University Council may add any other posts and/or Cadre as and when any new post/cadre is sanctioned by UGC / MOE. In case of sanction of new post(s) by UGC/MOE, necessary procedural formalities such as framing of recruitment rules of such posts (wherever necessary) have to be made and approval of the University Council is required to be obtained. The seniority of the employees borne in each cadre/post specified in these rules shall be maintained by the Registrar of the University and/or other officer authorized for the purpose by the Competent Authority. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Vice-Chancellor or the Registrar.

## **10. INITIAL CONSTITUTION:**

- 10.1** The employees holding the posts on regular basis in accordance with the prevailing rules i.e. prior to the commencement of these rules shall be deemed to have been appointed in accordance with the provisions of these rules.
- 10.2** The regular continuous service of the personnel mentioned under sub-rule (1) prior to the initial constitution shall count for the purpose of probation period, qualifying service for promotion, confirmation and pension scheme as applicable in the service.

## **11. PROCEDURE TO BE ADOPTED FOR RECRUITMENT:**

### **I. ISSUE OF ADVERTISEMENT:**

The vacant posts of permanent nature, posts approved under specific schemes of permanent nature, the posts of temporary nature likely to continue, tenure/deputation posts, etc. shall be advertised at an appropriate time, giving at least one insertion in any of the national dailies and one insertion in the University website. The candidates may fill up the prescribed application forms along with the details of qualifications, experience and other requirements as per the procedures to be prescribed by the university and submit the applications duly completed in all respects along with the prescribed application fees, if any, within the stipulated time.

#### **Note:**

- (a) *In order to reduce the cost of advertisement, only essential details of the recruitment including the closing date of the application shall be indicated in the advertisement. The closing date may be extended at the discretion of the Vice-Chancellor depending on the exigency of the situation, by notifying on the website only, for which the interested candidates have to be in constant touch with the website of the university.*
- (b) *In addition to the provisions mentioned at Para 11 (I) above, the University at its discretion, may request the Employment Exchange to sponsor candidates for posts as per the prescribed educational qualifications, experience etc.*

### **II. TIME LIMIT FOR RECRUITMENT PROCESS**





The university may ensure that the entire recruitment process including and starting from advertisement, conducting written examination or holding the interview may be completed within six months. (Ref: DoPT O.M.No.Misc.14017/15/2015-Estt.(RR) dated 11.01.2016 duly forwarded by UGC to all central universities vide letter No.F.74-1/2017 (CU) dated 16<sup>th</sup> October, 2017).

Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he/she may extend the time limit for the recruitment process by a maximum period of six months.

## **12. COMPOSITION AND FUNCTIONS OF THE SELECTION COMMITTEE:**

- 12.1 The Composition of Selection Committee shall be as prescribed in the Statutes/Ordinances/UGC Regulations/Notifications/Guidelines/Schedule of CRRs.
- 12.2 The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and approval.
- 12.3 If two or more candidates are recommended by the Selection Committee, the recommendations shall be made in order of merit.
- 12.4 No recommendation shall be made by the selection committee with any condition attached to it.

## **13. QUALIFICATION AND EXPERIENCE:**

The qualification (essential and desirable) and experience required shall be as indicated in the Schedule. The qualification prescribed in the schedule for each of the post shall be the minimum qualification.

## **14. AGE LIMIT AND AGE OF SUPERANNUATION:**

- 14.1 The upper age limit for appointment to various posts shall be as specified in the Schedule. The crucial date for determining the age shall be the closing date of the application.
- 14.2 The age of superannuation shall be 62 years for non-teaching staff and 65 years for teaching staff.

## **15. RESERVATION OF POSTS:**

- 15.1 Post shall be reserved as per J&K Reservation Rules, 2005 read with amendments made by Ladakh vide S.O 14 which provides for reservation to specific categories.
- 15.2 The Ladakh Resident Certificate issued vide order No.18-LA(LD) of 2021 dated 08.10.2021 shall be mandatory for the purpose of appointment of Group B and C posts in the University of Ladakh.

## **16. CONSTITUTION AND ROLE OF SCREENING COMMITTEE:**

- The Vice-Chancellor may constitute a Screening Committee by including at least one outside expert in the relevant field, in addition to the internal members.
- The Member-Secretary to the Screening Committee shall be nominated by the Vice-Chancellor. It shall be the duty of the Member-Secretary to place the relevant documents/rules/guidelines, etc., relating to the selection before the Screening





Committee.

- The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules. Except for the posts of Registrar, Finance Officer, Controller of Examination, Librarian, Director of Physical Education, it must be ensured that the ratio of the number of vacant posts to be filled and the number of candidates to be called for interview does not exceed 1:15. In order to comply with this requirement of maximum ratio, the Screening committee may fix higher criteria at its discretion for the candidates.
- If minimum three eligible applicants are not available for any vacancy to appear for the written test/interview, the post shall be re-advertised at-least twice after which the University may take appropriate action with regard to the selection.
- This condition shall not be insisted upon in case of selection on deputation (without absorption). In case of posts in which there is a provision for holding a common written test, all the eligible candidates, subject to the minimum 3, may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:15.
- The Screening Committee(s) may at its discretion, recommend the candidate for the post on conditional basis and the conditions must be complied with, by the candidate before the written test/skill test/interview as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.

*Note: The Acting/In-charge Vice-Chancellor shall not make any appointment to permanent non-teaching positions. However, the Acting/In-charge Vice-Chancellor may constitute a Screening Committee/Selection Committee for the appointment of temporary posts as per MHRD (now MoE) letter F. No. 19-58/2014-Desk (U) dated 09/01/2014 subject to approval of the University Council.*

#### **17. CONSTITUTION OF SELECTION COMMITTEES / DEPARTMENTAL PROMOTION COMMITTEES/ DEPARTMENTAL CONFIRMATION COMMITTEES \***

The Constitution of the Selection Committees and Departmental Promotion Committees (DPC)/ Departmental Confirmation Committees\* are specified in the Schedule-2. The Vice- Chancellor, at his discretion, may include the Head or any other senior member of the unit concerned (in the absence of the Head of the Unit) in the Selection Committee/Departmental Promotion Committee at the time of selection/promotion to any post in the University. Any other member/members can also be included in the Selection Committee/Departmental Promotion Committee as per the GoI/UGC guidelines.

(\* Ref: DoPT O.M.No.AB.14017/21/2011-Estt.(RR) dated 10<sup>th</sup> May, 2013)

A person shall be disqualified for sitting as a member of any Selection/Departmental Promotion Committee and Departmental Confirmation Committee and from taking part in any selection/promotion process under these Rules, if he is related to any candidate or there would be any conflict of interest in case of his association with the selection process. For this purpose, the University shall obtain an undertaking to this effect from the member concerned prior to the commencement of the selection process as per Govt. of India norms.

#### **18. QUORUM:**

**18.1** The Quorum for the Selection Committee/Departmental Promotion





Committee/Departmental Confirmation Committee prescribed under the UGC Regulations/ Notifications/Statutes of the University/Instructions shall be applicable *mutatis mutandis* as amended from time to time.

- 18.2** For other posts, two-thirds of the members present shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Visitor's nominee (wherever applicable), at least one external expert out of the two Experts or at least two external experts out of three Experts and one representative from the respective prescribed category as per GOI norms.

**19. DIRECT RECRUITMENT BY OPEN SELECTION:**

- 19.1** Wherever the UGC guidelines in respect of any particular non-teaching post are not available or framed, the University shall frame its own recruitment rules, laying down the qualifications, experience and nature of duties, etc., according to the requirements and suitability of the post.
- 19.2** Recruitment to any regular post in the University shall be made on the recommendations of a duly-constituted Selection Committee, as prescribed under these rules.
- 19.3** The Chairman shall be entitled to vote at the Selection Committee meeting and, in case of a tie, shall have a casting vote.
- 19.4** In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.
- 19.5** The recommendations of the Selection Committee for Statutory posts and other Group 'A' academic posts covered under the UGC Regulations, 2018 as amended from time to time (such as Librarian, Deputy Librarian, Director of Physical Education, Deputy Director of Physical Education, Assistant Librarian, Assistant Director of Physical Education, etc.) shall be placed before the University Council for approval. If the University Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders as prescribed under Statutes.
- 19.6** The recommendations of the Selection Committee for non-statutory Group 'A', 'B' & Group 'C' posts shall be placed before the competent authority as prescribed under these rules for consideration and approval. In case the recommendations of the Selection Committee are not accepted, the reason(s) for non-acceptance of such recommendations shall be recorded and submitted to Executive Council. The power to reject the recommendations of the Selection Committee shall rest with the University Council and the decision of the University Council shall be final.

**20. SENIORITY:**

The seniority of each candidate in the respective cadre shall be determined on the basis of his/her position in the merit list recommended by the Selection Committee and in accordance with the relevant rules of the Govt of India/UGC.

**21. APPOINTMENT AND JOINING TIME:**

- 21.1** The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.
- 21.2** An offer of appointment issued by the University should clearly specify the period (which shall not normally exceed one or two months) after which the offer would lapse automatically if the candidate did not join within the specified period.





- 21.3** If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the University but extension beyond three months shall not be ordinarily granted. It may however be granted by the competent authority only as an exception where facts and circumstances so warrant. In any case extension may be given only up to a maximum of six months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment. The candidate who joins within the above-mentioned period of six months shall have his seniority fixed under the seniority rules applicable to the service/post concerned to which he/she is appointed, without any depression of seniority.

## **22. GENERAL TERMS AND CONDITIONS OF RECRUITMENT:**

- 22.1** Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer.
- 22.2** The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
- 22.3** It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly.
- 22.4** Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
- 22.5** The person appointed against any post shall be governed by the Act/Statutes/Ordinances/Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the University Council of the University.
- 22.6** The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be





- unsatisfactory, the appointment shall be cancelled/terminated forth with.
- 22.7** Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
- 22.8** In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D (Now MoE), there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.
- 22.9** The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital/or Govt./CGHS empaneled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Govt./CGHS empaneled Hospital for Group A post as the case may be prior to his joining.
- 22.10** The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
- 22.11** The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
- 22.12** The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment or promotion/under career progression scheme, wherever applicable on the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Registrar, Assistant Registrar, Assistant Librarian, etc. and equivalent posts shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification/ Regulations/Guidelines of the UGC/Government of India in future shall be adopted *mutatis-mutandis* by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
- 22.13** At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- 22.14** The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.
- 22.15** (i) The details of the vacancies shall be indicated in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served notice prior to the issue of advertisement shall be included in the instant advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall





not exceed the number of posts advertised including anticipated vacancies.

- (ii) The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of six months or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate in the merit list, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.

(Reference: DoPT OM No.41010/18/97-Estt(B) dated 13<sup>th</sup> June, 2000)

- (iii) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
- (iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time.
- (v) In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the University Council shall be final.

### **23. PROMOTION:**

- 23.1** The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification.
- 23.2** Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APARs. Only performance reported "Good (Grade Point 5)" carrying Pay Level 11, consistently for the preceding five years shall be taken into consideration by the DPC. In case of Group 'A' post carrying Pay Level 12 or above, persons reported "Very Good" (Grade Point 7) shall only be considered. Those with "Average Performance", which is not an adverse remark, shall not be considered for promotion by the DPC. The University may hold the written/skill tests at the time of promotion of the employees of the University and fix qualifying marks as per the schedule appended herewith, in addition to the screening the Annual Performance Appraisal Reports (APAR) for preceding years, depending upon the length of Qualifying Service. While screening the Annual Performance Appraisal Reports, the University may also fix any other criteria for consideration of the DPC.
- 23.3** The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports for the preceding five years, as specified above at clause 23.2.
- 23.4** In case there is any adverse entry in the APAR, or for want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or does not increase the score after review of performance as per procedures, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these Rules.
- 23.5** The eligibility criteria, Vigilance Clearance Reports and APAR dossiers, duly completed in all respects along with the seniority list and results of the written test (if conducted by the University) of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs/STs/PwDs, etc. shall be provided to the DPC for consideration as per Gol rules.
- 23.6** In the case of "Selection", the zone of consideration of eligible officers extended zone for SCs/STs/PwDs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service records of the officers. The normal zone and the extended zone will be as per the Govt. of India rules.





**23.7** The departmental test shall only be qualifying in nature. The DPC shall make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all officers up to the Pay Level 11 and "Very Good", i.e. a minimum score of 7 for all Group 'A' posts upto the Pay Level 12 and above, accordingly, grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter-se-seniority in the feeder grade, subject to the availability of regular vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the selection panel. There shall be no supersession in promotion among those who are graded 'fit'. The grading and score are quoted below:

S.No.	Grading System and Score in APAR
(i)	Grade "between 8-10" shall be rated as 'outstanding' and shall be given a score of 9 for the purpose of calculating average scores for appointment/promotion.
(ii)	Grade "between 6 and short of 8" shall be rated as 'very good' and will be given a score of 7 for the purpose of calculating average scores for appointment/promotion.
(iii)	Grade "between 4 and short of 6" shall be rated as 'good' and shall be given a score of 5 for the purpose of calculating Average scores for appointment/promotion.
(iv)	Below 4 shall be given a score of 'zero'.

- (a) The meeting of the Departmental Promotion Committee (DPC) shall ordinarily be convened at least once a year, which shall depend upon the availability of vacancy.
- (b) The administrative authorities shall ordinarily ensure that the information furnished to the Departmental Promotion Committee are accurate and in proper order in all cases and a certificate to this effect duly signed by the officer designated for the purpose shall form a part of the note for the DPC.
- (c) Penalties of any kind (major) shall constitute a bar to one's eligibility for promotion or confirmation as per DoPT guidelines. However, minor penalty of "censure" would not constitute a bar on the eligibility and consideration for the purpose of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar on the eligibility.
- (d) The following cases shall be brought to the notice of the DPC:
  - (i) Employees under suspension;
  - (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
  - (iii) In respect of whom prosecution for a criminal charge has been pending in the Court of Law.

The DPC shall assess their suitability without regard to the disciplinary aspect. The findings of the DPC shall be kept in a sealed cover as per the fact recorded in the proceedings of the DPC. The same procedures shall be followed by subsequent DPCs till the disciplinary/criminal cases are concluded. On conclusion of the case, the sealed cover will be opened. In case the officer is completely exonerated, the due date of his promotion shall be determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary by reverting the junior most officiating person. If not exonerated, the recommendations of the DPC

in sealed cover shall not be acted upon.

- (e) The cases of officers under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.

#### **24. FUNCTIONS OF THE DPC:**

**24.1** The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group A, B and C employees. The constitution of DPC for various categories of posts shall be as prescribed under the Cadre Recruitment Rules of the University.

**24.2** While considering the promotional cases, the Departmental Promotion Committee shall consider the following:

- (i) Provisions of the Rules/Act/Statutes/Ordinances/University Regulations/UGC Regulations/guidelines and GOI Rules as applicable from time to time.
- (ii) Eligibility criteria and relaxations/concessions applicable to the SC/ST/PwD categories.
- (iii) Work and Conduct Reports
- (iv) The Annual Performance Appraisal Reports (APARs) for the preceding five years along with the Annual Property Returns (APRs) as available with the competent authority. While screening the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to the bench marks as mentioned in the Statutes/Ordinances/Govt. of India rules.
- (v) Vigilance Clearance Report
- (vi) Roster points of the cadre(s) as per the reservation policy of the Govt. of India/UGC.
- (vii) Performance in the interview/skill test/written test, if conducted by the University as per rules.
- (viii) The DPC is expected to screen the cases and decide the eligibility based on the aforementioned documents like APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

**Note:** *In case APAR(s) for any particular period has not been written/endorsed by the designated authority despite the fact that the employee concerned produces the proof of submission of self-appraisal report(s) duly filled-in for that particular period(s) to the concerned section, the DPC/Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediately preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.*

#### **25. MODE OF PROMOTION:**

**25.1** The university should strictly adhere to the quota prescribed for Promotion of the eligible internal candidates as per the Recruitment Rules. In case candidates are not available under the internal quota and the posts are filled up through direct recruitment in the interest of the university, future vacancy may be shifted proportionately to the Promotion quota and filled up out of the eligible internal candidates from the feeder cadre. In the light of the



above, the DPC shall be required to ensure the number of available vacancies under the promotion quota.

- 25.2** In addition to the conditions for promotion for the posts, as specified at 23 above, University may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the University, at its discretion, may opt the fitness-cum-seniority or hold written test or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at least one external expert shall be mandatory.
- 25.3** Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his eligibility. After completion of formalities such as Annual Performance Appraisal Reports (APARs)/ACRs, Vigilance Clearance Report, the Departmental Promotion Committee may be constituted to evaluate and assess the eligibility of the employees. The employees shall be considered for promotion based on the recommendations of the DPC duly approved by the Competent Authority of the University.
- 25.4** All promotions of the non-teaching staff belonging to Group 'A', 'B' and Group 'C' shall take effect from the date of joining.
- 25.5** Qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi-Professional Assistant, Library Assistant and other positions as identified from time to time. Further, qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for all Personal Assistants of the University who shall be considered for promotion as Private Secretary as per the eligibility criteria prescribed in these Rules as prescribed for direct recruitment. The University may impose any condition to be complied with at a future date failing which the competent authority may order for stoppage of increment.

## **26. AD-HOC PROMOTIONS:**

In case there is an existing vacancy and no eligible employee is available in the feeder Cadre for promotion, the competent authority may consider relaxation by a maximum period of one year at its discretion to promote an employee on ad-hoc basis after completing all procedural formalities, as laid down under Rule 22 above. However, this arrangement shall not be allowed to continue beyond one year in case the employee concerned is not considered for regular promotion.

## **27. PANEL:**

The panel drawn for promotion/direct recruitment shall be valid for a period of one year from the date of the meeting of the DPC/date of approval of the recommendations, respectively.

## **28. MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACP)/CAREER ADVANCEMENT SCHEME (CAS)/DYNAMIC ASSURED CAREER PROGRESSION SCHEME**

The financial up-gradation under the Career Advancement Schemes such as MACP/CAS/DACP Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the Act/Statutes/Ordinances, Rules of the University and orders/guidelines of



UGC/Government of India (as amended from time to time) duly adopted by the University.

- (a) The Modified Assured Career Progression Scheme (MACPs) of the Govt. of India, duly communicated for implementation by the UGC in respect of Non-Teaching employees, shall be effective from 01.09.2008, or as per the eligibility criteria prescribed by the GOI/UGC from time to time, whichever is later. Similarly, in case of Medical Officer, Dynamic Assured Career Progression Scheme (DACPs) shall be applicable as prescribed by the Govt. of India/UGC from time-to-time.
- (b) In case of up-gradation of pay scale, up to the level of Joint Registrar or equivalent, the Registrar shall chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate at least one external expert and other members representing SC/ST/OBC/PwBD/Minorities etc. wherever required as per the guidelines of the UGC / Gol.
- (c) Any dispute in implementation of the aforementioned Career Advancement Schemes shall be referred to the University Grants Commission, and the decision of the UGC shall be final.

## 29. DEPUTATION:

The University may fill up any post on deputation by drawing officers from Govt. of India/Autonomous Bodies/PSUs as per UGC/GOI Rules. The officer to be considered for deputation against any post below Pay Level-14 must be less than 56 years of age and Pay Level-14 and above must be less than 58 years of age. In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for the period as prescribed by the Govt. of India from time to time or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate all incumbents, including the incumbents holding the statutory posts, at any time even before the prescribed period in case his performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the competent authority.

Ordinarily, no person working on deputation shall be absorbed in any post of the University after expiry of his period of deputation. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter with his parent organization for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he is absorbed in the University, he shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules.

## 30. PROBATION:

- 30.1 In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. The date from which confirmation should be given effect is the date following the date of satisfactory completion of the prescribed period of probation or



the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation as the case may be should be communicated to the probationer normally within 6 to 8 weeks prior to the completion of Probation period. Probation should not be extended for more than a year and, in no circumstances, an employee should be kept on probation for more than double the normal prescribed period of probation. The officer will be deemed to have successfully completed the probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation. On completion of the probation period or any extension thereof, employees shall, if considered fit for permanent appointment, be retained in the appointments on regular basis and be confirmed against the available substantive vacancies as the case may be. In case there is no perceivable improvement despite all this, his/her services shall be discharged by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice.

As regards other matters relating to probation, the employee will be governed by the instructions issued by the Government of India in this regard from time to time.

- 30.2** In the case of promotion to the next higher group, the employee(s) shall be kept on probation for a period of two years from the date of joining. The appointing authority may at its discretion, extend the period of probation by one year on ground of non-performance, misconduct or misbehavior or if he/she fails to comply with the terms and conditions of the appointment to the post to which he/she was promoted. In case there is no perceivable improvement despite all this, he shall be reverted to his parent post, with immediate effect, and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their respective parent posts, in case they cannot be adjusted in any other similar vacant posts. However, there shall not be any probation for promotion within the same group.

**Note:**

- (i) *If an employee who has been recruited/promoted to any post, avail himself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.*
- (ii) *In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be apprised of the consequences of unsatisfactory performance during the period of probation. Such an appraisal should be issued in advance after which the performance of the official concerned should be continuously kept under observation.*
- (iii) *Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.*
- (iv) *As for temporary Government servants they should, as a matter of rule, be asked to resign from the parent department/office at the time of release from the parent*

department/office. An undertaking to the effect that he/she will resign from the parent department/office, in the event of his/her selection and appointment to the post applied for, may be taken from his/her at the time of forwarding the application. This procedure is to be followed even in case of a temporary Government servant applying as a direct recruit for a post in the same organisation.

- (v) An employee of the University shall be confirmed through Departmental Confirmation Committee.
- (vi) An employee of the University shall not be confirmed on his post unless and until he signs the 'Service Agreement'.
- (vii) There shall be no probation in the case of an employee appointed to a post on deputation, tenure or on re-employment after superannuation.
- (viii) The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.

### 31. APPLICATION OF GOVT. OF INDIA RULES/ UGC REGULATIONS:

If any particular provision concerning the qualifications for recruitment and promotion or seniority under these Rules is silent, the corresponding rules operating in the Govt. of India/UGC, or the qualifications prescribed by the Govt. of India/UGC shall apply mutatis mutandis.

Further, the Pay Matrix contained in the Schedules for various posts shall be revised as per the GOI/UGC regulations/guidelines as amended from time to time.

### 32. POWER TO RELAX:

**32.1** Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PwBD or any other reserved category for reserved posts as per the UGC/Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.

**32.2** The relaxation in age shall also be given in respect of the following categories as mentioned against each:

S. No.	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Govt/State Govt./Central Universities/UGC maintained deemed to be Universities/other Central/State autonomous bodies/organisations/Institutions.	As per Government of India rules.
2.	Ex-Servicemen	

The upper age limit for appointment of Group 'C' posts is relaxable for Group 'C' and erstwhile



Group 'D' departmental candidates up to 40 years in case of General candidates and 45 years in case of candidates belonging the SC/ST who has rendered three years continuous regular service in university in accordance with the instructions or orders issued by the Govt. of India.

### **33. DISQUALIFICATION:**

The following categories of persons shall not be eligible to apply for any position in the University:

- 33.1** Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
- 33.2** Who is a person of unsound mind and questionable conduct or not medically fit to perform his duties.
- 33.3** Who has entered into or contracted a marriage with a person having a living spouse; Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- 33.4** Who is not a citizen of India; and
- 33.5** Any other category of person disqualified for appointment by the Govt. of India/State Govt./UGC from time to time.

### **34. REMOVAL OF DIFFICULTIES:**

If any difficulty arises in the implementation or operation of any of the provision of these rules, the Vice-Chancellor may, from time to time issue with the approval of the University Council, such general or specific directions but not inconsistent with the provisions of the Act, Statutes, Ordinances or directives of the Government of India, Ministry of Education/University Grants Commission, which appear to be necessary for the purpose of removing such difficulty.

### **35. INTERPRETATION:**

Any ambiguity or lack of clarity with regard to any clause of the Rules, the matter may be referred to UGC for clarification.

### **36. AMENDMENT OF RULES:**

Amendment, modification, changes, withdrawal, suspension and relaxation in any or all of provisions of these Rules shall be done with prior approval of Govt. of India/UGC.

### **37. RESIDUARY MATTERS:**

In regard to the matters not specified or referred to in these rules, the corresponding provisions as provided by the UGC for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, shall be followed. In case any particular provision in these Rules is in conflict with any provision of the UGC Regulations/guidelines or Govt. of India Orders, the provisions of the UGC Regulations/guidelines or Govt. of India Orders shall prevail.



**38. LIABILITY OF OFFICERS TO SERVE ANYWHERE IN INDIA:**

The non-teaching employees and other academic staff shall be liable to serve anywhere in India within the jurisdiction of the University.

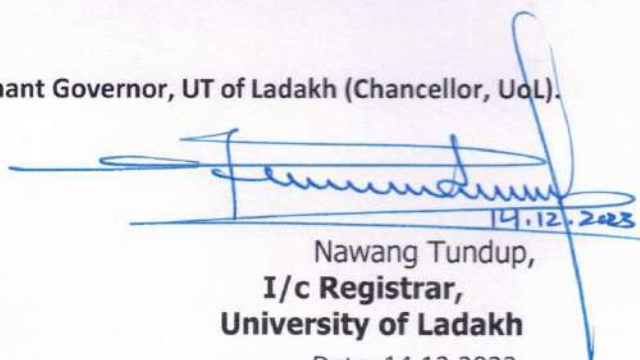
**39. TERRITORIAL JURISDICTION:**

In case of any dispute, the territorial jurisdiction for adjudication shall be the "*Jammu and Kashmir and Ladakh High Court*"

**40. REPEAL:**

All the existing rules and orders in relation to the matters covered under these rules shall stand repealed but any action already taken pursuant to such existing rules and orders shall be deemed to have been taken under these rules.

This issues with the approval of the Hon'ble Lieutenant Governor, UT of Ladakh (Chancellor, UoL).

  
14.12.2023  
Nawang Tundup,  
I/c Registrar,  
University of Ladakh

Date: 14.12.2023

No. Registrar/UOL/Leh/UC-III/20/2023

Copy to:

- i. Controller of Examinations, University of Ladakh for information.
- ii. Dean, Academic Affairs, University of Ladakh for information.
- iii. Rector, Kargil Campus, University of Ladakh for information.
- iv. Dean Research Studies, University of Ladakh for information.
- v. Dean Student Welfare, University of Ladakh for information.
- vi. Director, College Affairs, University of Ladakh for information.
- vii. Principals of all Constituent Degree Colleges, University of Ladakh for information.
- viii. I/c Finance Officer, University of Ladakh for information.
- ix. OSD to Lieutenant Governor, Union Territory of Ladakh for information of Hon'ble Lieutenant Governor (Chancellor, University of Ladakh).
- x. Under Secretary, Higher Education Department, UT Administration of Ladakh (UOL's Educational Advisor) for information of the Commissioner/Secretary.
- xi. PS to Advisor to Lieutenant Governor, Union Territory of Ladakh (Pro-Chancellor, University of Ladakh) for information of the Advisor.
- xii. PS to Chairman/CEC, LAHDC, Leh for information of Hon'ble CEC.
- xiii. PS to Chairman/CEC, LAHDC, Kargil for information of Hon'ble CEC.
- xiv. PS to Vice Chancellor, University of Ladakh for information of Hon'ble VC.
- xv. PS to Administrative Secretary, Finance Department UT Administration of Ladakh (UOL's Financial Advisor), for information of the Administrative Secretary.



**Selection Committee for Direct Recruitment /Departmental Promotion  
Committee/Departmental Confirmation Committee  
of Non-Teaching Employees**

**(1) Following shall be the constitution of the Selection Committees:**

(a) For **Group 'A'** posts (other than statutory posts and those covered under UGC Regulations):

1.	Vice-Chancellor	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the UC.	:	Member
3	Head of the Unit/Department	:	Member
4	One member of the UC nominated by it.	:	Member
5	A representative of SC/ST/OBC/Minority <sup>#</sup> /Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
6	Registrar	:	Member

(b) For **Group 'B'** posts:

1.	Registrar	:	Chairperson
2.	Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the UC.	:	Member
3	Head of the Unit/ Department	:	Member
4	A representative of SC/ST/OBC/Minority <sup>#</sup> /Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Joint Registrar/Deputy Registrar	:	Member

(c) For **Group 'C'** posts:

1.	Registrar	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the UC.	:	Member
3	Head of the Unit/Department	:	Member
4	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Joint Registrar/Deputy Registrar	:	Member





**(2) Following shall be the constitution of the Departmental Promotion Committee:**(a) For **Group 'A'** posts (other than statutory posts):

1.	Vice-Chancellor	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Registrar	:	Member

(b) For **Group 'B'**:

1.	Registrar	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5.	Joint Registrar/Deputy Registrar		Member



(c) For **Group 'C'**:

1.	Registrar	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority <sup>#</sup> /Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Joint Registrar/Deputy Registrar of the unit concerned	:	Member





**(3) Following shall be the constitution of the Departmental Confirmation Committee:**(a) For **Group 'A'** posts (other than statutory posts):

1.	Vice-Chancellor	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4	Registrar	:	Member

(b) For **Group 'B'** posts:

1.	Registrar	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4.	Registrar/Joint Registrar/Deputy Registrar		Member



(c) For **Group 'C'** posts:

1.	Registrar	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4	Joint Registrar/Deputy Registrar of the unit concerned	:	Member

*# The representative of the Minority shall be associated in the Selection Committee if the number of vacancies is 10 or more than 10.*

**Quorum:**

Two-thirds of the members shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Vice-Chancellor's nominee (wherever applicable), at least one external expert out of the two experts and one representative from the respective reserved category as per requirement.

Two-thirds of the members shall form the quorum for the meeting of a Departmental Promotion Committee/Departmental Confirmation Committee.





**CONTROLLER OF EXAMINATIONS**

1	Name of Post	<b>Controller of Examinations</b>
2	Number of Post	Nil *
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;"><b>or</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;"><b>or</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	On tenure basis through open selection for five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier <b>or</b> on deputation basis. (Eligible for reappointment after observance of due selection process)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	<b>Deputation:</b> Qualifications & Experience as indicated at col. 7, holding analogous post or eight years' experience at Pay Level-12
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification



**REGISTRAR**

1	Name of Post	<b>Registrar</b>
2	Number of Post	01
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration <b>or</b> Comparable experience in research establishment and other institutions of higher education, <b>or</b> 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	On tenure basis through open selection for five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier <b>or</b> on deputation basis (Eligible for reappointment after observance of due selection process)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	<b>Deputation:</b> Qualifications & Experience as indicated at col. 7, holding analogous post or eight years' experience at Pay Level-12
12	Composition of DPC/Selection Committee	As per Act/Statutes /UGC Notification





## DEPUTY REGISTRAR

1	Name of Post	<b>Deputy Registrar</b>
2	Number of Post (s)	Nil *
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 12
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	50 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> <ol style="list-style-type: none"> <li>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</li> <li>Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.</li> <li>Where there is no specific stipulation for the recruitment for the post of Deputy Registrar, the resident candidates of Ladakh will be appointed. However, where there is stipulation by UGC to the contrary, the UGC's stipulation will be followed.</li> </ol>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	<b>Age:</b> No <b>Academic Qualification:</b> Must possess at least Bachelor's degree from a recognized University.
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	75% by Direct Recruitment 25% by promotion, failing which by deputation.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Assistant Registrar with five years regular service in Pay Level 10. <b>Deputation:</b> Officers holding analogous posts on regular basis or with five years regular service in Pay Level 11 or with eight years regular service in Pay Level 10 in the Central/State Government/UT Administration, Universities and other autonomous organizations.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



**FINANCE OFFICER**

1	Name of Post	<b>Finance Officer</b>
2	Number of Post	Nil *
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration <b>or</b> Comparable experience in research establishment and/or other institutions of higher education, <b>or</b> 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	On tenure basis through open selection for five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier <b>or</b> on deputation basis. (Eligible for reappointment after observance of due selection process)
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Deputation:</b> Appointment preferably by drawing officers not below Pay Level - 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt/UT Administration. <b>or</b> University System/ Other organisation subject to fulfillment of qualification as indicated under col. 7 on deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification





## DEPUTY CONTROLLER OF EXAMINATION

1	Name of Post	<b>Deputy Controller of Examination</b>
2	Number of Post (s)	Nil *
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 12
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	50 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> <ol style="list-style-type: none"> <li>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</li> <li>Five years of experience as Assistant Controller of Examination or in equivalent post in the Pay Level 10 and above.</li> <li>Where there is no specific stipulation for the recruitment for the post of Deputy CoE, the resident candidates of Ladakh will be appointed. However, where there is stipulation by UGC to the contrary, the UGC's stipulation will be followed.</li> </ol>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	<b>Age:</b> No <b>Academic Qualification:</b> Must possess at least Bachelor's degree from a recognized University.
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Direct Recruitment 25% by promotion, failing which by deputation.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> From amongst Assistant Controller of Examination with five years regular service in Pay Level 10. <b>Deputation:</b> Officers holding analogous posts on regular basis <b>or</b> with five years regular service in Pay Level 11 <b>or</b> with eight years regular service in Pay Level 10 in the Central/State Government/UT Admin, Universities and other autonomous organizations.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



## DEPUTY FINANCE OFFICER

1	Name of Post	Deputy Finance Officer
2	Number of Post (s)	Nil *
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 12
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	50 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> <ol style="list-style-type: none"> <li>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</li> <li>Five years of experience as Assistant Finance Officer or in equivalent post in the Pay Level 10 and above.</li> <li>Where there is no specific stipulation for the recruitment for the post of Deputy Finance Officer, the resident candidates of Ladakh will be appointed. However, where there is stipulation by UGC to the contrary, the UGC's stipulation will be followed.</li> </ol>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	<b>Age:</b> No <b>Academic Qualification:</b> Must possess at least Bachelor's degree from a recognized University.
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Direct Recruitment 25% by promotion, failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> From amongst Assistant Finance Officer with five years regular service in Pay Level 10. <b>Deputation:</b> Officers holding analogous posts on regular basis <b>or</b> with five years regular service in Pay Level 11 <b>or</b> with eight years regular service in Pay Level 10 in the Central/State Government, Universities and other autonomous organisations.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.





**ASSISTANT REGISTRAR**

1	Name of Post	<b>Assistant Registrar</b>
2	Number of Post (s)	03
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non- selection post	Selection
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> <ol style="list-style-type: none"> <li>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</li> <li>The appointment under direct recruitment shall be made through a written test and interview.</li> <li>Where there is no specific stipulation for the recruitment for the post of Assistant Registrar, the resident candidates of Ladakh will be appointed. However, where there is stipulation by UGC to the contrary, the UGC's stipulation will be followed.</li> </ol>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	<b>Age:</b> No <b>Qualification:</b> No, but must possess at least Bachelor's degree from a recognized University
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by direct recruitment  25% by promotion, failing which by deputation/direct recruitment.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> From amongst Section Officer / Private Secretary (pay level 7 & above) with 5 years of regular service in the cadre. The promotion shall be based on written test from among the eligible candidates having requisite experience.  <b>Deputation:</b> Officers holding analogous posts on regular basis or with 5 years regular service in in Level 7/Level 8 in the Central /State Government/UT Administration, Universities and other autonomous organizations, and with knowledge of Computer Applications
12	Composition of DPC or Selection Committee	As per schedule II of these Rules



## ASSISTANT CONTROLLER OF EXAMINATION

1	Name of Post	Assistant Controller of Examination
2	Number of Post (s)	Nil *
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct Recruits	<b>Essential Qualifications:</b> <ol style="list-style-type: none"> <li>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</li> <li>The appointment under direct recruitment shall be made through a written test and interview.</li> <li>Where there is no specific stipulation for the recruitment for the post of Assistant Controller of Examination, the resident candidates of Ladakh will be appointed. However, where there is stipulation by UGC to the contrary, the UGC's stipulation will be followed.</li> </ol>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	<b>Age:</b> No <b>Qualification:</b> No, but must possess at least Bachelor's degree from a recognized University/Institute.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption & percentage of post to be filled by various methods.	75% by direct recruitment  25% by promotion, failing which by deputation/direct recruitment.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> From among Section Officer / Private Secretary (pay level 7 & above) with 5 years of regular service in the cadre. The promotion shall be based on written test from among the eligible candidates having requisite experience. <b>Deputation:</b> Officers holding analogous posts on regular basis or with 5 years regular service in Level 7/Level 8 in the Central /State Government/UT Administration, Universities and other autonomous organizations, with knowledge of Computer Applications
12	Composition of DPC or Selection Committee	As per schedule II of these Rules





**ASSISTANT FINANCE OFFICER**

1	Name of Post	<b>Assistant Finance Officer</b>
2	Number of Post (s)	Nil *
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	50 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> <ol style="list-style-type: none"> <li>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</li> <li>Five years of experience as Account officer or in equivalent post in the Pay Level 10 and above.</li> <li>Where there is no specific stipulation for the recruitment for the post of Assistant Finance Officer, the resident candidates of Ladakh will be appointed. However, where there is stipulation by UGC to the contrary, the UGC's stipulation will be followed.</li> </ol>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	<b>Age:</b> No <b>Academic Qualification:</b> Must possess at least Bachelor's degree from a recognized University.
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Direct Recruitment 25% by promotion, failing which by deputation.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> From amongst Account Officer with five years regular service in Pay Level 8. The promotion shall be based on written test from among the eligible candidates having requisite experience. <b>Deputation:</b> Officers holding analogous posts on regular basis or with five years regular service in Pay Level 8 in the Central/State Government/UT Administration, Universities and other autonomous organisations.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



**ACCOUNTS OFFICER**

1	Name of Post	<b>Accounts Officer</b>
2	Number of Post (s)	01
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 8
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	By Deputation from Finance Department UT Ladakh failing which by deputation from Central/State Government, Universities and other autonomous organisations.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p>I. Officers from Finance Department of UT Ladakh</p> <p>a) holding analogous posts on regular basis <b>or</b></p> <p>b) with five years regular service in Pay Level 7</p> <p>c) with eight years regular service in Pay Level 6B</p> <p><b>OR</b></p> <p>II. Officers from Finance/Accounts deptt of Central/State Government, Universities and other autonomous organizations</p> <p>a) holding analogous posts on regular basis <b>or</b></p> <p>b) with five years regular service in Pay Level 7</p> <p>c) with eight years regular service in Pay Level 6B</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.





**ASSISTANT DIRECTOR (P&S)**

1	Name of Post	<b>Assistant Director (P&amp;S)</b>
2	Number of Post (s)	01
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 8
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Deputation from Planning Department, UT Ladakh failing which by deputation from Central/State Government, Universities and other autonomous organisations.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Officers from Planning Department of UT Administration of Ladakh <b>a)</b> holding analogous posts on regular basis <b>or</b> <b>b)</b> with five years regular service at Pay Level 7 <b>or</b> <b>c)</b> with eight years regular service in Pay Level 6B
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



**PRIVATE SECRETARY**

1	Name of Post	<b>Private Secretary</b>
2	Number of Post (s)	01
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 8
5	Whether Selection or non-selection post	Non-Selection
6	Age Limit for Direct Recruits	NA
7	Educational and other qualifications required for direct recruits	<b>NA</b>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	NA
9	Period of probation, if any	NA
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by promotion failing which by deputation.
11	In case of recruitment by promotion/ deputation /absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Promotion:</b> From amongst Personal Assistant with 03 (three) years regular service in cadre on the basis of seniority-cum-fitness, subject to qualifying in the skill test as mentioned under column 7.</p> <p><b>Deputation:</b> Persons holding analogous posts on regular basis <b>or</b> with 03 Years' experience as Personal Assistant in the Level 7 of any Central/State Govt./UT Admin/ University/ Public Sector Undertaking or Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.





**ESTATES OFFICER**

1	Name of Post	<b>Estates Officer</b>
2	Number of Post (s)	01
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	A minimum second-class Bachelor's degree in Civil Engineering with a minimum of 5 years' experience in construction and maintenance of Building, Transport and Estate Management.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through written test
11	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



## SECTION OFFICER

1	Name of Post	Section Officer
2	Number of Post (s)	03
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection Post	Non-Selection
6	Age Limit for Direct Recruits	NA
7	Educational and other qualifications required for direct recruits	NA
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	NA
9	Period of probation, if any	NA
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	100% by Promotion failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion / deputation / absorption to be made	<p><b>Promotion:</b> From amongst Head Assistant in Level 6B with 05 years of regular service in the cadre subject to seniority-cum-fitness</p> <p><b>Deputation:</b> Officers holding analogous post on regular basis or with five years regular service in Level 6B or equivalent in the Central/ State Govt/UT Administration or Universities or autonomous organizations</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

\*In case of no availability of candidates for promotion direct recruitment shall be done for Level 4-7





**PERSONAL ASSISTANT**

1	Name of Post	<b>Personal Assistant</b>
2	Number of Post (s)	03
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection Post	Non-Selection
6	Age Limit for Direct Recruits	NA
7	Educational and other qualifications required for direct recruits	NA
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	NA
9	Period of probation, if any	NA
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by promotion failing which by deputation.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Promotion:</b> From amongst Jr Stenographer with 05 (five) years regular service in cadre on the basis of seniority-cum-fitness, subject to qualifying in the skill test.</p> <p><b>Deputation:</b> Officers holding analogous post on regular basis <b>or</b> with five years regular service in Level 4/Level 5 or equivalent in the Central/ State Govt. Universities or autonomous organisations qualifying in the skill test.</p> <p><b>Skill Test Norms on Computer:</b>  Dictation: 10 minutes @ 100 w.p.m.  Transcription: 40 minutes English/55 minutes Hindi</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



**ASSISTANT ACCOUNTS OFFICER**

1	<b>Name of the Post</b>	<b>Assistant Accounts Officer</b>
2	No. of Posts	Nil *
3	Classification	Group B,
4	Scale of Pay	Pay level 7
5	Whether Selection or non-selection post	Not Applicable
6	Age limit for direct recruitment	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Deputation from Finance Department UT Ladakh failing which by deputation from Central/State Government, Universities and other autonomous organisations.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	<p>I. Officers from Finance Department of UT Ladakh</p> <p>a) holding analogous posts on regular basis <b>or</b></p> <p>b) with five years regular service in Pay Level 6B</p> <p><b>OR</b></p> <p>II. Officers from Finance Department in the Central/ State Government, Universities and other autonomous organizations holding analogous posts on regular basis <b>or</b> with five years regular service in Pay Level 6B</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.






## STATISTICAL OFFICER (P&amp;S)

1	Name of Post	<b>Statistical Officer</b>
2	Number of Post (s)	01
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<b>By Deputation</b> from Planning Department, UT Ladakh failing which by deputation from Central/State Government, Universities and other autonomous organisations.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	I. Officers from Planning Department of UT Ladakh a) holding analogous posts on regular basis <b>or</b> b) with five years regular service in Pay Level 6B <b>OR</b> II. Officers from Planning Department in the Central/State Government, Universities and other autonomous organizations holding analogous posts on regular basis <b>or</b> with five years regular service in Pay Level 6B
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



## TECHNICAL ASSISTANT

1	Name of post	Technical Assistant
2	Number of Post(s)	02
3	Classification	Group B
4	Scale of Pay/Pay Band/Grade Pay	Level 7 
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p><b>Qualifications:</b></p> <p>(i) Master's Degree with 55% marks in the relevant subject.</p> <p>(ii) 5 years' experience of maintenance / operation of sophisticated scientific Instruments in the Laboratory as Senior Technical Assistant or equivalent.</p> <p><b>OR</b></p> <p>Researchers having 5 years' experience of operation of Sophisticated scientific Instruments in the Laboratory at Post Doctoral Level will also be eligible.</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	100% Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	NA
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.





**SENIOR LIBRARIAN**

1.	<b>Name of the Post</b>	<b>Senior Librarian</b>
2	No. of Posts	Nil *
3	Classification	Group B
4	Scale of Pay	Pay level 6E
5	Whether Selection or non-selection post	Non- Selection
6	Age limit for direct recruitment	NA
7	Educational & other qualification required for direct recruitment.	NA
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	<b>NA</b>
9	Period of probation ( if, any)	NA
10	Method of Recruitment whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various method	100% Promotion
11	In case of recruitment by promotion/deputation, grades from which promotion/Deputation to be made.	Promotion from amongst Junior Librarian who have completed three year of regular service in the cadre, on the basis of seniority-cum-fitness.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



**ACCOUNTANT**

1	Name of Post	<b>Accountant</b>
2	Number of Post (s)	01
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6B
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Deputation from Finance Department UT Ladakh
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	<p>I. Officers from Finance Department of UT Ladakh</p> <p><b>a)</b> holding analogous posts on regular basis <b>or</b></p> <p><b>b)</b> with five years regular service as Account Assistant at Pay Level 5</p> <p style="text-align: center;"><b>OR</b></p> <p>II. Officers from Finance Department in the Central/State Government, Universities and other autonomous organizations holding analogous posts on regular basis <b>or</b> with five years regular service in Pay Level 5</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.





**HEAD ASSISTANT**

1	Name of Post	<b>Head Assistant</b>
2	Number of Post (s)	01
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6B
5	Whether Selection or non-selection post	Non- Selection
6	Age Limit for Direct Recruits	NA
7	Educational and other qualifications required for direct recruits	NA
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	NA
9	Period of probation, if any	NA
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Promotion failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	<b>Promotion:</b> Senior Assistant with 3 years of regular service in Level 5 on the basis of seniority-cum-fitness.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules



## STATISTICAL ASSISTANT

1	Name of Post	Statistical Assistant
2	Number of Post (s)	01
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6B
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<b>By Deputation</b> from Planning Department UT Ladakh failing which by deputation from Central/State Government, Universities and other autonomous organisations.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption to be made	I. Officers from Planning Department of UT Ladakh a) holding analogous posts on regular basis <b>or</b> b) with five years regular service in Pay Level 5 <b>OR</b> II. Officers from Planning Department in the Central/State Government, Universities and other autonomous organizations holding analogous posts on regular basis <b>or</b> with five years regular service in Pay Level 5
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.





## ACCOUNTS ASSISTANT

1	Name of Post	<b>Accounts Assistant</b>
2	Number of Post (s)	02
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<b>By Deputation</b> from Finance Department, UT Ladakh failing which by deputation from Central/State Government, Universities and other autonomous organisations.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<p>I. Officers from Finance Department of UT Ladakh</p> <p>a) holding analogous posts on regular basis <b>or</b></p> <p>b) with five years regular service in Pay Level 4</p> <p>OR</p> <p>II. Officers from Finance/Accounts Department in the Central/State Government, Universities and other autonomous organizations holding analogous posts on regular basis <b>or</b> with five years regular service in Pay Level 4</p>
12	Composition of DPC or Selection Committee	As per Sr. No. 7



## SENIOR ASSISTANT

1	Name of Post	Senior Assistant
2	Number of Post (s)	01
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Non- Selection
6	Age Limit for Direct Recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	100% by Promotion failing which by deputation
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Promotion:</b> From Junior Assistant having not less than three years substantive service as Junior Assistant and also having qualified Secretariat Assistant Training Course Examination, on the basis of seniority-cum-fitness.</p> <p><b>Deputation:</b> From Central/State Government/UT Administration, Universities and other autonomous organisations holding analogous posts on regular basis or with five years regular service in Pay Level 4.</p>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules





**JUNIOR STENOGRAPHER**

1	<b>Name of the Post</b>	<b>Junior Stenographer</b>
2	No. of Posts	Nil *
3	Classification	Group B, Ministerial
4	Scale of Pay	Pay level 4
5	Method of Selection	Written examination
6	Age limit for direct recruitment	As prescribed by the Ladakh Administration
7	Educational & other qualification required for direct recruitment.	<b>Essential:</b> 1. Graduate from a recognized University with minimum one-year National Trade Certificate (NTC) or State Trade Certificate (STC) in stenography (English). 2. Minimum speed of 65 and 35 words per minute in shorthand and computer type writing respectively. 3. 200hrs or Six-month Certificate course in computer application from a recognized institute.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	<b>NA</b>
9	Period of probation ( if, any)	Two Years
10	Method of Recruitment whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various method	100% by direct recruitment
11	In case of recruitment by promotion/deputation, grades from which promotion/Deputation to be made.	---
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



**JUNIOR ASSISTANT**

1	Name of Post	<b>Junior Assistant</b>
2	Number of Post (s)	06
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Method of Selection	Through Written Examination
6	Age Limit for Direct Recruits	As prescribed by the Ladakh Administration
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Graduate from any recognized University with minimum 200 hrs or six-month certificate course in Computer applications from any govt. recognized institute and to qualify type test with speed of not less than 35 words per minute on computer key board.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	i. 75% by direct recruitment. ii. 25 % by promotion
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation	<b>Promotion:</b> From matriculate Orderlies/Chowkidar having not less than three-year substantive service as such on the recommendation of DPC, and to qualify type test with speed of not less than 30 words per minute. 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. <b>The relaxation of Skill/Typing Test for the promotion from MTS to LDC shall be governed as per DoPT OM No. F.o.14020/1/2014-Estt. (D) dated 22<sup>nd</sup> April, 2015.</b>
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.





**SENIOR LABORATORY ASSISTANT**

1.	<b>Name of the Post</b>	<b>Sr. Lab. Assistant</b>
2	No. of Posts	Nil *
3	Classification	Group C
4	Scale of Pay/Pay Band/Grade Pay	Level- 4
5	Whether selection or non-selection post	Non-Selection
6	Age Limit for Direct Recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by promotion
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation / absorption to be made	Promotion from amongst the Junior Lab. Assistant with minimum 5 years of regular service in the cadre, on the basis of seniority-cum-fitness .
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



## JUNIOR LIBRARIAN

1	Name of Post	Junior Librarian
2	Number of Post (s)	01
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Method of Selection	Through Written Examination
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	No
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by promotion 25% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> From Library Assistant possessing graduate qualification or equivalent and certificate in Library Science with five years regular service in cadre, on the basis of seniority-cum-fitness.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.





## LIBRARY ASSISTANT

1	Name of Post	Library Assistant
2	Number of Post (s)	02
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Method of Selection	Through Written Examination
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> i) Graduate from a recognized University ii) Certificate in Library & Information Science or equivalent from a recognized Institute. iii) Typing speed of 30 words per minute in English. iv) Knowledge of Computer Applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	No
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by promotion 25% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> From Library Bearer possessing 10+2 qualification or equivalent and certificate in Library Science with five years regular service in the cadre, on the basis of seniority-cum-fitness.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



## LABORATORY ASSISTANT

1.	<b>Name of the Post</b>	<b>Lab. Assistant</b>
2	No. of Posts	03
3	Classification	Group C
4	Scale of Pay	Level 2
5	Method of Selection	Through Written Examination
6	Age limit for direct recruitment	32 years
7	Educational & other qualification required for direct recruitment.	<b>Essential:</b> 10+2 with science with 6 month diploma/certificate in Lab. Science.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation ( if, any)	Two Years for DR
10	Method of Recruitment whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various method	75% Direct recruitment 25% by Promotion
11	In case of recruitment by promotion/deputation, grades from which promotion/Deputation to be made.	<b>Promotion:</b> From Lab Bearer having minimum five years of regular service in the cadre, on the basis of seniority-cum-fitness.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.





## LIBRARY BEARER

1	Name of Post	Library Bearer
2	Number of Post (s)	03
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level SL1
5	Method of Selection	Written examination
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Qualifications:</b> i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of Promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.



**LABORATORY BEARER**

1	Name of Post	<b>Laboratory Bearer</b>
2	Number of Post (s)	03
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level SL1
5	Method of Selection	Written examination
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> 10+2 with Science stream from any recognized Central/ State Board <b>OR</b> 10 <sup>th</sup> Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	100% Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.





## CHOWKIDAR/ORDERLIES

1.	<b>Name of the Post</b>	<b>Chowkidar/Orderlies</b>
2	No. of Posts	16
3	Classification	Group C
4	Scale of Pay	Level- SL1
5	Method of Selection	Through Written Examination
6	Age limit for direct recruitment	As prescribed by the Ladakh Administration
7	Educational & other qualification required for direct recruitment.	<b>Essential:</b> Minimum 10 <sup>th</sup> and maximum 10+2.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation ( if, any)	2 years
10	Method of Recruitment whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various method	60% Direct Recruitment 40% by selection from qualified local fund employees
11	In case of recruitment by promotion/ deputation, grades from which promotion/Deputation to be made.	40% by selection from qualified local fund employees working in the constituent college having at least 5-year regular service in the cadre.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

