



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH  
OFFICE OF THE SECRETARY LADAKH AUTONOMOUS HILL DEVELOPMENT COUNCIL  
KARGIL SUBORDINATE SERVICE RECRUITMENT BOARD**

Tele / fax. 01985-232452

website. [www.dssrbkargil.in](http://www.dssrbkargil.in)

E-mail. [secdssrbkgil333@gmail.com](mailto:secdssrbkgil333@gmail.com)

**Advertisement Notification No. 01 of 2024**

**Dated. 21.02.2024**

**Subject: Advertisement for District Cadre posts.**

- i) Opening date of receipt of online Application Forms: 25.02.2024
- ii) Closing date of receipt of online Application Forms: 31.03.2024
- iii) **Annexure** = Details of posts.

**Total number of posts advertised = 95**

The Ladakh Autonomous Hill Development Council-Kargil Subordinate Service Recruitment Board invites online applications from eligible candidates for participation in the selection process for District Cadre posts shown in **Annexure** to this notification.

The detailed terms and conditions with regard to eligibility, educational qualification, reservation quota and other conditions are as follows:

**1. Appointment of the candidates:**

- i) The appointment and other service conditions in respect of the candidate selected through this selection process shall be governed by the service conditions as mentioned in the Service Recruitment Rule of the concerned departments.
- ii) The reservation for the posts under this Advertisement Notification shall be applicable in accordance with the provisions of the reservation rules notified vide S.O.14 dated 23.04.2020 issued by the Social Welfare Department, the administration of Union Territory of Ladakh and read with J&K Reservation Rules, 2005 notified vide SRO 294 dated 21.10.2005.

**2. How to apply:**

- i) Candidates are required to apply online through the LAHDC-KSSRB portal [www.dssrbkargil.in](http://www.dssrbkargil.in). No other means/mode of application will be accepted.
- ii) **Procedure for filling online application:**
  - a) The candidates who have not registered earlier on the portal are first required to go to the said portal and register themselves by clicking on the **"New User Registration"** link.
  - b) Candidates are required to have a valid **Email ID and Mobile Phone Number** for registering and creating login credentials. The same shall be validated by using an OTP (One Time Password) based verification.
    - After creating login credentials, candidates need to log in with these credentials and the password created by clicking on "Login".
    - The candidate is required to upload the images of recent photograph (passport size) and signature.

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- Maximum size of the photograph :- 100 KB (120PX \*150 Px).
  - Maximum size of the signature:- 100 KB (140 PX \*60 PX)
- c) The candidates need to ensure that all the required fields are filled up with correct information. The system shall automatically check if all required fields are filled up before final submission of the application.
  - d) The candidates shall be personally responsible for filling the details in the online application form and the information/details furnished by the candidate shall be treated as final for the purpose of determining the eligibility/claims of the candidates. No claim on account of non-filling of information shall be entertained subsequently.
  - e) The candidates' applications will not be considered if fee is not paid.
  - f) Fees decided by LAHDC-KSSRB need to be paid only through Net banking/Debit Card/Credit Card/UPI/BHIM Options while keeping the following points in mind:
    - After successful completion of the form, the candidate shall be shown "Pay Now" link for making the online application fee payment. Once the fee is successfully submitted, an Application ID shall be generated.
    - The payment options will be available after clicking on "Pay Now" link. Candidates can pay using Net banking, Debit Card, Credit Card/UPI/BHIM as the Online Payment options.
  - g) Payment will not be accepted and will not be considered valid after the cut-off date mentioned in the Advertisement Notification, i.e **31. 03.2024 (last date)**.
  - h) Candidates should not submit a print-out of the application/fee payment receipt to LAHDC-KSSRB till it is actually sought for verification/clarification purpose.
  - i) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps will be accepted and such applications will be rejected.
  - j) The application's print-out along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for the subsequent stage of selection as per the notified criteria. Candidates can take a print-out of the application submitted and the fee payment receipt.
  - k) Any candidate who faces difficulty in submitting the application form due to a technical issue or for any other reason shall be required to send a self-explanatory mail at [secdssrbkg1333@gmail.com](mailto:secdssrbkg1333@gmail.com) for seeking guidance.

3. **In-service candidates:**

The in-service candidates shall submit a print-out of the filled online application form to the concerned Head of the Department, who shall further certify the application duly signed and stamped. The application shall then be routed through the proper channel. The Head of the Department concerned shall forward the application forms of the in-service candidates to the office of the Ladakh Autonomous Hill Development Council-Kargil Subordinate Service Selection Board (Bagh-e-Khomeini, Kargil), within fifteen (15) days after the last date of submitting the application form.

4. **Domicile:**

The candidate should be a domicile of District Kargil, Union Territory of Ladakh, as defined in terms of Order No.18-LA (LD) of 2021 dated. 08.10.2021 issued by the Department of Law & Justice, the Administration of Union Territory of Ladakh. The candidate must possess a Domicile Certificate issued by the Competent Authority.





5. **Vacancies:**

The details of the District Cadre posts/vacancies are given in the **Annexure** to this notification. However, the number of posts can increase or decrease without any notice before the completion of the selection process, if so, communicated by the concerned Indenting Department.

6. **Age Limit:**

Age as on 01.01.2024, a candidate should not be:

- a) Below the age of 18 years;
- b) and above the age of:
  - i) 42 years in case of Open Merit.
  - ii) 45 years in case of OSC/ST/SC/EWS candidates.
  - iii) 44 years in case of Persons with Disabilities.
  - iv) 48 years in case of Ex-Servicemen.
  - v) 42 years in case of candidates already in Government Service.

7. **Qualification required:**

- i) As per Indent(s) received from the respective Indenting Department(s), the qualification prescribed for the posts advertised are shown in the **Annexure** to this Advertisement Notification.
- ii) Candidates may note that their candidature will remain provisional till the genuineness of their documents relating to educational qualification is verified by the Appointing Authority.
- iii) In case of candidates claiming possession of equivalent educational qualification (where it is applicable/required), it shall be mandatory to produce relevant Equivalence Certificate or seek equivalence from the concerned competent authorities as and when required by the Board. However, the final decision regarding selection of such candidates will be taken by the Board in light of relevant rules which shall be binding.
- iv) Any candidate having his/her qualification other than as prescribed, shall not be eligible for posts advertised in this notification.
- v) The degrees/diplomas obtained through distance mode shall be entertained as per rules in vogue, subject to fulfilment of other terms and conditions.
- vi) **The candidates applying for Class IV and other posts having prescribed qualification Minimum Matric and Maximum 10+2 shall furnish an undertaking issued by a registered Judicial Magistrate/Munsiff stating therein that the candidate has not acquired qualification higher than prescribed for the said post and he/she shall produce the same at the time of verification of documents.**

8. **Reservation:**

- i) Reservation for candidates belonging to Scheduled Tribes (ST), Economically Weaker Section (EWS), Persons with Disabilities (PwD) etc. for above posts, wherever applicable and admissible, would be as determined and communicated by the Indenting Department in accordance with the provision of S.O.14 dated 23.04.2020.
- ii) A candidate seeking his/her consideration under Reserved Categories must ensure that he/she possesses a valid Category Certificate as on the cut-off date.

- iii) Candidates may note that their candidature will remain provisional till the genuineness of the Reserved Category Certificate is verified by the Appointing Authority.
- iv) Candidates are cautioned to note that in case a claim for reservation is made on the basis of false/fake/fraudulent certificate, he/she shall be debarred from the examination(s) conducted by the Board in addition to any other action as may be deemed appropriate.

9. **Horizontal Reservation (wherever applicable under rules):**

- i) The Horizontal Reservation for Ex-Servicemen and Persons with Disabilities to the extent of 6 % and 4 % respectively means the reservation which would cut across the vertical reservation and the persons selected shall have to be placed in the appropriate category by making necessary adjustments. In respect of Person with Disabilities, the reservation shall be available only for services, posts and type of disability identified for the purpose by the competent authority.

10. **Application Fee:**

- i) **Rs. 250/-** for Unreserved and **Rs. 200/-** for other categories of posts will be payable as fee.
- ii) Fee can be paid only online through UPI/BHIM Net Banking, Credit or Debit cards.
- iii) Application form received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

11. **Centre of Examination:**

The LAHDC-KSSRB shall notify the venue/centre(s) of examinations separately.

12. **Documents verification:**

The candidates who are shortlisted for Document Verification are required to appear for verification along with the original documents as well as self-attested photostat copy of each document as per the Advertisement Notification. The candidate must be in possession of the prescribed academic qualification and other documents like Ladakh Resident Certificate issued by concerned Tehsildar of respective areas of District Kargil, Category Certificate, etc. on or before the last date of submission of online application form.

- i) Candidates have to bring two recent passport size colour photographs and one original Photo ID Proof while appearing for the Document Verification. Photo ID Proof can be:
  - a) Aadhaar Card/ Printout of E-Aadhaar
  - b) Voter's ID Card
  - c) Driving License
  - d) PAN Card
  - e) Passport
  - f) School/College/University I-Card
  - g) Employer ID Card (Govt./PSU/ Private)
- ii) The candidates who are supposed to furnish various certificate issued by or before the prescribed cut-off date, shall be required to produce them at the time of Document Verification or as may be sought by the Board. In case of failure to do so, the Board shall take necessary decision which shall be final.



- iii) Wherever a specific format is prescribed for any certificate, in accordance with the relevant rules/orders, a candidate will be expected to furnish the said requisite documents in the prescribed format at the time of Document Verification, otherwise his/her candidature shall be liable for cancellation /rejection.
- iv) Candidates who wish to be considered against reserved vacancies or such age relaxation wherever applicable, must submit requisite certificate/documents from the Competent Authority in the prescribed format when such certificates are sought by the Board at the time of Document Verification. Otherwise, their claim will not be entertained and their candidature shall be considered under Un-reserved Category.
- v) Candidates claiming to be a domicile of Kargil shall be asked to produce the Domicile Certificate in original (issued by the competent authority) upto the cut-off date, in the prescribed format at the time of Document Verification or as and when sought by the Board.

13. **Misconduct /Malpractice:**

If any candidate is found indulging in any irregularity/misconduct/malpractice at any stage of the selection process, he/she shall be debarred from the examinations conducted by the LAHDC-KSSRB for such period as may be deemed appropriate. Apart from cancellation of candidature(s) for the instant examination, any other action as would be necessary and expedient, shall be taken.

14. **Board's Decision:**

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

15. **Steps taken for Fairness & Transparency in Examination Process:**

The Board, for the purpose of ensuring integrity, fairness and transparency in the Examination process shall be well within its rights and duties to take steps as necessary or issue instructions as deemed appropriate at any stage of the selection process. All such steps/instructions shall be deemed to have been taken /given in furtherance of its mandate as enshrined in the relevant laws/rules/regulations.

16. **Scheme of Examination:**

- i) The Examination will consist of Objective Type Multiple choice questions only. The questions will be set in English language only.
- ii) There will be negative marking of 0.25 marks for each wrong answer.
- iii) Tentative Answer Keys will be placed on the website of the Board ([www.dssrbkargil.in](http://www.dssrbkargil.in)) in due course after the examination. Any representation regarding Answer Keys received within the time limit fixed by the Board at the time of uploading the Answer Keys, will be scrutinized and the decision of the Board in this regard will be final. No representation regarding Answer Keys shall be entertained afterwards.
- iv) There will be Objective Type Multiple choice questions for the advertised posts. The details of subjects, marks and number of subject wise questions will be as given below:



Part	Subject	Number of Questions	Maximum Marks	Total Duration
A	General Intelligence	25	25	120 minutes
B	General Awareness	25	25	
C	Quantitative Aptitude (Basic Arithmetic Skill)	25	25	
D	English language (Basic Knowledge)	25	25	

17. **Admission to the Examination:**

- i) The Board will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, reserved category and satisfy themselves that they are eligible for the posts. Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found to be substantiated or correct, the candidature will be cancelled. Criminal proceedings as warranted under law shall be initiated.
- ii) All candidates who register themselves in response to this Advertisement Notification, by the closing date and time and whose applications are found to be in order, and are provisionally accepted by the Board as per the terms and conditions of this Advertisement Notice, will be assigned Roll Numbers and issued Admit Card/Roll Numbers slips for appearing in the Written Examination.
- iii) The Examination details will be uploaded on the official website of the Board i.e. **www.dssrbkargil.in**. Examination details/Roll Number slips will not be sent by post under any circumstances. Therefore, candidates are advised to visit the official website of the Board regularly for updates and information about the examination.
- iv) Information about the Examination indicating the Time Table and Centre of Examination for the candidates will be uploaded on the website of the Board well in advance before the date of examination. If any candidate does not find his/ her Roll Number on the website of the Board, one week before the date of examination, he/she must immediately contact the LAHDC-KSSRB Office at Bagh-e-Khomeini, Kargil, with proof of having submitted his/her application. Failure to do so will deprive him/her of any claim for consideration.
- v) Candidates must submit his/her online Application form number, Email-ID and valid Mobile Phone Number along with his/her Name, Date of Birth and Name of the Examination while addressing any communication to the Board. Any communication from the candidate not furnishing these particulars shall not be entertained.
- vi) Facility for downloading Admit Cards will be available about one week before the Date of Examination on the official website of the Board i.e. **www.dssrbkargil.in**. Candidates must bring print-out of the Admit Card to the Examination Hall.
- vii) In addition to the Admit Card, it is mandatory to carry at least two recent colour passport size photographs, Original valid Photo-ID proof such as:



- a) Aadhaar Card/ Printout of E-Aadhaar
- b) Voter's ID Card
- c) Driving License
- d) PAN Card
- e) Passport
- f) School/College/University I-Card
- g) Employer ID Card (Govt./PSU/ Private)

18. **Provision of Compensatory Time and Assistance of Scribe:**

- i) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe will be provided, if desired by the candidate.
- ii) In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate to the effect that the person concerned has physical limitations to write and, therefore, a scribe is essential to write the examination on his/her behalf, from a specialist doctor working in a Government Health Institution duly countersigned by the concerned Medical Superintendent in this regard.
- iii) In case a candidate opts for his/her own scribe, the qualification of the scribe should be one step below the minimum qualification as prescribed against each unique Advertisement Item Number (e.g less than Graduation if the prescribed minimum qualification is Graduation for the candidate taking the examination). The candidate with benchmark disabilities opting for the scribe shall be required to submit details of his/her own scribe duly self-attested. A photocopy of the ID proof of the scribe duly signed by the candidate as well as the scribe will also have to be submitted. In case, it is found subsequently that the qualification of the scribe is not as declared, the candidate shall forfeit his/her right to the post and claims relating thereto. (As notified by Ministry of Social Justice and Empowerment vide Office Memorandum No. 34-02/2015-DD-III dated. 29.08.2018.

19. **Instructions to candidates:**

- i) Before applying, candidates are advised to go through the instructions given in the notice of examination very carefully.
- ii) **Candidates are advised, in their own interest, to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the online application portal on account of heavy load on the website during the closing days.**
- iii) Candidates are advised to fill the application form carefully & diligently as no claims for making changes in any entry/field shall be entertained at any later stage.
- iv) The Board will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Board's decision shall be final and binding in this regard.
- v) Candidates seeking reservation benefits available for ST/OSC/EWS must ensure that they are entitled to such reservation as per eligibility condition prescribed in this notice. They





should also be in possession of the certificates in the prescribed format in support of their claim.

- vi) Candidates with benchmark physical disability only would be considered as Persons with Disabilities (PWD) and entitled to reservation for Persons with Disabilities.
  - vii) When an application is successfully submitted, it will be accepted 'provisionally'. The candidate should take a printout of the application form and submit the same at the time of Document Verification. The candidates are further advised NOT to submit the hard copies of the online application form in the office of the LAHDC-KSSRB either in person or by post/email.
  - viii) Only one online application is allowed to be submitted for one post (Item Number). Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate is detected for the same post, the Board will consider the latest application. If a candidate submits multiple application forms for the same post and appears in the examination (at any stage) more than once for the post of the same Item Number, his/her candidature will be cancelled and he/she will be debarred from the examinations of the Board as per rules.
  - ix) Request for modification or change in the preferences once filled relating to Departments, if applicable, shall not be entertained under any circumstances.
  - x) The candidates must write their father's name and mother's name strictly as given in the Matriculation Certificate otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the Board.
  - xi) Applications with blurred/illegible Photograph/Signature will be rejected summarily.
  - xii) Request for change/correction in any particular in the Application Form, once submitted, will not be entertained under any circumstances. Therefore, the applicants are advised to fill all the fields of the online application form with due diligence and after carefully reading the terms and conditions given in the advertisement notification.
  - xiii) In case of fake/fabricated application/registration by misusing any dignitary's name/photo, such candidate(s) shall be held responsible for the same and liable for suitable legal action under Cyber/IT Act.
20. The vacancies have been advertised by the LAHDC-KSSRB as per the Indent(s) received from the concerned Departments. There can be an increase or decrease in the number of posts/vacancies available for selection at any point of time before the completion of the selection process on the written request of the Indenting Department. The LAHDC-KSSRB will not be responsible for the withdrawal/alteration of vacancies by the Indenting Departments, at any point of time.

**Sd/-**  
**Chairman,**  
**LAHDC-KSSRB.**  
Dated 21.02.2024

No: KSSRB/Advert-posts/2023/1246-57

**Copy to the;**

1. All Administrative Secretaries for kind information.
2. Deputy Commissioner/CEO (Chairman, LAHDC-KSSRB), for kind information.
3. All members..... for information.
4. OSD with Advisor, UT Administration of Ladakh for kind information of the Advisor.
5. OSD to Commissioner/Secretary, General Administration Department, UT Administration of Ladakh for kind information of the Commissioner/Secretary.



6. SDM Zanskar/Drass/Sankoo/Shaker-Chiktan for information and wide publicity under their jurisdiction.
7. Assistant Director, District Information & Public Relations, Kargil for information and wide publicity through electronic and print media.
8. Tehsildar Shargole/Taisuru for information and wide publicity under their jurisdiction.
9. District Informatics Officer, NIC, Kargil with the request to upload this notification on the official website of the District.
10. Head of the Department.....for information.
11. Programme Head, All India Radio, Kargil with the request to broadcast the notification on AIR for wide publicity.
12. Pvt. Secretary to Chairman/CEC, LAHDC, Kargil for information of Hon'ble Chief Executive Councilor, LAHDC, Kargil.

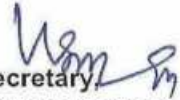
  
**Secretary,**  
**LAHDC-KSSRB.**

**ANNEXURE of Advertisement Notice No. 01 of 2024 Dated: 21 . 02 .2024 (DETAILS OF POSTS)**

Name of the Department	Item No.	Name of the Posts	Pay Level	UR	ST	SC	EWS	Total	Horizontal Reservation		Essential Qualification Prescribed	Level of Exam.
									PWD	ESM		
Handicraft Department.	1	Junior Assistant /Junior Assistant Cum Computer Operator	L-4	1	0	0	0	1	0	0	Graduate from any recognized University with minimum 200 hrs or six-month Certificate Course in Computer Applications from any Government recognized institute and to qualify type test with speed of not less than 35 words per minute on computer key board.	Graduate
	2	Carpet Assistant/Carpet Mechanic	L-4	1	1	0	0	2	0	0	Bechelor degree in Textile Technology/Carpet Technology from recognized university.	Graduate
	3	Junior Instructor Painting Ladakh	L-4	1	1	0	0	2	0	0	Bechelor of fine arts in Thankga/Fresco Paining from arecognized university.	Graduate
	4	Storekeeper /Accounts Jobber	L-4	1	0	0	0	1	0	0	Bechelor of Commerce (B.Com)	Graduate
	5	Junior Instructor /Assistant Craftsman (SOD)/Crafts Assistant /Crafts Teacher.	L-4	1	0	0	0	1	0	0	Bechelor Degree in fine arts/crafts or Beachelor of Design (B.Des) in life style and accessory design/ Fashion/ Leather/ Accessories / Textiles.	Graduate
	6	Supervisor	L-4	1	0	0	0	1	0	0	Bechelor in Fine arts.	Graduate
Rural Dev. Department	7	Gram Sevika	L-2	1	0	0	0	1	0	0	Minimum 10+2 from any recognized Board/University.	10+2
Handicraft Department.	8	Conductress	SL-2	3	2	0	0	5	0	0	Matric with one year NCVT/SCVT in Sewing /Fashion Design and technology.	Matric
	9	Orderly /Orderly Cum Chowkidar.	SL-1	2	2	0	0	4	0	0	Minimum matric and Maximum 10+2	Matric



Animal Husbandry Department.	10	Attendant	SL-1	18	19	1	4	42	UR-1 ST-1 OH-1 HH-1	UR-1 ST-1	Minimum 10th Maximum 10+2	Matric
Sheep Husbandry Department	11	Assistant Stockman	SL-2	15	17		3	35	UR-1 ST-1 HH-1 VH-1	UR-1 ST-1	Matric with Science from any recognized board.	Matric
Total =				45	42	1	7	95	4	4		

  
 Secretary  
 LAHDC-KSSRB.