

केंद्र शासित प्रदेश लद्दाख प्रशासन

तकनीकी शिक्षा एवं  
कौशल विकास विभाग



THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH,  
TECHNICAL EDUCATION & SKILL  
DEVELOPMENT DEPARTMENT

File No.: M/1240/2022-SD&TE SECTION/193-199

ई-मेल/Email: secy-tesdd@ladakh.gov.in

यूटी सचिवालय लेह / UT Secretariat Leh

Dated: 24 /3/2026

**OFFICE MEMORANDUM**

**Subject: Inviting applications for filling up post of Superintendent Govt ITI on deputation basis in Technical Education & Skill Development Department, Union Territory of Ladakh.**

Applications are invited from eligible and willing officers to fill up one (01) post of Superintendent ITI, (General Central Service Non-Ministerial Gazetted Group, B) in Pay Level-8 (47600-151100) on deputation basis at Govt Industrial Training Institute of Technical Education & Skill Development Department, Union Territory of Ladakh. Copy of the Notification No. 01-TE&SD(UTL) of 2026, Dated: 24/03/2026 is enclosed.

The undersigned is directed to request that the vacancy may please be circulated among eligible and willing officers in your Ministry/Department, and that applications of suitable candidates, who are willing to be considered for deputation and can be relieved immediately, be forwarded through proper channel to the Administrative Secretary, Technical Education & Skill Development Department, Section Office (Room No. 209), Civil Secretariat, Leh, Ladakh – 194101, within 30 days from the date of publication of the “Notification” in Employment News.

Encl: “Notification”.

*(Handwritten signature and date)*  
24-3-2026

(Abied Hussain)  
OSD Technical Education  
and Skill Development Department.

**To: -**

1. All Ministries/Departments of the Government of India – for circulation to subordinate and attached offices under their administrative control.
2. Chief Secretaries/Administrators of all State and Union Territory Governments – for circulation to all Departments under their administrative control.
3. Administrative Secretaries of the Union Territory of Ladakh – for circulation to all departments under their administrative control.

**Copy to the: -**

1. Sub Editor, Advertisement Section, Employment News for publication of the enclosed Notification in the “National Employment Newspaper”.
2. District Informatics Officers, Leh and Kargil – for uploading the enclosed Notification on the NIC websites of Leh and Kargil.
3. Private Secretary to the Chief Secretary, Ladakh – for kind information of the Chief Secretary.
4. PA to Adm. Secretary TE&SD Department Ladakh for kind information of Adm. Secretary.

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THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH,  
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F. No. M/1240/2022-SD&TE SECTION

ई-मेल/Email: secy-tesdd@ladakh.gov.in

यूटी सचिवालय लेह / UT Secretariat Leh

Notification No. 01-TE&SD(UTL) of 2026

Dated: 24 /3/2026

**Subject: Filling up of vacancies of Superintendent ITI Leh, Pay Level-8 (47600-151100) on deputation basis.**

Applications are invited, through proper channel, from willing candidates for filling the post of Superintendent, Government ITI Leh, on a deputation basis.

2. The eligibility criteria for deputation shall be as per S.O. 100 dated: 04.10.2024 of the Ladakh Administration, Superintendent ITI/Vice Principal in Ladakh Technical Education & Skill Development Department Recruitment Rules,2024.

Designation	No. of Post	Pay Level	Eligibility criteria
Superintendent ITI	01	Pay Level-8 (47600-151100)	<p><b>Deputation (Including Short Term Contract):</b> -</p> <p>Officers under Central Government/State Government/Union Territory Administration/Public Sector Undertaking/University/Recognized Institute/Recognized research institutions/Autonomous Organization/ Statutory Organization:</p> <p>a)i. Holding analogous post on a regular basis in the parent cadre/department; Or ii. With two (02) years of regular service in post in the Level-7 in the pay matrix or equivalent in the parent cadre/ department; Or iii. With six (06) years of regular service in post in the Level-6 in the pay matrix or equivalent in the parent Cadre/ department; And b) Possessing the following educational qualifications and experience: i. Bachelor degree in Engineering/ Technology in any discipline from a recognized University or Institute. ii. Two years experience in the field of Engineering or of Teaching/ Administration in an Engineering college, Polytechnic college / ITI.</p>

3. **Period of deputation:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three (03) years. If the borrowing organization wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organization, individual concerned etc. six months before the date of expiry of tenure.
4. **Age Limit:** The Maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.
5. **Pay & allowances:** Salary and allowances admissible to the officer on deputation will be governed as per the Consolidated guidelines on deputation/foreign service for central government employees issued vide OM No. DOPT-1726140763694, Dated 28 March, 2024.
6. **List of duties/responsibilities attached to the post of Superintendent ITI:**
  - i. Superintendent ITI being a Head of ITI is answerable to the administrative department/Directorate/ Higher Authorities for all academic, financial and administrative activities of the institute.
  - ii. Enforcing punctuality as per norms laid down from time to time.
  - iii. Implementation of various Govt. Schemes like conduct of long-term training (Craftsman training scheme (CTS) courses and Craft Instructor training Scheme (CITS) courses), Short Term Training (STT) and other schemes of the department implemented from time to time.
  - iv. Day-to-Day Administration of the ITIs.
  - v. Planning, obtaining, allocating and supervising the utilization of institutional resources.
  - vi. Overall infrastructure development of the respective ITIs (in terms of Civil infrastructure, Machinery & Equipment's etc).
  - vii. Designing and perusing with higher authorities proposals for assistance towards institutional growth.
  - viii. Academic mentor; will lead teaching and learning projects at ITIs and contribute to their ITIs wider professional development activities through industry collaboration.
  - ix. To exercise administrative and financial powers as delegated to him by the administration.
  - x. To keep watch on budgetary provisions and inspection of accounts.
  - xi. To consolidate list of requirements of Department and Section and plan timely procurement.
  - xii. To maintain close liaison with Directorate/Board/DGT/Administrative Department/Industry/ employers of students and other concerned Departments.
  - xiii. To organize library and resource centre for maximum use by staff and students.
  - xiv. He shall be responsible for organization of student activities/services, Co-Curricular, extra-curricular and other.
  - xv. Create, maintain and motivate cordial relations and team spirit in the institute & provide impartial & equal opportunities for contribution to faculty & staff.
  - xvi. He shall have overall responsibilities for maintenance of discipline in the institute.
  - xvii. Assist the State Apprenticeship Adviser in effective implementation of Apprenticeship Scheme in the district as Assistant Apprenticeship Adviser.
  - xviii. Provide overall mentorship to the institute including affairs of admission, examination, placement, job fairs, industry connect, training of trainees/ trainers and all affairs/ projects related to the institute.
7. Application in the prescribed proforma (**Annexure-I**) of the eligible candidates, whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (**In proforma Annexure-II**) along with the following documents, may be forwarded to the "Administrative Secretary, Technical Education & Skill Development Department Ladakh, section office room no. 209 TE&SD, Civil Secretariat, Leh Ladakh, Pin

code: 194101, **within 30 days of publication of this advertisement in the employment news.**

- i. Integrity certificate.
  - ii. No objection certificate from the Cadre Controlling Authority.
  - iii. Vigilance clearance certificate.
  - iv. Attested photocopies of the Annual Confidential Report (ACRs) for the last five years (2020- 21 to 2024-25) attested on each page by an officer not below the rank of an Under Secretary to the Govt of India.
  - v. Annual property returns of the recent two years.
  - vi. Certification for no major/ minor penalty has been imposed on him/her during the last 10 years.
8. Applications of officers/official of the Central Government/State Government/Union Territory Administration/Public Sector Undertaking/University/Recognised Institute/Recognised research institutions/Autonomous Organization/ Statutory Organisation who fulfil the requisite eligibility criteria and experience for the post will only be considered.
  9. The application received without supporting documents, photographs, unsigned and incomplete in any manner, shall be summarily rejected.
  10. The period of deputation can be curtailed upon a summary assessment of the performance or upon other administrative exigencies by the Competent Authority.
  11. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.
  12. Candidates once selected for the post will not be allowed to withdraw their candidature subsequently.
  13. **Place of Posting:** - The officer may be placed as Superintendent ITI in Govt. ITI Leh or Govt. ITI Kargil, as per the requirement of the Administration, Technical Education & Skill Development Department Ladakh.

**This issues with the approval of the Competent Authority.**

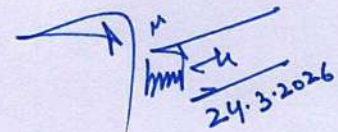
Sd/-

**(Bhanu Prabha) IAS,**

Administrative Secretary, Technical Education and Skill Development Department.

Dated: - 24.03.2026

No: M/1240/2022-SD&TE SECTION/200

  
24.3.2026

**(Abied Hussain ),**

OSD

Technical Education and Skill Development Department.

## Annexure-I

## Proforma for application for the post of Superintendent, Govt ITI.

## BIO-DATA PRO FORMA

1.	Name and postal address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into service	
	ii) Date of retirement under Central Govt. Rules	
4.	Educational qualifications (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)	
5(A)	<p>i) Do you "hold analogous post on regular basis in the parent cadre or department"?</p> <p style="text-align: center;">Or</p> <p>ii) Do you have "Two years service in Level 7 in the parent cadre/department"?</p> <p style="text-align: center;">Or</p> <p>iii) Do you have "Six (06) years of regular service in post in the Level-6 in the pay matrix or equivalent in the parent cadre/ department"?</p> <p style="text-align: center;">And</p> <p>iv) Do you have a "Bachelor degree in Engineering/ Technology in any discipline from a recognized University or Institute and two years experience in the field of Engineering or of Teaching/ Administration in an Engineering college Polytechnic college / ITI ?"</p>	
5(B)	(i) Do you have a "Bachelor degree in Engineering/Technology in any discipline from a recognized University or Institute and two years' experience in the field of Engineering or of Teaching/ Administration in an Engineering college Polytechnic college / ITI".	
5(C)	Whether Educational and other qualifications required for the posts are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	[Please enclose supporting documents for point number 5(A), 5(B) & 5 (C)]	
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

6 (i)	Note: Borrowing departments are to provide their specific comments / views Confirming the relevant Essential Qualification/ Work Experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied					
7	Details of employment, in chronological order (Starting from entry in Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.					
Office/ Organi zation	Whether Central Government/State Governments/UTs Administrations/Public Sector Undertakings/ Universities/ Recognized Institutes/Recognized research institutions/ Autonomous Organization/ Statutory Organization.	Post held on regular basis	From	To	* Pay Level / Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for.
1	2	3	4	5	6	7

\* Important: Pay Level/ Pay-band and Grade Pay granted ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay band/Pay Level of the scale of the post held on regular basis to be mentioned.

Details of ACP/MACP with present Pay Band and Grade Pay/Pay Level where such benefits have been drawn by the candidate, may be indicated as below;

Office/Institution	Pay Level/ Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8.	Nature of present employment (whether ad-hoc / temporary / permanent or Quasi-Permanent or Permanent)	
9.	In case the present employment is held on deputation/contract basis, please state : (a) The date of initial appointment. (b) Period of appointment on Deputation/contract (c) Name of the parent office/organization to which the applicant belongs. (d) Name of the post and Pay of the post held in substantive capacity in the parent organization.	
9.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the	

	parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.	
	<b>9.2</b> Note: Information on part 9 (c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.	
10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Union Territories d) Universities e) Recognized Research Institution f) Public Sector Undertakings g) Statutory Organization h) Autonomous.	
12.	Please state whether you are working in the same department and are in the feeder grade or feeder grade to feeder grade.	
13.	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	

14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay/Pay Level	Total emoluments
15. In case the applicant belongs to an organization which is not following the Central Government Pay-Scales the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc. (with break-up details)	Total Emoluments

16. Additional information, if any, which you would like to mention in support of your suitability for the post. This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Notification/Advertisement)  (Note:- Enclose a separate sheet if the space is insufficient)		
17. Full postal address of forwarding authority With name & telephone number		
18. Whether belongs to SC/ST		

I have carefully gone through the vacancy Notification/ advertisement and I am well aware that the information furnished in the curriculum duly supported by the documents in response of essential qualification/work experience submitted by me will also be assessed by the selection committee at the time to selection for the post. The information/details provided by me are correct and true to the based of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**Signature of the Candidate:**

**Full office address:**

**Email ID:**

**Date:**



**Annexure-II****(Certificate to be furnished by the Employer/Cadre Controlling authority)**

The information/details provided in the above application by the applicant namely are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- ii) His/ Her integrity is certified.
- iii) Photocopies of the ACRs for the last 5 years (for the year 2020-21 to 2024-25) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv) No objection certificate from the Cadre Controlling Authority(enclosed).
- v) Annual property returns of the recent two years(enclosed).
- vi) No major/ minor penalty has been imposed on him/her during the last 10 years (enclosed); or a list of major/minor penalties imposed on him /her during the last 10 years is enclosed (as the case may be).

**Countersigned**

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**(Employer/Cadre Controlling authority with Seal)**

Place:

Date:

