



THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
OFFICE OF THE DIRECTOR OF AYUSH/ CEO, STATE MEDICINAL PLANT BOARD
 (Email Id: ayush-Ladakh@ladakh.gov.in) Ph. 01982-256699

Advertisement Notice No. :- DA/SMPB/2025/ 06

Date:- 04-02-2025

Subject: Advertisement for the Post of Office Assistant in the State Medicinal Plant Board, Union Territory of Ladakh

Applications in the prescribed format are invited from eligible candidates for participation in the selection process for the post of **Office Assistant** in the **State Medicinal Plant Board, Union Territory of Ladakh**, as per the details below:


S. No.	Name of the post	Monthly Renumeration	Number of vacancies	Essential qualification	Selection criteria
01	Office Assistant	Rs. 20,000 per month	01 Post	<ul style="list-style-type: none"> Graduation from a recognized university. Certificate in computer applications (minimum six-month duration from a Government Recognized Institute). Maximum age: 45 years. 	<ol style="list-style-type: none"> 50 points for basic qualification. 20 points for relevant higher qualification. 30 points for Viva voce.

All the eligible candidates shall submit their applications using the prescribed form, along with self-attested relevant documents, to the office of the Director Health Services/AYUSH/ Chief Executive Officer, State Medicinal Plant Board, Namra Complex, Near All India Radio, Leh or applications can also be sent via email to ayush-Ladakh@ladakh.gov.in within 30 days from the date of this notification.

Terms and Conditions: -

- The applicant must have thorough knowledge of computers, including MS Word, MS Excel, MS PowerPoint, typing, and the internet, to handle tasks independently.
- Submission of the Ladakh Resident Certificate is mandatory along with the application form.

2. Submission of the Ladakh Resident Certificate is mandatory along with the application form.
3. Incomplete applications lacking the requisite information and documents shall be rejected without any prior notice to the candidate.
4. Selection of the candidate for engagement as an Office Assistant shall be made from the eligible candidates purely on a merit basis.
5. Local candidates will be given preference.
6. The date and time of the interview will be communicated to eligible short listed candidates via the notice board of the office and a call from the authority.
7. Candidates must possess the essential qualifications mentioned in the advertisement on the day of the interview.
8. No TA/DA will be provided during the interview.
9. The engagement will be purely on a contract basis and will not confer any right to a regular appointment in the board.


 (डॉ. ताशी थिनलास/Dr. Tashi Thinlas)
 मुख्य कार्यपालक अधिकारी/Chief Executive Officer
 राज्य औषधीय पादप बोर्ड/State Medicinal Plant Board
 केंद्र शासित प्रदेश लद्दाख/Union Territory of Ladakh

No.: E1626/ A/277/2021-EST SEC (DHS)/ 722-730

Date:- 4/02/2025

Copy to the:-

1. Chief Executive Officer, National Medicinal Plant Board, New Delhi for kind information.
- ✓ 2. Technical Director NIC, UT- Ladakh for uploading the advertisement and Annexure in the NIC website.
3. Joint Director, Information, UT – Ladakh for information with the request to kindly publish in the leading newspaper for wide publicity.
4. Deputy Director Employment & Counselling Center for information with a request for mass publicity.
5. OSD to Advisor with Hon'ble Lt. Governor, UT Ladakh for the kind information of the Advisor / Chairman, State Medicinal Plant Board, UT Ladakh.
6. Assistant Director, AIR, Leh/ Kargil for information with request to broadcast in the Local employment news bulletin for mass publicity.
7. PA to Principal Secretary, Health and Medical Education Department, UT Ladakh for the kind information to the Principal Secretary/ Vice Chairman, State Medicinal Plant Board, UT Ladakh.
8. Notice Board DHS, Office.

OFFICE OF THE DIRECTOR AYUSH/ CEO STATE MEDICINAL PLANT BOARD

1. **Application for the Post:**

2. **Name of the Candidate:**

3. **Father's/Husband's Name:**

4. **Sex (Male/Female):**

5. **Date of Birth (DD/MM/YYYY):**

6. **Age as on 01.01.2025 :**

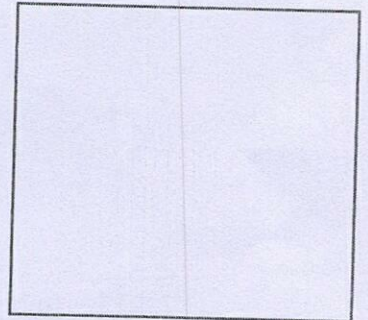
7. **Category of which belong :**

8. **Contract Detail/Mobile No. :**

9. **E-Mail :**

10. **Permanent Address:**

11. **Correspondent Address:**



12. **Educational Qualification:**

Examination Passed	Board/University	Year of Passing	Maximum Marks	Marks Obtained	Percentage %	Division
10th						
12th						
Graduation						
Post-Graduation						
Any other Course/Diploma etc.						

13. Total Experience: Years _____ Months: _____ Days: _____

14.

Name of the Institution/Organization	Designation	From	To	Total Period

15. Details of Documents (enclosed) : _____

16. I affirm that all statements made in this application form are true, complete, and correct to the best of my knowledge and belief. If any information is found to be false or incorrect, or if eligibility is revoked before or after the interview/selection/appointment, my candidacy may be cancelled, and appropriate action may be taken by the relevant authority.

17. I have read the provisions in the advertisement carefully and hereby undertake to comply with them. I meet all the eligibility requirements, including age limits, educational qualifications, etc., as prescribed in the advertisement.

18. I have never been convicted by a criminal court.

Dated:

Place:

Signature of Candidate