



संघ राज्य प्रशासन, लद्दाख

THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH

सामान्य प्रशासन विभाग

GENERAL ADMINISTRATION  
DEPARTMENT

F.No: A-12/2/2021-O/o Un-Secy-GAD

ई-मेल/email:  
[gad.utladakh@ladakh.gov.in](mailto:gad.utladakh@ladakh.gov.in)

यूटी सचिवालय/UT Secretariat  
लेह/Leh, Dated the : 16<sup>th</sup> January, 2024

## NOTICE

No: A-12/2/2021-O/o Un-Secy-GAD

Dated: 16.01.2024

**Notice for Typing Test - Junior Assistant/Election Assistant Post (Post Code: NW22922) and Junior Stenographer (Post Code NW22822). Advertisement No. Selection Posts/Ladakh/2022-req**

This notice is to inform all eligible DV qualified candidates of the above-mentioned post, as listed in Annexure I & II attached to this notice, that the typing test will be conducted on **23<sup>rd</sup> January, 2024** at NIELIT Centre(s) in Leh & Kargil.

Candidates are advised to report to the respective venue on the scheduled date and time mentioned against their names in the attached lists. If you fail to appear for the typing test on the scheduled date and time, your candidature for the post will be treated as canceled.

The instructions to the candidates for typing test is attached as Annexure III to this notice. Candidates are advised to carefully read the instructions before appearing for the typing test.

(Mohd Taqi) JKAS,  
Under Secretary.

**Copy to the: -**

1. Deputy Commissioner/CEO LAHDC Kargil/Leh for wide publicity.
2. Regional Director, SSC, NWR Chandigarh.
3. Joint Director Information for wide publicity.
4. District Informatics Officer, NIC, Ladakh for uploading on UT website.
5. E-office file.

## ANNEXURE "I"

Type Test of Candidates scheduled at NIELIT Leh, Secretariat Complex, Leh on **23<sup>rd</sup> January, 2024.**

### **Junior Assistant/Election Assistant**

<b>S.No</b>	<b>Registration No</b>	<b>Roll No</b>	<b>Candidate Name</b>	<b>Reporting time</b>
1	94000038971	7203093056	TUNDUP NAMGYAL	10.00AM
2	40002497322	7203090832	RINCHEN ANGMO	10.00AM
3	74000322028	7203061441	STANZIN LASKET	10.00AM
4	40002540903	7203090100	STANZIN NORBOO	10.00AM
5	40002381896	7203093532	TSERING ANGMO	10.00AM
6	40000639764	7203060601	LAMO DOLKAR	10.00AM
7	40002100662	7203093769	STANZIN KUNZES	10.00AM
8	40002246876	7203150340	SONAM ANGMO	10.00AM
9	40002356272	7203060857	STANZIN ANGMO	10.00AM
10	40002443491	7203094260	PADMA ANGMO	10.00AM
11	40002424808	7203090273	TSERING ANGMO	10.00AM
12	94000134874	7203092987	RIGZIN DORJEY	10.00AM
13	40002408041	7203093491	JIGMET GYALSON	10.00AM
14	94000270361	7203061015	TSERING PALKIT	10.00AM
15	40002406053	7203150299	PHUNCHOK CHOROL	10.00AM
16	40002492883	7203093914	SEMZES DOLMA	10.00AM
17	40002201436	7203060420	NENZES CHODON	10.00AM
18	40002703440	7203060740	TSERING TSOMO	10.00AM
19	74000504785	7203094963	STANZEN SAMPHEL	10.00AM
20	40005058941	7203060614	TSEWANG DOLMA	10.00AM
21	94000013383	7203093225	SONAM STANZIN	10.00AM
22	40005058784	7203092709	SONAM DISKIT	10.00AM
23	40005043869	7203094309	LOBZANG CHOROL	10.00AM
24	94000368730	7203061316	TSEWANG CHOSKIT	10.00AM
25	94000772643	7203092303	STANZIN CHOSTAK	10.00AM
26	40000987568	7203093280	STANZIN KONCHOK	10.00AM
27	40001071914	7203090319	PHUNCHOK NAMGAIL	10.00AM
28	40005085101	7203060901	RIGZIN CHOROL	10.00AM
29	40000723866	7203091746	TSERING ANGMO	10.00AM
30	40000872739	7203150026	SONAM TSETAN	10.00AM
31	40002425695	7203150309	STANZIN ANGMO	10.00AM

32	40002603056	7203150095	URGAIN LAMO	10.00AM
33	40002777015	7203093033	RIGZIN NORBOO	10.00AM
34	94000444348	7203094430	PHUNTSOG DOLMA	10.00AM
35	40000919801	7203090581	RIGZEN DORJEY	10.00AM
36	40003876140	7203092367	JIGMAT SINGAY	10.00AM
37	74001805991	7203093913	DEACHEN YANGDOL	10.00AM
38	74000629155	7203060670	TASHI PALKIT	10.00AM
39	94000428909	7203090753	RIGZIN ANGMO	10.00AM
40	40002405114	7203060327	PHUNCHOK DOLMA	10.00AM
41	74001564819	7203093568	TSEWANG THINLAS	10.00AM
42	40001015538	7203060817	RIGZIN LAMO	10.00AM
43	40005000184	5203008156	DEACHEN TSEYANG CHHOSKIT	10.00AM
44	40002623503	7203060540	STANZIN SPALDON	10.00AM
45	40002379281	7203094694	NORZIN PALMO	10.00AM
46	40002331055	7203092195	SONAM CHOSPHEL	10.00AM
47	40001337538	7203061118	SPALZES ANGMO	10.00AM
48	94000393653	7203093029	SONAM DOLMA	10.00AM
40	40000862477	7203060773	STANZIN DOLKAR	10.00AM
50	40002499819	7203060289	NEELZA ANGMO	10.00AM
51	40002607250	7203090599	STANZEIN CHOZIN	10.00AM
52	40000910249	7203093646	RIGZEN LAMO	10.00AM
53	40001111943	7203061378	RIGZIN YANGDOL	10.00AM

***Junior Stenographer***

<b>S.No</b>	<b>Registration No</b>	<b>Roll No</b>	<b>Candidate Name</b>	<b>Reporting time</b>
1	40005057554	7203093433	TSERING LAMO	10.00AM
2	40001020280	7203094699	JIGMET ANGMO	10.00AM
3	40002408041	7203093491	JIGMET GYALSON	10.00AM
4	76000014216	7203060963	RIGZIN YANGDOL	10.00AM
5	40002703440	7203060740	TSERING TSOMO	10.00AM
6	74001564819	7203093568	TSEWANG THINLAS	10.00AM
7	74000504785	7203094963	STANZEN SAMPHEL	10.00AM
8	40000910249	7203093646	RIGZEN LAMO	10.00AM
9	84000005618	7203060183	KUNZANG DOLMA	10.00AM
10	94000338618	7203061157	TSERING DOLKAR	10.00AM
11	40005113059	7203092218	SOHEL YASSIN	10.00AM

## ANNEXURE "II"

Type Test of Candidates scheduled at NIELIT Kargil, 1st floor,  
DIET Building, Chutuk, Kargil on **23<sup>rd</sup> January, 2024.**

### *Junior Assistant/Election Assistant*

S.No	Registration No	Roll No	Candidate Name	Reporting time
1	94000561692	7203113141	SHAKILA BANOO	10.00AM
2	94000695659	7203150600	LIYAKAT ALI	10.00AM
3	40002286861	7203112536	SAJAD HUSSAIN	10.00AM
4	40002494641	7203112430	MOHD HANEEFA	10.00AM
5	40000148297	7203092915	AKBER ALI	10.00AM
6	40002656032	7203091229	SHABIR HUSSAIN	10.00AM
7	40002729251	7203111940	MOHMMAD FERAZ KHAN	10.00AM
8	94000466598	7203092549	SPALZES ANGMO	10.00AM
9	40002801588	7203095223	SAYEDA BANOO	10.00AM
10	94000530465	7203092935	MANZOOR HUSSAIN	10.00AM
11	40002386624	7203160076	STANZIN YANGSKIT	10.00AM
12	76000014472	7203095008	KANEEZ FATIMA KHATOON	10.00AM
13	76000014284	7203113076	ANWAR ALI	10.00AM
14	74001684162	7203094665	STANZIN KUNKUP	10.00AM
15	40002662674	7203112613	SYED MOHD ALLA	10.00AM
16	40000801806	7203140166	GHULAM MOHD MALA	10.00AM
17	40001103662	7203093743	SONAM DOLKAR	10.00AM
18	40005086492	7203093726	STANZIN GAWA	10.00AM

### *Junior Stenographer*

S.No	Registration No	Roll No	Candidate Name	Reporting time
1	40005032906	7203110381	MOHD ILYASS	10.00AM
2	94000763659	7203092015	DECHEN YANGDOL	10.00AM
3	40005095194	7203112418	NAJMA BANOO	10.00AM
4	40002781085	7203092954	ARZA BATOOL	10.00AM

## Annexure"III"

### Instructions to Candidates for Type Test.

1. The Typing Test is a qualifying test only, the criteria is mentioned as below:

Post	Skill Test Norms on Computer	Evaluation of Typing Test	Time/Paragraph
Junior Assistant/Election Assistant and Junior Stenographer	English Typing @ 35 Words Per Minute	Gross Speed x Accuracy% = Net Speed	10.00 Minutes/ Paragraph of 500 words or more

2. All candidates whose names have been shortlisted for the typing test are advised to report to the respective venue on the scheduled date half an hour before the reporting time as mentioned in the attached lists. If you fail to appear for the typing test on the scheduled date and time, your candidature for the post will be treated as cancelled.

3. Candidates are required to bring attested copies of the following certificates/documents along with the originals thereof at the time of type test failing which they may not be admitted to the test.

- i. Admit card issued at the time of Computer Based Test (CBT).
- ii. It is mandatory to carry at least one of the following Photo identity card
  - a) Aadhar Card
  - b) Voters ID Card
  - c) Driving License
  - d) PAN Card
  - e) Passport
  - f) ID card issued by College
  - g) Employer ID Card
  - h) Or any other valid ID card issued by the Central/State Government
- iii. A recent passport size photograph (to be pasted on the admission certificate).

4. The candidates will be required to take their seats ten minutes before the commencement of the Test. If the computer goes out of order, the candidate should not panic or disturb others but should remain seated quietly and inform the Board Officer/Board Assistant.

5. After completing typing the paragraph once, candidates are advised not to re-type the paragraph.
6. Immediately after the typing test is over, the candidate will have to write in his/her own handwriting one paragraph of about 50-60 words from the typewriting passage given to him/her on a separate sheet and will have to put his/her name, Roll No and signature at the end.
7. Every candidate will be supplied an attendance Sheet with his/her Roll number. He/she will be required to sign it and put his/her Left-Hand Thumb impression and paste the recent photograph in the presence of the Board Officer/Board Assistant before the beginning of the Test.
8. Candidates shall not be permitted to leave the Examination Hall after the expiry of the Test. On completion of the test, they shall remain seated at their desks and wait until their typed paragraph is printed which is required to be signed by the candidates.
9. Candidates must return the Question Paper along with their scripts to the Board Officer/Board Assistant. They should not take either the Question Paper or script or any blank typing paper out of the Examination Hall.
10. Silence must be observed in the Examination Hall.
11. Candidates must abide by further instructions, if any, which may be given to them by the Board Officer/Board Assistant. If any candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Test or such other penalty as the Administration may deem fit.
12. No separate admit card will be issued. Therefore, you are advised to bring admit card already issued at the time of the Computer Based Test (CBT) for the post along with all the documents as stated above.