

DEPARTMENT OF SCHOOL EDUCATION · UT LADAKH

ZhabstokLadakh Portal User Guide

An easy, step-by-step guide to registering, applying for the
LG Yuva Internship Program, and tracking your application
on internship.ladakh.gov.in.

REGISTRATION, APPLICATION & STATUS TRACKING

internship.ladakh.gov.in

QUICK SUMMARY

The Whole Journey, at a Glance

For anyone who doesn't want to read every page — the 15 steps in one place. Flip to the full page for any step you get stuck on.

1 Search Find internship.ladakh.gov.in — not any other site.	2 Open Site Click Register in the top-right corner.	3 Sign Up Enter your name, email, password, security check.
4 Register Submit the form once every box is filled in.	5 Verify Email Enter the 6-digit code sent to your inbox.	6 Personal Details Name, date of birth, phone, address, photo.
7 Save & Continue Complete every field, then move on.	8 Qualification Degree, institution, year, grade or %.	9 Experience Optional — enter 0 if you have none yet.
10 Preference Posting type + rank up to 3 departments.	11 Read Declaration Go through it carefully before agreeing.	12 Agree & Submit Tick the box, click Submit application.
13 Final Check Review the summary pop-up one last time.	14 Submitted! Save your reference number — you'll need it.	15 Track Status Check My dashboard any time afterward.

⚠ The one step people skip by accident: Step 9, Experience, is **optional** — don't let it hold up your application. And once you submit (Step 12), you can't edit it yourself, so use Step 13's final check.

CONTENTS

Everything in this guide

15 simple steps, from finding the portal to tracking your submitted application.

GETTING STARTED

01 Search for the Portal

02 Open the Website

CREATE YOUR ACCOUNT

03 Start Your Registration

04 Fill in the Form and Register

05 Verify Your Email

YOUR APPLICATION · STEP 1 OF 4 — PERSONAL DETAILS

06 Fill in Your Personal Details

07 Complete Every Field

YOUR APPLICATION · STEP 2 OF 4 — QUALIFICATION

08 Add Your Qualification

YOUR APPLICATION · STEP 3 OF 4 — EXPERIENCE

09 Experience (This Step is Optional)

YOUR APPLICATION · STEP 4 OF 4 — PREFERENCE

10 Choose Your Posting Type & Preferences

REVIEW & SUBMIT

11 Read the Declaration

12 Agree and Submit

13 Final Check Before Sending

ALL DONE

14 Application Submitted!

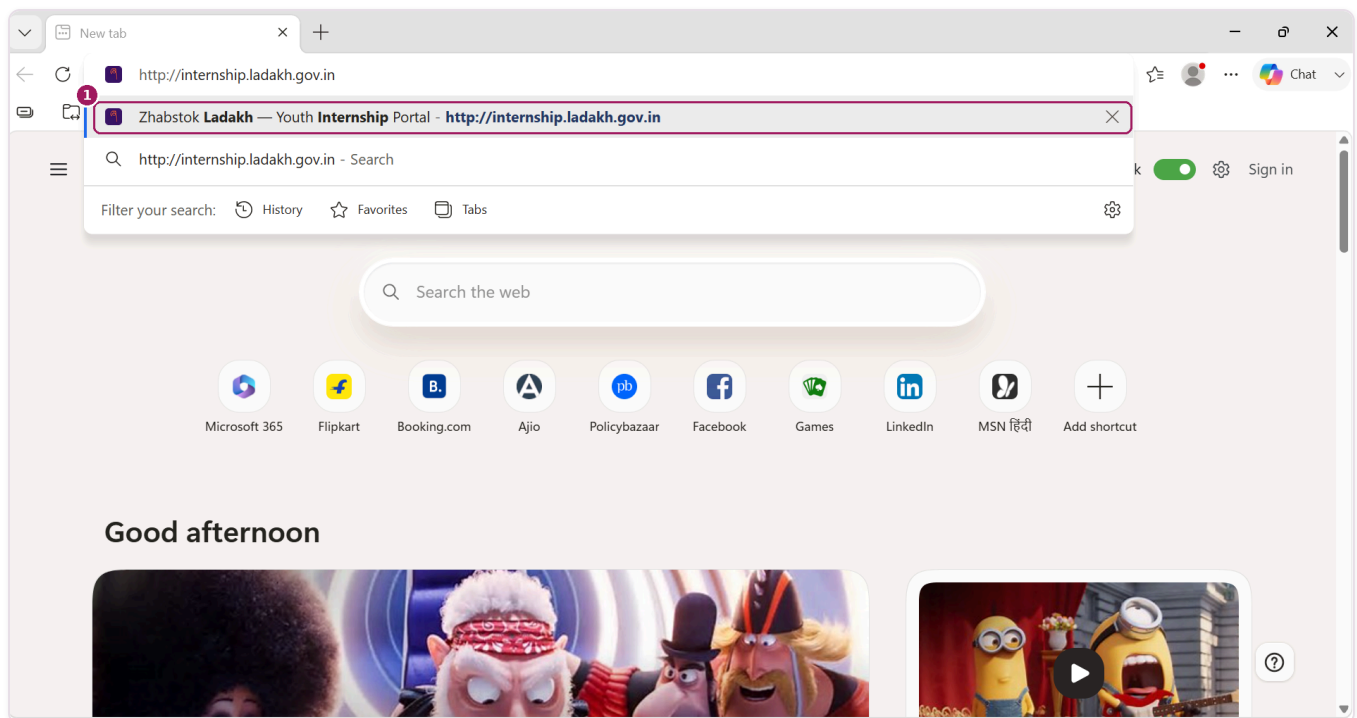
AFTER YOU APPLY

15 Track Your Application Status

GETTING STARTED

1 Search for the Portal

Open your browser and search for, or type in, the portal's address.



1 This is the real portal

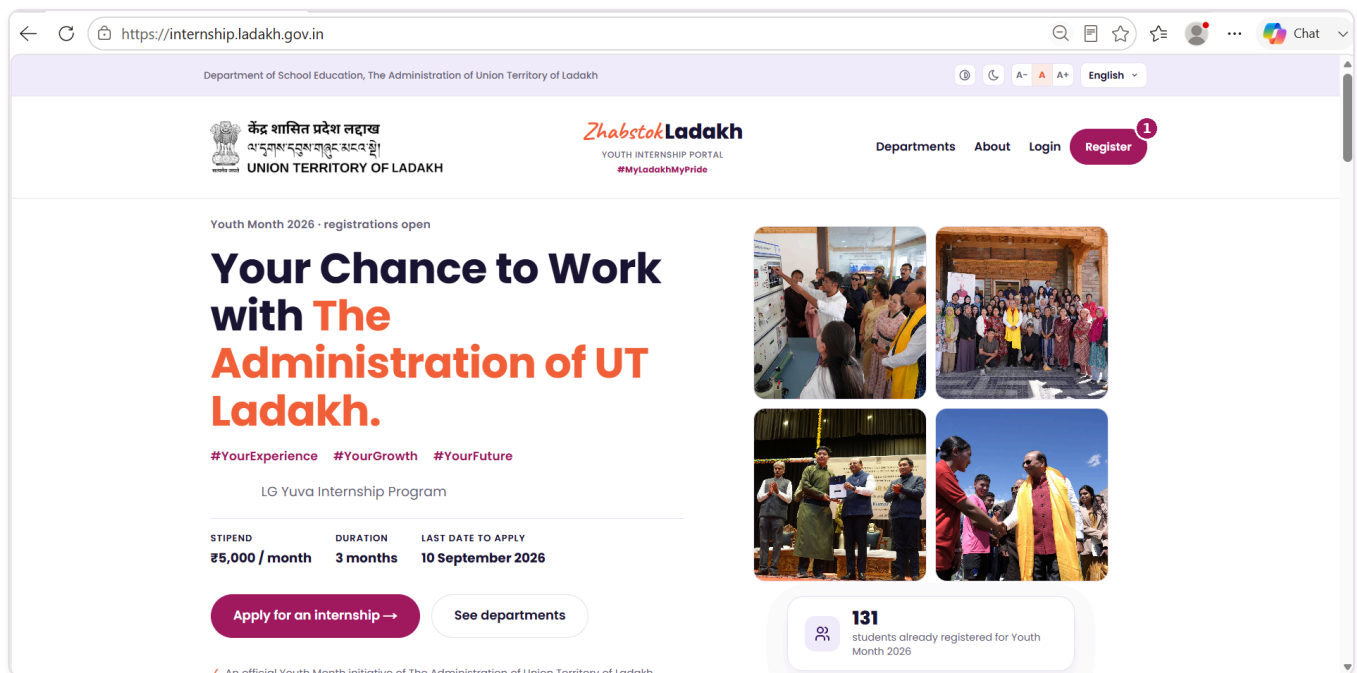
- Look for the result from **Zhabstok Ladakh — Youth Internship Portal**. The web address is **internship.ladakh.gov.in**.
- Don't click on unrelated blogs or news sites. Only the address ending in **.gov.in** is the official portal.

① Save internship.ladakh.gov.in to your favourites so you don't have to search for it again.

GETTING STARTED

2 Open the Website

The homepage tells you everything about this year's internship before you apply.



2 Click Register

- Check the **Stipend**, **Duration**, and **Last Date to Apply** shown on the homepage.
- Click **Register** in the top-right corner to create your account. Already have one? Click **Login** instead.

3

Clicking Register opens the sign-up form.

3 Fill in every box

- ① Can't read the security check? Click "Use a text question instead" for an easier alternative.

CREATE YOUR ACCOUNT

4 Fill in the Form and Register

Once every box is filled in correctly, the Register button turns solid.



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YOUTH INTERNSHIP PORTAL
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DepartmentsAboutLoginRegister

Create your account

LG Yuva Internship Program

FULL NAME *

Your Name

EMAIL ADDRESS *

your_email@gmail.com

PASSWORD *

.....

At least 8 characters.

SECURITY CHECK *

YN3BG

0

YN3BG

Can't read this? Use ¹ next question instead

Register

Already have an account? [Login](#)

4 Click Register

- Double-check your **email address** — this is where your verification code will be sent.
- Click **Register** when you're ready.

! Use an email and password you'll remember — you'll need them every time you sign back in to check your application.

5

Verify Your Email

A 6-digit code is sent to the email address you just registered with.

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DepartmentsAboutMy dashboardMy applicationSign out

Verify your email

Enter the 6-digit code we emailed you.

EMAIL ADDRESS *

youremail@gmail.com

6-DIGIT CODE *

1 2 3 4 5 6

1

VerifySend a new code

ZhabstokLadakh

An initiative of the Department of School Education, The Administration of Union Territory of Ladakh, for Youth Month – developed by the Information Technology Department, UT Ladakh.

PORTAL

[Apply now](#)
[Departments](#)
[About](#)
[How it works](#)

HELP

[FAQs](#)
[Contact support](#)
[Accessibility](#)

GOVERNMENT

[ladakh.gov.in](#)
[School Education Dept. ↗](#)
[All departments ↗](#)
Office of the Administrative Secretary,
School Education Department, Ladakh

5 Click Verify

- Open your email inbox (check Spam / Junk if you don't see it within a minute or two).
- Type the 6-digit code into the box and click **Verify**.

! No code arrived? Click "Send a new code" rather than registering again — starting over will only confuse the system.

6 Fill in Your Personal Details

Your application has 4 steps: Personal Details, Qualification, Experience, and Preference. Start with your name.

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A- A+ English



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YOUTH INTERNSHIP PORTAL
#MyLadakhMyPride

DepartmentsAboutMy dashboardMy applicationSign out

Apply for your internship

STEP 1
Personal details

STEP 2
Qualification

STEP 3
Experience

STEP 4
Preference

FULL NAME *

Sonam Dolkar

DATE OF BIRTH *

dd-mm-yyyy



GENDER *

—

▼

PHONE NUMBER *

ADDRESS *



PHOTOGRAPH *

No file

Choose File

No file chosen

JPG, PNG or WEBP. Shown below so you can check it's the right photo.

Save and continue

6 Start with your name

- **Full Name**, **Date of Birth**, **Gender**, **Phone Number**, and **Address** are all required.
- You'll also need to upload a **Photograph** (JPG, PNG, or WEBP).

7 Complete Every Field

Here's what a fully completed Step 1 looks like.

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English ▾



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YOUTH INTERNSHIP PORTAL
#MyLadakhMyPride

DepartmentsAboutMy dashboardMy applicationSign out

Apply for your internship

STEP 1
Personal details

STEP 2
Qualification

STEP 3
Experience

STEP 4
Preference

FULL NAME *

Your Name

DATE OF BIRTH *GENDER *

24-06-1993Male

PHONE NUMBER *

1234567890

ADDRESS *

your address here, pincode 194101

PHOTOGRAPH *



Choose File

Screenshot 2026-08-24 124940.png

JPG, PNG or WEBP. Shown below so you can check it's the right photo.
Screenshot 2026-08-24 124940.png · 19 KB

1

Save and continue

7 Then continue

- Make sure your phone number and address are correct — the Department may use these to reach you.
- Once every field and the photo are filled in, click **Save and continue**.

① Every step is saved as you go, so you can always come back and finish later if you need to stop partway through.

8 Add Your Qualification

Step 2 asks about your highest qualification.

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English


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 YOUTH INTERNSHIP PORTAL
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[Departments](#)
[About](#)
[My dashboard](#)
[My application](#)
[Sign out](#)

Apply for your internship

STEP 1 ✓
Personal details

STEP 2
Qualification

STEP 3
Experience

STEP 4
Preference

HIGHEST QUALIFICATION *

INSTITUTION *

YEAR OF PASSING *

GRADE OR PERCENTAGE *

← Back

Save and continue

8 Then continue

- Fill in your **Highest Qualification**, **Institution**, **Year of Passing**, and **Grade or Percentage**.
- Click **Save and continue** when you're done.

9 Experience (This Step is Optional)

Step 3 is about any work experience you may have — and it's fine if you don't have any yet.

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Departments About My dashboard My application Sign out

Apply for your internship

STEP 1 ✓ Personal details STEP 2 ✓ Qualification **STEP 3 Experience** STEP 4 Preference

1

YEARS OF EXPERIENCE (optional)

Enter 0 if you have no work experience yet.

ORGANISATION (optional) ROLE HELD (optional)

EXPERIENCE CERTIFICATE (OPTIONAL)

No file Choose File No file chosen

PDF or image.

2

← Back Save and continue

9 This step is optional! · Then continue

- **Years of Experience, Organisation, Role Held, and Experience Certificate** are all optional.
- If you have no work experience, simply enter **0** in Years of Experience and move on.

① Don't worry if this section is empty — plenty of applicants are applying for their very first work experience.

10 Choose Your Posting Type & Preferences

The last step is where you choose what kind of internship you're applying for.

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English


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ZhabstokLadakh
YOUTH INTERNSHIP PORTAL
#MyLadakhMyPride

Departments
About
My dashboard
My application
Sign out

Apply for your internship

STEP 1 ✓
Personal details
STEP 2 ✓
Qualification
STEP 3 ✓
Experience
STEP 4
Preference

POSTING TYPE *

☒
Secretariat Leh
Work with a department at the Civil Secretariat in Leh — policy, administration and coordination work at the headquarters level.

☐
District Magistrate
Work in a district administration under the District Magistrate — field work, public-facing services and district-level programmes.

DEPARTMENT PREFERENCES *

1 —
2 —
3 —

Rank up to three departments. Preference 1 decides which officer reviews your application. The same department cannot be chosen twice.

10 Pick one · Rank up to three

- **Posting Type** — choose Secretariat Leh (policy and coordination work at headquarters) or District Magistrate (field and public-facing work in a district).
- **Department Preferences** — rank up to three departments. Preference 1 decides which officer reviews your application, and you can't pick the same department twice.

11 Read the Declaration

Before you can submit, you're asked to read and confirm a formal declaration.

1 Declaration

I hereby declare that:

1. I am applying for this internship purely for learning and skill-development purposes, and I understand that this internship does not confer any right or claim to permanent employment, regularization, or future job offer with the Department / The Administration of Union Territory of Ladakh.
2. I understand that no TA/DA (Travel Allowance / Dearness Allowance) or accommodation will be provided by the Department during the course of the internship.
3. I agree to maintain discipline, punctuality, and professional conduct throughout the internship period and report to my assigned place of work on time.
4. I agree to work under the guidance and instructions of my assigned Supervisor / Mentor and follow all rules, protocols, and confidentiality guidelines of the Department.
5. I understand that the Department reserves the right to terminate my internship at any time in case of misconduct, unsatisfactory performance, or violation of the above terms.
6. All information provided by me in this application is true and correct to the best of my knowledge, and I understand that furnishing false information may lead to rejection or termination of my internship.
7. I understand that submission of this application does not guarantee selection or allotment of an internship. Selection is subject to availability of roles/positions and requirement of the concerned Department. The Department will make reasonable efforts to accommodate applicants but shall not be held liable if an internship cannot be offered due to non-availability of positions
8. I understand that for all the applicants, character and antecedents verification would be duly undertaken by the police department.

☐ I have read and agree to the above declaration.

[← Back](#)

[Submit application](#)

11 Read this carefully

- It confirms that everything you've entered is true, and that you agree to follow the internship's rules and conduct expectations.
- It also confirms you have no pending criminal case, and that the Department may inspect or verify your application at any time.

! Read this fully before ticking the box below — if anything you provide turns out to be false, your application or internship can be cancelled.

12 Agree and Submit

Once you've read it, tick the box and the Submit button becomes active.

Rank up to three departments. Preference 1 decides which officer reviews your application. The same department cannot be chosen twice.

Declaration

I hereby declare that:

1. I am applying for this internship purely for learning and skill-development purposes, and I understand that this internship does not confer any right or claim to permanent employment, regularization, or future job offer with the Department / The Administration of Union Territory of Ladakh.
2. I understand that no TA/DA (Travel Allowance / Dearness Allowance) or accommodation will be provided by the Department during the course of the internship.
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8. I understand that for all the applicants, character and antecedents verification would be duly undertaken by the police department.

1

☒ I have read and agree to the above declaration.

← Back

Submit application

2

12 Tick to agree · Then submit

- Tick “I have read and agree to the above declaration.”
- Click **Submit application**.

13 Final Check Before Sending

One last pop-up shows a summary of everything you're about to submit — your last chance to check it.

The screenshot shows a 'Declaration' section with a list of 8 statements. A white pop-up box titled 'Check your application' is overlaid on the form. The pop-up contains a warning message and a table of application details. At the bottom of the pop-up are two buttons: 'Submit application' and 'Go back and edit'. A small red circle with the number '1' is positioned above the 'Submit application' button. Below the pop-up, there is a checkbox labeled 'I have read and agree to the above declaration.' which is checked. At the very bottom, there are two buttons: 'Back' and 'Submit application'.

Declaration

I hereby declare that:

1. I am applying for this internship purely for learning and skill-development purposes, and I understand that this internship does not confer any right or claim to permanent employment.
2. I understand that this internship does not confer any right or claim to permanent employment.
3. I agree to work for the Department of Public Relations throughout the duration of the internship.
4. I agree to work for the Department of Public Relations throughout the duration of the internship.
5. I understand that this internship does not confer any right or claim to permanent employment.
6. All information provided is true and correct, and I agree to provide the best of my knowledge and skills.
7. I understand that this internship does not confer any right or claim to permanent employment.
8. I understand that this internship does not confer any right or claim to permanent employment.

Check your application

Once submitted you cannot change it, so please read this through. Anything you left blank was optional.

Full name	Your Name
Date of birth	1993-06-24
Phone number	1234567890
Highest qualification	Enter your highest qualification
Institution	Test Institution
Year of passing	2016
Grade or percentage	8.44
Posting type	Secretariat Leh
Preference 1	Information & Public Relations Department
Preference 2	PHE & IFC Department
Preference 3	Housing and Urban Development Department

1

Submit application **Go back and edit**

☒ I have read and agree to the above declaration.

Back **Submit application**

13 Final click

- Look over your name, qualification, posting type, and all three department preferences.
- Click **Go back and edit** if anything is wrong, or **Submit application** if it's all correct.

! Once you submit, you cannot edit your application yourself — only the Department can make changes after this point.



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UNION TERRITORY OF LADAKH

ZhabstokLadakh

YOUTH INTERNSHIP PORTAL

#MyLadakhMyPride

Departments

About

My dashboard

My application

Sign out

Application submitted

YOUR REFERENCE

1

ZBL-2026-000101

Please note: Submission of this application does not guarantee an internship offer. Placement is subject to availability of positions and Department requirements.

2

Under review

Your application is read-only. You will be emailed if a correction is needed.

Full name	Your Name
Preference 1	Information & Public Relations Department
Preference 2	PHE & IFC Department
Preference 3	Housing and Urban Development Department
Years of experience	0.0

[← Home](#)

- Your **Reference** (like ZBL-2026-000101) is your application ID — save it somewhere safe.
- Your status starts as **Under review**. You'll be emailed if the Department needs a correction.

15 Track Your Application Status

Your Dashboard is where you check on your application any time after that.

The screenshot shows the 'Your dashboard' page of the ZhabstokLadakh Youth Internship Portal. The user is signed in as Sonam Dolkar. The dashboard displays the application reference number ZBL-2026-000101, which is currently 'Under review'. It shows that 4 out of 4 steps are completed, and the preferred department is 'Information & Public Relations Department'. Below this, the 'What to do next' section states that the application is with the department and no further action is needed. It lists four completed steps: Personal details, Qualification, Experience, and Preference. Two buttons are available: 'View your application' and 'Browse departments'. The 'History' section shows a submission on 24 Aug 2026 at 12:53 pm, with a status of 'Submitted' and an 'Under review' button.

15 Check your status here · Full timeline

- The top row shows your **Reference** number, current **Status**, how many steps are complete, and your preferred department.
- The **History** section at the bottom shows a timeline of everything that has happened to your application so far.
- Sign back in any time at internship.ladakh.gov.in and click **My dashboard** to see this page.

① Check back here every so often — this is also where you'll see any Query the Department sends you if they need more information.



You're All Set

You now know how to register, apply for the LG Yuva Internship Program, and track your application on the ZhabstokLadakh Youth Internship Portal — from start to finish.

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