Aeronautical Development Agency
(Ministry of Defence, Govt. of India)
PB No.1718, Vimanapura Post, Bangalore- 560017

Advt. Reference No.ADA:ADV-125:2024 dated 31/05/2024

RECRUITMENT: PROGRAMME BASED MANPOWER ON LIMITED TENURE APPOINTMENT

Aeronautical Development Agency (ADA) is an Autonomous Body and a Society entrusted with the task of Design and Development of LCA (Tejas) and AMCA. ADA invites applications from Indian Citizens for Programme based **fixed tenure appointment for an initial period of Five years** and extendable based on performance and requirement of the project/programme.

2.   The details on the posts in terms of Vacancy, category, pay etc with eligibility conditions viz. educational qualification, experience, age limit and terms & conditions of service is as mentioned under subsequent paragraphs.

(A)   Name of the Post / Category & Pay Details:

Post Sl No.	Name of the Post	Reservation / Total Vacancy		Basic Fixed Element (BFE)	HRA	Transport Allowance (Fixed) (Rs.)	Gross Salary per month (Rs.)	Upper Age Limit (As on closing date of the advt.)
		Category	Vacancy					
1.	**Project Admin Assistant (PAA)**	SC	01	25,500	6,120	3,600	**35,220/-**	35 Years
		ST	01					
		OBC	03					
		EWS	01					
		UR	08					
		Total	**14**					
		One vacancy each reserved for Ex-Serviceman and PwBD (Visually Handicapped) category out of the total 14 vacancies (for PAA) as mentioned above						
2.	**Project Senior Admin Assistant (PSAA)**	OBC	01	35,400	8,496	3,600	**47,496/-**	45 Years
		UR	05					
		Total	**06**					
		One vacancy reserved for PwBD (Visually Handicapped) category out of the total 6 vacancies (for PSAA) as mentioned above						

Note: Maximum age shall **not exceed 56 years** including age relaxation.

(B)   Minimum Essential Qualification Required (EQR) for the posts:

Post Sl No.1: Project Admin Assistant (PAA)	Post Sl No.2: Project Senior Admin Assistant (PSAA)
Essential Qualification: Atleast a Bachelor's Degree in Commerce / Science / Arts / Business Administration / Business Management from a recognized university.	**Essential Qualification**: Atleast a Bachelor's Degree in Commerce / Science / Arts / Business Administration / Business Management from a recognized university.
Desirable: A Certificate course in Computer skills like MS-Word, Excel, Power Point, E-Mail, Internet etc. for daily office work.	**Desirable**: A Certificate course in Computer skills like MS-Word, Excel, Power Point, E-Mail, Internet etc. for daily office work.

(C) Minimum Essential Experience required for the posts:

Post Sl No.1: Project Admin Assistant (PAA)	Post Sl No.2: Project Senior Admin Assistant (PSAA)
Minimum **3 (THREE) years** experience in any one or more of the areas related to Admin/HR/Material Management/Purchase & Stores/ Finance/Accounts.	Minimum **6 (SIX) years** experience in any one or more of the areas related to Admin/HR/Material Management/Purchase & Stores/ Finance/Accounts.

(C)   How to Apply:

1.   The Candidates should ensure that they fully satisfy the eligibility criteria prescribed for the post and hence are advised to carefully go through the full text of the advertisement, instructions/ guidelines and also frequently asked questions (FAQs) available on our web-site before starting the process of application registration.

2.   All candidates must apply for the intended post online through the link: *https://www.ada.gov.in* (under recruitment/ADV-125) by first registering their basic details like name, date of birth (DOB), valid e-mail ID and Mobile phone number followed by password and confirm password.

3.   After successful registration, the candidates may log-in by giving their Post applied, Email-ID & password as registered earlier and start filling their details like educational qualification, experience etc. The online application format is divided into six levels relating to personal info, educational qualification / skill, Work experience etc. and candidates must enter the required details in all levels of the online application form.

4.   After entering the details in each level, the candidate must click the 'save' option to save all the details filled in the level. The application portal will not allow the candidate to proceed to the next level without completing and saving the details as required in the level.

5.   After entering all the details from level-1 to level-5, the candidate must click 'save Draft & Exit' option before final submission of his/ her application. Before locking the application, candidate can preview the application to see all the details. After making sure that all the details entered by him/ her is correct and complete, the candidate must click 'Final Submit & Lock' for successful submission of his/her application.

6.   After final submission, the candidate will neither have any option to edit/correct in his/her online application nor will any request for correction/ changes in the particulars entered by him/ her be entertained. Therefore, the candidates are advised to fill the online application form carefully.

7.   On successful submission of the application online by the candidate, a system generated unique application number would be allotted which should be carefully preserved by the candidates for future reference. **No application number will be generated by the system if the candidate does not give 'Final submit & Lock' option under level 6 and all such applications will be treated as incomplete and invalid.**

8.   In addition to registration on website, candidates should send print-out of their registered online application (downloaded from the given website) along with self-attested certificate copies of SSLC, PUC, Diploma, Graduation, Experience proof, Caste Certificate, NOC etc. by Registered / Speed Post to : **Sr.Admin Officer Gr-II, Aeronautical Development Agency, Vibhuthipura, Marathahalli Post, Bengaluru – 560037.** Self-attested Copies of all the certificates as mentioned above should be sent in an envelope of size 12" x 10" clearly mentioning *'Application for the post of 'Project Admin Assistant (PAA): ADV-125'* **or** '*Application for the post of 'Project Senior Admin Assistant (PSAA): ADV-125'* boldly on top of the envelope so as to reach ADA within the stipulated time as mentioned in the advertisement.

9.   The candidates should ensure that the application and copies of certificates in the envelope are **not folded** and are neatly tagged in the order of :- Print-out of the application successfully submitted On-line (on top) followed by NOC (if applicable), self-attested copies of current experience certificate, previous experience, Post Graduation Certificate with marks sheet, Graduation Certificate with marks sheet, Typewriting certificate (if available) Diploma / Computer Skill Certificate/ PUC/12th Std Certificate, SSLC/10th Std Certificate/ Caste Certificate in the prescribed format, Govt. issued any photo ID /address proof, Date of Birth proof.

10.   The candidates are advised to register and submit their application well before the last date. ADA will not be responsible if candidates are unable to submit their application in time due to last minute rush, unpredicted link loss, network congestion etc.

(D)   Mode of selection:

The process of selection for the posts of **PAA** and **PSAA** is given below:

Level / Post	Project Admin Assistant (PAA)	Project Senior Admin Assistant (PSAA)
Level-1	Skill test in English typewriting (on computer keyboard)	Skill test in English typewriting (on computer keyboard)
Level 2	Written Test (Part-I) & (Part-II) Please refer to para'F' on syllabus for the test	Written Test (Part-I) & (Part-II) Please refer to para'F' on syllabus for the test
Level 3		**Personal Interview**

Note: (1) For PAA: Candidates should qualify in both the test levels i.e written & Skill test to get shortlisted for selection.
(2) For PSAA: Candidates should qualify in all the test levels i.e written, Skill test & Interview to get shortlisted for selection.

(E)   Skill Test Norms for the posts of PAA and PSAA:

English Typewriting on computer keyboard @ 30 w.p.m corresponding to 9000 KDPH on an average of 5 key depressions for each word.

(F)   Syllabus for the recruitment test to the posts of PAA and PSAA:

Part-I: Objective based multiple choice questions (MCQ) carrying one mark each. No Negative mark being provisioned (Total Marks: 100).

Level of Test : upto 10th standard

Sl No.	Section	No. of Questions	Maximum Marks	Topics
1.	General English	25	25	Basics of English Language, its vocabulary, grammar, sentence structure, prepositions, synonyms, antonyms and its correct usage etc.
2.	General Knowledge / General Awareness	25	25	Knowledge of current events and such matters of observation in daily life. Indian achievements in the area of Science & Technology, Sports etc in the recent past. The test will also include questions relating to India and its neighboring countries, History, Indian Geography, Indian Constitution, etc.
3.	Quantitative Aptitude	25	25	Numerical ability and Arithmetic relationship between Numbers, basic Arithmetical functions, Percentages, Ratio and Proportion, Averages, Interest, Profit & Loss, Discount, Time and Distance, Ratio and time, Time and Work etc.
4.	General Intelligence & Reasoning ability	25	25	Questions of verbal and non-verbal type on observations, similarities and differences, problem solving analysis, relationship concepts, arithmetical number series etc.
	Total	100	100	

Part-II: Subjective/Descriptive type of Questions (50 Marks): Questions covering Paragraph writing, Precis writing, Letter writing etc.

(G)   General Conditions:

1.   The posts are of '**Defined limited tenure basis till duration of the programme**' with defined Emoluments and Terms & conditions of Service (please refer to para 'H').

2.   Date of Birth filled by the candidate in the application form (matching with the date recorded in the Matriculation / Secondary Examination Certificate) will be accepted by ADA for determining the age. **No subsequent request for change in date of birth will be considered or granted.**

3.   The qualification and experience prescribed above for the posts is bare minimum and mere possession of the same does not entitle candidates to be eligible for the post. The candidates should mention all qualifications/ experience in relevant field including those over and above the minimum qualification.

4.   Applications complete in all respects and fulfilling the basic eligibility criteria in terms of qualification and experience as on the closing date for registration and successful submission of application only will be considered. Applications not registered on ADA web site, registered after the last date or otherwise incomplete will not be considered and no correspondence in this regard will be entertained. Applications received through any other mode will not be accepted and summarily rejected and candidates are also advised not to send resumes/ CV.

5.   Candidates should forward self-attested copies of all certificates in proof of age, caste, skill, qualification and experience etc. as mentioned in relevant para above for documentary proof of their claim in the application without which the application will not be considered.

6.   Degree Certificate / provisional Degree Certificate in original may be produced at the time of written test / document verification and a copy of the same may be forwarded alongwith the application as proof of Graduation completion. Candidates producing only course completion certificate / Final year marks card / result declaration certificate will not be considered as proof of Degree qualification / completion and all such applications will be rejected without any intimation to the candidate.

7.   Experience gained by the candidate after successful completion of Graduation only will be considered (not applicable to candidates of EXSM category).

8.   Candidates having higher qualification and wanting to apply may note that they will neither be given any preference/weightage in selection nor higher pay just because of their higher qualification and no request on this will be considered / entertained.

9.   Also, candidates by virtue of having qualification or experience higher than the one as prescribed shall not be given any edge over other candidates adequately qualified as per the advertisement. The selected candidates shall be offered only the advertised grade/ post.

10.   The candidates must be in good mental and physical health condition for efficient discharge of their duties. The candidates shortlisted provisionally for selection may be subjected to a medical examination by the appointing/ competent authority before the offer of appointment is issued. If the candidate is found medically unfit, he/she will not be issued with offer of appointment. For candidates of PwBD category, the medical standards will be as per Govt. of India rules.

11.   Relaxation in age allowed to candidates belonging to SC/ST/OBC category only if the vacancy is reserved for that particular category. No age relaxation will be provided if they apply under unreserved/ inappropriate category.

12.   Candidates seeking reservation as SC/ST/OBC (Non-Creamy Layer) should produce caste certificate in the **prescribed proforma from the competent authority** indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC (Non-Creamy Layer) and the village/town the candidate is ordinarily a resident of. (Refer annexure for prescribed caste certificate format for SC/ST and OBC (Non-Creamy Layer)).

13.   Candidates claiming to belong to SC/ST/OBC (Non-creamy layer) should note that the name of their caste/tribe (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the caste/tribe name will not be accepted.

14.   A declaration in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate(OBC) also to be submitted. **The closing date for receipt of hard copies of the application at ADA is to be treated as crucial date (please refer to important dates at the end of the notification).**

15.   Candidates applying for more than one post should register separate application.

16.   Serving Govt. employees will be eligible for claiming the age relaxation as per Central Govt rules to the extant.

17.   A Candidate will be eligible to get the benefit of community reservation only in case the particular caste, to which he/she belongs, is included in the list of reserved communities issued by the Central Government for appointment to posts under Government of India.

18.   Candidates seeking reservation under Economically Weaker Sections (EWS) category should produce a valid Income & Asset certificate in the prescribed pro-forma issued by the competent authority. (please see Annexure)

19.   Candidates belonging to 'Persons with Benchmark Disability' (PwBD) category would be eligible for the benefit of reservation under this category only if the relevant disability is not less than 40%. Those candidates should submit a disability certificate in the prescribed format issued by the competent authority. (please see Annexure)

20.   Incase of PwBD candidates, relaxation in age-limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities. lf a person with disability is entitled to age concession by virtue of being a Government Servant, concession to him/her will be admissible either as a 'person with disability' or as a Govt. Servant' whichever may be more beneficial to him/her.

21.   Ex-Servicemen shall be allowed to deduct the full period of actual military service from his actual age and if the resultant age does not exceed the prescribed maximum age by more than three years, he shall be deemed to be within age limits. Candidates applying under ex-servicemen category must produce a certificate as per Annexure.

22.   A Candidate serving in the Armed Forces, who on retirement from service would come under the category of 'Ex-Servicemen'may also apply one year before the completion of the specified term of engagement. All such candidates must submit a certificate issued by the competent authority in the prescribed pro forma as per Annexure and an undertaking that his appointment is subject to producing of documentary evidence about his release/retirement/discharge from the armed forces and qualify as an ex-serviceman in terms of rules ibid, also to be submitted as per Annexure.

23.   Ex-Servicemen, who have already availed the re-employment benefit as applicable to ex-servicemen in civil side under State / Central Government for appointment on regular basis, are not eligible for claiming the benefit of reservation under Ex-servicemen category.

24.   The selected candidates will be required to resign from their previous organization and they will not be permitted to join ADA on lien / deputation basis. Their career will start afresh in ADA from the date of joining and no fresh weightage will be given or considered for earlier experience or qualification to claim any benefits and no correspondence in this regard will be entertained.

25.   The candidates must enclose a copy of Aadhar Card / Voter-ID / PAN card or any other Govt. issued Identity proof alongwith the application and should produce the original when called for Document verification / written test failing which they shall not be allowed to appear for the test.

26.   Candidates who are already employed under Central/State Govt./Semi Govt./PSUs/Autonomous Bodies /Armed Forces should forward their application through proper channel with **"No Objection Certificate"** from the employer concerned duly indicating their Application registration number to '**Senior Admin Officer Gr-II**', Aeronautical Development Agency, Vibhuthipura, Marathahalli Post, Bengaluru–560037 with all   other testimonials as mentioned under relevant para above failing which, their application will not be considered. Applications forwarded through proper channel should reach ADA by the date of Document verification/written test.

27.   Candidates must ensure that their experience certificates should clearly mention all the required details like name of the company with full address, telephone number/FAX number, email id and the employee/ex-employee name with designation held/last held, salary, date of join, date of relieving, nature of duties performed/performing, name and designation of the authority issuing the experience/ relieving letter etc. Applications not supported with proper experience certificates or not clearly establishing the period/length of experience as claimed in their application by the candidates will not be considered. ADA may also verify authenticity of the experience letters provided by the candidates incase of requirement.

28.   Selected candidates will be liable for posting in any of the offices of ADA / work centres of ADA in India, if considered necessary.

29.   ADA reserves the right to relax the experience in the case of highly deserving candidates. ADA also reserves the right to select/ reject any candidate at any time during the process of recruitment.

30.   Part time experience / Apprenticeship training / Period of/as training/trainee will not be considered for calculation of number of years of experience.

31.   The above vacancies as notified may vary depending upon the actual requirement and ADA reserves the right to fill up the vacancies partially, not to fill up all or any of the vacancies as advertised, if it so desires at any stage.

32.   Any genuine clarification/ information/ guidance regarding the advertisement or candidate's application etc. may be sent by mail only on **_admin-hr.ada@gov.in_**. No mail asking for advice / eligibility for the post will be entertained.

33.   Candidates coming from outstation to attend the document verification/ test may make their own arrangements for their travel to stay at Bengaluru and no TA/DA will be paid by ADA.

34.   Candidates should keep checking ADA web site regularly for updates regarding the recruitment status like date of document verification/ written/ skill test announcement, call letter dispatch / download etc as no further information will be published in the news papers. Candidates are advised to visit only the official website of ADA.

35.   Banned items: Electronic gadgets like Mobile phones, blue tooth, pen drive, laptops, calculators, wrist watches or any other communication devices etc. are strictly NOT allowed inside the exam hall. Any candidate found carrying any of the banned item (as mentioned above) inside the examination will be liable for rejection of his/her candidature and any other action as appropriate to ADA including debarment from future examinations. Candidates are advised in their own interest not to bring any of the banned items including mobile phones etc. to the venue of the examination, as arrangements for safe keeping cannot be assured.

36.   Candidates to abide by such instructions which may be given by the supervisors of the test. If any candidate fails to do so or indulge in improper conduct, he/she will be liable for expulsion from the test or other appropriate action as ADA may deem fit to impose.

37.   No interim correspondence will be entertained.

38.   Canvassing in any form will be a disqualification.

39.   Candidates may also note that they will be shortlisted for the Test based on the information provided by them in their on-line application and the testimonial copies provided by them as documentary evidence in support of their claim/ eligibility for the post. As such, they must ensure that the information provided by them on their age, caste, education, experience etc. is true and correct. If at any stage during or after the process of the selection, any information given by them or any claim made by them in their on-line application / testimonials is found to be false, their candidature will be liable to be rejected and they may also be debarred either permanently or for a specified period by ADA for future selections.

> **(H)   Perquisites and Terms & Conditions of service applicable to PAA and PSAA**

1. The Project Admin Assistant (PAA) and Project Senior Admin Assistant (PSAA) shall be eligible for   the following benefits:

(a)   **Medical Benefits**: The Project Admin & Allied cadre personnel and their dependants shall be covered in a Group Medical Insurance Scheme. The Annual Premium and subscription amount at rates as applicable to the designation shall be deducted from the salary of the Project Employee and remitted to the medical insurance provider. The group medical insurance premium for each employee would cost around Rs 15,000 per annum (appox)

(b)   **Working Hours/Leave**: The Project Admin & Allied cadre personnel shall be eligible for 10 days of Casual Leave and 30 days of Annual Leave in a calendar year. Maternity Leave as per Government of India instructions issued from time to time shall be admissible. The selected candidates will attend the office on all working days of ADA. The working hours of ADA and Project/Programme shall be binding on the selected persons.

(c)   **Travel Entitlements**: On official duty, TA and DA as applicable to ADA regular employees while on tour shall be allowed.

(d)   **Annual Increment**: Annual increment of 7% on consolidated pay shall be awarded.

(e)   **Group Insurance:** The Project Admin & Allied service personnel shall be admitted to the Group Insurance under OYRGTA (One year renewable group term assurance) scheme of LIC as available for ADA employees and recovery at the prescribed rates will be made from their salary.

(f)   **Gratuity**: The Gratuity shall be payable as per provisions of the payment of Gratuity Act 1972, as amended.

(g)   **Allowances/Benefits:** The individuals engaged in the scheme on contract basis will not be entitled for any kind of allowances/benefits such as Dearness Allowance, Government accommodation, medical reimbursement, telephone/broadband reimbursement etc.

(h)   **Remuneration:** Selected candidates engaged on the contract basis shall be paid a monthly consolidated remuneration for the period of Contract.

(i)   **External Assignments:** The individual will not be allowed to hold any other position with any private company or Government organization while holding the contractual appointment under this scheme with ADA.

2. **Terms & conditions of service as applicable to Project Admin & Allied cadre personnel**

(a)   **Duration of the Contract**: The Appointment shall be initially for a period of **05 years** and extendable based on the performance of the personnel and/or requirement of the project / programme.

(b)   **Performance Evaluation**: The performance of the Project Admin & Allied cadre personnel shall be evaluated annually through Annual Performance Appraisal Reports (APAR).

(c)   The Project Admin & Allied cadre personnel shall be eligible to apply for higher grades as and when vacancies in such grades are advertised, after attaining the required number of years of experience.

(d)   **Resignation/Termination of the Contract**: The contract with Project Admin & Allied cadre can be terminated at any time, if his/her performance is not satisfactory and APAR marks/scores is below average limit for consecutive two years. A notice period of two months shall be served to Project Admin & Allied cadre personnel before termination of the contract.

(e)   The contract may also be terminated if the individual tenders his/her written resignation stating a valid reason with a prior notice of not less than two months.

(f)   **Engagement Process**: Project Admin & Allied Staff: The recruitment process which is in vogue at ADA for engaging regular Admin & Allied personnel shall be employed for PAA and PSAA.

(g)   **Contract Agreement**: At the time of joining ADA, a contract agreement on stamp paper to be signed between ADA and the candidate (as per Annexure).

(h)   **Self Declaration Form**: The candidate shall submit a Self-Declaration Form stating that their engagement is purely on contract basis and they will not be entitled for any right or claim for any permanent appointment/employment or absorption in ADA.

(i)   The Project Admin & Allied cadre personnel shall not be eligible for any other perquisites / benefits other than the one as already mentioned above.

(j)   Other normal conditions of service shall be similar as applicable to ADA regular employees.

(k)   The individual/selected candidates will have a legal status of an independent project admin & allied personnel vis-à-vis, ADA and will not be regarded, for any purposes, as being a "staff member" of ADA, or an "official" or "Employee" of ADA. Accordingly, nothing within or relating to the contract will establish the relationship of employer and employee, or of principal and agent, between ADA and the individual project staff.

(I)   Uploading of Documents:

1   After successful submission of application on ADA web site, the candidates may upload the following:

(a)   Scanned colour photo of size 110W x 140H px (Image JPG). **(file size should not exceed 30KB)**

(b)   Scanned Signature – **not exceeding 30KB**

(c)   Legible attested scanned copies of their certificates like SSLC (for Date of Birth proof), Diploma, typewriting, Computer course Graduation / Post Graduation Degree Certificates etc., experience certificates with salary slip/certificate - **single PDF file not greater than 1 MB.**

(d)   Caste / PwBD certificate in case you belong to SC/ST/OBC (NCL) / PwBD category and Discharge certificate incase of Ex-servicemen - **single PDF file not greater than 1 MB (No Marks sheets need to be uploaded other than SSLC certificate).**

> **(J) Check-List for Candidates:**

1. Please keep all your marks card / certificates in hand while entering your details in the online application form which will help in easy submission of your application.

2. Please ensure that you have given 'Final Submit & Lock' under level 6 otherwise, your application will not be considered and no application number will be generated for such applications.

3. Ensure that print out of the application with self attested copies of certificates is sent to ADA by registered/ speed post otherwise your application will not be considered.

IMPORTANT DATES	
CRUCIAL DATE OF ELIGIBILITY	**25/06/2024**
OPENING DATE & TIME OF APPLICATION REGISTRATION ON ADA WEB SITE	**05/06/2024 from 1000 Hrs onwards**
CLOSING DATE & TIME OF SUBMISSION OF APPLICATION ON ADA WEB SITE	**1700 Hrs on 25/06/2024**
LAST DATE FOR RECEIVING HARD COPIES OF APPLICATIONS AT ADA	**09/07/2024**
TENTATIVE DATE OF DOCUMENT VERIFICATION / SKILL / WRITTEN TEST	**WILL BE ANNOUNCED ON ADA WEBSITE**

Abbreviations used: - *UR: Unreserved; SC: Scheduled Castes; ST: Scheduled Tribes; OBC: Other Backward Classes (Non-Creamy Layer); EXSM: Ex-Servicemen; EWS: Economically Weaker Sections; and PwBD: Persons with Benchmark Disability*

Director (Admin & HR)
ADA

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