



**AERONAUTICAL DEVELOPMENT AGENCY**  
(An Autonomous Body under Ministry of Defence, Govt. of India)  
P.B. No. 1718, Vimanapura Post, Bangalore – 560 017, India

Advt Reference No. ADA:ADV-104:2016

24 August 2016

**RECRUITMENT TO THE POST OF 'ASSISTANT'**

Aeronautical Development Agency is an Autonomous Body and a Society entrusted with the task of Design and Development of Tejas aircraft (LCA). ADA invites applications from Indian citizens for the post of 'Assistant'. The educational qualification and experience required / desired for the post are given below:

Post		Assistant
Category & No. of Post		<b>Total Vacancies - 13</b> <b>(SC - 3, ST - 1, OBC - 2 &amp; Unreserved - 7)</b>
Essential	Qualification	Atleast a Bachelor's Degree in Commerce / Science / Arts / Business Administration / Business Management in <b>First Class</b> from a recognised university.
	Skills	Possess a speed of 30 w.p.m. in English typewriting corresponding to 9000 KDPH on Computer.
Desirable		Certificate course in Computer skills like MS-Word, Excel, PowerPoint, Access, E-Mail, Internet etc. for routine office work.
Essential Experience		Minimum 3 years post qualification experience in a <b>reputed organization</b> in one or more of the following areas : 1. Office Administration / Personnel Management, maintenance of office files & personnel records and other related jobs 2. Purchase & Stores Management / Materials Management / Inventory Management etc. 3. Accounts / Finance, preparation and passing bills for payment, TDS, Income Tax/Sales Tax, preparation of final accounts etc.
Age		30 years (as on closing date of the advertisement). Relaxation of age allowed as per Govt. of India Rules for reserved categories.
Pay		Minimum Basic Pay of Rs.25,500/- in Level-4 plus allowances as applicable to Central Government employees. (corresponding to Grade Pay 2,400/- of 6 <sup>th</sup> CPC)

**A. Mode of selection:**

Written Test and skill test in typewriting (on computer keyboard). Candidates qualifying in both the tests only will be shortlisted for selection.

*(In accordance with Govt. of India Orders, holding of interviews for junior level posts is discontinued w.e.f 01/01/2016.*

**B. How to apply:**

1. Candidates are required to register their applications through ADA recruitment web-site: [www.ada.gov.in](http://www.ada.gov.in). Applications received through any other mode would not be accepted and summarily rejected.
2. Upon successful submission of the application on-line, a system generated unique application number would be allotted which should be carefully preserved by the applicants for future reference.
3. In addition to registration on website, **candidates should send a hard copy of the registered online application (downloaded from the given web-site) along with self attested certificate copies of SSLC, PUC, Graduation, Experience proof, Caste, NOC etc. by Registered / Speed Post** to the address as mentioned below.

**The Chief Administrative Officer  
Aeronautical Development Agency, P.B.No.1718  
Vimanapura Post, Bangalore - 560 017**

4. Self-attested Copies of all the certificates as mentioned above should be sent in an envelope of size 12" x 10" clearly mentioning **'ADV-104 : Application for the post of Assistant'** boldly on top of the envelope within seven days of registering the application on ADA web site.
5. 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 - : On-line application print-out (on top) followed by self attested copies of current experience certificate, NOC (if applicable), previous experience certificates, Post Graduation Certificate with marks sheet, Graduation Certificate with marks sheet, Computer / Typing Skill Certificate, Diploma/PUC/12<sup>th</sup> Std Certificate, SSLC/10<sup>th</sup> Std Certificate, Caste Certificate in the prescribed format, Govt. issued any photo ID /address proof etc.

**C. General Conditions:**

1. The posts are temporary but likely to continue.
2. The Candidates are advised to go through the full text of the advertisement, instructions, guidelines on submission of application and frequently asked questions (FAQ) available on our web-site before registering applications on-line.
3. The Candidates should ensure that they fully satisfy the eligibility criteria prescribed for the post. The essential qualification and experience prescribed is bare minimum and mere possession of the same does not entitle candidates to be called for the test. 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 of application only will be considered. Applications registered after the last date or otherwise incomplete will not be considered and no correspondence in this regard will be entertained. **Degree certificate/Provisional degree certificate of the candidate should clearly mention that candidate has passed in First Class.**

5. Candidates should forward self-attested copies of all certificates in proof of age, caste, skill, qualification and experience as documentary proof of the claim in their application without which the application will not be considered. **Candidates forwarding application with 'Provisional Degree certificate' more than one year old will not be considered and no intimation in this regard will be sent.**

6. **Experience gained by the candidate after successful completion of Graduation only will be considered.**

7. Candidates seeking reservation as SC/ST/OBC 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 recognised as SC/ST/OBC and the village/town the candidate is ordinarily a resident of. (refer annexure for prescribed caste certificate format for SC/ST and OBC).

8. 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 i.e 10/10/2016.** (refer annexure).

9. Candidates claiming to belong to OBC should note that the name of their caste (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 name will not be accepted.

10. **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.**

11. Candidates who are already employed under Central/State Govt./Semi Govt./PSUs/Autonomous Bodies should forward their application through proper channel with **"No Objection Certificate"** from the employer concerned duly indicating their Application registration number to **The Chief Administrative Officer, Aeronautical Development Agency, P.B.No.1718, Vimanapura Post, Bangalore - 560 017** with all the other testimonials as mentioned under para (B) above failing which, their application will not be considered. Applications forwarded through proper channel should reach ADA **within three weeks from the last date for online registration of applications and in any case not later than 10<sup>th</sup> October 2016.**

12. 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 as their career will start afresh in ADA from the date of joining.

13. Selected candidates will be governed by the 'National Pension System' (NPS) applicable to Central Govt. employees appointed on or after 01.01.2004.

14. Selected candidates may be posted anywhere in India if necessary.

15. 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.

16. The number of posts indicated may vary and ADA reserves the right not to fill up all or any of the posts as advertised.

17. **Warning - Candidates will be shortlisted for the Written Test based on the information provided by them in their on-line application. They must ensure that such information is true and correct. If at any stage or during the process of the test, any information given by them or any claim made by them in their on-line application 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.**

18. Any genuine clarification/information/guidance regarding the advertisement or candidate's application etc. may be sent by mail only on [admin-hr@jetmail.ada.gov.in](mailto:admin-hr@jetmail.ada.gov.in).

19. No TA will be paid for attending the written test.

20. No interim correspondence will be entertained

21. Canvassing in any form will be a disqualification.

22. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

#### **D. Important Dates to remember**

Commencement of application registration on ADA web site: **1000 hrs on 29/08/2016**

Last date for registering applications on-line: **1700 hrs on 19/09/2016**

Last date for receiving hard copy of application: **1700 hrs on 10/10/2016**

**Chief Admin Officer  
ADA**

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