



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-106

23 January 2017

Aeronautical Development Agency (ADA), is an Autonomous Body and a Society entrusted with the task of Design and Development of Tejas aircraft (LCA). ADA invites applications from dynamic individuals with leadership qualities and effective communication skills for filling up the following senior level posts:

Post	Chief Commercial Officer (Materials Management)	Senior Commercial Officer Grade-I (Materials Management)
Vacancy / Category	01 / Unreserved	01 / OBC
Age (as on closing date of the advt.)	Not exceeding 52 years	Not exceeding 45 years
Pay (As per 7th CPC)	Minimum Basic Pay of Rs. 78,800/- in Pay Level 12 plus allowances as applicable to Central Govt. employees.	Minimum Basic Pay of Rs. 67,700/- in Pay Level 11 plus allowances as applicable to Central Govt. employees.
Essential Qualification	Base line Qualification: Bachelor's Degree in Arts / Science / Commerce / Business Management / Business Administration / Engineering /Technology from a recognized University	Base line Qualification : Bachelor's Degree in Arts / Science / Commerce / Business Management / Business Administration / Engineering /Technology from a recognized University
	The candidate should have : Base line qualification with Graduate / Post-Graduate Diploma in Materials Management from IIMM (recognized by Govt.) OR	The candidate should have : Base line qualification with Graduate / Post-Graduate Diploma in Materials Management from IIMM (recognized by Govt.) OR

	<p>Base line Qualification with MBA in Materials Management / Supply Chain Management from a recognized University</p> <p style="text-align: center;">OR</p> <p>Base line Qualification with Post-Graduate Diploma in Materials Management from a recognized University / Institution.</p>	<p>Base line Qualification with MBA in Materials Management / Supply Chain Management from a recognized University</p> <p style="text-align: center;">OR</p> <p>Base line Qualification with Post-Graduate Diploma in Materials Management from a recognized University / Institution.</p>
Essential & Area of Experience required	<p>The candidate should have a minimum of 15 years work experience in a Commercial / Materials Management / Purchase Department of a reputed Industry / Government / Autonomous Body / R&D Organization and should have</p> <p>(a) at least 3 years of experience out of the minimum 15 years experience as mentioned above in a senior position in Pay Level 11 (as per 7th CPC) or equivalent grade in-charge of Purchase & Stores section holding the responsibility of</p> <ul style="list-style-type: none"> (i) procurement (ii) supply and maintenance of indigenous and imported stores / services (iii) formulation of purchase/maintenance of contracts; (iv) price negotiation (v) inventory management and (vi) general administration of stores <p>(b) Thorough knowledge of Government procurement procedures, laid down rules and regulations in public buying, Ministry of Defence guidelines / INCOTERMS / Export / Joint Ventures /</p>	<p>The candidate should have a minimum of 13 years work experience in the field of Commercial / Materials Management / Purchase Department in a reputed Industry / Government / Autonomous Body / R&D Organization.</p> <p>Out of the minimum 13 years experience as mentioned above, at least 3 years of experience should be in a supervisory capacity in Pay Level 10 (as per 7th CPC) or equivalent grade in the following areas:</p> <ul style="list-style-type: none"> (a) Procurement procedure as followed in Government Establishments / Ministry of Defence (b) Laid down rules and regulations in public buying (c) Export / Import procedures (d) INCOTERMS (e) Drafting of major contracts and Memorandum of Understanding. (f) Advertisement tendering, stores and inventory management (g) Joint venture collaborative agreements

<p>Essential & Area of Experience required (cont'd)</p>	<p>Import procedures, latest trend in Materials Management, drafting of major contracts, collaboration, Contract Management, agreements, Memorandum of Understanding,</p> <p>(c) Experience in E-procurement. Preference will be given to candidates having experience in E-publishing & E-procurement related activities.</p>	<p>(h) Experience in E-procurement. Preference will be given to candidates having experience in E-publishing & E-procurement related activities.</p>
<p>Desirable</p>	<p>(a) knowledge of Management Information System for time bound and efficient execution of assignments as per standard purchase procedures and provisions of Govt. of India/autonomous bodies of Central Government as required from time to time.</p> <p>(b) familiarity with computers and relevant software related to procurement activities.</p>	<p>(a) knowledge of Management Information System for time bound and efficient execution of assignments as per standard purchase procedures and provisions of Govt. of India/autonomous bodies of Central Government as required from time to time.</p> <p>(b) familiarity with computers and relevant software related to procurement activities.</p>

A. How to apply :

Candidates are required to register their applications through our web-site: www.ada.gov.in In addition to registration on website, candidates should forward a hard copy of the registered online application (downloaded from the given web-site) alongwith attested copies of all certificates and testimonials to the address as mentioned below.

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

1. 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.
2. After on-line registration / submission of application, it is compulsory for the applicants to send the **printed application** (confirmatory copy of the application) **along with Self-Attested copies** of all testimonials (Marks card and certificates of 10th Class, 12th Class / PUC / Diploma, Graduate / Post Graduate, caste and experience certificates) in proof of age, educational qualification, caste, experience, No Objection Certificate (NOC) etc. **by speed post / registered post only** to the address as mentioned above **without which on-line application will not be considered.**

3. 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, Professional qualification proof on Materials Management, Post Graduation, Graduation, Diploma certificate with marks sheet, Diploma/12th Std Certificate/10th Std Certificate, Caste Certificate in the prescribed format, Govt. issued any photo ID /address proof etc.

4. The testimonials as mentioned above should be sent to ADA in an envelope of size 12” x 10” clearly mentioning **'Application for the post of 'CCO(MM)' OR 'Application for the post of SCO-I(MM)'** boldly superscribed on top of the envelope within seven days of registering the application on ADA web site.

B. Mode of selection : Personal Interview

C. General Conditions :

1. The posts are temporary but likely to continue.

2. Only Indian nationals need apply

3. The applicants should ensure that they satisfy the eligibility criteria. The prescribed essential qualification and experience is bare minimum and mere possession of the same does not entitle candidates to be called for interview. The candidates should mention all qualifications / experience in relevant field including those over and above the minimum qualifications.

4. Applications complete in all respects fulfilling the basic eligibility criteria in terms of qualification and experience will be considered **as on the closing date** of the advertisement. Applications / Registrations received after the last date or otherwise incomplete will not be considered and no correspondence in this regard will be entertained.

5. Experience gained after completion of base line qualification only will be considered. However preference shall be given to candidates who have gained relevant experience after obtaining professional qualification in Materials Management as mentioned above. Experience related to Materials Management only will be considered. Candidates who have specialization other than Materials Management need not apply.

6. One set of copies of the self-attested certificates along with originals regarding essential qualifications and experience only should be brought at the time of interview along with the on-line application print-out. Candidates will be required to produce all original certificates for verification in proof of age, educational & professional qualifications, work experience, caste etc. as claimed in their application.

7. Age relaxation applicable to candidates belonging to SC/ST/OBC/PH as per GOI rules. Those candidates 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. (please refer annexure for prescribed caste certificate for SC/ST and OBC).
8. A Candidate will be eligible to get the benefit of age relaxation only in case the particular caste, to which the candidate belongs, is included in the list of reserved communities issued by the Central Government for appointment to posts under Government of India.
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. Candidates willing to apply for **more than one post should register separate online application** along with all required documents.
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 **Chief Administrative Officer, Aeronautical Development Agency, P.B.No.1718, Vimanapura Post, Bangalore - 560 017** with all the other testimonials failing which, their application will not be considered. **Applications forwarded through proper channel should reach ADA within one week from the last date for online registration of applications and in any case not later than 20 March 2017.**
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 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.
13. Candidates working in private sector should be in the level of senior management and have experience in manning large base of materials management activities and reporting to the top management.
14. Outstation candidates called for interview are eligible for reimbursement of second sleeper class to-and-fro train fare by shortest route from their normal place of residence or from the place of undertaking the journey, whichever is nearer to Bangalore, on producing documentary proof of journey.
15. Where the number of applications received in response to the Advertisement is large and it will not be convenient or possible for ADA to interview all those candidates, ADA has the right to limit the candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed in the Advertisement.

16. Candidates called for interview will have to produce all relevant original documents in proof of details furnished in their applications submitted on-line, at the time of interview. If any information furnished on-line is found to be wrong or false, the candidate will not be interviewed and TA will not be paid and if any information furnished by the candidate found to be false after joining the organization his/her appointment to be liable to be terminated without any prejudice to the terms and conditions and without any recourse to the appointment order issued by ADA.

17. Selected candidates will be governed by the 'National Pension System' (NPS) applicable to Central Government employees appointed on or after 01/01/2004.

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

19. ADA reserves the right to recruit or cancel the entire recruitment process for any or all the posts at any time without assigning any reasons whatsoever.

20. 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.

21. The level and number of posts indicated above are provisional and may vary depending on the actual requirements and ADA reserves the right not to fill up all or any of the posts as advertised.

22. No correspondence will be entertained with the candidates not selected for interview / appointment. Canvassing in any form will be a disqualification.

23. Candidates not complying with all the requirements need not apply.

24. If any information furnished online is found to be false, the candidature will be cancelled.

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

26. For genuine queries if any, regarding the advertisement may be sent by mail only on admin-hr@jetmail.ada.gov.in

Last date for registration of application on ADA web site - **1000 hrs on 13 March 2017** and

Last date for receiving application print-out with self-attested copies of certificates at ADA - **20 March 2017.**

CAO, ADA