



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 : ADA:ADM:EST:ADV-088:2013

07 March 2013

Aeronautical Development Agency, an Autonomous Body and a Society entrusted with the task of Design and Development of Tejas aircraft (LCA) invites applications for the following post :

| Post | Assistant | Stenographer |
|--------------------------------|---|---|
| No. of Posts | 04 | 03 |
| Category | General – 3 & ST – 1 | General – 2 & ST – 1 |
| Essential Qualification | <p>a) Graduate in Commerce / Science / Arts / Business Administration / Business Management</p> <p>b) Should possess a speed of 30 w.p.m. in English typewriting (corresponding to 9000 KDPH)</p> <p>c) Efficiency in using Computers for routine applications.</p> | <p>1) Graduate in Commerce / Science / Arts / Business Administration / Business Management</p> <p>2) Should have passed Junior English Shorthand and Junior English Typewriting exams conducted by Govt. of Karnataka or equivalent or Diploma in Secretarial Practice conducted by Govt. of Karnataka or equivalent, with Shorthand and Typewriting as subjects.</p> <p>3) Should possess a speed of 40 w.p.m in English typewriting (corresponds to 12000 KDPH) and 80 w.p.m. in English Shorthand.</p> <p>4) Efficiency in using Computers for routine applications.</p> |

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| Experience | <p>Minimum 3 years office experience in a reputed organization in one of the following areas :</p> <ol style="list-style-type: none"> 1) Administration/ HR Work / Personnel Management, maintenance of files and records of personnel and other related jobs 2) Purchase / Materials Management / Contracts 3) Accounts / Finance, preparation and passing bills for payment, TDS, Income Tax/Sales Tax, preparation of final accounts etc. | <p>Minimum 3 years experience as a Stenographer / Secretary in a reputed organization.</p> |
| <p>Age (as on closing date of the advertisement)</p> | <p>General : Not exceeding 30 years. ST : 35 years</p> <hr/> <p>Age relaxation as per Government rules will be applicable for candidates belonging to RESERVED categories.</p> | |
| <p>Pay Band & Grade Pay</p> | <p>PB-1 (₹ 5,200 – 20,200) +Grade Pay Rs.2,400 plus allowances as applicable to Central Government employees Gross Minimum emoluments : ₹22,770/-</p> | |

A. How to apply :

Candidates are required to register their applications through ADA recruitment web-site: <http://www.ada.gov.in/recruit>. 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 Senior Administrative Officer – I,
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 the following documents (by **speed post / registered post** only) **without which on-line application will not be considered.**

(a) 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 educational qualification, caste, experience, etc.

(b) Applicants for the post of **Stenographer** should send attested photo copies of **typing and shorthand certificates** in addition to the testimonials as mentioned in para (a) above.

(c) The testimonials as mentioned above should be sent in an envelope of size 12" x 10" clearly mentioning **'Application for the post of 'Assistant' or 'Stenographer'** superscribed `on top of the envelope within seven days of registering the application on ADA web site.

B. Mode of selection

For the post of :

Assistant : Written Test, Skill test on Typing followed by interview.

Stenographer : Written Test, Skill test on Typing, shorthand followed by interview

Note : Candidates qualifying in written and skill tests only will be called for interview.

C. General Conditions :

1. 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 written test / interview. The candidates should mention all qualifications/experience in relevant field including those over and above the minimum qualifications.

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

3. Applicants should possess all the requisite qualification and experience as on the day of registering of applications on-line. **Experience gained after Graduation only will be considered.**

4. Attestation on photo copies of testimonials by Class I Government gazetted officers of State / Central Government only will be considered.

5. Age relaxation as per Government rules will be applicable.

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

7. Selected candidates will be governed by the 'New Pension Scheme' applicable to Central Govt. employees appointed on or after 01.01.2004.
8. Candidates not complying with any of the requirements need not apply.
9. ADA reserves the right to select/reject any candidate at any time during the process of recruitment.
10. ADA reserves the right to relax the qualifications and experience in the case of highly deserving candidates.
11. The number of posts indicated may vary and ADA reserves the right not to fill up any of the posts as advertised.
12. Applicants employed in Govt./Semi Govt./PSUs/Autonomous Bodies should forward the application through proper channel.
13. Before registering applications on-line, Candidates are advised to go through the full text of the advertisement, click on the button '**HELP**' at the bottom of this page to view guidelines on submission of application on-line (demo), Frequently asked questions (FAQ) checklist and sample written test question paper .
14. For genuine queries regarding the advertisement, may be sent by mail only on admin-hr@jetmail.ada.gov.in.
15. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

D. Important Dates to remember

Commencement of on-line submission of applications : **1000 hrs on 15th March 2013**
Last date for registering applications on-line : **1700 hrs on 01st April 2013** and
Last date for receipt of applications by registered/speed post at ADA : **08th April 2013.**