



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



ADA:ADV-127:2024

26/09/2024

**SUB: FILLING UP OF VARIOUS POSTS IN ADA ON DEPUTATION BASIS**

Aeronautical Development Agency (ADA) is an Autonomous Body and a Society entrusted with the task of Design and Development of Tejas aircraft (LCA) and AMCA. ADA invites applications from eligible Group 'A' officers of Central Govt or State Govt or Central Autonomous Bodies or Union Territory Administration or Public Sector Undertakings through this notification for filling up the following posts on deputation basis:

Post Sl No.	Name of the post	Pay Level	No. of Post(s)	Initial Term of Deputation	Place of posting
1.	Joint Director (Finance & Accounts)	13	01	3 Years	Bangalore
2.	Joint Director (Materials Management)	13	01	3 Years	Bangalore
3.	Chief Admin & Legal Officer	12	01	3 Years	Bangalore
4.	Chief Maintenance Officer (Civil Work Services & Maintenance)	12	01	3 Years	Bangalore

2. The eligibility conditions and job description for the above posts are given as per **Annexure-I** to this letter. The posts and actual number of vacancies may vary at the time of selection. The format of Application for the post is enclosed as **Annexure-II**.

3. The selected officials will be appointed on deputation basis on standard deputation terms and conditions as prescribed by Govt. of India from time to time. The applicants need to enclose a self-declaration as per the format enclosed as **Annexure-III**.

4. Applications of eligible and interested officials duly counter-signed by the Cadre Controlling Authority (CCA) as per the enclosed proforma (**Annexure-IV**) alongwith attested photocopies of completed and up-to-date APARs for the last five years (2019-2023) may be sent by Regd. / Speed post to : Director(Admin & HR), Aeronautical Development Agency, Vibhuthipura, Marathahalli Post, Bangalore - 560 037 so as to reach ADA by **04<sup>th</sup> November 2024**.

5. The photocopies of APARs should be attested on each page by an officer of Group 'A' level or above i.e pay level-10 or above in Central Govt. and equivalent in State Govt./Autonomous Bodies and PSU(s) failing which the application of the candidate shall be summarily rejected.

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6. In the event of selection, the applicant will not be allowed to withdraw his/her candidature.
7. The Age Limit for all the posts for the purpose of Deputation is **55 years**
8. The applications not accompanied by certificates/documents in support of Qualification and Experience claimed by the candidate would not be processed further.
9. The selected candidates would be governed by Bye Laws of ADA and rules of Government of India. Pay Scale as per 7<sup>th</sup> Pay Commission would be admissible.
10. It is for the information of the prospective candidates that ADA follows pay and allowances as per Central Government Rules. Further ADA has medical reimbursement scheme under Contributory Health Services Scheme (CHSS) which can be extended to the selected candidates.
11. Applications received after the last date/without duly attested copies of APARs as indicated above/without the counter-signature of the Cadre Controlling Authority/incomplete/not received through proper channel will not be considered.

**Director(Admin & HR)**  
**ADA**



**Eligibility & Qualitative Requirements for Deputation:**

<b>Post Sl No.</b>	<b>1</b>
<b>Post</b>	<b>Joint Director (Finance &amp; Accounts) in Pay Level-13</b>
<b>Eligibility</b>	<p>(a) Group 'A' Officers of the Central Government or State Government or its autonomous bodies or Union Territory Administration or public sector undertakings:</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department.</p> <p style="text-align: center;">OR</p> <p>With three years regular service in the grade rendered after appointment thereto on a regular basis in level-12 (Rs. 78800-209200/-) in the pay matrix or equivalent in the parent cadre or department</p> <p>(ii) Educational qualification: Atleast a Bachelor Degree from a recognized university</p> <p>(b) Experience: Officers should be conversant in Government system of functioning in areas relating to Budgeting, procurement through GeM, Scrutinizing all contracts, supply orders, RFPs, GeM Bid Documents, personal claims of officers and staff like TA/DA/LTC, Medical Re-imbursement and should also be conversant with computerized system of Accounting.</p>

**Annexure-I (cont'd)**

<b>Post Sl No.</b>	<b>2</b>
<b>Post</b>	<b>Joint Director (Materials Management) in Pay Level-13</b>
<b>Eligibility</b>	<p>(a) Group 'A' Officers of the Central Government or State Government or its autonomous bodies or Union Territory Administration or public sector undertakings:</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department.</p> <p style="text-align: center;">OR</p> <p>With three years regular service in the grade rendered after appointment thereto on a regular basis in level-12 (Rs. 78800-209200/-) in the pay matrix or equivalent in the parent cadre or department</p> <p>(ii) Educational qualification: Atleast a Bachelor degree from a recognized university</p> <p>(b) Experience: Officers should be conversant in Govt System functioning in areas of stores related activities, as per Government Rules and Regulations, and have experience in one or more of the following areas:</p> <p>(i) scrutiny and handling of Request for Quote (RFQ), Expression of Interest (EOI) and all high value contract /purchase orders.</p> <p>(ii) Scrutiny &amp; Follow-up of Scope of Work (SOW) with Indenters for regular requirements as well as Work Package Contracts.</p> <p>(iii) Scrutiny of Techno-Commercial Evaluation Committee (TEC) and Cost Estimation Committee (CEC) reports.</p> <p>(iv) Knowledge of Government Orders received from time to time on procurement matters, GFR 2017, PM 2020 Guidelines and also needs to advice on the ramifications thereof.</p> <p>(v) Reply to audit queries raised on issues on the particular Contracts/Pos and assist extensively in the after detailed analysis.</p> <p>(vi) Dealing with cases of Resultant Single Tenders /Inadequate response</p> <p>(vii) Scrutiny and updation on Custom Duty exemptions</p> <p>(viii) Scrutiny of all invoices / payment recommendations, Purchase Order Amendments etc.</p> <p>(ix) Scrutiny and resolving issues on Taxations raised by Vendors.</p>



**Annexure-I (cont'd)**

<b>Post Sl No.</b>	<b>3</b>
<b>Post</b>	<b>Chief Admin &amp; Legal Officer in Pay Level-12</b>
<b>Eligibility</b>	<p>(a) Group 'A' Officers of the Central Government or State Government or its autonomous bodies or Union Territory Administration or public sector undertakings:</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department.</p> <p style="text-align: center;">OR</p> <p>With three years regular service in the grade rendered after appointment thereto on a regular basis in level-11 (Rs. 67700-208700/-) in the pay matrix or equivalent in the parent cadre or department</p> <p>(ii) Educational qualification: Atleast Bachelor's Degree in any discipline <b>WITH</b> Bachelor's Degree in Law from a recognized University.</p> <p>(b) Experience: Officers should be conversant with Central Government rules like CCS(Conduct)/ CCS(CCA) etc. and have work experience in the following fields:</p> <p>(i) Handling Personnel matters, Cadre management &amp; review, knowledge on Recruitment Rules</p> <p>(ii) Handling DPC; MACP; Pay fixation; Special Allowances, Handling of Disciplinary proceedings; Employee Reimbursement of bills.</p> <p>(iii) Handling cases filed with High Court or subordinate courts etc. on general Administration &amp; service matters and any other matter needing legal opinion.</p> <p>(iv) Drafting of response to petitions, Legal notices, statement of objections, affidavits / counter-affidavits, Memorandum of Understanding (MOU) with other organizations.</p> <p>(v) Handling RTI queries/Parliamentary questions</p>

**Annexure-I (cont'd)**

<b>Post Sl No.</b>	4
<b>Post</b>	<b>Chief Maintenance Officer (Civil Work Services &amp; Maintenance) in Pay Level-12</b>
<b>Eligibility</b>	<p>(a) Group 'A' Officers of the Central Government or State Government or its autonomous bodies or Union Territory Administration or public sector undertakings:</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department.</p> <p style="text-align: center;">OR</p> <p>With three years regular service in the grade rendered after appointment thereto on a regular basis in level-11 (Rs. 67700-208700/-) in the pay matrix or equivalent in the parent cadre or department</p> <p>(ii) Educational qualification: Atleast a Bachelor Degree from a recognized university</p> <p>(b) Experience: Officers should be conversant in dealing with Land Acquisition, Maintenance of Land Registers, Hiring of Land / Buildings, preparation of Agreements, Commercial use of Government properties. Experience in or more of the following is essential:</p> <p>(i) Knowledge and experience of Municipality Bye-Laws relating to Construction &amp; Maintenance of Civil infrastructure</p> <p>(ii) Maintenance and upkeep of Estates</p> <p>(iii) Experience of works services</p> <p>(iv) Co-ordination and supervision of civil/electrical work, men, material and resources</p> <p>(v) Monitoring progress of projects as per schedule; cost estimation</p> <p>(vi) Preparation of bill of quantities, technical specification, measurements, RFQ procedure, negotiation, rate analysis, preparation of schemes to detailed working drawings</p> <p>(vii) Interaction with architects/consultants/Contractors and site-co-ordination</p> <p>(viii) Knowledge and experience of handling arbitrations, court cases and legal matter related to Civil Works, Land and Estate Management</p> <p>(ix) Knowledge of SSRC (Stainless Steel Re-inforced Concrete), knowledge of steel rates, RC Structure, Autocad familiar with civil works.</p>

**Annexure-II** (refers to  
ADA:ADV-127:2024 dated 26/09/2024)

APPLICATION FOR THE POST OF : \_\_\_\_\_

POST SL NO. : \_\_\_\_\_

Self-attested  
PP size  
photograph

SL No.	Particulars	Details
1	Name of the applicant with designation and complete office address (in block letters), e-mail & Tele. no	
2	Father's Name	
3	Residential address	
4	Permanent address	
5	Date of Birth (in Christian era) / Age as on closing date of this notification :	
6	Date of first joining in central Government / state Government / Union Territory Administration / Statuary Body/ Autonomous Body	
7	Date of retirement under central Government / Union Territory Administration / Statuary Body/ Autonomous Body	
8	Educational Qualifications	
9	Whether belongs to SC/ST/OBC/PH	
10	Whether belongs to all Indian or organized Gr.A Services? If yes, then mention name of service and batch	
11	Post held on regular (i.e. substantive)  Basis and the date from which held with grade pay	
12	Present Pay	



**Annexure-II (cont'd)**

SL No.	Particulars																					
13	<p>Details of employment of last 10 years in Chronological order.</p> <p>Enclose a separate sheet duly authenticated under you signature</p>																					
	<table border="1"> <thead> <tr> <th>Name of office/ organization where employed</th><th>Post Held</th><th>From</th><th>To</th><th>Basic pay</th><th>Pay Level</th><th>Major Duties</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Name of office/ organization where employed	Post Held	From	To	Basic pay	Pay Level	Major Duties														
Name of office/ organization where employed	Post Held	From	To	Basic pay	Pay Level	Major Duties																
14	Nature of present employment i.e ad hoc or temporary or permanent																					
15	<p>In case the present employment is held on deputation/ contract basis , please state</p> <p>a) The date of initial appointment</p> <p>b) The period of appointment on deputation/contract.</p> <p>c) Name of the parent office / organization to which you belong.</p>																					
16	Training / Courses Attended																					
17	<p>Additional details about your present employment:-</p> <p>Please state whether working under-</p> <p>a) Central Government</p> <p>b) State Government</p> <p>c) Autonomous Organizations</p> <p>d) Central public sector undertaking</p> <p>e) State public sector undertaking</p> <p>f) Statutory body / UT Administration</p>																					
18	<p>Additional information if any which applicant may like to mention in support of his/her suitability for the post vis-a- viz the "duties" mentioned in column 2 of Annexure-A.</p> <p>Enclose a separate sheet, if required.</p>																					

Date:

Mobile No:-

(Signature of the applicant)

Address for communication:



**DECLARATION BY THE APPLICANT**

1. ....(applicant name) Hereby declare that my posting on deputation as .....(Post name) in ADA shall not bestow any right to me to claim either seniority in the said post in respect of the services rendered by me on deputation or regular appointment.
2. I will not claim absorption in ADA in the said post.
3. I am liable to be repatriated to my parent organization for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders Governing the deputation.

(Signature of the applicant)

Date:

Place:

**CERTIFICATE TO BE RECORDED BY THE EMPLOYER / CADRE CONTROLLING  
AUTHORITY WHILE FORWARDING THE APPLICATION**

1. It is hereby certified that:
  - (a) The particulars furnished by the applicant are true and have been verified from the service records. He/She possess the required educational qualification for the post that he/she is applying.
  - (b) The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
  - (c) No disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
  - (d) No major/minor penalty has been imposed or contemplated on him/her during last 10 years.
2. The applicant if selected will be relived immediately.
3. Duly attested copies of ACR/APAR for the last five years is enclosed.

Signature:.....

Name:

Designation:

Telephone No:

Date:

Place: