



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



Advt. Reference No.ADA:ADV-132:2025 dated 12/05/2025

**RECRUITMENT OF PROGRAMME BASED MANPOWER ON LIMITED TENURE CONTRACT APPOINTMENT**

ADA is a Society and an Autonomous Organization under the Department of Defence Research & Development (R&D), Ministry of Defence (MOD), Government of India, entrusted with the design & development of both the Air Force and Naval versions of Light Combat Aircraft (Tejas). ADA has also been entrusted with design & Development of LCA Mark-II, Advanced Medium Combat aircraft (AMCA) and other advanced technology developmental projects of Government of India.

2. ADA is in need of Project/Programme based manpower on limited tenure Contract appointment. The vacancies existing currently as per the area of work with category of reservation is given below:

Sl No.	Name of the Post	Total No. of Posts		Basic Fixed Element (BFE)(Rs.)	HRA (Rs.)	Transport Allowance (Fixed) (Rs.)	Gross Salary per month (Rs.)
		Category	Vacancy				
1.	Project Admin Assistant (PAA)	SC	02	25,500	6,120	3,600	35,220/-
		OBC	02				
		EWS	01				
		UR	04				
		<b>Total</b>	<b>09</b>				
Out of the total nine vacancies to the post of PAA (as mentioned above), one vacancy each is reserved for Ex-Serviceman and PwBD.							
2.	Project Senior Admin Assistant (PSAA)	SC	01	35,400	8,496	3,600	47,496/-
		OBC	02				
		EWS	01				
		UR	02				
		<b>Total</b>	<b>06</b>				
Out of the total six vacancies to the post of PSAA (as mentioned above), one vacancy is reserved for PwBD.							
3.	Project Admin Officer (PAO)	OBC	01	44,900	10,776	3,600	59,276/-
		UR	03				
		<b>Total</b>	<b>04</b>				
4.	Project Technical Assistant (PTA)	UR	02	25,500	6,120	3,600	35,220/-
5.	Project Senior Technical Assistant (PSTA)	UR	02	37,600	9,024	3,600	50,224/-
<b>Total Vacancy</b>			<b>23</b>				

2.2 The vacancy as per post code / Area of work with category of reservation is given below:

Post Code	Post	Vacancy (Post-wise)	Reservation / Category	Area of work	Total Vacancy (As per Area of work)
1	PAA	05	1 SC	Admin / HR / Secretarial / Material Management / Finance / Vigilance & Security	10
			1 OBC		
			1 EWS		
			2 UR		
2	PSAA	05	1 SC		
			1 OBC		
			1 EWS		
			2 UR		
3	PAA	02	1 UR	Catering / Canteen Management	03
			1 OBC		
4	PAO	01	UR		
5	PAA	01	SC		
6	PAO	01	OBC		
7	PAA	01	UR	Library Services	02
8	PAO	01	UR		
9	PAO	01	UR	Patent & Legal Services	01
10	PSAA	01	OBC	Public Relations (PR)	01
11	PTA	02	UR	Information Technology	04
12	PSTA	02	UR		
<b>Total</b>					<b>23</b>

2.3 The upper Age-limit and minimum number of years of experience required for the post is mentioned below:

Sl No.	Post	Upper Age Limit (As on closing date of the advt.)	Minimum Essential Experience
1.	Project Admin Assistant (PAA)	35 years	3 years
2.	Project Senior Admin Assistant (PSAA)	45 years	6 years
3.	Project Admin Officer (PAO)	50 years	10 years
4.	Project Technical Assistant (PTA)	35 Years	Nil
5.	Project Senior Technical Assistant (PSTA)	45 Years	3 years

**Note:** Maximum age including all age relaxations shall **not exceed 56 years** as on closing date of the advertisement.

3. The requirements for the post in terms of educational qualification, experience etc. are as indicated as per the post code mentioned below:

Post Code	Post	Project Admin Assistant (PAA)
1	Area of Work	Admin/HR/Material Management/Purchase & Stores/ Finance/ Vigilance & Security
	Vacancy / Category	05 / SC-1, OBC-1,EWS-1 & UR-2
	Qualification	Experience
	<p><b>Essential:</b> Atleast a Bachelor's Degree in Commerce / Science / Arts / Business Administration / Business Management from a recognized university.</p> <p><b>Desirable:</b> A Certificate course in Computer skills like MS-Word, Excel, Power Point, E-Mail, Internet etc. for routine office work.</p>	<p><b>Essential :</b> Minimum 3 (THREE) years experience in any one or more of the areas related to Administration / Human Resources / Material Management / Purchase &amp; Stores/ Finance &amp; Accounts / Vigilance &amp; Security.</p>
<p><b>Job Profile / Key Responsibilities:</b> The selected candidate is expected to work in any of the area relating to Administration / Human Resources / Secretarial / Material Management / Purchase &amp; Stores Management / Finance / Accounts / Vigilance &amp; Security as per vacancy.</p>		
Post Code	Post	Project Senior Admin Assistant (PSAA)
2	Area of Work	Admin/HR/Material Management/Purchase & Stores/ Finance/ Vigilance & Security.
	Vacancy / Category	05 / SC-1, OBC-1,EWS-1 & UR-2
	Qualification	Experience
	<p><b>Essential:</b> Atleast a Bachelor's Degree in Commerce / Science / Arts / Business Administration / Business Management from a recognized university.</p> <p><b>Desirable:</b> A Certificate course in Computer skills like MS-Word, Excel, Power Point, E-Mail, Internet etc. for routine office work.</p>	<p><b>Essential :</b> Minimum 6 (SIX) years experience in any one or more of the areas related to Administration / Human Resources / Material Management / Purchase &amp; Stores Management / Finance &amp; Accounts/ Vigilance &amp; Security.</p>
<p><b>Job Profile / Key Responsibilities:</b> The selected candidate is expected to work in any of the area relating to Administration / Human Resources / Secretarial / Material Management / Purchase &amp; Stores / Finance / Accounts / Vigilance &amp; Security as per vacancy.</p>		

Post Code	Post	Project Admin Assistant (PAA)
3	Area of Work	Catering / Canteen Management
	Vacancy / Category	02 / OBC-1 & UR-1
	Qualification	Experience
	<p><b>Essential:</b> A full time Bachelor's Degree in the area of Hotel Management &amp; Administration / Catering / Culinary Science recognized by State / Central Government with necessary affiliations.</p> <p style="text-align: center;"><b>OR</b></p> <p>BSc. in Hotel Management and Catering Science recognised by State / Central Government with necessary affiliations.</p> <p style="text-align: center;"><b>OR</b></p> <p>BBA in Culinary Arts from Indian Culinary Institutes under Ministry of Tourism as recognised by State / Central Government.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in any Discipline Plus Diploma in Hotel Management/ Catering / Culinary Science as recognised by State / Central Government.</p> <p><b>Desirable Qualifications:</b> Post Graduate Degree in Hotel Management &amp; Administration / Catering / Culinary Science recognised by State / Central Government.</p>	<p><b>Experience:</b> Minimum 3 (THREE) years experience required in the areas related to catering / food service management of a large-scale Canteen / Cafeteria preferably of a Govt. Office or private company / Mess of a large and reputed Educational Institution.</p>
<p><b>Job Profile / Key Responsibilities:</b> The selected candidates are required to Maintain liaison with Chairman canteen committee on daily operations of ADA Canteen by overseeing the daily functioning of the Canteen including meal preparation, service, hygiene and cleanliness. Supervise the canteen staff directly or through the service provider as applicable by ensuring they adhere to performance standards and job responsibilities</p>		
Post Code	Post	Project Admin Officer (PAO)
4	Area of Work	Catering / Canteen Management
	Vacancy / Category	01 / UR
	Qualification & Job Profile	Same as mentioned in Post Code No.3 above
	<p><b>Experience:</b> Minimum 10 (TEN) years overall experience out of which atleast three years experience required in a supervisory capacity in the areas related to catering / food service management of a large-scale Canteen / Cafeteria preferably of a Govt. Office or private company / Mess of a large and reputed Educational Institution.</p>	

Post Code	Post	Project Admin Assistant (PAA)
5	Area of Work	Facility Maintenance, Arboriculture & Services
	Vacancy / Category	01 / SC
	Qualification	Experience
	<p><b>Essential:</b> Atleast a Bachelor's Degree in Agriculture / Agricultural Science from a recognized university.</p> <p>Desirable: A Diploma or atleast a Certificate course in Horticulture / Floriculture / Landscaping &amp; Design from a recognised institute.</p>	<p><b>Essential:</b> Minimum 3 (THREE) years experience required in Office facility Maintenance / Horticultural Development / Horticultural Extension / Nursery Management / Protected Cultivation / Floriculture or Vegetable Production in a Govt. office / educational institution/ private company.</p>
<p><b>Job Profile / Key Responsibilities:</b> The Job Profile of the selected candidate involves tree conservation and preservation, conservation of parks and gardens, planning tree survey and inspection. Have experience in planting trees and shrubs, undertake thinning and tree surgery using a range of equipment, tree survey and inspection, select plants and design landscaping schemes, apply know ledge of tree biology for effective tree maintenance, manage tree care and tree-planting contracts, carry out tree inspections and surveys, Lawn Maintenance, Maintenance Of Hedges, Maintenance Of Rose Beds / Annual Bed / Shrubs / Plants / Creepers, Maintenance of Indoor / Seasonal Flower Pots, Maintenance of Nursery. Regularly advice on activities including safety precautions like if a tree root system is damaging or likely to damage a building or cause subsidence. Conduct development site surveys and give pre-planning advice on topics such as effecting a proposed development may have on trees in the area and how best to retain them and incorporate them into the finished project, prune tree growth away from electrical cables and public access routes where necessary, Advise on suitable trees for development sites.</p>		
Post Code	Post	Project Admin Officer (PAO)
6	Area of Work	Facility Maintenance, Arboriculture & Services
	Vacancy / Category	01 / OBC
	Qualification & Job Profile	Same as mentioned in Post Code No.5 above
	<p><b>Experience:</b> Minimum 10 (TEN) years overall experience out of which atleast three years experience required in a supervisory capacity in the areas as mentioned in Post Code No.5 above.</p>	

Post Code	Post	Project Admin Assistant (PAA)
7	<b>Area of Work</b>	Library Services
	<b>Vacancy / Category</b>	<b>01/UR</b>
	<b>Qualification</b>	<b>Experience</b>
	<p><b>Essential:</b> Atleast a Bachelor's Degree in any discipline from a recognized University <b>ALONGWITH</b> Diploma in Library Science from a recognized University</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Library Science / Bachelor's Degree in Library and Information Science from a recognized University.</p> <p><b>Desirable Qualifications:</b> Relevant experience in Library services, working knowledge in Computer skills like MS-Word, Excel, PowerPoint, Access, E-Mail, Internet etc. for routine office work.</p>	<p><b>Desirable:</b> Experience upto Three years in relevant field is desirable.</p>
<p><b>Job Profile / Key Responsibilities:</b> Maintain inventory of all the books, magazines, journals, catalogues etc. Process the purchase of new books, magazines, journals, catalogues etc. Arrange holding of Library Committee meetings as and when due. Maintain the inventory of CDs/other CDs. Document all Newspaper cuttings relevant to ADA, Maintain all other records as are relevant to the running of the Library.</p>		
Post Code	Post	Project Admin Officer (PAO)
8	<b>Area of Work</b>	Library Services
	<b>Vacancy / Category</b>	<b>01/UR</b>
	<b>Qualification &amp; Job Profile</b>	Same as mentioned in Post Code No.7 above
	<p><b>Essential Experience:</b> Minimum 10 (TEN) years overall experience out of which atleast three years experience required in a supervisory capacity in one or more of the areas related to maintenance of inventory of all the books, magazines, journals, catalogues etc., processing purchase of new books, magazines, journals, catalogues.</p> <p><b>Desirable:</b> Experience in digitalisation of Library services will be an added advantage.</p>	

Post Code	Post	Project Admin Officer (PAO)
9	<b>Area of Work</b>	Patent & Legal Services
	<b>Vacancy / Category</b>	01/UR
	<b>Qualification</b>	<b>Experience</b>
	<p><b>Essential:</b> BSc/B.E/B.Tech <b>PLUS</b> LLB from a recognised University</p> <p><b>Desirable:</b> Post-Graduate Diploma / Executive Diploma in Intellectual Property Rights (PGDIPR / EDIPR) from a recognised Institute.</p>	<p><b>Essential:</b> The candidate should have Strong written and verbal communication skills and ability to multitask and work under deadlines. A Minimum of 10 (TEN) years overall experience out of which atleast three years experience required in a supervisory capacity in one or more of the areas related to Legal affairs / Intellectual Property Rights (IPR)/ Patents / Trademarks / Copyrights / Introduction Entrepreneurship / legal research / Drafting of documents/ Managing case files and ensuring smooth office operations / Managing IP portfolios, conducting research, filling applications and ensuring compliance with IP laws. Proficiency in legal research tools.</p>
<p><b>Job Profile / Key Responsibilities:- (a) For Legal Matters :</b></p> <ol style="list-style-type: none"> <li>1. Advise and provide legal opinion on all legal issues to the Management.</li> <li>2. Conduct legal research and compile case-related information.</li> <li>3. Draft legal documents, correspondence, and reports.</li> <li>4. Maintain and organize case files, records and database for prompt retrieval, submission.</li> <li>5. Schedule meetings, court dates, and counsel appointments.</li> <li>6. Liaise with dealing advocate office, court personnel, and other legal professionals for filing/defending court cases.</li> <li>7. Assist in preparing for hearings and depositions, filling affidavits and other legal instruments and updating management on latest status of cases.</li> <li>8. Vetting of legal Instruments, contacts, NWAs, concerning ADA. Importing Training for ADA Employees on the subject of contracts. IPR, POSH Act, RTI, and conduct Rules.</li> </ol> <p><b>(b) For IPR (Patents, Design, Trademarks, Copyright etc.)</b></p> <ol style="list-style-type: none"> <li>1. Assist in drafting and filling trademark availability, etc.)</li> <li>2. Conduct IP searches (prior art, trademark availability, etc.)</li> <li>3. Maintain and update IP records, deadlines, and docketing systems.</li> <li>4. Prepare and file legal documents, renewals, and responses to office actions.</li> <li>5. Coordinate with Patent Agents, Advocates and IP offices for filling and correspondence.</li> <li>6. Monitor IP infringements, oppositions, and renewals.</li> <li>7. Assist in preparing IP licensing agreements and due diligence reports.</li> <li>8. Handle administrative tasks related to IP Management</li> </ol>		

Post Code	Post	Project Senior Admin Assistant (PSAA)
10	<b>Area of Work</b>	<b>Public Relations (PR)</b>
	<b>Vacancy / Category</b>	<b>01/ OBC</b>
	<b>Qualification</b>	<b>Experience</b>
	<p><b>Essential:</b> Bachelor's Degree in Public Relations / Corporate Communications / Mass Communication / Journalism from a recognized University.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in any Discipline <b>plus</b> Post-Graduation Degree / Diploma in Public Relations / Corporate Communications / Mass Communication / Journalism or equivalent from a recognized University / Institute.</p>	<p><b>Essential:</b> The Candidate should have excellent command of speaking in English, Hindi and Regional Language with strong communication skills with a <b>Minimum of 6 (SIX) years</b> experience required in one or more of the areas related to:</p> <ol style="list-style-type: none"> <li>1. Design / edit / print / production of publications.</li> <li>2. Managing print and electronic media, issuing press release (as per requirement), tracking media etc.</li> <li>3. PR activities including Liaison, conduct/management of events, hosting high profile visits etc.</li> </ol> <p><b>Desirable:</b> Relevant experience in a Public Relations Office of a Government / reputed private company.</p>
<p><b>Job Profile / Key Responsibilities:-</b></p> <p><b>Liaison Activity:</b> Liaison with other Government/private/Industrial Organisations like DRDO, HAL etc. on routine matters of interest concerning ADA.</p> <p><b>Media Monitoring:</b> to study newspapers, journals, etc., to identify trends on activities affecting ADA.</p> <p><b>Hosting of Visits:</b> Arranging visit of VVIP/VIP/other dignitaries at ADA.</p> <p><b>Event Support:</b> Conduct of / participation by ADA in symposiums / Seminars / exhibitions / events of national / international repute like the biennial Aero-India / Def-Expo etc.</p> <p><b>Journals:</b> Editing journals or periodicals, for publicizing activities of the organization</p> <p><b>Info Centre:</b> Maintaining information Centre and organizing community relation activities.</p> <p><b>Travel:</b> Local / extensive travelling may be part of the job.</p>		

Post Code	Post	Project Technical Assistant (PTA)
11	<b>Area of Work</b>	<b>Information Technology</b>
	<b>Vacancy / Category</b>	<b>02/UR</b>
	<b>Qualification</b>	<b>Experience</b>
	<p><b>Essential:</b> Bachelor's Degree in Computer Science / Information Science / Information Technology / Computer Applications in <b>FIRST CLASS</b> from a recognized University.</p> <p style="text-align: center;"><b>OR</b></p> <p>B. Sc (Physics) / B. Sc (Mathematics) in <b>FIRST CLASS WITH</b> PG Diploma in Computer Applications from a recognized University / Institution (PG Diploma course should be atleast of one year duration)</p>	<p><b>Desirable:</b> Post qualification experience in one or more of the following areas :</p> <p>(a) Worked on Windows, Linux Operating System (Installation, configuration and troubleshooting) and IT support;</p> <p>(b) LAN / WAN Networks (TCPIP / DHCP / DNS / LDAP/ SSL/ HTTP) trouble shooting;</p> <p>(c) Hands on experience on backup and restoration using various tools;</p> <p>(d) Application Development using SAP ABAP;</p> <p>(e) Database and web application server administration.</p> <p>(f) Knowledge on IT security; Network Administration &amp; Support; Desktop Computer maintenance - Assembling and installation of desktops;</p> <p>(g) Hands on experience on Virtual environments (virtual Servers, virtual desktops on VM Ware, Virtual Box, Hyper V etc.) Experience on Storage (NAS/SAN) servers, System;</p> <p>(h) Knowledge on application development using .NET (ASP.NET,C#), JAVA</p> <p>(i) Database administration (SQL server).</p>
	<p><b>Job Profile / Key Responsibilities:</b> - Assisting in managing the day today work of IT / Application Development.</p>	

Post Code	Post	Project Senior Technical Assistant (PSTA)
12	Area of Work	Information Technology
	Vacancy / Category	02/UR
	Qualification	Experience
	<p><b>Essential:</b> Bachelor’s Degree in Computer Science / Information Science / Information Technology / Computer Applications in <b>FIRST CLASS</b> from a recognized University.</p> <p style="text-align: center;"><b>OR</b></p> <p>B. Sc (Physics) / B. Sc (Mathematics) in <b>FIRST CLASS WITH</b> PG Diploma in Computer Applications from a recognized University / Institution (PG Diploma course should be atleast of one year duration)</p>	<p><b>Essential:</b> A minimum of three years post qualification experience required in one or more of the following areas :</p> <p>(a) Worked on Windows, Linux Operating System (Installation, configuration and troubleshooting) and IT support;</p> <p>(b) LAN / WAN Networks (TCPIP / DHCP / DNS / LDAP/ SSL/ HTTP) trouble shooting,</p> <p>(c) Hands on experience on backup and restoration using various tools.</p> <p>(d) Application Development using SAP ABAP.</p> <p>(e) Database and web application server administration.</p> <p><b>Desirable:</b> Knowledge on IT security; Network Administration &amp; Support; Desktop Computer maintenance-Assembling and installation of desktops;</p> <p>(a) Hands on experience on Virtual environments (virtual Servers, virtual desktops on VMWare, Virtual Box, Hyper V etc.) Experience on Storage (NAS/ SAN) servers, System;</p> <p>(b) Knowledge on application development using .NET (ASP.NET,C#), JAVA</p> <p>(c) Database administration (SQL server).</p>
<p><b>Job Profile / Key Responsibilities:</b> - Assisting in managing the day today work of IT/Application Development.</p>		

#### 4. Mode of Selection

The mode of selection of candidates is based on their area of application / Post Code mentioned below:

Post Code	Post	Area of work	Level-1	Level-2	Level-3
			Skill test	Written Test	Personal Interview
1	PAA	Admin / HR / Secretarial / Material Management / Finance / Vigilance & Security	<b>Yes</b> (Typewriting in English on computer keyboard)	<b>Yes</b> Please refer to para 6.1 on syllabus for the test	Not Applicable
2	PSAA		<b>Yes</b> (Typewriting in English on computer keyboard)	<b>Yes</b> Please refer to para 6.1 on syllabus for the test	<b>Yes</b>
3	PAA	Catering / Canteen Management	Not Applicable	<b>Yes</b> Please refer to para 6.2 on syllabus for the test	Not Applicable
4	PAO		Not Applicable	<b>Yes</b> Please refer to para 6.2 on syllabus for the test	<b>Yes</b>
5	PAA	Facility Maintenance, Arboriculture & Services	Not Applicable	<b>Yes</b> Please refer to para 6.2 on syllabus for the test	Not Applicable
6	PAO		Not Applicable	<b>Yes</b> Please refer to para 6.2 on syllabus for the test	<b>Yes</b>
7	PAA	Library Services	Not Applicable	<b>Yes</b> Please refer to para 6.2 on syllabus for the test	Not Applicable
8	PAO		Not Applicable	<b>Yes</b> Please refer to para 6.2 on syllabus for the test	<b>Yes</b>
9	PAO	Patent & Legal Services	Not Applicable	<b>Yes</b> Please refer to para 6.2 on syllabus for the test	<b>Yes</b>
10	PSAA	Public Relations (PR)	<b>Yes</b> (Typewriting in English on computer keyboard)	<b>Yes</b> Please refer to para 6.2 on syllabus for the test	<b>Yes</b>
11	PTA	Information Technology	Not Applicable	<b>Yes</b> Please refer to para 6.3 on syllabus for the test	Not Applicable
12	PSTA		Not Applicable	<b>Yes</b> Please refer to para 6.3 on syllabus for the test	<b>Yes</b>

**Note:**

(a) Candidates need to qualify in each of the test levels as applicable to their post/Post code (as mentioned above) in order to get shortlisted for selection.

(b) To be eligible for interview (if applicable to the post/Post code), candidates should qualify in the written test.

5. **Skill Test Norms for the posts of PAA & PSAA (Post Code 1,2 & 10):** English Typewriting on computer keyboard @ 30 w.p.m corresponding to 9000 KDPH on an average of 5 key depressions for each word.

6. **Syllabus for Written Test :** The Syllabus for written test is largely based on the area and nature of work as notified and mentioned as given below:

6.1 **For the post(s) of PAA and PSAA (having Post Code as 1 & 2):**

<b>Part-I:</b> Objective based multiple choice questions (MCQ) carrying one mark each. No Negative marking (Total Marks: 100).				
Level of Test : upto 10 <sup>th</sup> standard				
Sl No.	Section	No. of Questions	Maximum Marks	Topics
1.	General English	50	50	Basics of English Language, its vocabulary, grammar, sentence structure, prepositions, synonyms, antonyms and its correct usage etc.
2.	General Knowledge / General Awareness	20	20	Knowledge of current events. 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, Constitution, etc.
3.	Quantitative Aptitude	15	15	Numerical ability and Arithmetic relationship between Numbers, basic Arithmetical functions, Percentages, Ratio and Proportion, Averages, Interest, Profit & Loss, Discount, Time and Distance, Time and Work etc.
4.	General Intelligence & Reasoning ability	15	15	Questions of verbal and non-verbal type on observations, similarities and differences, problem solving analysis, relationship concepts, arithmetical number series etc.
Total		100	100	
<b>Part-II: Subjective/Descriptive type of Questions (50 Marks):</b> Questions covering Paragraph writing, Precis writing & Letter writing. (Total 100 + 50 = 150 Marks)				

**6.2. For the post(s) of PAA, PSAA & PAO (Having Post Code as 3,4,5,6,7,8,9 & 10)**

<b>Part-I:</b> Objective based multiple choice questions (MCQ) carrying one mark each. No Negative marking (Total Marks: 100).				
<b>Sl No.</b>	<b>Section</b>	<b>No. of Questions</b>	<b>Maximum Marks</b>	<b>Topics</b>
1.	General English	20	20	Basics of English Language, its vocabulary, grammar, sentence structure, prepositions, synonyms, antonyms and its correct usage etc.
2.	General Knowledge / General Awareness	15	15	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.	General Intelligence & Reasoning ability	15	15	Questions of verbal and non-verbal type on observations, similarities and differences, problem solving analysis, relation-ship concepts, arithmetical number series etc.
4.	Domain / Area of application (PR / Patent & Legal / IT-Library / Facility Maintenance / Arboriculture & Services / Catering Management )	50	50	Questions as applicable to the area of work as notified.
Total		100	100	
<b>Part-II: Subjective/Descriptive type of Questions (50 Marks):</b> Questions covering Paragraph writing, Precis writing & Letter writing. (Total 100 + 50 = 150 Marks)				

### 6.3 For the post(s) of PTA & PSTA (Having Post Code as 11 & 12)

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

Sections	Topics (MCQ:100 Marks)
1	Logical Reasoning, Analytical Reasoning Capabilities, Quantitative and Qualitative abilities, General Aptitude.
2	Computer Organization and Architecture: Machine instructions and addressing modes, ALU and data-path, CPU control design, Memory interface, I/O interface, Instruction pipelining, Cache and Main, Secondary memory.
3	Programming in C, Functions, Recursion, Parameter passing, Scope, Binding; Abstract data types, Arrays, Stacks, Queues, Linked Lists, Trees, Binary search trees, Binary heaps, Sorting, Searching, Divide & Concur.
4	Operating System: Processes, Threads, Inter-Process communication, Concurrency, Synchronization, Deadlock, CPU scheduling, Memory management and virtual memory, File systems, I/O systems, Protection and security.
5	Databases: ER-model, Relational Model (relational algebra), Database design (integrity constraints, normal forms), Query languages (SQL).
6	Computer Networks: ISO/OSI stack, LAN technologies, Flow and error control techniques, Routing algorithms, Congestion control, TCP/UDP and sockets, IP(v4), IP(v6), Application layer protocols, (ICMP, DNS, SMTP, POP, FTP, HTTP, HTTPS), SSL, TLS. Basic concepts of hubs, switches, gateways and routers. Network security - basic concepts of firewalls, IDS etc.
7	Web Technologies: HTML5, CSS3, XML, basic concept of client-server computing, web server, proxy server, web application development, frontend technologies, ASP.Net frame work, Client/Server validation controls, Software testing.

**Part-II: Subjective/Descriptive type of Questions (50 Marks):** Questions covering writing of Codes/ Formulas / Programming language. (Total 100 + 50 = 150 Marks)

## 7. General Conditions

- (a) 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.
- (b) 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.



- (c) Degree Certificate / provisional Degree Certificate in original may be produced at the time of written test / document verification. **Candidates producing only course completion certificate / Final year marks card / result declaration certificate will not be considered as proof of Degree qualification or Degree completion and all such applications will be rejected without any intimation to the candidate.**
- (d) Experience gained by the candidate after successful completion of Graduation only will be considered (not applicable to candidates of EXSM category).
- (e) 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.
- (f) 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.
- (g) The candidates must be in good mental and physical health condition for efficient discharge of their duties. The candidates shortlisted provisionally for selection must produce a medical certificate signed by a Medical Board or Civil surgeon on the date of joining. Appointment order will be considered null and void if the candidate is found medically unfit. For candidates of PwBD category, the medical standards will be as per Govt. of India rules.
- (h) 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 category.
- (i) 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)).
- (j) 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 Govt from time to time. A certificate containing any variation in the caste/tribe name will not be accepted.
- (k) 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 online.
- (l) Candidates applying for more than one post should apply separately.
- (m) 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 Govt for appointment to posts under GoI.
- (n) 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)
- (o) 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)
- (p) 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. If a person with disability is entitled to age concession by virtue of being a Govt Servant, both the concession will be applicable to him/her.

(q) 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.

(r) 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.

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

(t) 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.

(u) The candidates must upload 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.

(v) Candidates who are already employed under Central / State Govt. / Semi Govt. / PSUs / Autonomous Bodies / Armed Forces should inform their **Cadre Controlling Authority (CCA) duly signed intimation letter should be uploaded.**

(w) Selected candidates will be liable for posting in any of the offices of ADA / work centers of ADA in India, if considered necessary.

(x) 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.

(y) Part time experience / Apprenticeship training / period of trainee/ Teaching experience will not be considered for calculation of number of years of experience.

(z) 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.

(aa) 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.

(bb) 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](mailto:admin-hr.ada@gov.in). **No mail asking for advice OR query like 'whether I am eligible for the post please mail me' will be entertained.**

(cc) 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.

(dd) 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 newspapers. Candidates are advised to visit only the official website of ADA.

(ee) **Banned items: Electronic gadgets like Mobile phones, blue tooth, pen drive, laptops, calculators, smart 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.**

(ff) 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.

(gg) Canvassing in any form will be a disqualification.

(hh) 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.

## 8. Perquisites applicable to Project Admin & Allied cadre personnel

The Project Admin Assistant (PAA), Project Senior Admin Assistant (PSAA), Project Technical Assistant (PTA), Project Senior Technical Assistant (PSTA) AND Project Admin Officer (PAO) shall follow these terms and conditions: -

(a) **Medical Insurance:** The Individual and their dependents should be covered in a Group Medical Insurance Scheme. Individual has to purchase and submit the medical insurance from any authorized insurance provider with an annual premium of not less than Rs. 15,000/- within one month of joining ADA

(b) **Leave / Working Hours:** 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 GoI 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, Govt 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 Govt organization while holding the contractual appointment under this scheme with ADA.

### 9. 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) 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.
- (e) **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.
- (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, PSAA, PTA, PSTA & PAO.
- (g) **Contract Agreement:** At the time of joining ADA, a contract agreement on stamp paper to be signed between ADA and the candidate.

- (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.

## 10. Uploading of Documents:

- 10.1 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 – 110W x 140H px (Image JPG) 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 etc. to be uploaded appropriately. The PDF file size should not be more than 500 Kb.
  - (d) Caste / PwBD certificate in case you belong to SC/ST/OBC (NCL) / PwBD category and Discharge certificate in case of Ex-servicemen – should be uploaded appropriately. The PDF file size should not be greater than 500 kb.
- 10.2 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.
  - (a) All candidates must apply for the intended post online through the link: <https://www.ada.gov.in> (under recruitment/ADV-132) by first registering their basic details.
  - (b) 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. candidates must enter the required details in all levels of the online application form.
  - (c) 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 all the mandatory details as required in the level.
  - (d) 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.

(e) 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.

(f) 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. All such applications will be treated as incomplete and invalid.**

(g) 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.

**11. Check-List for Candidates:**

(a) 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.

(b) Please ensure that you have given 'Final Submit & Lock' otherwise, your application will not be considered and no application number will be generated for such applications.

IMPORTANT DATES	
CRUCIAL DATE OF ELIGIBILITY	13th June 2025
OPENING DATE FOR REGISTRATION / SUBMISSION OF APPLN ON ADA WEB SITE	15 <sup>th</sup> May 2025
CLOSING DATE & TIME OF SUBMISSION OF APPLICATION ON ADA WEB SITE	1700 Hrs on 13th June 2025
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

**Senior Admin Officer Gr-II  
ADA**

---&&---