



Advt. Reference No.ADA:ADV-114:2021 dated 09/09/2021

RECRUITMENT TO THE POST(S) OF 'ASSISTANT' & 'STENOGRAPHER'

Date of commencement of application registration on ADA website: 22/09/2021 (1000 hrs)
 Last date for submission of online application: 13/10/2021 (1700 hrs)
 Last date for receiving hard copy of applications at ADA: 27/10/2021 (1700 hrs)

Aeronautical Development Agency is an Autonomous Body and a Society under the Department of Defence R&D, Ministry of Defence, Government of India entrusted with the task of Design and Development of LCA (Tejas) aircraft. ADA invites applications from Indian citizens for the following posts.

Post SI No.	Name of the Post	Total Vacancy	Reservation		Pay Level	Upper Age Limit (As on closing date of the advertisement)
			Category	Vacancy		
1.	Assistant	22	SC	3	Level 4 (Rs.25500-81100) of Pay matrix	30 Years (Age relaxation allowed for reserved Vacancies)
			ST	1		
			OBC	6		
			EWS	2		
			UR	10		
2.	Stenographer	03	SC	1		
			OBC	1		
			UR	1		

Out of the total vacancy as mentioned against the Post of 'Assistant', **Two** vacancies reserved for **Ex-Servicemen** and vacancy reserved for **PwBD (Hearing Impairment)**.

Incase if the vacancy reserved for PwBD (HI) is unable to be filled-up due to no suitable candidates, then the vacancy will be filled up with PwBD (OH). Please see para (F) on 'General Conditions' for details.

(A) Minimum essential qualification and skills required for the posts:

Post SI No.1 : Assistant	Post SI No.2 : Stenographer
1. Atleast a Bachelor's Degree in Arts / Commerce / Science / Business Administration / Business Management from a recognized university. 2. Possess a speed of 30 w.p.m. in English typewriting corresponding to 9000 KDPH on Computer.	1. Atleast a Bachelor's Degree in Arts / Commerce / Science / Business Administration / Business Management from a recognized university. 2. Certificate of passing atleast Junior English Shorthand and Junior English Typewriting exams conducted by any Government recognized Board/ institution or equivalent OR Atleast a Bachelor's Degree in Arts / Commerce / Science / Business Administration / Business Management from a recognized university WITH Diploma in Secretarial / Commercial Practice conducted by any Government recognized institution or equivalent having Shorthand and Typewriting as part of the curriculum.
Desirable (applicable for both the posts) : A Certificate course in Computer skills like MS-Word, Excel, PowerPoint, E-Mail, Internet etc. for routine office work.	



(B) Minimum essential experience for the posts:

Post SI No.1: Assistant	Post SI No.2: Stenographer
Minimum 3 years post qualification experience in a reputed organization 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/GST, preparation of final accounts etc.	Minimum 3 years post qualification experience as a Stenographer / Secretary in a reputed organization

(C) How to apply:

1. 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 sample completed application is also available along for easy reference of the candidates.
2. All candidates must apply for the intended post online through the link: <https://www.ada.gov.in> (under recruitment/ADV-114) by first registering their basic details like name, date of birth (DOB), valid e-mail ID and Mobile phone number followed by password and confirm password.
3. 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 five levels relating to personal info, educational qualification / skill, Work experience etc. and candidates must enter the required details in all levels of the online application form.
4. After entering the details in each level, the candidate must click the 'save' option. The application portal will not allow the candidate to proceed to the next level without completing and saving the details as required in the level.
5. After entering all the details from level-1 to level-4, the candidate must click 'save Draft & Exit' option before final submission of his/her application. The candidate can review/edit and save details entered by them in any level of the application under this option. After making sure that all the details entered by him/her is correct and complete, the candidate must click 'Final Submit & Lock' in order to submit his/her application.
6. 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.
7. 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 under level 5 and all such applications will be treated as incomplete and invalid.**
8. In addition to registration on website, candidates should send print-out of their registered online application (downloaded from the given web-site) alongwith self attested certificate copies of SSLC, PUC, Diploma, Graduation, Experience proof, SC/ST/OBC certificate, Discharge book/Certificate, PH certificate, EWS certificate NOC etc. by Registered / Speed Post to : **Chief Administrative Officer, Aeronautical Development Agency, Vibhuthipura, Marathahalli Post, Bangalore – 560 037.**

9. Self-attested Copies of all the certificates as mentioned above should be sent in an envelope of size 12" x 10" clearly mentioning '**ADV-114: Application for the post of 'ASSISTANT' OR 'STENOGRAPHER'**' boldly on top of the envelope within seven days of final submission of the application on ADA web site.

10. 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, Typewriting & Shorthand certificate (applicable to Stenographer post) Diploma / Computer Skill Certificate, /PUC/12th Std Certificate, SSLC/10th Std Certificate, Caste Certificate in the prescribed format, Govt. issued any photo ID /address proof etc.

11. 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.

12. Applications received through any other mode will not be accepted and summarily rejected and candidates are also advised not to send resumes/CV.

(D) Mode of selection:

The process of selection for both the posts involves two levels i.e Level 1 : Written test (Objective and Descriptive type) and Level 2 : Skill test.

Level-1 : (Common for both the posts of Assistant & Stenographer) : The written Test will comprise objective type of questions covering General English, General Intelligence & Reasoning ability, General Knowledge/Awareness, Quantitative Aptitude, Numerical ability and Arithmetic etc. **and** Descriptive type of questions covering paragraph/precis writing, Letter writing etc.

Level-2 : **For the post of Assistant:** Skill test in English typewriting (on computer keyboard)

For the post of Stenographer: Skill test in English typewriting (on computer keyboard) and English shorthand.

Note : Candidates should qualify in both the tests i.e written test & Skill test to get shortlisted for selection.

(E) Skill Test Norms:

(a) For the post of 'Assistant'

English Typewriting on computer keyboard @ 30 w.p.m corresponding to 9000 KDPH on an average of 5 key depressions for each word.

(b) For the post of 'Stenographer'

- (i) English Typewriting on computer keyboard @ 40 w.p.m corresponding to 12000 KDPH on an average of 5key depressions for each word.
- (ii) Dictation in English: - 10 mts @ 80 w.p.m &
- (iii) Transcription: 50 mts. (on computer)

(F) General Conditions:

1. The posts are temporary but likely to continue.
2. 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.
3. 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.

4. Candidates should forward self-attested copies of all certificates in proof of age, caste, skill, qualification and experience etc. as mentioned in para-C, SI No.8 above as documentary proof of the claim in their application without which the application will not be considered.
5. Candidates should produce Original Degree Certificate at the time of written test / document verification and a copy of the Degree certificate may be forwarded alongwith the application as proof of Graduation completion. Provisional Degree certificate more than six months old from the date of issue, course completion certificate or Final year marks card / result declaration certificate will not be considered as proof of Degree qualification and all such applications will be rejected without any intimation to the candidate.
6. Experience gained by the candidate after successful completion of Graduation only will be considered (not applicable to candidates of EXSM category).
7. The candidates must be in good mental and physical health condition for efficient discharge of their duties. The candidates shortlisted provisionally for selection may be subjected to a medical examination by the appointing/competent authority before the offer of appointment is issued. If the candidate is found medically unfit, he/she will not be issued with offer of appointment. For candidates of PwBD category, the medical standards will be as per Govt. of India rules.
8. 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)).
9. 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 Government from time to time. A certificate containing any variation in the caste name will not be accepted.
10. 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 13/10/2021.** (refer annexure).
11. 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.
12. 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)
13. 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)
14. Incase if the vacancy reserved for PwBD (Hearing Impairment) to the post of 'Assistant' is unable to be filled due to non-availability of suitable candidates belonging to that category, then the vacancy will be filled up with PwBD (Orthopedically Handicapped) category.
15. 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 Government Servant, concession to him/her will be admissible either as a 'person with disability' or as a Govt. Servant' whichever may be more beneficial to him/her.
16. 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/inappropriate category.

17. The candidate has to select that particular category to which they belong i.e. General/SC/ST/OBC when registering their application for the post. No request for change of category will be entertained at any later stage. Candidates applying for more than one post should register separate application.
18. 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.
19. 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.
20. Ex-Servicemen, who have already availed the re-employment benefit as applicable to ex-servicemen in civil side under State / Central Government for appointment on regular basis, are not eligible for claiming the benefit of reservation under Ex-servicemen category.
21. 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.
22. The candidates must enclose 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.
23. Candidates who are already employed under Central/State Govt./Semi Govt./PSUs/Autonomous Bodies/Armed Forces 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, Vibhuthipura, Marathahalli Post, Bangalore – 560 037 with all other testimonials as mentioned under para C, Sl No.8 above failing which, their application will not be considered. Applications forwarded through proper channel should reach ADA **within two weeks from the last date for online registration of applications**. However an advance copy of the application may be sent by the candidates with the said enclosures but it will be considered as provisional only.
24. 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 incase of requirement.
25. Selected candidates will be governed by the 'National Pension System' (NPS) applicable to Central Govt. employees appointed on or after 01.01.2004.
26. Selected candidates may be posted anywhere in India if necessary.
27. 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.
28. The number of vacancies indicated may vary and ADA reserves the right to fill up the vacancies partially, not to fill up all or any of the vacancies as advertised.
29. 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. No mail asking for advice / eligibility for the post will be entertained.

30. The testimonials / document verification and test will be conducted at ADA, Bangalore and ADA may consider separate dates for conducting the document verification and written/skill test. Also depending upon the prevailing situation/Covid-19 norms, candidates may be called for document verification in batches and time slots to avoid over-crowding. Therefore candidates coming from outstation to attend the document verification/test may make their own arrangements for their travel to/stay at Bangalore and no TA/DA will be paid by ADA.

31. 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 news papers.

32. Canvassing in any form will be a disqualification.

33. **Warning - Candidates 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.**

Important points to remember: for candidates:

1. 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.
2. Please ensure that you have given 'Final Submit & Lock' under level 5 otherwise, your application will not be considered and no application number will be generated for such applications.
3. Ensure that print out of the application with self attested copies of certificates is sent to ADA by registered/speed post otherwise your application will not be considered.

Date of commencement of application registration on ADA website: **22/09/2021 (1000 hrs) onwards**

Closing date of advertisement / Last date for submission of online application: **13/10/2021 (1700 hrs)**

Last date for receiving hard copy of applications at ADA: **27/10/2021 (1700 hrs)**

(Abbreviations used: - UR: Unreserved SC: Scheduled Castes; ST: Scheduled Tribes; OBC: Other Backward Classes (Non-Creamy Layer) and EWS: Economically weaker sections); PwBD: Persons with Benchmark Disability

**Chief Admin Officer
ADA**

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