



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



Advt. Ref No. : ADA:ADV-129:2025

10<sup>th</sup> January 2025

**Sub: Filling up of TWO post(s) in Pay Level-11 on Deputation Basis at ADA**

Aeronautical Development Agency (ADA) is an Autonomous Body and a Society under the Department of Defence R&D, Ministry of Defence (MOD), Government of India presently entrusted with the task of Design and Development of LCA (Tejas), AMCA and other projects of national importance.

2. Applications are hereby invited from eligible officers of Central Govt / State Govt / Central Autonomous Bodies / Public Sector undertakings / Union Territory Administration for filling up one post each of '**Senior Admin Officer Gr-I**' and '**Senior Maintenance Officer Gr-I**' on deputation basis at ADA. The details are as mentioned below:

Name of the post	Pay Level	No. of Post(s)	Initial Term of Deputation	Place of posting
Senior Admin Officer Gr-I	11	01	3 Years	ADA Liaison Cell-Delhi
Senior Maintenance Officer Gr-I (Civil Works & Services)	11	01	3 Years	ADA Hqrs, Bangalore

2. The eligibility conditions and job description for the above mentioned posts are given/enclosed as **Annexure-I**. The post(s) and actual number of vacancies may vary any time till final selection of the candidates. The format of Application for the post is enclosed as **Annexure-II**.

3. The selected official 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 in the format as per **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 i.e. 2020-2024 or 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 **10<sup>th</sup> March 2025**.

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.

6. In the event of selection, the applicant will not be allowed to withdraw his/her candidature.
7. The maximum age Limit for the purpose of Deputation shall not exceed **56 years** as on closing date for receipt of applications at ADA.
8. The applications not accompanied by copies of APAR, Vigilance Clearance certificate, documents in support of Qualification, Experience etc. as claimed by the candidate would not be processed further.
9. The Competent authority, ADA however reserves the right to relax certain conditions in deserving cases.
10. The selected candidates would be governed by Bye Laws of ADA and rules of Government of India.
11. It is for the information of the prospective candidates that the Pay & allowances admissible at ADA will be as per Central Government scales/rules. Further ADA has medical reimbursement scheme under Contributory Health Services Scheme (CHSS) which can be extended to the selected candidates.
12. Applications received after the last date/without duly attested copies of APARs as indicated above/ not routed through proper channel / without the counter-signature of the Cadre Controlling Authority or otherwise incomplete will not be considered.
13. The closing date for receipt of applications with necessary documents and testimonials at ADA is **10<sup>th</sup> March 2025**.
14. Queries (if any) on the notification / application may be sent by mail (only) to [admin-hr.ada@gov.in](mailto:admin-hr.ada@gov.in).

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

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**Eligibility & Qualitative Requirements for Deputation:**

<b>Post</b>	<b>Senior Admin Officer Gr-I in Pay Level-11 (for independently managing ADA Delhi Office)</b>
<b>Eligibility</b>	<p>(a) Eligible 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-10 (Rs. 56100-177500/-) in the pay matrix or equivalent in the parent cadre or department</p> <p>(ii) Educational qualification: Atleast Bachelor's Degree in any discipline from a recognized University.</p> <p>(b) <b>Experience:</b> The incumbent will be responsible to Director (Admin &amp; HR) for General Administration of Organization &amp; Management of Personnel and he/she should be a good team leader, possess good organizational skills having problem solving abilities. He/She is required to independently manage ADA-Delhi office and be conversant with:</p> <p>(i) Rules on CCS (Conduct) / CCS (CCA)</p> <p>(ii) Noting and drafting for obtaining necessary approvals.</p> <p>(iii) Liaisoning with various Central Government offices, Ministries, Armed Forces Headquarters etc.</p> <p>(iv) Convening &amp; Co-ordination of Committee meetings, preparation of Agenda notes, circulation of committee recommendations and follow up actions etc.</p> <p>(v) Replying to queries related to RTI, Audit, Parliament questions etc.</p>
<b>Place of Posting</b>	ADA Liaison Cell, Delhi

<b>Post</b>	<b>Senior Maintenance Officer Gr-I (Civil Works &amp; Services) in Pay Level-11</b>
<b>Eligibility</b>	<p>(a) Eligible 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-10 (Rs. 56100-177500/-) 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>
<b>Place of Posting</b>	ADA Hqrs, Bangalore

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

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, Mobile phone No. & Land Line telephone. 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	Details of employment of last 10 years in Chronological order. Enclose a separate sheet duly authenticated under you signature						
	<b>Name of office / organization where employed</b>	<b>Post Held</b>	<b>From</b>	<b>To</b>	<b>Basic pay</b>	<b>Pay Level</b>	<b>Major Duties</b>
14	Nature of present employment i.e ad hoc or temporary or permanent						
15	In case the present employment is held on deputation/ contract basis , please state  a) The date of initial appointment b) The period of appointment on deputation/contract. c) Name of the parent office / organization to which you belong.						
16	Training / Courses Attended						
17	Additional details about your present employment:- Please state whether working under-  a) Central Government b) State Government c) Autonomous Organizations d) Central public sector undertaking e) State public sector undertaking f) Statutory body / UT Administration						
18	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. Enclose a separate sheet, if required.						

Date:

Mobile No:-

(Signature of the applicant)

Address for communication:

**Annexure-III** (refers to  
ADA:ADV-129:2025 dated 10/01/2025)

**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:

Annexure-IV (refers to  
ADA:ADV-129:2025 dated 10/01/2025)

**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 relieved immediately.
3. Duly attested copies of APAR for the last five years is enclosed.

Signature:.....

Name:

Designation:

Telephone No:

Date:

Place: