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

Advt Reference No. : ADA:ADV-113:2020   **22 December 2020**

RECRUITMENT TO THE POST(s) OF 'JUNIOR SCIENTIFIC ASSISTANT' AND 'LIBRARY ASSISTANT-I'

Aeronautical Development Agency is an Autonomous Body and a Society entrusted with the task of Design and Development of Tejas aircraft (LCA). ADA invites applications from Indian citizens for the post of **'Junior Scientific Assistant' (JSA)** and **'Library Assistant-I' (LA-I).** The educational qualification and experience required / desired for the post are given below:

Post No.1	JUNIOR SCIENTIFIC ASSISTANT (JSA)
Vacancy / Category	**Vacancy – 02 / Unreserved**
Essential Qualification	B Sc in Computer Science / Information Science / Information Technology / Bachelor of Computer Applications (BCA) in **FIRST CLASS** from a recognized University. **OR** B.Sc (Physics & Mathematics) in **FIRST CLASS** from a recognized University. **OR** Diploma of **three years duration** in Computer Science & Engineering / Information Science / Information Technology in **FIRST CLASS** from a recognized Institution / University.
Essential Experience	The candidate should have a minimum experience of **TWO** years or above in one or more of the following areas **after completion of the essential qualification as mentioned above** : (a) Worked on Windows, Linux Operating System (Installation, configuration and troubleshooting) and IT support. (b) LAN / WAN Networks (TCPIP / DHCP / DNS / LDAP/ SSL/ HTTP) troubleshooting. (c) Hands on experience on backup and restoration using various tools. (d) Hands on experience on Virtual environments (virtual Servers, virtual desktops on VMWare, Virtual Box, Hyper V etc.) (e) Experience on Storage (NAS/SAN) servers, System. (f) Network Administration & Support.

Post No.1 (cont'd)	JUNIOR SCIENTIFIC ASSISTANT (JSA)
Essential Experience (cont'd)	(g) Web application Development. (h) Database and web application server administration.
Desirable Experience	Knowledge on IT security; Desktop Computer maintenance - Assembling and installation of desktops Knowledge on Application development using .NET (ASP.NET, C#), JAVA. Database administration (SQL Server)
Age	30 years (as on closing date of the advertisement). Relaxation of age allowed as per Govt. of India Rules for reserved categories.
Pay	Minimum Basic Pay of Rs.35,400/- in Level-6 (Rs.35,400-1,12,400) of Pay Matrix plus allowances as applicable to Central Government employees.

Post No.2	LIBRARY ASSISTANT-I (LA-I)
Vacancy / Category	**Vacancy – 01 / Unreserved**
Essential Qualification	Graduate **WITH** Diploma in Library Science / Library & Information Science. **OR** Graduate in Library Science / Library and Information Science from a recognized University.
Desirable	Relevant experience in Library services, working knowledge in Computer skills like MS-Word, Excel, PowerPoint, Access, E-Mail, Internet etc. for routine office work.
Age	25 years (as on closing date of the advertisement). Relaxation of age allowed as per Govt. of India Rules for reserved categories.
Pay	Minimum Basic Pay of Rs.25,500/- in Level-4 (Rs.25,500-81,100) of Pay Matrix plus allowances as applicable to Central Government employees

A. How to apply:

1. Candidates are required to register their applications through ADA web-site: *https://www.ada.gov.in*. Applications received through any other mode will not be accepted and summarily rejected.

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2.   Upon successful submission of the application on-line, a system generated unique application number would be allotted which should be carefully preserved by the applicants for future reference.

3.   In addition to registration on website, **candidates should send a hard copy of the registered online application (downloaded from the given web-site) alongwith self attested certificate copies of SSLC, PUC, Diploma, Graduation, Experience proof, Caste, NOC etc. by Registered / Speed Post** to : **Chief Administrative Officer, Aeronautical Development Agency, Vibhuthipura, Marathahalli Post, Bangalore – 560 037.**

4.   Self-attested Copies of all the certificates as mentioned above should be sent in an envelope of size 12" x 10" clearly mentioning '**ADV-113 : Application for the post of 'JSA' OR LA-I** boldly on top of the envelope within seven days of registering the application on ADA web site.

5.   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, Computer Skill Certificate, Diploma/PUC/12th Std Certificate, SSLC/10th Std Certificate, Caste Certificate in the prescribed format, Govt. issued any photo ID /address proof etc.

B.   **Mode of selection:**   for the post of (a)   JSA :   Written Test followed by Interview.

(b)   LA-I :   Written Test.

C.   **General Conditions:**

1.   The posts are temporary but likely to continue.

2.   The Candidates are advised to go through the full text of the advertisement, instructions and guidelines on submission of application available on our web-site before registering applications on-line.

3.   The Candidates should ensure that they fully satisfy the eligibility criteria prescribed for the post. 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.

4.   Applications complete in all respects and fulfilling the basic eligibility criteria in terms of qualification and experience as on the closing date for registration of application only will be considered. Applications registered after the last date or otherwise incomplete will not be considered and no correspondence in this regard will be entertained. Wherever First Class is sought in Degree/Diploma qualifications, the **Degree certificate/Provisional degree certificate/Diploma certificate of the candidate should clearly mention that the candidate has passed in First Class.**

5.   Candidates should forward self-attested copies of all certificates in proof of age, caste, skill, qualification and experience as documentary proof of the claim in their application without which the application will not be considered.

6.   **Experience gained by the candidate after successful completion of Essential Qualification only will be considered.**

7.   Candidates seeking reservation as SC/ST/OBC 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 recognised as SC/ST/OBC and the village/town the candidate is ordinarily a resident of. (refer annexure for prescribed caste certificate format for SC/ST and OBC).

8.   Candidates claiming to belong to OBC should note that the name of their caste (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.

9.   **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.**

10.   Candidates who are already employed under Central/State Govt./Semi Govt./PSUs/Autonomous Bodies should forward their application through proper channel with **"No Objection Certificate"** from the employer concerned duly indicating their Application registration number to **The Chief Administrative Officer, Aeronautical Development Agency, Vibhuthipura, Marathahalli Post, Bangalore – 560 037** with all the other testimonials as mentioned under para A(5) above failing which, their application will not be considered. Applications forwarded through proper channel should reach ADA **within three weeks from the last date for online registration of application.**

11.   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 as their career will start afresh in ADA from the date of joining.

12.   Selected candidates will be governed by the 'National Pension System' (NPS) applicable to Central Govt. employees appointed on or after 01.01.2004.

13.   Selected candidates may be posted anywhere in India if necessary.

14.   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.

15.   The number of posts indicated may vary and ADA reserves the right not to fill up all or any of the posts as advertised.

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16.   **Warning - Candidates will be shortlisted for the Written Test based on the information provided by them in their on-line application. They must ensure that such information is true and correct. If at any stage or during the process of the test, any information given by them or any claim made by them in their on-line application 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.**

17.   Any genuine query / clarification / information/ guidance regarding the advertisement, on-line submission of application etc. may be sent by mail only on *admin-hr@jetmail.ada.gov.in.*

18.   No TA will be paid for attending the written test.

19.   No interim correspondence will be entertained

20.   Canvassing in any form will be a disqualification.

D.   Important Dates to remember

Commencement of application registration on ADA web site: **1000 hrs on 23/12/2020**

Last date for registering application on-line: **1700 hrs on 13/01/2021**

Last date for receiving hard copy of application: **1700 hrs on 20/01/2021**

Chief Admin Officer, ADA