



Aeronautical Development Agency
(Ministry of Defence, Govt. of India)
PB No.1718, Vimanapura Post, Bangalore - 560 017

ADA:ADM:EST:ADV-092:2013

05 December 2013

Aeronautical Development Agency, an autonomous Body and a Society under Ministry of Defence, Govt. of India, entrusted with the task of Design and Development of Tejas (LCA) and many other major projects invites applications for the following post:-

Post	Commercial Officer (Materials Management)
No. of Posts / Category	01 (unreserved)
Essential Qualification	(a) Graduate in any Discipline from a recognized University (b) Professional Qualification in Materials Management preferably Graduate / Post-Graduate Diploma in Materials Management from IIMM (recognized by Govt.) or (b) MBA in Materials Management from a recognized University / Institution or (b) Post-Graduate Diploma in Materials Management from a recognized University / Institution.
Experience	Essential (a) Minimum 7 years relevant experience out of which atleast 2 years in a Supervisory Capacity in the area of Commercial / Materials Management / Purchase Department of a reputed Industry / Government / Autonomous Body / R&D Organisation (b) Thorough knowledge of public procurement procedures applicable to Government Establishments / Ministry of Defence etc, laid down rules and regulations in public buying, Export / Import procedures, INCOTERMS, drafting of major contracts, collaboration, agreements, MOU, Inventory Management etc. is essential. Desirable : Experience in E-Procurement

Computer Knowledge	Good working knowledge in carrying out the above listed activities in related / applicable software.
Age (as on closing date of the advertisement)	Not exceeding 35 years
Pay Band & Grade Pay	(PB – 2) ₹ 9300–34800 + Grade Pay ₹ 4,600 (plus allowances as per central Govt. Rules) Gross Minimum Emoluments at prevailing rates ₹ 40,878/-

How to Apply

Candidates are required to register their applications through ADA web-site: <https://www.ada.gov.in>. In addition to registration on website, candidates should **forward a hard copy of the online application** (downloaded from the given web-site) to 'The Senior Administrative Officer-I, Aeronautical Development Agency, P.B.No.1718, Vimanapura Post, Bangalore – 560 017 **along with attested copies of all testimonials**. The post applied for needs to be clearly superscribed on the envelope.

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. After on-line registration/submission of application, it is mandatory for the applicants to **send the printed application (confirmatory copy of the application) along with the following documents by speed post / registered post without which on-line application will not be considered.**

1. Attested copies of all testimonials in proof of Age, educational qualification, caste, experience, etc.
2. A 'No Objection Certificate' from the employer concerned in respect of those applicants who are employed under Central / State Government / Public Sector Undertakings / Autonomous Bodies.

The above documents should reach ADA within seven days after close of online registration, failing which the on-line registration of application is liable to be ignored.

Candidates are also required to upload the following :

- (i) Scanned photo of size 110W x 140H px(Image JPG).
(file size should not exceed 30KB).
- (ii) **Scanned signature**(Image JPG)
(file size should not exceed 30KB)
- (iii) Scanned legible copies of SSLC /Matriculation, Degree/PG Certificate.PG Diploma / MBA(Materials Management) and Experience Certificates in **a single PDF file and the file size should not exceed 1 MB.**
(No marks sheet to be uploaded)

General Conditions :

- a. The applicants should ensure that they satisfy the eligibility criteria. The prescribed essential qualification and experience are bare minimum and mere possession of the same does not entitle candidates to be called for written test / interview. The candidates should mention all qualifications/experience in relevant field including those over and above the minimum qualifications.
- b. The requisite qualification and experience will be considered as on the closing date of advertisement. Applications/Registrations received after the last date or otherwise incomplete will not be considered. No correspondence in this regard will be entertained.
- c. The upper age limit as on closing date of the advertisement is relaxable upto 5 years for SC/ST, 3 years for Other Backward Communities (OBC) as per orders of Central Govt. issued from time to time.
- d. Mode of Selection : Written test followed by Interview
- e. Preference shall be given to the candidates who have gained experience after obtaining professional qualification. Experience related to Materials Management only will be considered. Candidates who have specialization other than Materials Management need not apply.
- f. ADA reserves the right to relax the qualifications and experience in the case of extremely deserving candidates.
- g. One set of copies of the self-attested certificates regarding essential qualifications and experience should be brought at the time of written test along with the application form. However, candidates will be required to produce all original certificates for verification.
- h. Candidates employed in Govt./Semi Govt/PSUs/Autonomous Bodies should forward hard copy of the online application (downloaded from given web-site) through proper channel to the address as mentioned above.
- i. Outstation candidates qualifying for interview are eligible for reimbursement of second sleeper class to-and-fro train fare by shortest route, from their normal place of residence or from the place of undertaking the journey, whichever is nearer to Bangalore, on producing proof of journey.
- j. If any information furnished online is found to be false, the candidature will be cancelled and TA if any will not be paid.

- k. Selected candidates will be governed by the 'New Pension Scheme' applicable to Central Govt. employees appointed on or after 01.01.2004.
- l. For genuine queries if any, regarding the advertisement, may be sent by mail only on admin-hr@jetmail.ada.gov.in.
- m. Candidates not complying with all the requirements need not apply.
- n. The number of vacancies indicated above may vary and ADA reserves the right not to fill up all or any of the posts, if it so decides.
- o. The decision of ADA in all matters relating to eligibility, acceptance or rejection of application shall be final and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.
- p. Only Indian nationals need to apply
- q. No interim correspondence will be entertained.
- r. For further information and registering of applications, please visit ADA web-site <https://www.ada.gov.in>.

Important Dates to remember :

Commencement of on-line submission of applications : **1000 hrs on 18/12/2013**

Closing date for submission of applications on-line : **1700 hrs on 20/01/2014**

Closing date for receiving hard copy of the on-line application and testimonials at ADA : **27/01/2014.**