

ADA:ADM:EST:ADV-093:2014

05 February 2014

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	Chief Finance Officer
No. of Posts / Category	01 / unreserved
Essential Qualification	(I) A Post graduation with specialization in the area of Finance Management with good academic record from a recognized University / Institution or (ii) Graduate with SAS or equivalent qualification from Defence Accounts Department or any other organized Accounts Department under Government of India Preferred: ICWA/CA with proven skills in the entire area of Finance Management with good academic record from a recognized University / Institution.
Experience	Essential: (a) 18 years of relevant post qualification experience in which atleast 3 years of experience should be in a senior position equal to Senior Manager i.e., in the Grade Pay of Rs.6600 in the area of Finance Management of a reputed Industry / Government / Autonomous Body / R&D Organisation. (b) Thorough knowledge of Relevant accounting/audit guidelines and procedures, Fund Management, Strategic Financial Planning and Control including Budgeting, MIS, Treasury Management, Taxation matters – both Direct and Indirect, Pay Rolls, Preparation and finalization of accounts in ERP environment and coordinating with Audit and C&AG Audit, Product costing and cost management, Exposure in R&D projects, Financial procedures & regulations, Govt. of India Rules & Regulations on procurement, Filing of Income Tax Returns, Costing guidelines & Foreign exchange
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 52 years
Pay Band & Grade Pay	(PB-3) Rs.15,600-39,100 + Grade Pay – Rs.7,600 (plus allowances as applicable to Central Govt. employees). Gross Minimum Emoluments Rs.71110/- Pay fixation for re-employed pensioners will be governed by the relevant rules

How to Apply: Candidates are required to register their applications through ADA recruitment website: <http://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 Chief Administrative Officer, Recruitment, 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.
3. 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 :

1. Scanned photo of size 110W x 140H px (Image JPG). (file size should not exceed 30KB).
2. Scanned signature (Image JPG) (file size should not exceed 30KB)
3. Scanned legible copies of SSLC / Matriculation, Degree/PG Certificate, PG Diploma and Experience Certificates in a single PDF file not exceeding 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 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. Mode of Selection : Personal Interview
- d. ADA reserves the right to relax the qualifications and experience in the case of deserving candidates.
- e. One set of copies of the self-attested certificates regarding essential qualifications and experience should be brought at the time of interview along with the application form. However, candidates will be required to produce all original certificates for verification.
- f. 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.
- g. Candidates working in private sector applying for the post of CFO should be in senior management level and have experience in manning Finance management resources reporting to top management.
- h. Outstation candidates called 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.
- i. If any information furnished online is found to be false, the candidature will be cancelled and TA if any will not be paid.
- j. Selected candidates will be governed by the 'National Pension System' applicable to Central Govt. employees appointed on or after 01.01.2004.
- k. For genuine queries if any, regarding the advertisement may be sent by e-mail only on admin-hr@jetmail.ada.gov.in.
- l. Candidates not complying with all the requirements need not apply.
- m. ADA reserves the right to select/reject any candidate.
- n. ADA reserves the right not to fill up the post if it so decides.
- o. Only Indian Nationals need to apply
- p. No interim correspondence will be entertained.
- q. For further information, please visit ADA web-site <http://www.ada.gov.in>

Important Dates to remember :

Commencement of on-line submission of applications : **1000 hrs on 05/02/2014**

Closing date for submission of applications on-line : **1700 hrs on 10/03/2014**

Closing date for receiving hard copy of the on-line application and testimonials at ADA : **17/03/2014**