



AERONAUTICAL DEVELOPMENT AGENCY
(An Autonomous Body under Ministry of Defence, Govt. of India)
P.B. No. 1718, Vimanapura Post, Bangalore – 560 017, India

Advt Reference : ADA:ADM:EST:ADV-096:2014

Aeronautical Development Agency, an Autonomous Body and a Society entrusted with the task of Design and Development of Tejas aircraft (LCA) invites applications for the following post :

Post	Stenographer
No. of posts	02 (1 unreserved, 1 reserved for ST)
Minimum Essential Qualification	<p>1) Graduate in Arts / Commerce / Science / Business Administration / Business Management and should have passed Junior English Shorthand and Junior English Typewriting exams conducted by Govt. of Karnataka or equivalent</p> <p style="text-align: center;">or</p> <p>Diploma in Secretarial / Commercial Practice conducted by Govt. of Karnataka or equivalent having Shorthand and Typewriting as subjects with Graduation in Arts / Commerce / Science / Business Administration / Business Management.</p> <p>2) Certificate course in Computer applications like MS-Word, Excel, Powerpoint, Access, E-Mail, Internet etc. for routine office work.</p>
Experience	Minimum 3 years post qualification experience as a Stenographer / Secretary in a reputed organization
Age (as on closing date of the advertisement)	<p style="text-align: center;">30 years</p> <p>(Age relaxation allowed as per Government of India rules applicable to candidates belonging to Reserved categories)</p>
Pay Band & Grade Pay	<p>PB-1 (₹ 5,200–₹ 20,200) + Grade Pay ₹ 2,400 plus allowances as applicable to Central Government employees</p> <p>Gross minimum emoluments at current rates : ₹ 25,993/-</p>

A. How to apply :

(1) Candidates are required to register their applications through ADA recruitment web-site: www.ada.gov.in.

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. **Applications not registered on ADA website or manual applications will not be accepted.**

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(2) After on-line registration / submission of application, it is compulsory for the applicants to send the printed application (confirmatory copy of the application) along with the following documents by **speed post / registered post** to **'The Chief Administrative Officer, Admin & HR Dept. Aeronautical Development Agency, P.B.No.1718, Vimanapura Post, Bangalore – 560 017'** without which on-line application will not be considered.

(a) Attested copies of all testimonials (Marks card and certificates of 10th Class, 12th Class / PUC / Diploma, Graduate / Post Graduate, Typing, Shorthand, Computer qualification, Caste and experience certificates) in proof of educational / professional qualification, caste, experience, etc.

(b) The testimonials as mentioned above should be sent in an envelope of size 12" x 10" clearly superscribed **'Application for the post of 'Stenographer'** so as to reach ADA within seven days from closing date of the advertisement.

B. Mode of selection

Written Test, Skill test in Typing and shorthand followed by Personal interview

- Note :**
1. Skill test in English Typewriting and English Shorthand will be in the speed of 30 w.p.m (corresponds to 8000 KDPH) and 80 w.p.m respectively
 2. Candidates qualifying in written and skill tests only will be called for interview.

C. General Conditions :

1. The applicants should ensure that they satisfy the eligibility criteria. The prescribed essential qualification and experience is 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 the appropriate field including those over and above the minimum qualifications.
2. Applications complete in all respects and fulfilling the basic eligibility criteria in terms of qualification and experience only will be considered. Applications/Registrations received after the last date or otherwise incomplete will not be considered and no correspondence in this regard will be entertained.
3. Applicants should possess all the requisite qualification and experience as on the day of registering of applications on-line. **Experience gained after Graduation only will be considered.**
4. All photo copies of testimonials should be attested by Class I Government Gazetted Officers of State / Central Government **or** self-attested.
5. If any information furnished online is found to be false, the candidature will be cancelled.
6. Selected candidates will be governed by the 'National Pension System' applicable to Central Govt. employees appointed on or after 01.01.2004.
7. Candidates not complying with any of the requirements need not apply.

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8. ADA reserves the right to select/reject any candidate at any time during the process of recruitment.

9. ADA reserves the right to relax the qualifications and experience in the case of highly deserving candidates.

10. The number of posts indicated may vary and ADA reserves the right not to fill up any of the post / posts as advertised.

11. Applicants employed in Govt./Semi Govt./PSUs/Autonomous Bodies should forward the application through proper channel. **The application alongwith No Objection Certificate (NOC) should reach ADA within seven from the closing date of the advertisement.**

12. Before registering applications on-line, Candidates are advised to go through the full text of the advertisement, click on the button 'HELP' at the bottom of this page to view guidelines on submission of application on-line (demo), frequently asked questions (FAQ) checklist and sample written test question paper .

13. For genuine queries regarding the advertisement, may be sent by mail only on admin-hr@jetmail.ada.gov.in.

14. Knowledge of local language is desirable.

15. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

D. Important Dates to remember

Commencement of on-line submission of applications : **0900 hrs on 04th August 2014**

Last date for registering applications on-line : **1700 hrs on 19th August 2014** and

Last date for receipt of applications by registered/speed post at ADA : **26th August 2014.**