



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



ADA:ADV-133:2025

15<sup>th</sup> May 2025

**SUB: FILLING UP OF ONE POST IN THE DESIGNATION OF 'JOINT DIRECTOR (MM)'**  
**IN PAY LEVEL-13 (123100-215900) ON DEPUTATION BASIS AT ADA**

1. ADA is a Society and an Autonomous Organization under the Department of Defence Research & Development (R&D), Ministry of Defence (MOD), Government of India, entrusted with the design & development of Light Combat Aircraft (Tejas), Advanced Medium Combat Aircraft (AMCA) and other advanced technology developmental projects of Government of India.
2. ADA invites applications from eligible officers of Central Government / State Government / Central Autonomous Bodies / Public Sector undertakings / Union Territory Administration for filling up one post of '**Joint Director' (Material Management)** under Pay Level-13 on deputation basis at ADA, Bangalore. The details are as mentioned below:

Name of the post	Pay Level	No. of Post	Initial Term of Deputation
<b>Joint Director (Material Management)</b>	13	01	3 Years

3. The eligibility conditions and job description for the above post is given as per **Annexure-I** to this letter. The actual number of vacancies may vary at the time of selection. The format of Application for the post is enclosed as **Annexure-II**.
4. 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**.
5. 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 **25<sup>th</sup> June 2025** (closing date for receipt of applications at ADA).
6. 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.
7. In the event of selection, the applicant will not be allowed to withdraw his/her candidature.

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8. The maximum age limit to the posts for the purpose of Deputation shall not exceed 56 years as on closing date for receipt of applications at ADA (as already mentioned in para 5 above).
9. Eligible Service Officers from Indian Army/ Navy / Air Force willing to apply for the deputation post may please mention in the application form that their appointment in the Armed Forces is on the basis of Permanent Commission (PC) or Short Service Commission (SSC).
10. The applications not accompanied by copies of APAR, Vigilance Clearance Certificate, documents in support of Qualification and Experience etc. as claimed by the candidate would not be processed further.
11. The competent authority, ADA however reserves the right to relax certain conditions in deserving cases.
12. The selected candidates would be governed by Bye Laws of ADA and rules of Government of India.
13. It is for the information of the prospective candidates that ADA follows 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.
14. 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.
15. The Appointing Authority, ADA reserves the right to relax certain conditions in deserving cases.
16. The closing date for receipt of applications with necessary documents and testimonials at ADA is **25<sup>th</sup> June 2025**.
17. General queries (if any) on the notification / application may be sent by mail (only) to *admin-hr.ada@gov.in*.

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

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**Annexure-I** (refers to  
ADA:ADV-133:2025 dated 15/05/2025)

**Eligibility & Qualitative Requirements for Deputation:**

<b>Post</b>	<b>Joint Director (Materials Management) in Pay Level-13</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;"><b>OR</b></p> <p>With three years regular service in the grade rendered after appointment thereto on a regular basis in level-12 (Rs.78800-209200/-) 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 with Govt. System of functioning in Materials Management, Stores, procurement as per Government Rules and Regulations and have experience in one or more of the following areas:</p> <p>(i) scrutiny and handling of Request for Quote (RFQ), Expression of Interest (EOI) and all high value contract /purchase orders.</p> <p>(ii) Scrutiny &amp; Follow-up of Scope of Work (SOW) with Indenters for regular requirements as well as Work Package Contracts.</p> <p>(iii) Scrutiny of Techno-Commercial Evaluation Committee (TEC) and Cost Estimation Committee (CEC) reports.</p> <p>(iv) Knowledge of Government Orders received from time to time on procurement matters, GFR 2017, PM 2020 Guidelines and also needs to advice on the ramifications thereof.</p> <p>(v) Reply to audit queries raised on issues on the particular Contracts/Pos and assist extensively in the after detailed analysis.</p> <p>(vi) Dealing with cases of Resultant Single Tenders /Inadequate response</p> <p>(vii) Scrutiny and updation on Custom Duty exemptions</p> <p>(viii) Scrutiny of all invoices / payment recommendations, Purchase Order Amendments etc.</p> <p>(ix) Scrutiny and resolving issues on Taxations raised by Vendors.</p>