



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



Advt. Reference No.ADA:ADV-136:2025 dated 10 Dec 2025

**RECRUITMENT OF PROGRAMME BASED MANPOWER ON LIMITED TENURE CONTRACT APPOINTMENT**

**Closing date: 29<sup>th</sup> January 2026**

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 both the Air Force and Naval versions of Light Combat Aircraft (Tejas). ADA has also been entrusted with design & Development of LCA Mark-II, Advanced Medium Combat aircraft (AMCA) and other advanced technology developmental projects of Government of India.

2. ADA is in need of Project/Programme based manpower on limited tenure Contract appointment. The vacancies existing currently as per the area of work with category of reservation is given below:

<b>Project Admin Assistant (PAA) (Consolidated Pay per month) Rs 35,220/- 13* Vacancies</b>								
Item No.	No.of Vacancies						Qualification	Experience
	UR	EWS	OBC	SC	ST	Total		
1	07	01	03	02	-	13	Essential: Bachelor's Degree (B.A/B.Com/ B.Sc/BCA/ Equivalent) from a recognized University. Desirable : A certificate course in Computer skills like .MS-Word, Excel, Power Point, etc., for routine office work.	Minimum <b>03 (THREE)</b> experience in Administration or Material Management or Finance Divisions.
<b>Project Senior Admin Assistant (PSAA) (Consolidated Pay per month) Rs 47,496/- 10* Vacancies</b>								
Item No.	No.of Vacancies						Qualification	Experience
	UR	EWS	OBC	SC	ST	Total		
2	05	01	02	01	01	10	Essential: Bachelor's Degree (B.A/B.Com/B.Sc/BCA /Equivalent) from a recognized University. Desirable : A certificate course in Computer skills like MS-Word, Excel, Power Point, etc., for routine office work.	Minimum <b>06 (SIX)</b> experience in Administration or Material Management or Finance Divisions.
<b>Project Admin Officer (PAO) (Consolidated Pay per month) Rs 59,276/- 05 Vacancies</b>								
Item No.	No.of Vacancies						Qualification	Experience
	UR	EWS	OBC	SC	ST	Total		
3	04	-	01	-	-	05	Essential: Bachelor's Degree (B.A/B.Com/B.Sc/BCA) from a recognized University. Desirable : A certificate course in Computer skills like MS-Word, Excel, Power Point, etc., for routine office work.	Minimum <b>10 (TEN)</b> experience in Administration or Material Management or Finance Divisions.



Project Technical Assistant (PTA) (Consolidated Pay per month) Rs 35,220/- 10 Vacancies								
Item No.	No. of Vacancies						Qualification	Experience
	UR	EWS	OBC	SC	ST	Total		
4	06	01	02	01	-	10	<p>Essential: 3 years Diploma in Engg./Bachelor's Degree in Science(B.Sc/BCA/ Equivalent) from AICTE approved Institute or recognized University.</p> <p>Desirable : Knowledge in Computer language such as C, C++, Java etc.,</p>	<p>Minimum <b>03 (THREE)</b> experience in the areas related to technical skills in Computers Management, Data Interpretation, Test equipment operation and maintenance, test results compilation etc., The candidate should also assist in Programme teams in Data generation, Documentation &amp; Record Management in MIS &amp; ERP.</p>
Project Senior Technical Assistant (PSTA) (Consolidated Pay per month) Rs 50,224/- 05 Vacancies								
Item No.	No. of Vacancies						Qualification	Experience
	UR	EWS	OBC	SC	ST	Total		
5	04	-	01	-	-	05	<p>Essential: 3 years Diploma in Engg./Bachelor's Degree in Science(B.Sc/BCA/ Equivalent) from AICTE approved Institute or recognized University.</p> <p>Desirable : Knowledge in Computer language such as C, C++, Java etc.,</p>	<p>Minimum <b>07 (SEVEN)</b> experience in the areas related to technical skills in Computers Management, Data Interpretation, Test equipment operation and maintenance, test results compilation etc., The candidate should also assist in Programme teams in Data generation, Documentation &amp; Record Management in MIS &amp; ERP.</p>

\* 02 Backlog vacancies reserved for PwBD (Visually Handicapped) category

#### 1. ONLINE SUBMISSION OF APPLICATION:

As described above for different posts, the applicants should ensure that, they satisfy the eligibility criteria (in respect of Age, Essential qualification, experience) as on the closing date of advertisement i.e., **29<sup>th</sup> January 2026 (1600 hrs)**. **The date for determining the eligibility of all the candidates in every respect shall be the prescribed closing date.**

a) Candidates are required to first register online at the ADA website ([www.ada.gov.in](http://www.ada.gov.in)) before closing date to avoid last minute network congestion.

b) On successful registration, the candidates may apply or fill the application form online separately for each post.

c) Applicants are advised not to change their registered mobile number or email as vital information regarding their shortlisting or selection status will be intimated through email/SMS.

d) Applicants are advised to fill in or upload documents for all their particulars carefully in the online application. **No correction in the data/application will be allowed and no document will be accepted once their application is finally submitted or locked.**

e) The candidates will have to produce all requisite certificates / related documents in Original for verification at the time of interview if and when called for.

f) Candidates are also advised to retain a printout/copy of the online application (pdf format) after submission.

g) Incomplete applications will be summarily rejected.



**2. Eligibility for Recruitment: -****2.1 Academic Requirements:**

- a) Candidates should be in possession of degree certificate awarded by a recognized University or equivalent.
- b) Candidates should possess the prescribed experience in the relevant field as mentioned under column **"Qualifications & Experience"** and **must have documentary proof for establishing the fact.**
- d) The prescribed Essential Qualifications/ experience is bare minimum and mere possession of same does not entitle candidate to be called for personal interview.

**Note : The period of study should not overlap with work experience.**

**3. Age Limit For Candidates**

(as on closing date of advertisement)

Sl No.	Post	Upper Age Limit (As on closing date of the advt.)
1.	Project Admin Assistant (PAA)	35 years
2.	Project Senior Admin Assistant (PSAA)	45 years
3.	Project Admin Officer (PAO)	50 years
4.	Project Technical Assistant (PTA)	35 Years
5.	Project Senior Technical Assistant (PSTA)	45 Years

**4. Nationality:-**

Only Indian Nationals need apply.

**5. Remuneration:**

The monthly emoluments authorized for different levels of Project Scientists is given below:

Sl No	Designation	Gross Salary per month
1	Project Admin Assistant	Rs. 35,220/-
2	Project Senior Admin Assistant	Rs. 47,496/-
3	Project Admin Officer	Rs. 59,276/-
4	Project Technical Assistant	Rs. 35,220/-
5	Project Senior Technical Assistant	Rs. 50,224/-
Annual increment of 7 % will be provided on Gross salary after completion of one year from the date of joining.		

**6. Work Experience:**

- 6.1 The required experience will be counted only after the date on which the essential qualification has been acquired.
- 6.2 All experience certificates / documents / orders indicating length and nature of experience for each employment record should be uploaded.
- 6.3 For all posts, candidates should have attained the current experience level below the post applied for before the closing date of the advertisement.



6.4 The period of experience rendered by a candidate on part time basis, daily wages, trainee or Apprenticeship training will not be counted while calculating the suitable experience.

6.5 Experience certificates/proofs should contain name of individual, designation, salary drawn, date of joining with CTC / leaving and areas of work.

6.6 Candidates should upload all experience certificates and latest salary slips, The length of experience i.e. date of joining and end date of each employment record should be available to verify the period of suitable experience.

6.7 The experience certificate/proof issued by Admin/ HR Head / Director / Principal / Dean / Registrar / Competent Authority of the Institution will only be acceptable. The experience certificates issued by Group/Division Head/ Project Head/ Professor or Head of department etc. will not be accepted.

## **7. Cadre Controlling Authority (CCA) Declaration and Acknowledgement:**

7.1 All serving candidates (whether in permanent/regular or temporary capacity) working in Government or in Government owned organizations (PSU/Joint venture, Government promoted societies and Government / Non-Government companies / Agencies / Entities where Government or Government promoted companies / Agencies / Entities have a combined controlling stake of 50% or more) **need to upload a signed declaration at the time of online submission of application** (as per format given on the website), undertaking that they have informed in writing to their **Cadre Controlling Authority (CCA)** that they have applied for the post in ADA, **failing which** their candidature will be rejected. **In case of any objection over application, the employer may directly communicate with ADA (email:adminhr.ada@gov.in/usha.ada@gov.in) regarding objection within 15 days of the closing date of online registration.**

7.2 These candidates will be required to produce the proof (in Original) of their communication with their employer i.e, THE INTIMATION TO THE EMPLOYER AND THE ACKNOWLEDGEMENT RECEIVED FROM THE EMPLOYER regarding their application for the desired post at the time of interview (if called for), failing which their candidature will be treated as cancelled.

7.3 Such candidates shall ensure that, the intimation will be made to the employer in the prescribed format only (available upon ADA website) else, the intimation in any other format will not be considered.

7.4 Such candidates should note that, in case a communication from the employer is received by ADA withholding the permission to the candidates applying for the post, their candidature will be liable for cancellation.

## **8. Screening and short listing**

8.1 Administrative Screening will be carried out for verification of identity, age, essential & higher qualifications and length of suitable experience at initial stage.

8.2 For all Administratively Eligible applications, **Screening Committee** will be carried out for verification of suitability of experience possessed by the candidates with the experience requirements advertised against each vacancy. The Committee screened applications will be shortlisted for further selection process by adopting any one or more of the following methods:

- On the basis of educational qualifications and / experience
- Relevancy of suitable experience
- On the basis of Desirable Qualification (DQ), if more than one DQ is prescribed, on any one or all of the DQs.

- By holding a Screening Committee Meeting including Experts from any Central Govt Organizations.

## 9. Selection Process:

9.1 The process of selection for the above posts of are given below:

Level / Post	Project Admin Assistant (PAA)	Project Senior Admin Assistant (PSAA)	Project Admin Officer (PAO)	Project Technical Assistant (PTA)	Project Senior Technical Assistant (PSTA)
<b>Level-1</b>	Skill test in English typewriting (on computer keyboard)	Skill test in English typewriting (on computer keyboard)	Written Test	Written Test	Written Test
<b>Level 2</b>	Written Test	Written Test	Personal Interview		Personal Interview
<b>Level 3</b>		Personal Interview			

### Note:

- (1) For PAA: Candidates should qualify in both the test levels i.e written & Skill test to get shortlisted for selection.
- (2) For PSAA: Candidates should qualify in all the test levels i.e written, Skill test & Interview to get shortlisted for selection.
- (3) For PAO: Candidates should qualify in both the test levels i.e written & Skill test to get shortlisted for selection.
- (4) For PTA: Candidates should qualify in the written test to get shortlisted for selection.
- (5) For PSTA: Candidates should qualify in both i.e written test & Interview to get shortlisted for selection.

9.2 Skill Test Norms for the posts of PAA & PSAA : English Typewriting on computer keyboard @ 30 w.p.m corresponding to 9000 KDPH on an average of 5 key depressions for each word.

9.3 The final selection of candidates will be purely on the basis of merit of marks scored by a candidate in the final personal interview only. The minimum qualifying marks required by the candidate in the personal interview **for consideration for selection** are **70% for all Unreserved vacancies and 60% for all reserved categories.**

9.4 All decisions 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.

## 10. Liability to serve:

As per the Central Government Rules, selected candidates will have the liability to serve anywhere in India including remote / field area locations.

## 11. Closing date :

Online submission will remain available on ADA website till **29<sup>th</sup> January 2026 (1600 hrs).**



**12. General Conditions:**

12.1 In case, the number of applications are high, the Screening Committee may adopt additional/higher criteria for shortlisting. The shortlisted applicants will be called for the selection process additional and subsequent stage(s), as applicable, on qualifying the same as per decision of the Committee.

12.2 For expeditious completion of the selection process, all communications in connection with the selection process will be undertaken only through electronic media and by way of announcements on ADA website. ADA reserves the right to fill or not fill any or all the posts advertised. ADA reserves the right to restrict the number of candidates at any stage of the selection process to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. The shortlisted candidates for the final Interview will be placed on the ADA website.

12.3 Addendum/Corrigendum, if any, with respect to this advertisement and/or related to the recruitment process will be uploaded in the ADA website only. No other means of communication will be used for the same. Therefore, candidates are advised to periodically visit ADA website for updates, if any.

12.4 Calling a candidate for interview conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.

12.5 Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. Candidates should possess a valid OBC certificate with non creamy clause as per GoI guidelines.

12.6 ADA may verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed any information, then his/her service shall be terminated and legal action may also be initiated against such candidates.

12.7 Candidates will be shortlisted for the selection process on the basis of the information furnished by them in their online application. They must ensure that such information is true. If at any subsequent stage or at the time of interview, any information given by them or any claim made by them in their online application is found to be false, their candidature will be liable to be rejected.

12.8 In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, ADA reserves the right to modify/withdraw/cancel any communication made to candidates.

12.9 Mere fulfilment of eligibility criteria does not guarantee that applicants will be called for the selection process.

12.10 ADA reserves the right to not fill up the posts, cancel the advertisement in whole or in part without assigning any reason and its decision in this regard will be final and binding. ADA also reserves the right to extend the closing date of receipt of applications.

12.11 In case of any disputes/ambiguity arising out of the recruitment, the decision of ADA shall be final. Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Bangalore only.

12.12 The candidates applying for the posts should ensure that they fulfil the eligibility conditions for the posts. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the eligibility conditions. Mere issue of call letter to the candidate will not imply that her/his candidature has been found eligible.



12.13 No TA will be paid for attending any stages of the selection process.

12.14 Canvassing in any form shall lead to disqualification of candidature.

12.15 No correspondence whatsoever will be entertained from candidates regarding conduct and result of selection process and reasons for not being called for selection process.

### 13. Reservation / Relaxation Benefits

Reservation / Relaxation benefits regarding age, qualifying criteria etc., are applicable to the SC/ST/OBC-NCL/EWS/PwBD candidates applying against vacancies earmarked for them, in accordance with the instructions/orders/circulars, as per Govt. of India orders.

13.1 It may be noted that, candidature in reserved category will remain provisional till the veracity of the concerned documents or ascertained by the appointing authority.

13.2 Candidates belonging to SC/ST/OBC-NCL/EWS/PwBD should upload a latest copy of caste certificate/other relevant certificate issued by the Competent Authority in the prescribed performa which may be downloaded from the ADA website <https://www.ada.gov.in>.

13.3 OBC (NCL) certificate should be issued by Competent Authority in Central Govt. prescribed format as in Annexure and also a self declaration in format given at Annexure shall be uploaded by the candidate, stating that he/she "does not belong to creamy layer". Otherwise, their claim for reservation (as OBC-NCL) will not be accepted and instead, they may be treated only as UR candidates, subject to fulfillment of all eligibility conditions. The caste/category of the candidates should have been included in the Central Lists of other backward castes. The OBC non creamy layer certificate is required to be valid at the time of crucial date of eligibility of the advertisement.

13.4 The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority as prescribed in the format at Annexure and it should be valid on crucial date of eligibility of the advertisement.

13.5 Candidates with physical disability of 40% or above only will be considered as Person with Benchmark Disability (PwBD) and will be entitled to reservation and other relaxation as permissible as per extant Govt. of India PwBD rules. A candidate willing to avail the benefit of reservation would have to upload a Disability Certificate issued by a Competent Authority as performa at Annexure.

### 14. Check List (Important Documents to be uploaded)

**Please ensure that:**

**THE MAXIMUM FILE SIZE OF EACH DOCUMENT/CERTIFICATE TO BE UPLOADED SHOULD NOT EXCEED 500 KB AND THE DOCUMENTS MUST BE LEGIBLE/READABLE AND NOT PASSWORD PROTECTED.**

14.1 **Date of Birth (DOB) proof** : Self attested Matriculation certificate/ High School certificate/Birth Certificate issued by appropriate Local Authority etc. Ensure that DOB proof mentions birth date.

14.2 **A recent passport size colour photograph** (size not exceeding 30 KB ; resolution of 110x140pixels).

14.3 Scanned sample of candidate's signature. (size not exceeding 30 KB ; resolution of 110x140pixels).

14.4 Self-attested certificates/testimonials regarding **Essential qualification** and Higher qualification along with mark-sheets, proof of CGPA conversion, employment and experience etc.



- 14.5 Duly signed **Cadre Controlling Authority** (CCA) declaration (if applicable).
- 14.6 In case of mismatch in candidate name and/or parent(s)name(s)of the candidate as mentioned in the application form with any of the documents/certificates being uploaded, the relevant affidavit in support shall essentially be uploaded.
- 14.7 Candidates should attach **all experience certificates** (with start and end date) and salary slips (start and end)]as proof of pay drawn for each of the employment/experience claimed. Pass Book entries, Bank Account statements etc will not be considered as salary proofs.
- 14.8 The period of experience claimed [like date of joining/date of leaving/current job status] should be easily verifiable from experience certificates/documents uploaded.
- 14.9 **The experience certificate has been issued by Competent Authority** like Admin/ HR Head / Director / Principal / Dean / Registrar / Head of the Organization only.
- 14.10 Upload requisite caste/disability certificate, in case you belong to SC/ST/OBC/Divyang category.
- 14.11 Retain a print out of the finally submitted online application.

#### 15. CAUTION

Misrepresentation or falsification of facts/information detected at any stage of the selection process or instances of misconduct/misbehaviour at any stage during selection process shall result in cancellation of candidature without any notice and no correspondence in this regard shall be entertained. Please note that ADA does not request for any payment at any stage of recruitment process. Candidates may note that no such demand, if any, should be entertained and the matter may be brought to the notice of the Director (Admin & HR) ADA by post to The Director (Admin & HR), ADA, PB No.1718, Vimanapura Post, Bengaluru – 560 017. The identity of the candidate will be kept confidential.

#### 16. Contact Details

For all queries related to this advertisement and applying online for this advertisement, please contact phone no. 080-2508 7002 or email at [adminhr.ada@gov.in](mailto:adminhr.ada@gov.in)/[usha.ada@gov.in](mailto:usha.ada@gov.in).