



Advt. Reference No.ADA:ADV-124:2024 dated 28/02/2024

RECRUITMENT TO THE POST(S) OF 'STENOGRAPHER' & 'DRIVER-I'

Aeronautical Development Agency is an Autonomous Body and a Society under the Department of Defence R&D, Ministry of Defence, Government of India entrusted with the task of Design and Development of LCA (Tejas) aircraft. ADA invites applications from Indian citizens for the following posts:

| Post SI No. | Name of the Post | Vacancy | Category | Pay Level (in the pay Matrix) | Minimum Basic Pay | Upper Age Limit (As on closing date of the advertisement) |
|-------------|------------------|---------|----------|-------------------------------|-------------------|---|
| 1. | Stenographer | 01 | General | Level-4 (Rs.25500-81100) | Rs.25,500/- | 30 Years |
| 2. | Driver-I | 02 * | General | Level-1 (Rs.18000-56900) | Rs.18,000/- | 30 Years |

* Out of the 02 vacancies for the post of Driver-I, one post is reserved for Ex-Serviceman

(A) Minimum Essential Qualification Requirements (EQR) for the posts:

| Post SI No.1: Stenographer | Post SI No.2: Driver - I |
|---|---|
| <p>Essential: (1) Atleast a Bachelor's Degree in Arts / Science / Commerce / Business Administration / Business Management from a recognized university.</p> <p>(2) Certificate of passing atleast in Junior English Shorthand and Junior English Typewriting exams conducted by any Government recognized Board of Education / institution or equivalent.</p> <p style="text-align: center;">OR</p> <p>Atleast a Bachelor's Degree in Arts / Commerce / Science / Business Administration / Business Management from a recognized university WITH Diploma in Secretarial / Commercial Practice conducted by any Government recognized Board of Education / institution or equivalent having Shorthand and Typewriting as part of the curriculum.</p> <p>Desirable: A Certificate course in Computer skills like MS-Word, Excel, Power Point, E-Mail, Internet etc. for routine office work.</p> | <p>Essential: Atleast a pass in VIII Standard from a Government recognized School WITH Possession of a valid Light and Heavy vehicle driving license issued by Government of Karnataka or any other State/Central Government.</p> <p>Nature of job: Operating and maintaining light and Heavy vehicles for transportation of goods and personnel. Keep record of vehicle usage and maintenance, to co-ordinate transport requirements and schedules accordingly.</p> |

(B) Minimum essential experience for the posts:

| Post SI No.1: Stenographer | Post SI No.2: Driver - I |
|---|--|
| Minimum 3 years post qualification experience as a Stenographer/Secretary in a reputed organization | Minimum 5 years experience in a reputed organization WITH knowledge of motor mechanism (The candidate should be able to identify and remove minor defects in vehicle) |



(C) How to apply:

1. The Candidates should ensure that they fully satisfy the eligibility criteria prescribed for the post and hence are advised to carefully go through the full text of the advertisement, instructions/ guidelines and also frequently asked questions (FAQs) available on our web-site before starting the process of application registration. A sample completed application is also available along for easy reference of the candidates.
2. All candidates must apply for the intended post online through the link: <https://www.ada.gov.in> (under recruitment/ADV-124) by first registering their basic details like name, date of birth (DOB), valid e-mail ID and Mobile phone number followed by password and confirm password.
3. After successful registration, the candidates may log-in by giving their Post applied, Email-ID & password as registered earlier and start filling their details like educational qualification, experience etc. The online application format is divided into five levels relating to personal info, educational qualification / skill, Work experience etc. and candidates must enter the required details in all levels of the online application form.
4. After entering the details in each level, the candidate must click the 'save' option to save all the details filled in the level. The application portal will not allow the candidate to proceed to the next level without completing and saving the details as required in the level.
5. After entering all the details from level-1 to level-4, the candidate must click 'save Draft & Exit' option before final submission of his/ her application. Before locking the application, candidate can preview the application to see all the details. After making sure that all the details entered by him/ her is correct and complete, the candidate must click 'Final Submit & Lock' for successful submission of his/her application.
6. After final submission, the candidate will neither have any option to edit/correct in his/her online application nor will any request for correction/ changes in the particulars entered by him/ her be entertained. Therefore, the candidates are advised to fill the online application form carefully.
7. On successful submission of the application online by the candidate, a system generated unique application number would be allotted which should be carefully preserved by the candidates for future reference. **No application number will be generated by the system if the candidate does not give 'Final submit & Lock' option under level 5 and all such applications will be treated as incomplete and invalid.**
8. In addition to registration on website, candidates should send print-out of their registered online application (downloaded from the given website) along with self-attested certificate copies of VIII Std pass (for Driver-1 post), proof of Date of Birth /SSLC, PUC, Diploma, Graduation, Experience proof, Caste Certificate, NOC, Driving Licence etc. by Registered / Speed Post to : **Sr.Admin Officer Gr-II, Aeronautical Development Agency, Vibhuthipura, Marathahalli Post, Bengaluru – 560037.** Self-attested Copies of all the certificates as mentioned above should be sent in an envelope of size 12" x 10" clearly mentioning **'ADV-124: Application for the post of STENOGRAPHER' OR 'DRIVER - I'** boldly on top of the envelope within seven days of final submission of the application on ADA web site.
9. The candidates should ensure that the application and copies of certificates in the envelope are **not folded** and are neatly tagged in the order of – : On-line application print-out (on top) followed by self-attested copies of current experience certificate, NOC (if applicable), previous experience certificates, Post Graduation Certificate with marks sheet, Graduation Certificate with marks sheet, Typewriting & Shorthand certificate (applicable to Stenographer post) Diploma / Computer Skill Certificate/ PUC/12th Std Certificate, SSLC/10th Std Certificate/ VIII Std pass certificate, Caste Certificate in the prescribed format, Govt. issued any photo ID /address proof, Date of Birth proof, Original Driving Licence and a copy of it (applicable to candidates for the post of Driver-I)
10. The candidates are advised to register and submit their application well before the last date. ADA will not be responsible if candidates are unable to submit their application in time due to last minute rush, unpredicted link loss, network congestion etc.

(D) Mode of selection:

The process of selection for both the posts involves two levels:

- (a) **For the post of Stenographer:** Level 1: Skill test in English typewriting (on computer keyboard) and English shorthand and Level 2: Written test comprising objective type of questions covering General English, General Intelligence & Reasoning ability, General Knowledge/Awareness, Quantitative Aptitude, Numerical ability and Arithmetic etc. (as Part-I) **and** Descriptive type of questions covering paragraph/precis writing, Letter writing etc.(as Part-II).

(b) **For the post of Driver-I:** Level-1:- Trade Test (Practical Test on Driving) and Level-2:- Written test that assesses the candidate's knowledge of traffic laws, road safety, simple vehicle mechanism, first aid etc.

Note: Candidates should qualify in both the tests i.e written test & Skill / Trade test to get shortlisted for selection.

(E) Skill / Trade Test Norms:

(a) **For the post of 'Stenographer'**

- (i) English Typewriting on computer keyboard @ 40 w.p.m corresponding to 12000 KDPH on an average of 5 key depressions for each word.
- (ii) Dictation in English: 10 minutes @ 80 w.p.m &
- (iii) Transcription: 50 minutes (on computer)

(b) **For the post of 'Driver-I'**

Trade Test includes driving light and heavy vehicle and identifying the parts of vehicle and knowledge of vehicle repair and service if any. Operating and maintaining light and heavy vehicles for transportation of goods and personnel. **The Trade/skill test will be evaluated on a 100-point scale with minimum 60% for qualification. No relaxation is allowed to SC/ST//OBC/Ex-servicemen candidates in the Trade/skill test.**

(F) Syllabus for the test:

(a) **For the post of 'Stenographer'**

| Part-I : Objective based multiple choice questions (MCQ) carrying one mark each. No Negative mark being provisioned (Total Marks:100). | | | | |
|---|--|------------------|---------------|---|
| Level of Test : upto 10 th standard | | | | |
| Sl No. | Section | No. of Questions | Maximum Marks | Topics |
| 1. | General English | 25 | 25 | Basics of English Language, its vocabulary, grammar, sentence structure, prepositions, synonyms, antonyms and its correct usage etc. |
| 2. | General Knowledge / General Awareness | 25 | 25 | Knowledge of current events and such matters of observation in daily life. Indian achievements in the area of Science & Technology, Sports etc in the recent past. The test will also include questions relating to India and its neighboring countries, History, Indian Geography, Indian Constitution, etc. |
| 3. | Quantitative Aptitude | 25 | 25 | Numerical ability and Arithmetic, relationship between Numbers, , basic Arithmetical functions, Percentages, Ratio and Proportion, Averages, Interest, Profit & Loss, Discount, Time and Distance, Ratio and time, Time and Work etc. |
| 4. | General Intelligence & Reasoning ability | 25 | 25 | Questions of verbal and non-verbal type on observations, similarities and differences, problem solving analysis, relationship concepts, arithmetical number series etc. |
| Total | | 100 | 100 | |
| Part-II: Subjective/Descriptive type of Questions (50 Marks) | | | | |
| Questions covering Paragraph writing, Precis writing Letter writing etc. | | | | |

(b) **For the post of 'Driver-I'**

| Objective based multiple choice questions (MCQ carrying one mark each Total Marks: 50. (No Negative mark being provisioned)) | | | | |
|--|---|------------------|---------------|---|
| Level of Test : upto 8 th standard | | | | |
| Sl No. | Section | No. of Questions | Maximum Marks | Topics |
| 1. | Provisions of Motor Vehicle Rules & Regulations | 10 | 10 | Operating Motor Vehicle, Eligibility and Issue of Licence, Traffic rules and control, Vehicle Insurance, Various penalties and procedure, Important sign and symbols, Accident claim tribunal and Accident claims, |
| 2. | General English | 15 | 15 | Synonyms, Antonyms, use of correct verbs, choosing appropriate given words and phrases to fill-in the blanks in sentences |
| 3. | Elementary Arithmetic | 10 | 10 | Simple Addition, Subtraction, Multiplication, Division, Percentage, Average |
| 4. | General Knowledge/ Current Affairs/ First-Aid | 15 | 15 | Names of important personalities like Central Ministers, Chief Minister and Governor of States, Service Chiefs, Head of Constitutional bodies like Election Commission etc. Capital of various states of India, Geography of India etc. |
| Total | | 50 | 50 | |

(c) The trade test for the post of Driver-I will be based on the following topics:

- (i) Ability to read English Numerals and Figures.
- (ii) Thorough knowledge of Traffic Regulations
- (iii) Good knowledge of Petrol and Diesel Engine working and be able to locate faults and rectify minor running defects. Knowledge on Electric and Hybrid Vehicles.
- (iv) Ability to clear carburetor, plug, change wheels and correctly inflate tyres.
- (v) Vehicle Inspection Test: Ability to inspect a vehicle to ensure it is safe to drive. This could include checking brakes, lights, tyre pressure and other critical vehicle components.
- (vi) Driving Skills Test: This is a practical test where the candidate must demonstrate driving skills. This may include maneuvers like parallel parking, reversing, turning, and general driving etiquette. The test route might consist of various types of roads and traffic conditions.

(G) General Conditions:

1. The posts are of regular in nature.
2. Experience certificate should only be from Government / Semi-Government agencies / Registered Companies / Societies / Trusts, etc. Experience Certificate from individuals will not be accepted.
3. Date of Birth filled by the candidate in the application form (matching with the date recorded in the Matriculation / Secondary Examination Certificate) will be accepted by ADA for determining the age. Candidates applying for Driver-I post may produce Birth certificate / PAN card / Driving License / Passport issued by appropriate Government authorities as proof for date of birth. **No subsequent request for change in date of birth will be considered or granted**
4. The qualification and experience prescribed above for the posts is bare minimum and mere possession of the same does not entitle candidates to be eligible for the post. The candidates should mention all qualifications/ experience in relevant field including those over and above the minimum qualification.

5. Applications complete in all respects and fulfilling the basic eligibility criteria in terms of qualification and experience as on the closing date for registration and successful submission of application only will be considered. Applications not registered on ADA web site, registered after the last date or otherwise incomplete will not be considered and no correspondence in this regard will be entertained. Applications received through any other mode will not be accepted and summarily rejected and candidates are also advised not to send resumes/ CV.
6. Candidates should forward self-attested copies of all certificates in proof of age, caste, skill, qualification and experience etc. as mentioned in para-C, Sl No.8 above as documentary proof of the claim in their application without which the application will not be considered.
7. For the Post of Stenographer, candidates should produce Original Degree Certificate at the time of written test / document verification and a copy of the Degree certificate may be forwarded alongwith the application as proof of Graduation completion. Provisional Degree certificate more than six months old from the date of issue, course completion certificate or Final year marks card / result declaration certificate will not be considered as proof of Degree qualification and all such applications will be rejected without any intimation to the candidate.
8. For the Post of Stenographer, experience gained by the candidate after successful completion of Graduation only will be considered (not applicable to candidates of EXSM category).
9. **For the post of Driver-1, experience will be considered only after obtaining a valid Driving License subject to fulfilling all other conditions as notified.**
10. Candidates having higher qualification and wanting to apply may note that they will neither be given any preference/weightage in selection nor higher pay just because of their higher qualification and no request on this will be considered / entertained.
11. Also, candidates by virtue of having qualification or experience higher than the one prescribed in the advertisement, shall not be given any edge over other candidates adequately qualified as per the advertisement. The selected candidates shall be offered only the advertised grade/ post.
12. The candidates must be in good mental and physical health condition for efficient discharge of their duties. The candidates shortlisted provisionally for selection may be subjected to a medical examination by the appointing/ competent authority before the offer of appointment is issued. If the candidate is found medically unfit, he/she will not be issued with offer of appointment. For candidates of PwBD category, the medical standards will be as per Govt. of India rules.
13. Relaxation in age allowed to candidates belonging to SC/ST/OBC category only if the vacancy is reserved for that particular category. No age relaxation will be provided if they apply under unreserved/ inappropriate category.
14. Persons with Benchmark Disability (PwBD) can apply to the posts suitable to them even if the post is not reserved for them. However, such candidates will be considered for selection to such post by general standard of merit.
15. Candidates belonging to 'Persons with Benchmark Disability' (PwBD) category would be eligible for the benefit of reservation under this category only if the relevant disability is not less than 40%. Those candidates should submit a disability certificate in the prescribed format issued by the competent authority. (please see Annexure)
16. In case of PwBD candidates, relaxation in age-limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities. If a person with disability is entitled to age concession by virtue of being a Government Servant, concession to him/ her will be admissible either as a 'person with disability' or as a Govt. Servant' whichever may be more beneficial to him/her.
17. Ex-Servicemen shall be allowed to deduct the full period of actual military service from his actual age and if the resultant age does not exceed the prescribed maximum age by more than three years, he shall be deemed to be within age limits. Candidates applying under ex-servicemen category must produce a certificate as per Annexure.
18. **A Candidate serving in the Armed Forces, who on retirement from service would come under the category of 'Ex-Servicemen 'may also apply one year before the completion of the specified term of engagement.** All such candidates must submit a certificate issued by the competent authority in the prescribed pro forma as per Annexure and an undertaking that his appointment is subject to producing of documentary evidence about his release/ retirement/ discharge from the armed forces and qualify as an Ex-serviceman in terms of rules ibid, also to be submitted as per Annexure.
19. Ex-Servicemen, who have already availed the re-employment benefit as applicable to ex-servicemen in civil side under State / Central Government for appointment on regular basis, are not eligible for claiming the benefit of reservation under Ex-servicemen category.

20. The candidate has to select that particular category to which they belong i.e. General / SC/ ST/ OBC when registering their application for the post. Candidates applying for more than one post should register separate application.
21. The selected candidates will be required to resign from their previous organization and they will not be permitted to join ADA on lien / deputation basis. Their career will start afresh in ADA from the date of joining and no fresh weightage will be given or considered for earlier experience or qualification to claim any benefits and no correspondence in this regard will be entertained.
22. The candidates must enclose a copy of Aadhar Card / Voter-ID / PAN card or any other Govt. issued Identity proof alongwith the application and should produce the original when called for Document verification / written test failing which they shall not be allowed to appear for the test.
23. Candidates who are already employed under Central/State Govt./Semi Govt./PSUs/ Autonomous Bodies/Armed Forces should forward their application through proper channel with **“No Objection Certificate”** from the employer concerned duly indicating their Application registration number to **‘Senior Admin Officer Gr-II’**, Aeronautical Development Agency, Vibhuthipura, Marathahalli Post, Bengaluru – 560037 with all other testimonials as mentioned under para C, Sl No.8 above failing which, their application will not be considered. Applications forwarded through proper channel should reach **ADA by the date of Document verification / written test.**
24. Candidates must ensure that their experience certificates should clearly mention all the required details like name of the company with full address, telephone number/FAX number, email id and the employee/ex-employee name with designation held/last held, salary, date of join, date of relieving, nature of duties performed/performing, name and designation of the authority issuing the experience/ relieving letter etc. Applications not supported with proper experience certificates or not clearly establishing the period/length of experience as claimed in their application by the candidates will not be considered. ADA may also verify authenticity of the experience letters provided by the candidates incase of requirement.
25. Selected candidates will be governed by the ‘National Pension System’ (NPS) applicable to Central Govt. employees appointed on or after 01.01.2004.
26. ADA reserves the right to relax the experience in the case of highly deserving candidates. ADA also reserves the right to select/ reject any candidate at any time during the process of recruitment.
27. Part time experience will not be considered for calculation of number of years of experience.
28. The above vacancies as notified may vary depending upon the actual requirement and ADA reserves the right to fill up the vacancies partially, not to fill up all or any of the vacancies as advertised, if it so desires at any stage.
29. Any genuine clarification/ information/ guidance regarding the advertisement or candidate’s application etc. may be sent by mail only on admin-hr.ada@gov.in. No mail asking for advice / eligibility for the post will be entertained.
30. Candidates coming from outstation to attend the document verification/ test may make their own arrangements for their travel to stay at Bengaluru and no TA/DA will be paid by ADA.
31. Candidates should keep checking ADA web site regularly for updates regarding the recruitment status like date of document verification/ written/ skill test announcement, call letter dispatch / download etc as no further information will be published in the news papers. Candidates are advised to visit only the official website of ADA.
32. Banned items: Electronic gadgets like Mobile phones, blue tooth, pen drive, laptops, calculators, wrist watches or any other communication devices etc. are strictly NOT allowed inside the exam hall. Any candidate found carrying any of the banned item (as mentioned above) inside the examination will be liable for rejection of his/her candidature and any other action as appropriate to ADA including debarment from future examinations. Candidates are advised in their own interest not to bring any of the banned items including mobile phones etc. to the venue of the examination, as arrangements for safe keeping cannot be assured.
33. Candidates to abide by such instructions which may be given by the supervisors of the test. If any candidate fails to do so or indulge in improper conduct, he/she will be liable for expulsion from the test or other appropriate action as ADA may deem fit to impose.
34. Candidates to the post of Driver-I should produce Original Driving License.
35. No interim correspondence will be entertained.
36. Canvassing in any form will be a disqualification.

37. Candidates may also note that they will be shortlisted for the Test based on the information provided by them in their on-line application and the testimonial copies provided by them as documentary evidence in support of their claim/ eligibility for the post. As such, they must ensure that the information provided by them on their age, caste, education, experience etc. is true and correct. If at any stage during or after the process of the selection, any information given by them or any claim made by them in their on-line application / testimonials is found to be false, their candidature will be liable to be rejected and they may also be debarred either permanently or for a specified period by ADA for future selections.

(H) Important points to remember for candidates:

1. Please keep all your marks card / certificates in hand while entering your details in the online application form which will help in easy submission of your application.
2. Please ensure that you have given 'Final Submit & Lock' under level 5 otherwise, your application will not be considered and no application number will be generated for such applications.
3. Ensure that print out of the application with self attested copies of certificates is sent to ADA by registered/ speed post otherwise your application will not be considered.

| IMPORTANT DATES | |
|--|----------------------------------|
| CRUCIAL DATE OF ELIGIBILITY | 06/04/2024 |
| OPENING DATE & TIME OF APPLICATION REGISTRATION ON ADA WEB SITE | 16/03/2024 from 1000 Hrs onwards |
| CLOSING DATE & TIME OF SUBMISSION OF APPLICATION ON ADA WEB SITE | 06/04/2024, Time: 1700 Hrs |
| LAST DATE FOR RECEIVING HARD COPIES OF APPLICATIONS AT ADA | 20/04/2024 |
| TENTATIVE DATE OF DOCUMENT VERIFICATION / SKILL / WRITTEN TEST | WILL BE ANNOUNCED IN ADA WEBSITE |

Abbreviations used: - UR: Unreserved; SC: Scheduled Castes; ST: Scheduled Tribes; OBC: Other Backward Classes (Non-Creamy Layer); EXSM: Ex-Servicemen; EWS: Economically Weaker Sections; and PwBD: Persons with Benchmark Disability

Director (Admin & HR)
ADA

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