



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



Advt. Ref : ADA:CR 01/24

22nd February 2024

**Sub : Inviting Applications from Retired Government officials :
Engagement of 'Consultant' (Non-Technical) at ADA**

ADA invites applications from retired officials from Central Government/ State Government and their Autonomous Bodies / PSU(s) having considerable experience of functioning in State / Central Government offices / Ministries / Departments for engagement as 'consultant'. The details on the requirement are given below:-

| Post Sl No. | Area of Engagement | Pay Level at the time of Retirement | Vacancy | Annexure No. (for details on the post) |
|-------------|---|-------------------------------------|---------|--|
| 1. | Administration & Establishment/ Human Resources | Pay Level-10/11/12 | 01 | Annexure-1 |
| 2. | Materials Management | Pay Level-13 | 01 | Annexure-2 |

2. Eligibility Criteria:

- Officers/ Officials who have retired from Central and its autonomous bodies., PSUs, Govt. R&D Organizations/Armed Forces and possessing practical knowledge and experience in the field for which he/she is applying (as per TOR enclosed).
- He/ She should have effective communication (both oral and written) and interpersonal skills with a strong flair for in-depth examination of his/her areas of work.
- Persons possessing experience of having worked with ADA/DRDO would be accorded preference during selection/ appointment.
- No retired government Servant shall be eligible for appointment as a Consultant unless there is a gap of Fifteen (15) days between his / her retirement and appointment as consultant.
- Age Limit: - The maximum age limit for all categories of retired employees for applying will be 63 years as on closing date of application.

3. Remuneration:

- A fixed monthly consolidated remuneration shall be admissible based on the last Pay drawn in the Pay level / Pay Scale at the time of retirement from Government service. There will be no annual increment / percentage increase during the period of Consultancy. A fixed monthly amount as conveyance allowance for the purpose of commuting between the residence and the place of work shall also be allowed. The amount so fixed shall remain unchanged for the term of Consultancy. The applicable Remuneration is mentioned in the concerned Annexure against the particular post.

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(b) **Allowance:** Consultants shall not be entitled to any kind of allowance/ benefit such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CHSS, Medical reimbursement etc. However, should they require to travel inside the country in connection with the official work of the organization, he/she would be entitled to TA/DA at the rate commensurate with his/her Grade of Pay/ Pay level (as may be applicable) from which he/she retired.

4. **Place of Posting (for both the posts) : ADA Hqrs, Bangalore**
5. **Selection Procedure:** Shortlisted candidates meeting the prescribed qualification and eligibility criteria will be required to attend interview at ADA, Bangalore and No TA/DA will be provided by ADA for this purpose. All Communication in this regard shall be made in the postal address or through email ID furnished by the candidate in his/her application.
6. Interested & eligible retired officials of Government/PSU/Autonomous Bodies may submit their applications in the enclosed Format at Annexure along with copy of documents as referred in the application in an envelope of **A4 size** by post to **Sr.Admin Officer Gr-II, Aeronautical Development Agency, Vibhuthipura, Marathahalli Post, Bangalore-560037** clearly superscribing 'Application for Consultant(CR-01/24)' on top.
7. Candidates may also send a scan copy of their application alongwith testimonials as attachment by mail to admin-hr.ada@gov.in **on or before 7th March 2024.**
8. **Last date for receiving Applications by post at ADA / scanned copies by e-mail : 7th March 2024.**

List of Enclosures:

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|-------------|---|
| Annexure-1 | Terms of Reference (TOR) for Admin & HR matters |
| Annexure-2 | Terms of Reference (TOR) for MM matters |
| Appendix-I | Terms & Conditions of Engagement |
| Appendix-II | Proforma of Application |

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