



“हर काम देश के नाम”

# रक्षा लेखा महानियंत्रक

उलान बटाररोड, पालम, दिल्ली छावनी -110010  
CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665500/55

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आज़ादी का  
अमृत महोत्सव

email: hqan2.cgda@gov.in

No. AN/II/2407/Deput. Misc./2023

दिनांक: 13.07.2023

To

**All PCsDA/PCA(FYA)/CsDA (including PIFA/IFA)/ AN – IV section (Local)  
(Through CGDA Website)**

**Subject:** Filling up of the post of Chief Administrative Officer (CAO) in Aeronautical Development Agency on deputation basis.

Please find enclosed copy of Aeronautical Development Agency under Ministry of Defence No. ADA:ADM:EST:Dep-Corr:2023 dated 12th June 2023 and dated 07/07/2023 wherein application has been invited to fill up 1 (One) post of Chief Administrative Officer (CAO) in Aeronautical Development Agency in Pay Level-11 or Pay Level-12 on deputation basis.

2. It has been decided to call for names of willing and eligible officers amongst SAOs for filling up the post of Chief Administrative Officer (CAO) in Aeronautical Development Agency, Ministry of Defence. Application of willing and eligible SAOs with at least 2 years stay at the present station as well as Certificate (to be filled by the authority forwarding the application) regarding Vigilance clearance certificate and Integrity Certificate, details of major/minor penalty(ies), if any, imposed during the last 10 years, along with preceding 5 years APARs/MTPARs/ACRs duly attested may be forwarded to this HQrs office so as to reach by **28.07.2023** positively.

3. While forwarding the names of willing officers to HQrs office, it may please be ensured that the officer has completed mandatory “Cooling off” period of three years in case the officer has recently served on a deputation post.

4. The application received after the due date or found incomplete will not be considered.

Encl : As above.

(Pradeep Kumar)  
Sr.Accounts Officer (AN)

**Copy to:**

IT&S Wing (Local) - With request to upload the same on CGDA Website.

— Sd —

(Pradeep Kumar)  
Sr. Accounts Officer(AN)

Telephone : 080 - 2508 7370/7484  
Telefax : 080 - 2523 7106  
E-Mail : [admin-hr.ada@gov.in](mailto:admin-hr.ada@gov.in)



**Aeronautical Development Agency**  
(Administration & HR Department)  
Ministry of Defence, Govt. of India  
PB No. 1718, Vimanapura Post  
Bangalore - 560 017, INDIA

ADA:ADM:EST:Dep-Corr:2023

07 July 2023

Controller General of Defence Accounts (CGDA)  
Ulan Batar Road, Palam, Delhi Cantt  
New Delhi – 110 010

**Kind Attn : Shri Pradeep Kumar, Sr. Accounts Officer (AN)**

Sub: Deputation to the post of Chief Administrative Officer (CAO) to ADA

Dear Madam/Sir,

Reference is made to your letter No.AN/II/2407/ADA dated 30<sup>th</sup> June 2023.

2. The information required is provided as follows:

No. of post/Vacancies	01
Pay Level in Pay Matrix	Pay Level -11 or Pay Level - 12
Eligibility Criteria	Bachelor's degree from a recognized University and Group 'A' officer in Defence Accounts Department holding analogous post on regular basis in Pay Level 11 or Pay Level 12.
Experience	Administrative/Establishment/Service Matters as per FR & SR, CCS, CCA and all other rules application to organizations in Govt of India including pay fixation, leave, LTC and other topics.
Period of Deputation	Initially for a period of 2 years and extendable as per rules
Age limit	55 years upper age limit

3. It is requested that wide publicity may be given to the above requirement and a list of officers for consideration and selection may be sent to ADA. The bio-data of the officers and copies of APARs for the last 5 years may also be sent.

4. We solicit your favourable response so that the post could be filled at the earliest.

Thanking you,

Yours truly,

(Sankaraiyah Mada)  
Director (Admin & HR)



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**ADA**  
**AERONAUTICAL DEVELOPMENT AGENCY**  
(Ministry of Defence, Govt. of India)  
P B No. 1718, Vimanapura Post, Bangalore - 560 017, India

**SANKARAIHA MADA**

Scientist / Engineer 'H'  
Outstanding Scientist  
Director (Admin & HR)

ADA:ADM:EST:Dep-Corr:2023

12 June 2023

Controller General of Defence Accounts (CGDA)  
Ulan Batar Road, Palam, Delhi Cantt  
New Delhi – 110 010

Sub: Deputation to the post of Chief Administrative Officer (CAO) to ADA

Dear Madam/Sir,

Reference is made to this office letter No. ADA:ADM:EST:Dep-Corr:2023 dated 15/05/2023 & 18/04/2023 respectively (copies are enclosed for ready reference).

2. In our above referred letters, we requested for deputation of Group 'A' officer in Defence Accounts Department holding analogous post in pay level 11 or 12 on regular basis. However, as there was no response for these pay levels, an Administrative Officer in a lower pay scale may please be deputed on priority.

3. It is requested that wide publicity may be given to the above requirement and a list of officers for consideration and selection may be sent to ADA. The bio-data of the officers and copies of APARs for the last 5 years may also be sent.

4. We solicit your favourable response so that the post could be filled at the earliest.

Thanking you,

Yours truly,



(Sankaraiah Mada)  
Director (Admin & HR)

Telephone : 080-2508 7484  
TeleFax : 080-2523 7106  
E-Mail : [admin-hr.ada@gov.in](mailto:admin-hr.ada@gov.in)



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Aeronautical Development Agency  
(Administration & HR Department)  
Ministry of Defence, Govt. of India  
PB No. 1718, Vimanapura Post  
Bangalore – 560 017, INDIA

ADA:ADM:EST:Dep-Corr:2023

18 April 2023

Controller General of Defence Accounts (CGDA)  
Ulan Batar Road, Palam, Delhi Cantt  
New Delhi – 110 010

Sub: Deputation to the post of Chief Administrative Officer (CAO) to ADA

Dear Madam/Sir,

Reference is made to this office letter No.ADA:ADM:EST:Dep-Corr:2023 dated 15/02/2023 (copy is enclosed for ready reference).

2. It is requested that wide publicity may be given to the above requirement and a list of officers for consideration and selection may be sent to ADA. The bio-data of the officers and copies of APARs for the last 5 years may also be sent.
3. We solicit your favourable response so that the post could be filled at the earliest.

Thanking you,

Yours faithfully,

(Sankaraiyah Mada)  
Director (Admin & HR)

Encl : As Stated

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**ADA**  
**AERONAUTICAL DEVELOPMENT AGENCY**

(Ministry of Defence, Govt. of India)  
PB No. 1718, Vimanapura Post, Bangalore - 560 017, India

**SANKARAIHA MADA**

Scientist / Engineer 'H'  
Outstanding Scientist  
Director (Admin & HR)

ADA:ADM:EST:Dep-Corr:2023

15 Feb 2023

Controller General of Defence Accounts (CGDA)  
Ulan Bator Road, Palam, Delhi Cantt  
New Delhi – 110 010

Sub: Deputation to the post of Chief Administrative Officer (CAO) to ADA

Dear Madam/Sir,

Aeronautical Development Agency (ADA) is an autonomous body under the Dept. of Defence R&D, Ministry of Defence, GOI. Apart from design and development of LCA (Tejas), ADA is also entrusted with various other projects of national interest. The competent authority, DG-ADA has approved one post of Chief Administrative Officer in Pay Level-12 to be filled on deputation basis, from Defence Accounts Dept. and is to be filled through deputation of suitable officers from Defence Accounts Dept. The post is at ADA Hqrs, Bangalore.

2. The period of Deputation and other terms will be as per relevant Government orders on the subject. The details of the post and the required qualifications, experience etc. are given below:

<b>Name of the post</b>	Chief Administrative Officer (CAO)
<b>Age Limit</b>	The incumbent should have a minimum of three years residual/ left over service leading to superannuation.
<b>Education Qualification</b>	Bachelor's degree from a recognized University and group 'A' officer in Defence Accounts Department holding analogous post on regular basis in Pay Level 12 or with 5 years experience in Pay Level-11.
<b>Experience</b>	Administration/Establishment/Service Matters as per FR & SR, CCS, CCA and all other rules application to organizations in Govt of India including pay fixation, leave, LTC and other topics.

3. It is for the information of the prospective candidates that ADA follows pay and allowances as per Central Government Rules. Further, medical reimbursement scheme under (CHSS) as applicable to ADA employees can be extended to the selected candidates.

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ADA:ADM:EST:Dep-Corr:2023  
15 Feb 2023

- 4. It is requested that wide publicity may be given to the above requirement and a list of officers for consideration and selection may be sent to ADA. The bio-data of the officers and copies of APARs for the last 5 years may also be sent.
- 5. We solicit your favourable response so that the post could be filled at the earliest.

Thanking you

Yours faithfully



(Sankaraiyah Mada)  
Director (Admin & HR)