

F. No. A-12026/02/2019-NA  
National Authority  
Chemical Weapons Convention  
Cabinet Secretariat

1<sup>st</sup> Floor Chanakya Bhawan,  
Chanakypuri New Delhi-110021

Chief Secretary's Office  
Dy. No.: 144284  
Date: 13-11-19

Date: 5<sup>th</sup> November, 2019

To

- (1) All Ministries/ Departments of the Govt. of India (including M/o Railways and M/o Defence)
- (2) Chief Secretaries of all State Governments and Union Territories.

Subject: Filling up the One post of Technical Officer in the National Authority, Chemical Weapons Convention, Cabinet Secretariat on deputation basis.

I am directed to refer to this Office letter No.A-12026/01/2019-NA dated 11.03.2019 , 05.07.2019 and Letter No. A-12026/02/2019-NA dated 06.09.2019 (copies enclosed) on the above mentioned subject and to say that with the approval of the Competent Authority the last date for receiving of applications for the post of Technical Officer has been further extended upto 02.01.2020. Details in this regard may be seen on the website of NACWC [www.nacwc.in](http://www.nacwc.in).

2. It is requested that the vacancy notice may kindly be widely circulated to their concerned Public Sector Undertakings, Statutory Bodies, Autonomous Bodies and Universities/ Research Institutes under the Central and State Government/ Union Territories.

Yours faithfully,

  
(S.R. Meena)

Under Secretary & HoO  
Phone: 24675528  
Fax: 24675767

Services-II Branch  
Dy. No. 144284  
Date: 15/11/19

  
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Cabinet Secretariat  
National Authority Chemical Weapons Convention  
1<sup>st</sup> Floor, Chanakya Bhavan, Chanakyapuri, New Delhi-21  
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Subject: Filling up the One post of Technical Officer in the National Authority Chemical Weapons Convention, Cabinet Secretariat on deputation basis.

The vacancy circular for One post of Technical Officer was published in the Employment News dated 04-10 May, 2019 and further extension for receiving of application for the ibid post through proper channel were published in the Employment News dated 03.09 August, 2019 & 28<sup>th</sup> September to 04<sup>th</sup> October, 2019.

2. Due to poor response, now, it has been decided to further extend the last date of submission of applications upto 02.01.2020. Details in this regard may be seen on the website of NACWC i.e. [www.nacwc.in](http://www.nacwc.in).



(S.R. Meena)

Under Secretary & Head of Office  
Phone- 011-24675528, Fax-011-24675767  
Email- [deputysecretary.nacwc@nic.in](mailto:deputysecretary.nacwc@nic.in)



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F. No. A-12026/1/2019-NA  
Government of India  
Cabinet Secretariat  
National Authority Chemical Weapons Convention  
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1<sup>st</sup> Floor Chanakya Bhawan,  
Chanakypuri New Delhi-11021  
Dated the 11<sup>th</sup> March, 2019

To

- (1) **The Joint Secretary (Admn.)**, all Ministries/ Departments of the Govt. of India (including Ministry of Railways and Ministry of Defence).
- (2) **The Chief Secretaries** of all State Governments and Union Territories.

**Subject: Filling up the posts of Deputy Director and Technical Officer in the NACWC, Cabinet Secretariat on deputation basis - regarding.**

The National Authority Chemical Weapons Convention (NACWC), an office under the Cabinet Secretariat, Government of India, is a nodal agency for implementation of the provisions of Chemical Weapons Convention (CWC) and CWC Act, 2000 and accordingly acts as the focal point for liaison with the Organization for Prohibition of Chemical Weapons (OPCW), The Hague, Netherlands with respect to all matters relating to the CWC.

2. The NACWC proposes to fill up the existing/ anticipated vacancies in the NACWC by the officers qualified in the field of Chemistry/ Chemical Engineering/ Technology etc. by deputation including short term contract in accordance to the Recruitment Rules. Details of the aforesaid vacancies are as under:

Sl. No.	Name of the post and category	scale of pay	No. of vacancy
i.	<b>Deputy Director</b> (General Central Services Group A, Gazetted, Non-Ministerial)	Pay Band – 3 (Rs.15600-39100) plus Grade Pay of Rs. 6600/- (pre-revised)	<b>One</b>
ii.	<b>Technical Officer</b> (General Central Services Group B, Gazetted, Non-Ministerial)	Pay Band – 2 (Rs. 9300 – 34800) plus Grade Pay of Rs. 4800/- (pre-revised)	<b>One</b>

3. The details of posts i.e. scale of pay and allowances admissible, duties and responsibilities, field of selection, place of posting, qualifications and experience required for the posts are enclosed at **ANNEXURE- I** and **ANNEXURE- II** respectively. The period, tenure and other terms of deputation will be governed by the Recruitment Rules of the respective post(s) and other standard terms and conditions of deputation including short term contract as prescribed by Government of India from time to time.

4. Applications of the interested officers, who are working on regular basis and have completed their period of probation, should be forwarded in the prescribed proforma (**Annexure- III**) to the Under Secretary & Head of Office, National Authority Chemical Weapons Convention (NACWC), 1<sup>st</sup> Floor, Chanakya Bhawan, Chanakypuri, New Delhi - 110021 **within sixty days** from the date of publication of the advertisement in Employment News. All applications must be forwarded to the NACWC through proper channel. Advance copies of the applications will not be entertained.



5. While forwarding the application by the cadre controlling Authority, it may be ensured that the applicant meets the prescribed eligibility criteria and in case of any equivalent qualification, grade, scale, experience etc a **certificate of eligibility with the approval of the competent authority should be furnished**. In addition, the following documents may also please be sent to this office along with the application.

- i. A certificate to the effect that the concerned forwarding/ parent Department/ Ministry have "**No Objection**" to the appointment of the applicant to the post.
- ii. Complete ACRs dossier/ attested copies of the ACRs of the applicant for the past 5 years. In case the ACRs for a particular year are not available, then the ACRs for the preceding years should be sent with justification.
- iii. A certificate about the integrity of the officer recommended for appointment on deputation.
- iv. Vigilance Clearance in respect of the applicant including status of vigilance cases, pending or contemplated should be intimated under the signature of an officer of appropriate status.
- v. A statement indicating major/ minor penalty imposed during the last 10 years.

6. The candidates, who apply for the post(s) mentioned in para- 2 above, will not be allowed to withdraw their candidature subsequently.

7. It is requested that the vacancy notice may kindly be widely circulated to the concerned offices, Public Sector Undertakings, Statutory Bodies, Autonomous Bodies and Universities / Research Institutes under the Central and State Government/ Union Territories.

Yours faithfully,



(S. R. Meena)

Under Secretary to the Govt. of India

Tel. No.: 011 - 2467 5528

Fax No.: 011 - 2467 5767

E-mail: [sr.meena76@nic.in](mailto:sr.meena76@nic.in)

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National Authority  
Chemical Weapons Convention  
Cabinet Secretariat

1<sup>st</sup> Floor Chanakya Bhawan, Chanakyapuri New Delhi-110021  
Date July 05, 2019

To

- (3) All Ministries/ Departments of the Govt. of India (including M/o Railways and M/o Defence)
- (4) Chief Secretaries of all State Governments and Union Territories.

Subject: Filling up the post of Deputy Director and Technical Officer in the National Authority, Chemical Weapons Convention, Cabinet Secretariat on deputation basis- -regarding.

I am directed to refer to the Vacancy published in the Employment News dated 4-10 May, 2019 and this Office letter of even number dated 11.03.2019 inviting applications of the eligible officers on the above mentioned subject and to say that the last date of submission of applications for filling up the posts of Deputy Director and Technical Officer is further extended upto 04.09.2019.

Yours faithfully,



(S.R. Meena)

Under Secretary & HoO

Phone: 24675528

Fax: 24675767



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F. No. A-12026/02/2019-NA  
Government of India  
Cabinet Secretariat  
National Authority Chemical Weapons Convention  
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1<sup>st</sup> Floor Chanakya Bhawan,  
Chanakyapuri New Delhi -110021  
Date: 6<sup>th</sup> September, 2019

To

- (1) **The Joint Secretary (Admn.)**, all Ministries/ Departments of the Govt. of India (including M/o Railways and M/o Defence);
- (2) **The Chief Secretaries** of all State Governments and Union Territories.

**Subject: Filling up the One post of Technical Officer in the National Authority, Chemical Weapons Convention, Cabinet Secretariat on deputation basis - regarding.**

I am directed to refer to this Office letter No. A-12026/01/2019-NA dated 11.03.2019 and 05.07.2019 (copies enclosed) respectively on the above mentioned subject and to say that with the approval of the Competent Authority the last date for receiving applications for the one post of Technical Officer has been further extended up to 3<sup>rd</sup> November, 2019. Details in this regard may be seen on the website of NACWC [www.nacwc.in](http://www.nacwc.in).

2. It is requested that the vacancy notice may kindly be widely circulated to their concerned Public Sector Undertakings, Statutory Bodies, Autonomous Bodies and Universities/ Research Institutes under the Central and State Government/ Union Territories.

Yours faithfully,



(S. R. Meena)

Under Secretary & HoO  
Phone: 24675528



Name and scale of the post	<b>Technical Officer</b> , General Central Services Group A, Gazetted, Non-Ministerial, Pay scale - Rs. 6500-200-10500 equivalent to Pay Band- 2 (Rs. 9300-34800) plus Grade Pay of Rs. 4800 (Pre-revised). Allowances like DA, HRA, Transport Allowance etc. will be admissible as per rules and orders of the Central Government
Duties and responsibilities in general (only indicative)	<ul style="list-style-type: none"> <li>(i) To function as Escort officer for purposes of international inspections and enforcement officer under the CWC Act;</li> <li>(ii) To collect and prepare various statutory declarations to the OPCW, as required under the Convention;</li> <li>(iii) Implementation of the declaration regime for chemical units under CWC Act;</li> <li>(iv) Technical inputs on all policy matters relating to the Convention;</li> <li>(v) Providing training to concerned officers and staff of the Central/State Governments;</li> <li>(vi) Collection of data base of declarable facilities under CWC Act;</li> <li>(vii) Preparation of various reports, statistics and data required to fulfill obligations under the Convention;</li> <li>(viii) Any other duty assigned by the competent authority.</li> </ul>
Field of Selection, qualifications and experience	<p>Deputation (including short term contract).</p> <p>Officers under the Central Government failing which from officers of the public sector undertakings or State or Union territories or Universities or recognized research institutes or autonomous bodies or statutory organizations:-</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or Department; or</p> <p>(ii) with three years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 5500 - 9000 equivalent to Pay Band- 2 (Rs. 9300-34800) plus Grade Pay of Rs. 4600 (pre-revised) or equivalent in the parent cadre or Department; or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.5000-8000 equivalent to Pay Band- 2 (Rs. 9300-34800) plus Grade Pay of Rs. 4200 (pre-revised) or equivalent in the parent cadre or Department;</p> <p style="text-align: center;"><b>and</b></p> <p>(a) Possessing the following educational qualifications and experience:-</p> <p><b>ESSENTIAL:</b></p> <ul style="list-style-type: none"> <li>(i) Masters' Degree in Chemistry or Industrial Chemistry or Degree in Chemical Technology or Chemical Engineering from a recognized University or Institute or equivalent.</li> <li>(ii) Two years' experience in a managerial technical position in a technical or research organization or industrial concern engaged in the field of organic chemicals and organic chemical industry.</li> </ul> <p>(period of deputation(including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications).</p>

**BIO-DATA PROFORMA**

1. Name and Address in Block letters :
2. Date of birth (in Christian era) :
3. Date of retirement under Central/State Government/Parent Office Rules :
4. Educational Qualifications :
5. Post for which application is being submitted :
6. Whether Educational and other qualifications required for the post are satisfied. (If any qualifications have been treated as equivalent to be the one prescribed in the rules, state the authority for the same):

Affixed  
Latest Passport  
size photograph

Sl. No.	Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
(1)		
(2)		
(3)		

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:
8. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the same below is insufficient:

Sl. No.	Office / Institute / Organization	Post held	From	To	Scale of pay and Basic Pay	Nature of duties

9.
  - (i) Nature of present employment, i.e., adhoc or temporary or permanent (Regular):
  - (ii) Designation:
  - (iii) Scale of pay:
  - (iv) Basic pay:
  - (v) Date of regular appointment to present post:
10. In case the present employment is held on deputation/contract basis, please state:
  - (a) The date of initial appointment:
  - (b) Period of appointment on deputation/ contract:



19 (c) Name of the parent office/ organization to which you belong:

11. Additional details about present employment. Please state whether working under:
- (a) Central Government
  - (b) State Government
  - (c) Public Sector Undertakings of Central Government
  - (d) Public Sector Undertakings of State Governments/UTs
  - (e) University
  - (f) Statutory body
  - (g) Autonomous body under Central Government
  - (h) Autonomous body under State Governments/ Union Territory

12. Are you in the Revised Scale of Pay? If you are substantively in a post of this scale of pay or its equivalent, give the date from which pre-revised scale

13. Total emoluments per month now drawn

14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose separate sheet, if the space is insufficient

15. Whether belongs to SC/ST/OBC

16. Remarks, if any.

Signature of the candidate

Date .....

Address .....

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.....

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Tel. ....

Fax. ....

e-mail ID .....

Countersigned .....

Employer