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F No A-12026/1/2013-NA
National Authority
Chemical Weapons Convention
Cabinet Secretariat

1st Floor Chanakya Bhawan, Chanakyapuri New Delhi-110021
Date 5th September, 2018

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 post of Advisor and Technical Officers in the National Authority, Chemical Weapons Convention, Cabinet Secretariat on deputation basis.

I am directed to refer to this Office letter of even number dated 05.03.2018 and 30.07.2018 (copies enclosed) on the above mentioned subject and to say that the last date for receiving applications for the post of Advisor and Technical Officer has been further extended upto 04.11.2018 and which may be seen on the website of NACWC 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
File No. 121877
Date 20/09/18

F. No. A-12025/1/2013-P/A
National Authority
Chemical Weapons Convention
Cabinet Secretariat

1st Floor Chanakya Bhawan, Chanakyapuri New Delhi-110021
Date : March, 2013

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 post of Advisor and Technical Officers in the National Authority, Chemical Weapons Convention, Cabinet Secretariat on deputation basis

National Authority Chemical Weapons Convention(NACWC) an office under Cabinet Secretariat and is the nodal agency for implementation of the provisions of Chemical Weapons Convention(CWC) and the focal point for liaison with the Organization for Prohibition of Chemical, Weapons Convention (OPCW), The Hague, Netherlands under the CWC Act, 2000.

2. NACWC proposes to fill up the vacancies in NACWC by officers qualified in the field of Chemistry, Chemical Engineering/Technology by deputation or short term contract as per the Recruitment Rules for the following technical post;

- (i) Advisor (General Central Services Group A, Gazetted, Non-Ministerial), Pay Band-4, Rs.37400 - 67000, Grade Pay Rs.8900/-(pre-revised) - one post.
- (ii) Technical Officer (General Central Services Group B, Gazetted, Non-Ministerial), Pay Band-2, Rs.9300 - 34800, Grade Pay Rs.4800/-(pre-revised) - two posts

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 at **Annexure-I (1 & 2)**. The period, tenure and other terms of deputation will be governed by the recruitment rules of the above posts and other standard terms and conditions of deputation as prescribed by Government of India from time to time.

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

5. While forwarding the application by the Cadre Authority it may be ensured that the applicant meets the eligibility criteria stated in **Annexure-I** 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 alongwith the application.

- i. A certificate to the effect that the concerned forwarding parent Department/Ministry has "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 posts mentioned in Annexure -I, will not be allowed to withdraw their candidature subsequently.

7. 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,



(Vikas Srivastava)

Under Secretary & HoO

Tel. No.: 011-23793211

Fax No.: 011-24675767

E-mail: v.srivastava92@nic.in

Name and scale of the post	<p>Advisor Pay Band-4 (₹ 37400-67000 plus Grade Pay ₹ 8900- (VI CPC) (pre-revised scale of ₹ 16400-450-20000) Allowances likes DA, HRA, Transport Allowance will be admissible as per rules and orders of the Central Government</p>
Duties and responsibilities in general (only indicative)	<ol style="list-style-type: none"> To function as the Chief Escort officer for purposes of international inspections and enforcement officer under the CWC Act; To coordinate and file various statutory declarations to the OPCW as required under the Convention; Implementation of the declaration regime for chemical units under CWC Act; Technical inputs on all policy matters relating to the Convention; Providing training to concerned officers and staff of the Central/State Governments; Management of data base of declarable facilities under CWC Act; Coordination of all technical issues relating to the Convention. Any other duty assigned by the competent authority
Method of recruitment, Field of Selection, qualifications and experience	<p>Deputation (including short term contract) 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> <ol style="list-style-type: none"> <ol style="list-style-type: none"> Holding analogous post on regular basis in the parent cadre or Department; or; With two years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of ₹ 14300-18300 or equivalent in the parent cadre or Department; or with eight years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of ₹ 12000-16500 or equivalent in the parent cadre or Department; and Possessing the following educational qualifications and experience:- <p>ESSENTIAL:</p> <ol style="list-style-type: none"> Masters' Degree in Chemistry or Industrial Chemistry or Degree in Chemical Technology or Chemical Engineering from a recognized University or Institute or equivalent. Twelve 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 out of which four years' experience of Administration of chemical units or implementation of the provisions of Chemical Weapons Convention Act and enforcement of law interaction with State Government or International Organization. <p>(Period of deputation) including short term contract) including period of deputation (including short term contract) in another ex-cadre pos. 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>

Name and scale of the post	<p>Technical Officer Pay Band-2 (₹ 9300-34800 plus Grade Pay ₹ 4800+1M1 GPC) pre-revised scale of ₹ 6500-200-10500 Allowances like DA, HRA, Transport Allowance will be admissible as per rules and orders of the Central Government</p>
Duties and responsibilities in general (only indicative)	<ul style="list-style-type: none"> i. To function as Escort Officer for purposes of international inspections and enforcement officer under the CWC Act, ii. To collect and prepare various statutory declarations to the OPCW, as required under the Convention; iii. Implementation of the declaration regime for chemical units under CWC Act, iv. Technical inputs on all policy matters relating to the Convention, v. Providing training to concerned officers and staff of the Central/State Governments; vi. Collection of data base of declarable facilities under CWC Act, vii. Preparation of various reports, statistics and data required to fulfill obligations under the Convention. viii. Any other duty assigned by the competent authority.
Method of recruitment, Field of Selection, qualifications and experience	<p>Deputation (including short term contract) 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> <ul style="list-style-type: none"> (a) Holding analogous post on regular basis in the parent cadre or Department; or (i) with three years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of ₹ 5500-9000 or equivalent in the parent cadre or Department; or (ii) with six years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of ₹ 5000-8000 or equivalent in the parent cadre or Department; and (b) Possessing the following educational qualifications and experience:- <p>ESSENTIAL:</p> <ul style="list-style-type: none"> i. Masters' Degree in Chemistry or Industrial Chemistry or Degree in Chemical Technology or Chemical Engineering from a recognized University or Institute or equivalent. 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. <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

	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:

	Office/Institute/Organization	Post held	From	To	Scale of pay and Basic Pay	Nature of duties

9.
 - (i) Nature of present employment, i.e., ad hoc or temporary or permanent (Regular)
 - (ii) Designation
 - (i) Scale of pay
 - (ii) Basic pay
 - (iii) 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

(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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Tel.

Fax.

e-mail ID

Countersigned

Employer