

F. No. A-12026/1/2015-NA(part)  
National Authority  
Chemical Weapons Convention  
Cabinet Secretariat



1<sup>st</sup> Floor Chanakya Bhawan, Chanakya Park New Delhi-110021  
Date 20<sup>th</sup> November, 2018

To

- (1) 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.
- (3) All 26 concerned institutions/ offices.

Subject: Filling up the post of Joint Director 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 09.07.2018 and 04.10.2018 (copies enclosed) on the above mentioned subject and to say that the last date for receiving applications for the post of Joint Director has been further extended upto 31.12.2018. Details in this regard may be seen on the website of NACWC i.e. [www.nacwc.in](http://www.nacwc.in).

2. It is requested that the vacancy notice may kindly be widely circulated to the 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  
Diary No. \_\_\_\_\_  
Date \_\_\_\_\_

F. No. A-12026/1/2015-NA(part)  
National Authority  
Chemical Weapons Convention  
Cabinet Secretariat

1<sup>st</sup> Floor Chanakya Bhawan, Chanakypuri New Delhi-110021  
Date 4<sup>th</sup> October, 2018

To


- (1) 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.
- (3) All 26 concerned institutions/ offices.

**Subject:** Filling up the post of Joint Director 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 09.07.2018 and (copy enclosed) on the above mentioned subject and to say that the last date for receiving applications for the post of Joint Director has been further extended upto 15.11.2018. Details in this regard may be seen on the website of NACWC i.e. [www.nacwc.in](http://www.nacwc.in).

2. It is requested that the vacancy notice may kindly be widely circulated to the 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

No A.12026/1/2015-NA (Pl. 2)  
Government of India  
Cabinet Secretariat  
**National Authority, Chemical Weapons convention**

1<sup>st</sup> Floor, Chanakya Bhavan,  
Chanakyaपुरi, New Delhi - 21  
Dated the 6<sup>th</sup> July, 2018

To,

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

**Subject: Filling up the post of Joint Director in National Authority, Chemical Weapons Convention, Cabinet Secretariat - regarding.**

Sir/ Madam,

I am directed to say that the National Authority, Chemical Weapons Convention in the Cabinet Secretariat invites applications for one post of Joint Director, General Central Services, Group A, Gazetted, Non-Ministerial, Pay Band Rs. 15600-39100, Grade Pay Rs. 7600/- (Pre-revised). The said post will be filled up by deputation of officers from among the Central Government Officers under the Central Government failing which from officers of the Public Sector Undertakings or State or Universities or officers of the Public Sector Undertakings or Union Territories or Universities or recognized Research Institutes or Autonomous Bodies or Statutory organizations. The details of post i.e. scale of pay and allowances admissible, duties and responsibilities, field of selection, place of posting, qualifications and experience required for the post are at **Annexure I**. The officer selected for appointment on deputation may either retain their grade pay in the pay band applicable to him plus deputation allowance and other allowances as admissible in the parent cadre, or draw his grade pay in the appropriate pay band indicated against the post. The period and terms of deputation will be governed by the Recruitment Rules and the standard terms of deputation as prescribed by Government of India from time to time.

2. Applications in the prescribed proforma (**Annexure II**) of interested and eligible officers, who are working on regular basis and have completed their period of probation, may be forwarded, through proper channel, to the Under Secretary & Head of Office, National Authority, Chemical Weapons Convention, 1<sup>st</sup> Floor, Chanakya Bhavan, Chanakyaपुरi, New Delhi - 110021, **within 45 days of the date of this advertisement in the Employment News**, for consideration for appointment on deputation against the post mentioned in Annexure I. Advance copies of the applications will not be entertained.

3. While forwarding the application, the following documents may also be sent to this office along with the application:

- (i) A certificate to the effect that the concerned forwarding/ parent Department/Ministry has "NO OBJECTION" to the appointment of the application to the post applied for in the National Authority.
- (ii) Complete ACRs dossier/ attested copies of the ACRs of the applicant.
- (iii) A certificate about the integrity as well as statement of minor/ major penalty with regard to the officer recommended for appointment on deputation.
- (iv) Vigilance Clearance in respect of the applicant duly signed by the officer of the appropriate status.
- (v) A statement indicating the Vigilance Cases, if any, pending or contemplated against the applicant during the last ten years/ service period, whichever is less.

4. The candidates who apply for the posts mentioned in Annexure I will not be allowed to withdraw their candidature subsequently.

5. It is requested that the vacancy notice may kindly be widely circulated in your Ministry/Department and also to the concerned Public Sector Undertakings, Statutory Bodies, Autonomous Bodies, Attached/ Subordinate and Field Offices, Universities/Research Institutions under the Central and State Governments/ Union Territories.

6. The circular and other terms and conditions are also available on the website of the National Authority Chemical Weapons Convention, Cabinet Secretariat i.e. [www.nacwc.nic.in](http://www.nacwc.nic.in).

Yours faithfully,



(S. R. Meena)

Under Secretary & Head of Office

Tel.: 2467 5528

Fax: 2467 5767

**Copy to:-**

1. **Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi** with a request to upload this circular on the website of the DoPT for wider publicity.
2. **Under Secretary (Admn.1), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.**

### Recruitment Rules

<p><b>Name and scale of the Post</b></p>	<p><b>Joint Director, General Central Services, Group A, Gazetted, Non-Ministerial. Pay Band Rs 15600-39100, Grade Pay Rs.7600/- (Pre-revised)</b></p> <p>Allowances like DA, HRA, CCA will be admissible as per rules and orders of the Central Government as amended from time to time.</p>
<p><b>Duties and responsibilities</b></p>	<p>(i) To function as the Escort Officer for purposes of international inspections and enforcement officer under the CWC Act.</p> <p>(ii) To Coordinate and file various statutory declarations to the OPCW, as required under the Conventions.</p> <p>(iii) Implementation of the declaration regime for chemical units under CWC Act.</p> <p>(iv) Technical inputs on all policy matters relating to the Convention;</p> <p>(v) Providing training to concerned officers and staff of the Central / state Governments;</p> <p>(vi) Management of data base of declarable facilities under CWC Act.</p> <p>(vii) Coordination of all technical issues relating to the Convention.</p>
<p><b>Method of recruitment, Field of selection, qualifications and experience</b></p>	<p><b>Deputation (including short term contract)</b></p> <p>Officers under the Central Government falling within 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 five years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 15600-39100, Grade Pay Rs. 6600/- or equivalent in the parent cadre or Department;</p> <p><b>and</b></p> <p>(b) Possessing the following educational qualification and experience:-</p> <p><b>ESSENTIAL:</b></p> <p>(i) Masters degree in Chemistry or Industrial Chemistry or Degree in Chemical Technology or Chemical Engineering from a recognized University or Institute or equivalent.</p> <p>(ii) Ten 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> <p>(Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding to this appointment in the same or some other organisation 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**

Affixed  
Latest Passport  
size photograph

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) :

	Qualifications / Experience required	Qualifications / Experience possessed by the officer
(i)		
(ii)		
(iii)		
(iv)		

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 :
- (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 Undertaking of Central Government
- (d) Public Sector Undertaking of State Government (s) / UT(s).
- (e) University
- (f) Statutory body
- (g) Autonomous body under Central Government
- (h) Autonomous body under State Government(s) / UT(s)
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

Date .....

Address .....

Tel: .....

Fax: .....

e-mail ID .....

Countersigned .....

Employer