

F.No. M-21012/27/2019-TECH
Government of India
Cabinet Secretariat
National Authority Chemical Weapons Convention

1 Floor, Chanakya Bhawan, Chanakya Puri
New Delhi, Dated 30th August 2019

OFFICE MEMORANDUM

Subject: - Call for nominations for a course on Analytical Skills Development at the Indian Institute of Chemical Technology Hyderabad, India from 25 November – 6 December 2019 - regarding.

Please find enclosed copy of International Cooperation Assistance Division, Technical Secretariat (TS), Organization for prohibition of Chemical Weapon (OPCW) Note No. S/1784/2019 dated 12 August 2019, calling for nominations for the analytical skills development course (ASDC) at the Indian Institute of Chemical Technology (IICT) in Hyderabad, India from 25 November to 6 December 2019.

2. The nomination of suitable, qualified and experienced Analytical Chemist/Officer of suiting the requirements of the course, along with documents stated in the said TS Note may please be sent to this office **latest by 30th September 2019**. The head of the concerned Department/Organization may also certify that the applicant is clear from vigilance angle and that no departmental proceeding against him are either contemplated or enquired into. The applicant needs to send application adhering Annexes, as per revised guidelines of NACWC available on website (www.nacwc.nic.in).

3. It is further informed that, the said course is purely technical in nature and is meant for the qualified analytical chemists working in a chemical laboratory or research institution with at least five years practical experience. The Course will facilitate the participants acquiring further skills in the analysis of chemicals related to national implementation of the CWC; enhance national capacities by offering training in analytical chemistry to personnel from industry, academic institutions, and governmental laboratories; facilitate the adoption of good laboratory practices; and broaden the pool of human resources from which National Authorities and the TS can draw in the future.

Application form must be accompanied with the following documents:

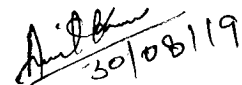
- (a) A curriculum vitae;
- (b) A one page description of the candidate's practical experience;
- (c) A letter of recommendation from applicant's supervisor of the candidate in his or her institution that addresses the candidate's qualifications in accordance with paragraph 5 above and attests to the relevance of the course to the work of the institution; and

Applicants who have already participated in the above programme previously will not be considered for the course. After attending the course the participant has to submit a presentation and workshop report to NACWC.

4. It is further informed that, the 'Revised Guidelines for OPCW sponsored Events' issued and hosted on the NACWC website, must be followed while forwarding the nomination to this office.

Enclosure: As above

Yours Sincerely



Dr Amit Kumar

Technical Officer

Tel. +91-11-24675524

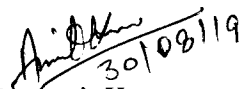
Fax. +91-11-24675767

Email-dramit.cabsec@gov.in

To,

1. The Director General, Indian Chemical Council (ICC), Sir Vithaldas Chambers, 6th Floor, 16, Mumbai Samachar Marg, Mumbai-400001, Maharashtra, with a request to place the OM their website.
2. The Joint Secretary (Training) & CVO, Department of Defence, Ministry of Defence, South Block, Central Secretariat, Rajpath Marg, New Delhi, Delhi-110011.
3. The Joint Secretary (Disaster Management), Hall 'B' 3rd Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001
4. The Deputy Director General, Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, 344, A-wing, 3rd floor, Shastri Bhawan, New Delhi-110001
5. The Director General (Life Sciences), Defence Research & Development Organization, Room No. 338, DRDO Bhawan, New Delhi-110011
6. The Director General, CSIR & Secretary DSIR, Council of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi, Delhi 110001
7. The Vice Chancellor, Harcourt Butler Technical University, Nawabganj, Kanpur, Uttar Pradesh-208002
8. The Director, Indian Institutes of Technology-Gandhinagar, Vishwakarma Government Engineering College Complex, Chandkheda, Visat-Gandhinagar Highway, Ahmedabad, Gujarat-382424.
9. The Director, Indian Institutes of Technology-Guwahati, Dr. Brajendra Nath Raychoudhury Road, IIT Guwahati-781039, Assam
10. The Director, Indian Institute of Technology-Hyderabad, Ordnance Factory Estate, Yeddumailaram-502205, Telangana
11. The Director, Indian Institute of Technology-Indore, IET-DAVV Campus: IIT INDORE (IITI), M-Block, IET-DAVV Campus, Khandwa Road, Indore-452 017, Madhya Pradesh.
12. The Director, Indian Institute of Technology-Jodhpur, Old Residency Road, Ratanada, Jodhpur-342011, Rajasthan.
13. The Director, Indian Institute of Technology-Kanpur, Kalyanpur, Kanpur-208016, Uttar Pradesh.

14. The Director, Indian Institute of Technology-Kharagpur, Kharagpur-721302, West Bengal.
15. The Director, Indian Institute of Technology-Madras, IIT Post, Chennai-600036, Tamil Nadu.
16. The Director, Indian Institute of Technology-Mandi, PWD Rest House, Near Bus Stand, Mandi-175001, Himachal Pradesh.
17. The Director, Indian Institute of Technology-Patna, Navin Government Polytechnic Campus, Patliputra Colony, Patna-800 013, Bihar.
18. The Director, Indian Institute of Technology-Roorkee, Roorkee-247667, Uttarakhand.
19. The Director, Indian Institute of Technology-(Banaras Hindu University), Varanasi-221005, Uttar Pradesh.
20. The Director, Indian Institute of Science, Bangalore-560 012, Karnataka.
21. The Director, Indian Institutes of Technology Bhubaneswar, Samantapuri, Rear side of Hotel Swosti Plaza, Bhubaneswar-751013, Orissa.
22. The Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior-474002, Madhya Pradesh.
23. The Director, Institute of Pesticide Formulation Technology (IPFT), Udyog Vihar, Sector-20, Gurugram-122016, Haryana.
24. Director, National Chemical Laboratory, Dr. Homi Bhabha Road, Pune-411 008, Maharashtra.
25. The Director, Indian Institutes of Technology-Bombay, Powai, Mumbai-400076, Maharashtra.
26. The Director, Indian Institutes of Technology-Delhi, Hauz Khas, New Delhi-110016.


30/08/19
Dr Amit Kumar



S/1784/2019
12 August 2019
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR A COURSE ON ANALYTICAL SKILLS
DEVELOPMENT AT THE INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY
HYDERABAD, INDIA
25 NOVEMBER – 6 DECEMBER 2019**

Purpose of the course

1. The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States that it will hold an analytical skills development course (ASDC) at the Indian Institute of Chemical Technology (IICT) in Hyderabad, India from 25 November to 6 December 2019. The aims of the course are to: assist qualified analytical chemists from Member States with economies that are developing or in transition in acquiring further experience and practical knowledge; facilitate the analysis of chemicals related to national implementation of the Chemical Weapons Convention (hereinafter “the Convention”); enhance national capacities in these Member States by offering training in analytical chemistry to personnel from industry, academic institutions, and government laboratories; facilitate the adoption of good laboratory practices; and broaden the pool of human resources from which National Authorities and the Secretariat can draw in the future.

Content

2. The ASDC will have two parts:
 - (a) The first week will focus on basic training and gaining hands-on experience in gas chromatography (GC) and gas chromatography-mass spectrometry (GC-MS). Participants will receive theoretical and practical training in GC and GC-MS, covering hardware, system validation and optimisation, and troubleshooting.
 - (b) The second week will focus on the preparation of environmental samples and GC and GC-MS analyses of such samples for chemicals related to the Convention. During this week, participants will be provided with intensive hands-on training in the preparation of different sample matrices for subsequent analysis by GC with element-selective detectors and by GC-MS in electron-impact and chemical-ionisation modes. Participants will also be introduced to a range of extraction, clean-up, and derivatisation procedures.
3. The ASDC will accommodate a maximum of 20 participants from Member States with economies that are developing or in transition. The Secretariat will select the



participants based on their qualifications and experience. Only selected candidates will be notified by the Secretariat. The Secretariat encourages qualified female candidates to apply for this course.

Sponsorship

4. The cost of the courses themselves, as well as accommodation for all participants, will be covered by the Secretariat. In addition, the Secretariat will pay for international travel, meals, and medical and travel insurance for all participants.

Admission requirements

5. The course is open to those who:
 - (a) have a minimum of a first degree (BSc or equivalent) in chemistry or analytical chemistry from a recognised university or institution, with relevant practical and theoretical experience in analytical chemistry, especially in GC and GC-MS;
 - (b) are citizens of Member States whose economies are developing or in transition; and
 - (c) have been working in a chemical laboratory or research institution in their home country for at least five years.
6. The course will be conducted in English. Candidates must therefore have a strong command of both written and spoken English. Any candidate who is found not to meet this requirement upon arrival may not be allowed to continue the course.

Selection procedure

7. Applications will be carefully screened on the basis of the criteria specified in paragraph 5 above. Only the most suitable applicants will be interviewed. Applicants who have already participated in ASDC programmes will NOT be considered for selection.

Application procedure

8. Interested applicants from National Authorities and their relevant stakeholders are invited to apply online through Eventus—the OPCW event management system (<https://apps.opcw.org/eventus>). Applicants should create an account in Eventus and then register for the training course. Please note that all questions marked with an asterisk (*) in the online form must be answered and an endorsement letter from the National Authority must be attached in order for the nomination to be received and for the candidate to be considered for this event. The endorsement form, which is attached to this Note as Annex 2, must be uploaded during the course registration process. Interested applicants who, for technical reasons, are unable to submit their application online via Eventus are requested to email the application form (Annex 1) along with the endorsement from the National Authority to icb@opcw.org with a reference to the name and location of the event in the subject line of the message. All applications must be received by the Secretariat **no later than 14 October 2019**.

9. Application forms must be accompanied by the following:
 - (a) a curriculum vitae;
 - (b) a one-page description of the candidate's practical experience;
 - (c) a letter of recommendation from the supervisor of the candidate in his or her institution that addresses the candidate's qualifications in accordance with paragraph 5 above and attests to the relevance of the course to the work of the institution; and
 - (d) an endorsement by the National Authority.
10. Incomplete or improperly completed applications cannot be considered.
11. Additional information about the seminar may be obtained from the International Cooperation Branch in the International Cooperation and Assistance Division of the OPCW. The OPCW contact persons for the seminar are Mr Rohan Perera (Tel: +31 (0)70 416 3615) and Ms Julia González (Tel: +31 (0)70 416 3239); they may also be reached by email (icb@opcw.org).

Annexes:

- Annex 1: Application Form
Annex 2: Endorsement Form

Annex 1

**COURSE ON ANALYTICAL SKILLS DEVELOPMENT
AT THE INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY
HYDERABAD, INDIA
25 NOVEMBER – 6 DECEMBER 2019**

APPLICATION FORM

1. Before completing this form, applicants should read the guidelines presented in the cover note to confirm their eligibility.
2. Applicants should complete sections 1 to 4, attach the documents listed in section 5, and sign the form at section 6. The form should then be sent to either their National Authority or the Permanent Representation of their country to the OPCW in The Hague, with a request to complete the endorsement form (Annex 2).
3. The National Authority or the Permanent Representation should complete the endorsement form (Annex 2) and forward it to the International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands, so that it is received **no later than 14 October 2019**.

Please type or use BLOCK LETTERS

SECTION 1. PERSONAL AND CONTACT DETAILS			
Family name of nominee*			
First name(s)*			
Work address			
Home address			
Date of birth	Day	Month	Year
Citizenship			
Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Date of expiry	Day	Month	Year
Place of issue			
Email address			
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		

* Please give the first and family names exactly as they appear in the nominee's passport.

** For this and all like items, please tick the appropriate box.

SECTION 5. SUPPORTING DOCUMENTATION

Please attach the following documents to your application:

- (a) a letter of recommendation from your supervisor, which confirms your qualifications in accordance with paragraph 5 of the cover Note to which this form is annexed, and that attests to the relevance of this course to the work of the institution at which you are working;
- (b) an updated curriculum vitae;
- (c) a one-page description of your practical experience; and
- (d) a photocopy of the personal identification pages of your passport.

Applications without full supporting documentation cannot be accepted.

SECTION 6. SIGNATURE OF APPLICANT

Signature: _____

Date: _____

Annex 2

**COURSE ON ANALYTICAL SKILLS DEVELOPMENT
AT THE INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY
HYDERABAD, INDIA
25 NOVEMBER – 6 DECEMBER 2019**

ENDORSEMENT BY THE NATIONAL AUTHORITY

This form must be signed, duly sealed, and uploaded while submitting your application online (<https://apps.opcw.org/eventus>)

Please type or use BLOCK LETTERS

I, _____, Head/Chief Coordinator of the
National Authority of the State Party of _____, on behalf
of the Government of _____, hereby endorse the application
of Mr/Ms _____, holding
the position/designation of _____
in the Office/Division/Branch of _____,

as indicated in the attached application form, for participation in analytical skills development course (ASDC) at the Indian Institute of Chemical Technology (IICT) in Hyderabad, India from 25 November to 6 December 2019.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: