

File No. M-21012/5/2024-TECH
Government of India
Cabinet Secretariat
National Authority Chemical Weapons Convention

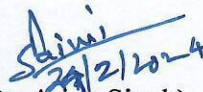
1st Floor, Chanakya Bhawan, Chanakypuri,
New Delhi, dated 23 February, 2024.

OFFICE MEMORANDUM

Subject: Online Proficiency Testing Course from 03 to 14 June 2024 – regarding.

India is a signatory to the Chemical Weapons Convention (CWC). The Organization for the Prohibition of Chemical Weapons (OPCW), with headquarters at the Hague, The Netherlands is the implementing body of CWC. National Authority Chemical Weapons Convention (NACWC) functions as the main agency responsible for facilitating the participation of its officials and other Indian nationals in training courses conducted by OPCW in the field of the Convention.

2. In this regard, please find enclosed herewith a copy of the Technical Secretariat Note No. S/2251/2024 dated 16 February 2024, received from OPCW, seeking nominations on the above-mentioned subject course.
3. In line with above, nominations of suitable, qualified and experienced candidates of suiting the requirements of the course, along with relevant documents, passport copies following the 'Revised Guidelines for OPCW sponsored events' issued by NACWC (enclosed) may please be sent to this office **latest by 15 April 2024** through online portal – OPCW Training Management System (<https://training.nacwc.in>). Further, keeping in view the purpose of the course, selection will be done based on their qualifications and experience. Applicants who have already participated in the similar previous programme(s) may not be nominated for the course.
4. After attending the course, the participant has to submit a report and a presentation to the National Authority.
5. This issues with the approval of Competent Authority.


(Dr. Arjun Singh)
Joint Director-NACWC
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Tel: +91-11-24675465
Fax: +91-11-24675767

To,

1. The Director General, Indian Chemical Council (ICC), Sir, Vithaldas Chambers, 6th Floor, Mumbai Samachar Marg, Mumbai – 400 001, Maharashtra.
2. The Director General, CSIR & Secretary DSIR, Council of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi – 110 001
3. The Secretary, Department of Defence R&D and Chairman, DRDO, DRDO Bhawan, Rajaji Marg, New Delhi-110011
4. The Secretary (DARE) & DG, Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers' Welfare, Krishi Bhawan, New Delhi – 110001
5. The Secretary, Department of Health Research and Director General, Indian Council of Medical Research (ICMR), Department of Health Research, 2nd Floor, IRCS Building, 1, Red Cross Road, New Delhi – 110001

6. The Joint Secretary, Department of Science & Technology (DST), Technology Bhawan, New Mehrauli Road, Block C, Adchini, New Delhi – 110016.
7. The President, Association of Indian Universities (AIU), AIU House, 16 Comrade Indrajit Gupta Marg (Kotla Marg), Landmark: Opposite National Bal Bhawan, Near I.T.O', New Delhi -110002
8. The Chief Controller of Explosives, Petroleum and Explosives Safety Organisation (PESO), A-Block, CGO Complex, Fifth floor, Seminary Hills, Nagpur, Maharashtra - 440006
9. The Director General, Indian Council of Agricultural Research (ICAR), Krishi Bhawan, Raisina Road, Opposite Rail Bhawan, New Delhi – 110001.
10. The Director General, Directorate General of NDRF, 6th floor, NDCC-II Building, Jai Singh Road, New Delhi – 110001.
11. The Director General (Life Sciences), Defence Research & Development Organisation, Room No. 338, DRDO Bhawan, New Delhi – 110 011.
12. Colonel PP (Concepts & Training), Directorate General of Perspective Planning (CBRN), General Staff Branch, IHQ of Ministry of Defence (MoD), (Army), Room No.-123, 'A' Wing, Sena Bhawan, New Delhi – 110011.
13. The Joint Secretary (IS-I), Internal Security-I Division, North Block, Ministry of Home Affairs, New Delhi – 110001.
14. The Joint Secretary, AYUSH Bhawan, B Block, GPO Complex, INA Colony, New Delhi – 110023.
15. The Joint Secretary (Admin), Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi – 110003.
16. The Joint Secretary (Admin), Department of Biotechnology (DBT), Ministry of Science & Technology, 6th-8th Floor, Block-2, CGO Complex, Lodhi road, Pragati Vihar, New Delhi – 110003.
17. The Joint Secretary (Plant Protection), Department of Agriculture Cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare, A-wing, Krishi Bhawan, New Delhi – 110001.
18. The Joint Secretary (Administration), Department of Atomic Energy (DAE), Anushakti Bhavan, Chhatrapati Shivaji Maharaj Marg, Mumbai – 400001, Maharashtra.
19. The Joint Secretary (Training) & CVO, Department of Defence, Ministry of Defence, South Block, Central Secretariat, Rajpath Marg, New Delhi – 110 011.
20. The *Additional Secy* (Disaster Management), *Ministry of Home Affairs*, Room No. 193A1, *North Block*, New Delhi – 110 001
21. The Joint Secretary, Department of Chemicals & Petrochemicals (DCPC), ministry of Chemicals & Fertilizers, 344, A-Wing, 3rd floor, Room No. 341A, Shastri Bhawan, New Delhi – 110 001
22. The Director, Indian Institute of Technology - Bhubaneswar, Argul - Jatni Rd, Kansapada, Odisha 752050
23. The Director, Indian Institute of Technology - Bombay, Main Gate Rd, IIT Area, Powai, Mumbai, Maharashtra 400076
24. The Director, Indian Institute of Technology - Mandi, Parashar Road, Tehsil Sadar, Near Kataula, Kamand, Himachal Pradesh 175005
25. The Director, Indian Institute of Technology - Delhi, IIT Delhi Main Rd, IIT Campus, Hauz Khas, New Delhi, Delhi 110016
26. The Director, Indian Institute of Technology - Indore, Khandwa Rd, Simrol, Madhya Pradesh 453552.
27. The Director, Indian Institute of Technology - Kharagpur, Kharagpur, West Bengal – 721302
28. The Director, Indian Institute of Technology - Hyderabad, IITH Road, Near NH-65, Sangareddy, Kandi, Telangana 502285
29. The Director, Indian Institute of Technology - Jodhpur, NH 62, Surpura Bypass Rd, Karwar, Rajasthan 342030
30. The Director, Indian Institute of Technology - Kanpur, Kalyanpur, Kanpur, Uttar Pradesh 208016,

31. The Director, Indian Institute of Technology - Madras, Indian Institute Of Technology, Chennai, Tamil Nadu 600036
32. The Director, Indian Institute of Technology - Gandhinagar, Palaj, Gandhinagar, Gujarat - 382355,
33. The Director, Indian Institute of Technology - Patna, Indian Institute of Technology Patna, Bihta, Patna, Bihar - 801103
34. The Director, Indian Institute of Technology - Roorkee, Roorkee - Haridwar Highway, Roorkee, Uttarakhand - 247667
35. The Director, Indian Institute of Technology - Ropar, Nangal Road, Rupnagar, Punjab 140001
36. The Director, Indian Institute of Technology - (BHU) Varanasi, Uttar Pradesh 221005
37. The Director, Indian Institute of Technology - Guwahati, Surjyamukhi Road, North, Amingaon, Guwahati, Assam 781039
38. The Director, Indian Institute of Technology - Bhilai, IIT Bhilai, Government Engineering College Campus, Old Dhamtari Road, Sejbahar, Raipur, Chhattisharh, 492015
39. The Director, Indian Institute of Technology - Goa, IIT Goa, Goa Engineering College Campus "Bhausahab Bandodkar Technical Education Complex" Farmagudi, Ponda, Goa - 403401
40. The Director, Indian Institute of Technology - Palakkad, Ahalia Integrated Campus, Kozhippara, Palakkad 678557, Kerala
41. The Director, Indian Institute of Technology - Tirupati, Yerpedu – Venkatagiri Road, Yerpedu Post, Tirupati District, A.P - 517619
42. The Director, Indian Institute of Technology - Jammu, Jagti, NH-44 , PO Nagrota, Jammu, Jammu and Kashmir - 181 221
43. The Director, Indian Institute of Technology - Dharwad, IIT Dharwad, WALMI Campus Belur Industrial Area, PB Road Post Mummigatti, Dharwad-580001 Karnataka, India
44. The Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior-474 002, Madhya Pradesh.
45. The Director, Indian Institute of Chemical Technology (IICT), Uppal Rd, IICT Colony, Tarnaka, Hyderabad, Telangana – 500007.
46. The Director, Institute of Pesticide Formulation Technology (IPFT), HSIDC, Sector 20, Udyog Vihar Opposite Ambience Mall, Gurugram, 122016
47. The Director, National Chemical Laboratory (NCL), Dr. Homi Bhabha Road, Pune - 411 008, Maharashtra.
48. The Director, Indian Institute of Science (IISc), CV Raman Rd, Bengaluru, Karnataka – 560012.
49. The Director, National Physical Laboratory (NPL), Dr. KS Krishnan Marg, Pusa, New Delhi – 110012.
50. The Director, Tata Institute of Fundamental Research (TIFR), Homi Bhabha Road, Colaba, Mumbai – 400005.
51. All concerned



S/2251/2024
16 February 2024
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT ONLINE PROFICIENCY TESTING COURSE

Background

1. The OPCW Technical Secretariat (the Secretariat) wishes to inform Member States that an online proficiency testing course will be held via the Microsoft Teams and Talentsoft platforms from 3 to 14 June 2024.
2. The aim of this online proficiency testing course is to assist qualified analytical chemists from laboratories in OPCW Member States in acquiring the further knowledge and experience necessary for successful participation in the proficiency testing organised by the OPCW Laboratory.
3. Participants who successfully complete the online proficiency testing course will be given priority in selection for on-site proficiency testing courses organised by the OPCW.

Content

4. This course will be divided into three main parts:
 - (a) independent study of online training materials consisting of presentations (with audio) and videos (with subtitles);
 - (b) live, interactive online sessions; and
 - (c) an online test.
5. Participants will be granted online access to the training materials from 3 to 13 June 2024 for independent, self-paced study. The materials will consist of the following thematic modules:
 - (a) Module 1: The chemistry of scheduled chemicals;
 - (b) Module 2: The OPCW Central Analytical Database (OCAD); the Automated Mass Spectral Deconvolution and Identification System (AMDIS), and the National Institute of Standards and Technology database (NIST);
 - (c) Module 3: Proficiency testing types: Chemical Weapons Convention chemical analysis competency testing (CFACT), proficiency testing, and biomedical proficiency testing;



- (d) Module 4: CCACT;
 - (e) Module 5: Proficiency testing strategy and general requirements; and
 - (f) Module 6: Proficiency testing reporting.
6. Live online sessions will be organised between 11 and 13 June. They will be dedicated to discussion and question-and-answer sessions. Experts from the OPCW Laboratory will first summarise the content of each module, and participants will then have the opportunity to ask questions.
 7. On 14 June 2024, participants will take an online test to verify the knowledge acquired during the course. Participants who pass the test will receive a certificate.
 8. This training course will accommodate a maximum of 60 participants from OPCW Member States who will be selected based on their qualifications and experience.

Admission requirements

9. The course is open to those who:
 - (a) have a minimum of a first degree (BSc or equivalent) in analytical chemistry, chemistry, or related chemical sciences from a recognised university or institution;
 - (b) preferably have previously participated in any of the analytical chemistry courses or laboratory support projects organised by the OPCW, or who work in a laboratory that applied for the Laboratory Twinning and Assistance Programme; and
 - (c) have been working in a chemical laboratory or research institution **for at least one year**.
10. This training course will be conducted in English. Candidates must therefore have a strong command of both written and spoken English.
11. Female candidates are encouraged to apply.

Selection procedure

12. Applications will be carefully screened based on the criteria specified in paragraphs 9 and 10 above.

Application procedure

13. Interested candidates are invited to submit their applications through Eventus, the OPCW event management system (<https://eventus.opcw.org/>). Applicants must first create an account and then register for the event. Only in exceptional circumstances involving technical difficulties may a complete set of application documents be submitted via email attachment (icb.events@opcw.org), with the reference "Online Proficiency Testing Course 2024" in the subject line of the message.

14. Only nominations endorsed by a nominee's National Authority or Permanent Representation will be considered. Each application must be endorsed digitally on the Eventus platform by the nominee's respective National Authority. An up-to-date curriculum vitae must be uploaded during the online registration process. Nominees must indicate their practical and work experience in their curricula vitae.
15. Applications must be submitted to the Secretariat **no later than 3 May 2024**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact persons are Mr Roman Warchol, Senior Programme Officer (Tel: +31 (0)70 416 3476; Email: roman.warchol@opcw.org) and Mr Farid Tata, Project Assistant (Tel: +31 (0)70 416 3807; Email: farid.tata@opcw.org).

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Revised Guidelines For OPCW Sponsored Events

1. Organization for Prohibition of Chemical Weapons, Technical Secretariat (OPCW-TS) identifies requirements of different States Parties and invites nominations every year for Safety and Security of Chemical Industries, Laboratory Skill Development, Customs, Assistance and Protection against the use of Chemical Weapons and internship for University Students.
2. The event calendar for training/workshop/seminar/meeting etc. provided by the OPCW annually is being uploaded on the National Authority Chemical Weapons Convention (NACWC) website seeking nominations from various stakeholders. The aforesaid training calendar and related Office Memo's (OMs) are uploaded on NACWC's website along with OPCW-TS Note. Several subject specific trainings are also communicated to concerned Central/ State Departments and Private Institutions for seeking nominations.
3. The nominations of Central Government Departments/Institutions/Organizations while sending the nominations (in the format provided by TS, OPCW) are requested to adhere to the NACWC stated deadlines. Nominations of Central Government officials should invariably be accompanied with Departmental vigilance clearance certificate. The nominations from Central Government Departments/Institutions/Undertakings should fill the details through OPCW training management system, routing the application through the concerned Ministry. The details to be filled online are stated in [Annexure-I](#).
4. The nominations of State Government Institutions/private entities/individuals should be routed through concerned Department/Ministry under the respective State Government filling the details online through OPCW training management system. The details to be filled online are stated in [Annexure-II](#).
5. The nominations of Central/State/Private entities/individuals for the OPCW sponsored events on Chemical Emergencies/Disaster Management should be sent through proper channel and routed through concerned Department/Ministry under the respective Central/State Government by filling the details through OPCW training management system. The details to be filled online are stated in [Annexure-III](#).
6. For chemical facilities Private entities/individuals for the OPCW sponsored events other than Chemical Emergencies/Disaster Management are required to be filled on line through OPCW training management system. The details to be filled online are stated in [Annexure-IV](#).
7. The details of nominations for the OPCW sponsored events can be filled online through OPCW Training Management System (<https://training.nacwc.gov.in>) available on the NACWC web portal (<https://nacwc.nic.in>).

8. The nomination by NACWC for the concerned training/workshop/seminar/meeting etc. will be purely on the basis of merit i.e. preference will be given to Schedule-2 and 3 chemical facilities as well as candidates working with the National Authority or other Government Agency responsible for implementation of the Chemical Weapons Convention. The Endorsement letter, subsequent to the approval of Chairman, NACWC will be issued to nominee of Central/State/Private Entities. If the OPCW requests that the nominations are to be submitted online then it will be the responsibility of nominated individual(s) to fill the personal and other details on-line on the OPCW website (<http://apps.opcw.org/eventus>) and the nominee(s) should ensure that Performa prescribed in the Format of EVENTUS also is filled by them and the prescribed guidelines are required to be fulfilled by the nominee(s). The OPCW will communicate the invitation to the nominee(s) subject to fulfilling the requirement.
9. It is expected that the Nominee(s) exhibit excellent conduct while attending the concerned event. After completion of the training/seminar/workshop, a detailed report along with presentation is required to be submitted to the NACWC.
10. While proceeding to attend the concerned event organized by the OPCW, the nominee:
 - Should have basic knowledge of the CWC Act, 2000.
 - Make sure about the passport i.e. valid and protect the passport and report it promptly if it is lost, stolen or damaged during the period of a specific program.
 - Must familiarize with the visiting countries.
 - Make sure about the proper visas for the countries the participant is visiting or transiting and check any other entry or exit requirements.
 - Take personal responsibility for travel choices, safety, finances and behavior overseas, including obeying the laws of the visiting country.
 - If get arrested or detained for some reason, insist on Consular access (under the Vienna Convention) to a representative from the nearest Indian Embassy/Consulate.
 - Make sure of proper coordination with the NACWC (contact point JS/JD Tel. No: 24675763/24675691) and the Indian Embassy in the concerned visiting country.
 - Presentation may be given in the specific event by the participant(s) should be in consultation with the NACWC.
 - Should not illuminate irrelevant information which has national concern during the program.
 - Who is outside from the Government Sector should adhere to the instructions given by the representative from the NACWC.
 - From the Government Sector should adhere to the instructions given by the NACWC.
 - Should focus on the subject matter for which the event is being organized.
 - Are expected to implement the lessons learnt from the event attended in his day-to-day working/duties.
 - Should share their lessons/experiences acquired during the event attended with the NACWC and parent institution.
 - Must submit individual tour report to the NACWC within one week period after returning from the program attended.