

F. No. M-21012/9/2024-TECH
Government of India
Cabinet Secretariat
National Authority Chemical Weapon Convention

1st Floor, Chanakya Bhawan, Chanakyapuri
New Delhi, dated 13th February, 2025

OFFICE MEMORANDUM

Subject: Call for nominations for a Basic Analytical Chemistry course for Women Chemists at OPCW Centre for Chemistry and Technology from 1 – 4 July, 2025 - regarding.

India is a signatory to the Chemical Weapons Convention (CWC). The Organization for the Prohibition of Chemical Weapons (OPCW), headquartered 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 officials and other Indian national in training courses conducted by OPCW in the field of the Convention.

2. In this regard, OPCW is seeking nominations on the above-mentioned subject training course. The aim of the analytical chemistry course is to assist qualified women analytical chemists from OPCW Member States with economies that are developing or in transition in acquiring further knowledge and experience, specifically as it relates to the analysis of chemicals related to the Chemical Weapons Convention (CWC), and to facilitate the adoption of good laboratory practices and quality standards.
3. Nomination of suitable qualified and experienced candidates fulfilling the above requirements of the course, along with relevant supporting documents following the 'Relevant Guidelines for OPCW sponsored events issued by NACWC (enclosed) may please be sent to this office latest by 17th February, 2025 through the online portal – OPCW Training Management System (<https://training.nacwc.gov.in/Login.aspx>). Applicants who have already participated in the similar previous programme(s) may not be nominated for the course.
4. If selected, after attending the course/training/workshop/event the participant must submit a report and a copy of the OPCW certificate to the National Authority.

Encl: As above


(Manoj Kumar Sahoo)
Adviser, NACWC
Telephone: +91-11-24675694
Email: adviser-nacwc@gov.in

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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 (Admin), Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi – 110003.
15. 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.
16. 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.
17. The Joint Secretary (Administration), Department of Atomic Energy (DAE), Anushakti Bhavan, Chhatrapati Shivaji Maharaj Marg, Mumbai – 400001, Maharashtra.
18. The Joint Secretary (Training) & CVO, Department of Defence, Ministry of Defence, South Block, Central Secretariat, Rajpath Marg, New Delhi – 110 011.
19. The Joint Secretary (Disaster Management), Hall 'B', 3rd Floor, NDCC-II Building, Jai Singh Road, New Delhi – 110 001
20. 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
21. The Director, Indian Institute of Technology - Bhubaneswar, Argul - Jatni Rd, Kansapada, Odisha 752050
22. The Director, Indian Institute of Technology - Bombay, Main Gate Rd, IIT Area, Powai, Mumbai, Maharashtra 400076
23. The Director, Indian Institute of Technology - Mandi, Parashar Road, Tehsil Sadar, Near Kataula, Kamand, Himachal Pradesh 175005

24. The Director, Indian Institute of Technology - Delhi, IIT Delhi Main Rd, IIT Campus, Hauz Khas, New Delhi, Delhi 110016
25. The Director, Indian Institute of Technology - Indore, Khandwa Rd, Simrol, Madhya Pradesh 453552.
26. The Director, Indian Institute of Technology - Kharagpur, Kharagpur, West Bengal – 721302
27. The Director, Indian Institute of Technology - Hyderabad, IITH Road, Near NH-65, Sangareddy, Kandi, Telangana 502285
28. The Director, Indian Institute of Technology - Jodhpur, NH 62, Surpura Bypass Rd, Karwar, Rajasthan 342030
29. The Director, Indian Institute of Technology - Kanpur, Kalyanpur, Kanpur, Uttar Pradesh 208016,
30. The Director, Indian Institute of Technology - Madras, Indian Institute Of Technology, Chennai, Tamil Nadu 600036
31. The Director, Indian Institute of Technology - Gandhinagar, Palaj, Gandhinagar, Gujarat - 382355,
32. The Director, Indian Institute of Technology - Patna, Indian Institute of Technology Patna, Bihta, Patna, Bihar - 801103
33. The Director, Indian Institute of Technology - Roorkee, Roorkee - Haridwar Highway, Roorkee, Uttarakhand - 247667
34. The Director, Indian Institute of Technology - Ropar, Nangal Road, Rupnagar, Punjab 140001
35. The Director, Indian Institute of Technology - (BHU) Varanasi, Uttar Pradesh 221005
36. The Director, Indian Institute of Technology - Guwahati, Surjyamukhi Road, North, Amingaon, Guwahati, Assam 781039
37. The Director, Indian Institute of Technology - Bhilai, IIT Bhilai, Government Engineering College Campus, Old Dhamtari Road, Sejbahar, Raipur, Chhattisharh, 492015
38. The Director, Indian Institute of Technology - Goa, IIT Goa, Goa Engineering College Campus "Bhausahab Bandodkar Technical Education Complex" Farmagudi, Ponda, Goa - 403401
39. The Director, Indian Institute of Technology - Palakkad, Ahalia Integrated Campus, Kozhippara, Palakkad 678557, Kerala
40. The Director, Indian Institute of Technology - Tirupati, Yerpedu – Venkatagiri Road, Yerpedu Post, Tirupati District, A.P - 517619
41. The Director, Indian Institute of Technology - Jammu, Jagti, NH-44 , PO Nagrota, Jammu, Jammu and Kashmir - 181 221
42. The Director, Indian Institute of Technology - Dharwad, IIT Dharwad, WALMI Campus Belur Industrial Area, PB Road Post Mummigatti, Dharwad-580001 Karnataka, India
43. The Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior-474 002, Madhya Pradesh.
44. The Director, Indian Institute of Chemical Technology (IICT), Uppal Rd, IICT Colony, Tarnaka, Hyderabad, Telangana – 500007.
45. The Director, Institute of Pesticide Formulation Technology (IPFT), HSIDC, Sector 20, Udyog Vihar Opposite Ambience Mall, Gurugram, 122016
46. The Director, National Chemical Laboratory (NCL), Dr. Homi Bhabha Road, Pune - 411 008, Maharashtra.
47. The Director, Indian Institute of Science (IISc), CV Raman Rd, Bengaluru, Karnataka – 560012.
48. The Director, National Physical Laboratory (NPL), Dr. KS Krishnan Marg, Pusa, New Delhi – 110012.
49. The Director, Tata Institute of Fundamental Research (TIFR), Homi Bhabha Road, Colaba, Mumbai – 400005.
50. All concerned

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OPCW

Technical Secretariat

S/2361/2025
29 January 2025
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR
A BASIC ANALYTICAL CHEMISTRY COURSE FOR WOMEN CHEMISTS
OPCW CENTRE FOR CHEMISTRY AND TECHNOLOGY
THE NETHERLANDS
1 – 4 JULY 2025**

BACKGROUND

1. The OPCW Technical Secretariat (the Secretariat) wishes to inform Member States that it will hold a basic analytical chemistry course for women chemists at the OPCW Centre for Chemistry and Technology in Pijnacker-Nootdorp, the Netherlands, from 1 to 4 July 2025.
2. The aim of the analytical chemistry course is to assist qualified women analytical chemists from OPCW Member States with economies that are developing or in transition in acquiring further knowledge and experience, specifically as it relates to the analysis of chemicals related to the Chemical Weapons Convention (the Convention), and to facilitate the adoption of good laboratory practices and quality standards.

CONTENT

3. The four-day course will focus on basic training in gas chromatography-mass spectrometry (GC-MS) and will include the study and demonstrations of the use of these and other techniques for the analysis of chemicals related to the Convention.

ADMISSION REQUIREMENTS

4. The analytical chemistry course is open to women who:
 - (a) are citizens of Member States with economies that are developing or in transition;
 - (b) have a minimum of a first degree (BSc or equivalent) in analytical chemistry, chemistry, or related chemical sciences from a recognised university or institution, with relevant practical and theoretical experience in analytical chemistry, specifically with GC and GC-MS; and
 - (c) have been working in a chemical laboratory or research institution in their home country for **at least three years**.



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5. All course activities will be conducted in English, and no interpretation services of any kind will be provided. Candidates must therefore have a strong command of both written and spoken English. Any candidate who is found upon arrival not to meet this requirement may not be allowed to continue their participation in the course.
 6. The Secretariat will select participants based on their qualifications and experience. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Netherlands.

SPONSORSHIP

7. For sponsored participants, the cost of the course and accommodation will be covered by the Secretariat. In addition, the Secretariat will pay for international travel, meals, visas, and emergency medical and travel insurance, and will provide a limited subsistence allowance to cover sundry expenses in accordance with OPCW rules.
8. The Secretariat will not pay for medical assistance. Therefore, participants should be fit for travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the event.
9. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will not cover expenses unrelated to the course, or that result from changes to travel arrangements that it has not authorised.

APPLICATION PROCEDURE

10. 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.
11. Each application must be endorsed digitally on the Eventus platform by the nominee's respective National Authority. Only nominations endorsed by the National Authority or Permanent Representation of the candidate's country to the OPCW will be considered. Nominees must attach their curriculum vitae with a detailed explanation of their work experience and the analytical techniques they are familiar with. Incomplete or improperly completed applications cannot be considered.
12. Applications must be submitted to the Secretariat **no later than 20 February 2025**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The contact persons are Ms Rufaro Kambarami, Project Assistant (Email: rufaro.kambarami@opcw.org) and Mr Massimo de Rienzo, Senior Programme Officer (Email: massimo.derienzo@opcw.org).
13. Candidates who have not been contacted by the OPCW by 31 March 2025 should consider that their application has been unsuccessful.

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.gov.in>).

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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.