

**F. No. M-21012/2/2025-TECH**

भारत सरकार / Government of India

मंत्रिमंडल सचिवालय / Cabinet Secretariat

राष्ट्रीय प्राधिकरण रासायनिक हथियार समझौता / National Authority Chemical Weapons Convention

प्रथम तल, चाणक्य भवन/ 1<sup>st</sup> Floor, Chanakya Bhavan

चाणक्य पुरी, नई दिल्ली-21/ Chanakya Puri, New Delhi-110021

Dated the 30<sup>th</sup> May, 2025

**OFFICE MEMORANDUM**

**Subject:** - Invitation to apply for an Analytical Skills Development Course at the Indian Institute of Pesticide Formulation Technology New Delhi, India 22<sup>nd</sup> September to 3<sup>rd</sup> October 2025-regarding

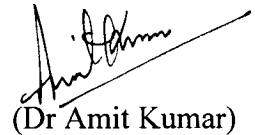
The undersigned is directed to inform that India is a signatory to the Chemical Weapons Convention (CWC). The Organization for the Prohibition of Chemical Weapons (OPCW), headquartered at The Hague, The Netherlands is the implementing body of CWC. National Authority Chemical Weapons Convention (NACWC), being the National Focal Point, facilitates participation of Government officials and other Indian national in training courses conducted by OPCW in the field of the Convention.

2. The Technical Secretariat, of the OPCW, has invited nominations for an Analytical Skills Development Course at the Indian Institute of Pesticide Formulation Technology New Delhi, India 22<sup>nd</sup> September – 3<sup>rd</sup> October 2025.

3. Accordingly, nomination of suitable qualified and experienced candidates fulfilling the above requirements of the course, along with relevant supporting documents following the 'Guidelines for OPCW sponsored events issued by NACWC (enclosed) may please be sent to this office latest **by 17<sup>th</sup> June, 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, the participant must submit a report and a copy of the OPCW certificate to the National Authority after attending the course/training/workshop/event.

Encl: As above



(Dr Amit Kumar)

Technical Officer, NACWC

Telephone: +91-11-24675524

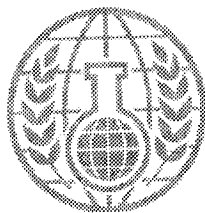
Email: [dramit.cabsec@gov.in](mailto:dramit.cabsec@gov.in)

**To,**

1. The Vice Chancellor, Harcourt Butler Technical University, Nawabganj, Kanpur, Uttar Pradesh-208002
2. The Chairman, National Institute of Disaster Management, Paryavaran Parisar, E-5, Arera Colony, Bhopal, Madhya Pradesh-462016
3. The Chairman, University Grants Commission (UGC), Bahadur Shah Zafar Marg, New Delhi-110002.
4. The Joint Secretary, Department of Biotechnology, Ministry of Science & Technology, 6th – 8th Floor, Block 2, CGO Complex, Lodhi Road, New Delhi-110003.

5. The Joint Secretary (Disaster Management), Hall 'B' 3rd Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001
6. The Joint Secretary (Plant Protection), Department of Agriculture Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, A-Wing, Krishi Bhavan, New Delhi-110001
7. The Director General (Life Sciences), Defence Research & Development Organization, Room No. 338, DRDO Bhawan, New Delhi-110011
8. The Deputy Director General, Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, 344, A-wing, 3rd floor, Shastri Bhawan, New Delhi-110001
9. The Joint Secretary (Training) & CVO, Department of Defence, Ministry of Defence, South Block, Central Secretariat, Rajpath Marg, New Delhi, Delhi-110011
10. The Joint Secretary, AYUSH Bhawan, B Block, GPO Complex, INA Colony, New Delhi, Delhi-110023
11. The Joint Secretary (MSME), Ministry of Micro, Small and Medium Enterprises, HQ, Office of DC-MSME "A" Wing, 7th Floor, Room No. 712, Nirman Bhawan, New Delhi- 110108
12. The Joint Secretary, Hazardous Substances Management, Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jorbagh Road New Delhi-110003.
13. The Joint Secretary, Department of Science & Technology, Technology Bhavan, Room No. 402, IV floor, Block C, Adchini, New Mehrauli Road, New Delhi, Delhi 110016
14. The Joint Secretary (IS-I), Internal Security-I, Division, North Block, Ministry of Home Affairs, New Delhi-110001
15. The Director, Indian Institute of Chemical Technology, Uppal Road, Tarnaka, Hyderabad, Telangana- 500007
16. The Director, Institute of Pesticide Formulation Technology (IPFT), HSIDC, Sector 20, Udyog Vihar Opposite Ambience Mall, Gurugram, 122016
17. The Chairman, Defence Research & Development Organisation, DRDO Bhawan, Rajaji Marg, Vijay Chowk Area, Central Secretariat, New Delhi-110004.
18. The Director (Revenue Laboratories) (Addl. Charge), Central Revenues Control Laboratory (Headquarter), Hill Side Road, Pusa New Delhi-110012, Phone: 011-25847926
19. The Director General, CSIR & Secretary DSIR, Council of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi-110001.
20. The Director General, Indian Council of Agricultural Research (ICAR), Krishi Bhawan, Raisina Road, Opposite Rail Bhawan, New Delhi-110001.
21. The Director General, Indian Chemical Council of Medical Research (ICMR), Post box no. 4911, Ansari Nagar, New Delhi-110011.
22. The President, Federation of Indian Chambers of Commerce & Industry (FICCI), 1, Federation House, Tansen Marg, Todermal Road Area, Mandi House, New Delhi-110001.
23. 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.
24. The President, Confederation of Indian Industry (CII), The Mantosh Sondhi Centre, 23, Institutional Area, Lodi Road, New Delhi-110003, with a request to place the OM their website.
25. The Director, Indian Institutes of Technology-Gandhinagar, Vishwakarma Government Engineering College Complex, Chandkheda, Visat-Gandhinagar Highway, Ahmedabad, Gujarat-382424

26. The Director, Indian Institutes of Technology-Guwahati, Dr. Brajendra Nath Raychoudhury Road, IIT Guwahati-781039, Assam
27. The Director, Indian Institute of Technology-Hyderabad, Ordnance Factory Estate, Yeddumailaram-502205, Telangana
28. 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
29. The Director, Indian Institute of Technology-Jodhpur, Old Residency Road, Ratanada, Jodhpur-342011, Rajasthan
30. The Director, Indian Institute of Technology-Kanpur, Kalyanpur, Kanpur-208016, Uttar Pradesh
31. The Director, Indian Institute of Technology-Kharagpur, Kharagpur-721302, West Bengal
32. The Director, Indian Institute of Technology-Madras, IIT Post, Chennai-600036, Tamil Nadu
33. The Director, Indian Institute of Technology-Mandi, PWD Rest House, Near Bus Stand, Mandi-175001, Himachal Pradesh
34. The Director, Indian Institute of Technology-Patna, Navin Government Polytechnic Campus, Patliputra Colony, Patna-800 013, Bihar
35. The Director, Indian Institute of Technology-Roorkee, Roorkee-247667, Uttarakhand
36. The Director, Indian Institute of Technology-(Banaras Hindu University), Varanasi-221005, Uttar Pradesh
37. The Director, Indian Institute of Science, Bangalore-560 012, Karnataka
38. The Director, Indian Institutes of Technology Bhubaneswar, Samantapuri, Rear side of Hotel Swosti Plaza, Bhubaneswar-751013, Orissa
39. The Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior-474002, Madhya Pradesh
40. The Director, Indian Institute of Chemical Technology (IICT), Uppal Road, Tarnaka, Hyderabad-500007, Telangana
41. The Director, National Chemical Laboratory, Dr. Homi Bhabha Road, Pune-411 008, Maharashtra
42. The Director, Indian Institutes of Technology-Bombay, Powai, Mumbai-400076, Maharashtra
43. The Director, Indian Institutes of Technology-Delhi, Hauz Khas, New Delhi-110016



S/2409/2025  
28 May 2025  
ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**INVITATION TO APPLY FOR AN ANALYTICAL SKILLS  
DEVELOPMENT COURSE AT THE INDIAN INSTITUTE OF  
PESTICIDE FORMULATION TECHNOLOGY  
NEW DELHI, INDIA  
22 SEPTEMBER – 3 OCTOBER 2025**

**PURPOSE OF THE COURSE**

1. The OPCW Technical Secretariat (the Secretariat) wishes to inform States Parties that it will hold an analytical skills development course at the Indian Institute of Pesticide Formulation Technology (IPFT) in New Delhi, India, from 22 September to 3 October 2025. The course aims to help qualified analytical chemists from States Parties with economies that are developing or in transition gain further experience and practical knowledge, and facilitate the analysis of chemicals related to national implementation of the Chemical Weapons Convention (the Convention).
2. More specifically, the course will enable participants to broaden their knowledge of the principles, procedures, and applications of gas chromatography (GC) and gas chromatography-mass spectrometry (GC-MS) for the analysis of chemicals related to the Convention. It will build awareness through applications of analytical chemistry and help strengthen the adoption of good laboratory practices in States Parties. The course primarily targets eligible personnel from industry, academia, and government laboratories, and aims to help broaden the pool of human resources for advancing national efforts in the implementation of the Convention.

**COURSE CONTENT**

3. The analytical skills development course will have two parts:
  - (a) The first week will focus on brief basic training and gaining in-depth, hands-on experience in GC and 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.



4. The analytical skills development course will accommodate a maximum of 20 participants from States Parties 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.**

#### **SPONSORSHIP**

5. The cost of the course and accommodation will be covered by the Secretariat for all sponsored participants. In addition, the Secretariat will pay for international travel, meals, and medical and travel insurance for all sponsored participants.
6. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. It will purchase tickets and send them to participants. For the Secretariat to keep costs to a minimum, participants are expected to arrive no earlier than Sunday, 21 September 2025 and to depart no later than Saturday, 4 October 2025. The Secretariat will not cover expenses unrelated to the course or that result from changes to travel arrangements that it has not authorised. Sponsored participants must bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets.
7. The Secretariat will not pay for medical assistance. Participants should be fit to travel, and those taking prescribed medication should arrive with sufficient supplies for the duration of the event.
8. Participants are responsible for obtaining all necessary visas (including transit visas, if needed) before travelling to India. When applying for an entry visa, participants should present the Embassy or Consulate of India with a copy of their OPCW acceptance letter. A visa support letter, if needed, may also be issued by the OPCW. The Secretariat will reimburse the costs of visa applications upon the production of original receipts.

#### **ADMISSION REQUIREMENTS**

9. It is important to reiterate that analytical skills development courses offered by the OPCW are aimed at building analytical skills specific to chemicals relevant to Convention.
10. With this understanding, the course is open to citizens of States Parties with economies that are developing or in transition, 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;
  - (b) are currently using GC and/or GC-MS equipment (or expect to do so in future); and
  - (c) have been working in a chemical laboratory or research institution or similar, preferably for at least three years.
11. In the selection process, priority will be given to applicants who have successfully participated in the two-week online basic analytical chemistry course offered by the OPCW.

12. 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.
13. The Secretariat strongly encourages States Parties and National Authorities to seek, support, and endorse applications from qualified women candidates.

#### **SELECTION PROCEDURE**

14. Applications will be screened carefully on the basis of the criteria specified in paragraphs 10 to 12 above. Applicants who have already participated in an analytical skills development course or similar programmes will not be considered for selection.

#### **APPLICATION PROCEDURE**

15. Interested candidates are invited to submit their applications through Eventus—the OPCW event management system (<https://eventus.opcw.org>)—by the stipulated deadline of Friday, 27 June 2025. Applicants may need to first create an account and then register for the event.
16. Only nominations endorsed by the National Authority or Permanent Representation of the applicant's country to the OPCW will be considered. Each application must be endorsed digitally on the Eventus platform by the nominee's respective National Authority or Permanent Mission and be accompanied by a curriculum vitae. A photocopy of the personal identification page of the applicant's passport is also requested. **Only selected candidates will be notified by the Secretariat.**
17. **The deadline for the receipt of endorsed applications in Eventus is Friday, 27 June 2025. Late applications will not be considered.** Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division. The focal point for this event is Ms Jo Eun Kim, Associate Programme Officer (Email: [joeun.kim@opcw.org](mailto:joeun.kim@opcw.org); Tel: +31 6 54918332).

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## 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 online 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.