

F. No. M-21012/19/2024-TECH
भारत सरकार / Government of India
मंत्रिमंडल सचिवालय / Cabinet Secretariat
राष्ट्रीय प्राधिकरण रासायनिक हथियार समझौता / National Authority Chemical Weapons Convention
प्रथम तल, चाणक्य भवन/ 1st Floor, Chanakya Bhavan
चाणक्य पुरी, नई दिल्ली-21/ Chanakya Puri, New Delhi-110021
Dated: 8th July, 2025

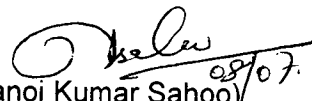
OFFICE MEMORANDUM

Subject :- Invitation to apply for Nominations for an Online Basic Analytical Chemistry Course, Second Edition 2025, 1 – 12 September 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 its officials, other Indian 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 to apply for an Online Basic Analytical Chemistry Course, Second Edition 2025, 1 – 12 September 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 20th July, 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


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

To,

1. The Director General, CSIR & Secretary DSIR, Council of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi-110001
2. The Director General, Indian Council of Agricultural Research (ICAR), Krishi Bhavan, Raisina Road, Opposite Rail Bhavan, New Delhi, Delhi 110001

3. The Chairman, University Grants Commission (UGC), Bahadur Shah Zafar Marg, New Delhi-110002
4. The Joint Secretary (Customs), Central Board of Excise & Customs, North Block, New Delhi-110001, Telephone: 011-23092978, Fax: 011-23093475, Email: js.cus-cbec@nic.in
5. Director General National Academy of Customs, Indirect Taxes & Narcotics (NACIN), Central Board of Excise & Customs, Ministry of Finance, Sector -29, Faridabad-121008.
6. The Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior-474002, Madhya Pradesh
7. Director (Revenue Laboratories) (Addl. Charge), Central Revenues Control Laboratory (Headquarter), Hill Side Road, Pusa New Delhi-110012, Phone: 011-25847926, Fax: 011-25843495, Email: dir.crcl-cbec@nic.in
8. Head/Joint Director, Custom House Laboratory, 60, Krishna Block Rajaji Salai, Opp, Dist, Seethakadi Nagar, Collectorate, Chennai, Tamil Nadu 600001, India, Behind Hotel Bright, Chennai, Tamil Nadu 600001
9. Head/Chemical Examiner Gr.-I, Custom House Laboratory, Custom House, Marmagaoa, Goa-403803.
10. Head/Joint Director, Custom House Laboratory, 1st Floor, Office of the Commissioner of Customs, Custom House, Near Balaji Temple, Kandla Port, Gandhidham, Gujarat.
11. Chemical Examiner Gr-I, Customs House Laboratory, O/o The Commissioner of Customs, Custom House, Willingdon Island, Kochi, Kerala, Pin – 682009
12. Custom House Laboratory, 1, Council House Street 2nd Floor, BBD Bag, Kolkata - 700 001
13. Head / Chemical Examiner Gr-I, Customs Chemical Laboratory, New Custom House, Panambur, Mangaluru, Karnataka – 575010
14. 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.





OPCW

Technical Secretariat

S/2419/2025
23 June 2025
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**ONLINE BASIC ANALYTICAL CHEMISTRY COURSE, SECOND EDITION 2025
1 – 12 SEPTEMBER 2025**

BACKGROUND

1. The OPCW Technical Secretariat (the Secretariat) wishes to inform OPCW Member States that a second online basic analytical chemistry course has been organised for 2025 by the OPCW Laboratory and will be held via the Microsoft Teams and Talentsoft platforms from 1 to 12 September 2025.
2. The aim of this analytical chemistry course is to assist qualified analytical chemists from Member States with economies that are developing or in transition in acquiring further knowledge and experience, specifically in the analysis of chemicals related to the Chemical Weapons Convention (the Convention), and to facilitate the adoption of good laboratory practices and quality standards among the Member States.
3. Participants who successfully complete the online basic analytical chemistry course and pass the test will be given priority in selection procedures for on-site analytical chemistry courses organised by the OPCW, if they decide to apply.

CONTENT

4. This course will be divided into three 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 1 to 12 September 2025 for independent, self-paced study. The materials will consist of five thematic modules:
 - (a) Module 1: Introduction to the Convention and the OPCW, and a video about the OPCW;
 - (b) Module 2: Introduction to scheduled chemicals and their chemical properties;
 - (c) Module 3: Analysis strategies and element-specific detectors;

- (d) Module 4: the OPCW Central Analytical Database (OCAD), the Automated Mass Spectral Deconvolution and Identification System (ADMIS), and the National Institute of Standards and Technology database (NIST); and
 - (e) Module 5: Sample preparation: solid phase extraction, simplified hydrocarbon clean-up, and derivatisation.
6. Live online sessions will be organised between 9 and 11 September. Activities on these days will be dedicated to discussions 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 12 September 2025, participants will take an online test to verify the knowledge acquired during the course. The participants who pass the test will receive a certificate.
 8. This training course will accommodate a maximum of 40 participants from OPCW Member States who will be selected based on their qualifications and experience.

ADMISSION REQUIREMENTS

9. It is important to reiterate that the analytical skills development courses offered by the OPCW are aimed at building analytical skills specific to chemicals relevant to the Convention.
10. 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) have theoretical and practical experience in analytical chemistry and are currently directly using gas chromatography and/or gas chromatography-mass spectrometry equipment on a regular basis for their job (or expect to do so in future);
 - (c) are citizens of OPCW Member States with economies that are developing or in transition; and
 - (d) have been working at a chemical laboratory or research institution in their home country **for at least one year**.
11. This training course will be conducted in English. Candidates must therefore have a strong command of both written and spoken English.
12. The Secretariat strongly encourages States Parties and National Authorities to seek, support, and endorse applications from qualified women candidates.

SELECTION PROCEDURE

13. Applications will be carefully screened based on the criteria specified in paragraphs 10 and 11 above.

APPLICATION PROCEDURE

14. 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 to icb.events@opcw.org, with the reference "Second online basic analytical chemistry course 2025" in the subject line of the message.
15. 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.
16. Applications must be submitted to the Secretariat **no later than 1 August 2025**. 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 Ms Rufaro Kambarami, Project Assistant (Tel: +31 (0)70 416 3272; Email: rufaro.kambarami@opcw.org).

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NACWC 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.