

No. A-12026/01/2020-NA
Government of India
Cabinet Secretariat
National Authority Chemical Weapons Convention

1st Floor, Chanakya Bhawan,
Chanakyaपुरी, New Delhi- 21
Date: 10th June, 2020

To

- (1) **The Joint Secretary (Admn.)**, all Ministries/ Departments of the Govt. of India (including Ministry of Railways, Ministry of Defence and DRDO).
- (2) **The Chief Secretaries** of all State Governments and Union Territories.

Subject: Filling up the posts of Joint Director and Technical Officer in the NACWC, Cabinet Secretariat on deputation (ISTC) basis - regarding.

The National Authority Chemical Weapons Convention (NACWC), an office under the Cabinet Secretariat, Government of India, is a nodal agency for implementation of the provisions of Chemical Weapons Convention (CWC) and CWC Act, 2000 and accordingly acts as the focal point for liaison with the Organization for Prohibition of Chemical Weapons (OPCW), The Hague, Netherlands with respect to all matters relating to the CWC.

2. The NACWC proposes to fill up the existing/ anticipated vacancies in the NACWC by the officers qualified in the field of Chemistry/ Chemical Engineering/ Technology etc. by deputation including short term contract in accordance to the relevant Recruitment Rules. Details of the aforesaid vacancies are as under:

Sl. No.	Name of the post and category	Scale of pay	No. of vacancy
(i)	Joint Director (General Central Services, Group "A", Gazetted, Non-Ministerial)	Pay Band – 4 (Rs. 15600-39100), Grade Pay Rs. 7600/- (pre-revised)-	01
(ii)	Technical Officer (General Central Services, Group "B", Gazetted, Non-Ministerial)	Pay Band - 2 (Rs. 9300-34800), Grade Pay Rs. 4800/- (pre-revised)	01

3. The details of posts i.e. scale of pay and allowances admissible, duties and responsibilities, field of selection, place of posting, qualifications and experience required for the posts are enclosed at **ANNEXURE- I** and **ANNEXURE- II** respectively. The period, tenure and other terms of deputation will be governed by the Recruitment Rules of the respective post(s) and other standard terms and conditions of deputation including short term contract as prescribed by Government of India from time to time.

4. Applications of the interested officers, who are working on regular basis and have completed their period of probation, should be forwarded in the prescribed proforma (**Annexure- III**) to the Under Secretary & Head of Office, National Authority Chemical Weapons Convention (NACWC), Cabinet Secretariat, 1st Floor, Chanakya Bhawan, Chanakyaपुरी, New Delhi - 21 **within sixty days** from the date of publication of the

advertisement in Employment News. All applications must be forwarded to the NACWC through proper channel. Advance copies of the applications will not be entertained.

5. While forwarding the application by the Cadre Controlling Authority, it may be ensured that the applicant meets the prescribed eligibility criteria and in case of any equivalent qualification, grade, scale, experience etc, **a certificate of eligibility with the approval of the Competent Authority should be furnished.** In addition, the following documents may be sent to this office along with the application.

- i. A certificate to the effect that the concerned forwarding/ parent Department/ Ministry have **"No Objection"** to the appointment of the applicant to the post.
- ii. Complete ACRs/ APARs dossier/ attested copies of the ACRs/ APARs of the applicant for the past 5 years. In case the ACRs/ APARs for a particular year are not available, then the ACRs/ APARs for the preceding years should be sent with justification.
- iii. A certificate about the integrity of the officer recommended for appointment on deputation (ISTC).
- iv. Vigilance Clearance in respect of the applicant including status of vigilance cases, pending or contemplated should be intimated under the signature of an officer of appropriate status.
- v. A statement indicating major/ minor penalty imposed during the last 10 years.

6. The nature of duties may require extensive travel both domestic and abroad. Applications from the officers fulfilling all conditions will be considered for empanelment by an appropriate Assessment Committee based on relevant available records, aptitude, knowledge of the subject etc. The candidates, who apply for the post mentioned in para- 2 above, will not be allowed to withdraw their candidature subsequently.

7. Applications not fulfilling the requisite criteria and not accompanied by the relevant documents are liable to be summarily rejected and no communication will be entertained in this regard. The complete details regarding eligibility, field of selection and other terms and conditions are also available in the NACWC website www.nacwc.nic.in. The NACWC reserves the right to cancel, modify or withdraw this notice without assigning any reasons. Changes in the contents of this notice including extension of last date of receiving applications will be notified only at the NACWC website as mentioned above.

8. It is requested that the vacancy notice may kindly be widely circulated to the concerned offices, Public Sector Undertakings, Statutory Bodies, Autonomous Bodies and Universities / Research Institutes under the Central and State Government/ Union Territories.

Yours faithfully,



(S. R. Meena)

Under Secretary & Head of Office
Tel. No.: 011 - 2467 5528

Annexure - I

Name and scale of the Post	Joint Director , General Central Services Group "A", Gazetted, Non-Ministerial, Scale of Pay Rs. 12000-375-16500 / Pay Band - 4 (Rs. 15600-39100), Grade Pay Rs. 7600/- (pre-revised). Allowances likes DA, HRA, CCA etc. will admissible as per rules and orders of the Central Government
Duties and responsibilities (only indicative)	<ul style="list-style-type: none"> (i) To function as the Escort Officer for purposes of international inspections and enforcement officer under the CWC Act; (ii) To Coordinate and file various statutory declarations to the OPCW, as required under the Conventions; (iii) Implementation of the declaration regime for chemical units under CWC Act; (iv) Technical inputs on all policy matters relating to the Convention; (v) Providing CWC related training to concerned officers and staff of the Central / state Governments; (vi) Management of data base of declarable facilities under CWC Act; (vii) Coordination of all technical issues relating to the Convention; (viii) Any other duty assigned by the Competent Authority.
Method of recruitment, Field of selection, qualifications and experience	<p>Deputation (including short term contract)</p> <p>Officers under the Central Government failing which from officers of the public sector undertakings or State or Union territories or Universities or recognized research institutes or autonomous bodies or statutory organizations:-</p> <ul style="list-style-type: none"> (a) (i) holding analogous post on regular basis in the parent cadre or Department; or (ii) with five years' service in the grade rendered after appointment thereto on regular basis in the scale of Pay Rs. 10000-15200 / Pay Band-3 (Rs. 15600-39100), Grade Pay Rs. 6600/- or equivalent in the parent cadre or Department; and <p>(b) Possessing the following educational qualification and experience:-</p> <p>ESSENTIAL:</p> <ul style="list-style-type: none"> (i) Master's degree in Chemistry or Industrial Chemistry or Degree in Chemical Technology or Chemical Engineering from a recognized University or Institute or equivalent. (ii) Ten years' experience in a managerial technical position in a technical or research organization or industrial concern engaged in the field of organic chemicals and organic chemical industry. <p>(Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications).</p>



Annexure - II

Name and scale of the post	Technical Officer , General Central Services, Group "B", Gazetted, Non-Ministerial, Pay Band - 2 (Rs. 9300-34800 plus Grade Pay Rs. 4800/-) (pre-revised). Allowances likes DA, HRA, Transport Allowance etc. will be admissible as per rules and orders of the Central Government.
Duties and responsibilities in general (only indicative)	<ul style="list-style-type: none"> (i) To function as Escort officer for purposes of international inspections and enforcement officer under the CWC Act; (ii) To collect and prepare various statutory declarations to the OPCW, as required under the Convention; (iii) Implementation of the declaration regime for chemical units under CWC Act; (iv) Technical inputs on all policy matters relating to the Convention; (v) Providing CWC related training to concerned officers and staff of the Central/State Governments; (vi) Collection of data base of declarable facilities under CWC Act; (vii) Preparation of various reports, statistics and data required to fulfill obligations under the Convention. (viii) Any other duty assigned by the Competent Authority.
Field of Selection, qualifications and experience	<p>Deputation (including short term contract)</p> <p>Officers under the Central Government failing which from officers of the public sector undertakings or State or Union territories or Universities or recognized research institutes or autonomous bodies or statutory organizations:-</p> <ul style="list-style-type: none"> (a) (i) holding analogous post on regular basis in the parent cadre or Department; or (ii) with three years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 5500-9000 (pre-revised) or equivalent in the parent cadre or Department; or (iii) with six years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 5000-8000 (pre-revised) or equivalent in the parent cadre or Department; and <p>(b) Possessing the following educational qualifications and experience:-</p> <p>ESSENTIAL:</p> <ul style="list-style-type: none"> (i) Masters' Degree in Chemistry or Industrial Chemistry or Degree in Chemical Technology or Chemical Engineering from a recognized University or Institute or equivalent. (ii) Two years' experience in a technical position in a technical or research organization or industrial concern engaged in the field of organic chemicals and organic chemical industry. <p>(Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications).</p>



BIO-DATA PROFORMA

1. Name and Address in Block letters :
2. Date of birth (in Christian era) :
3. Date of retirement under Central/ State Government/ Parent Office Rules :
4. Educational Qualifications :
5. Post for which application is being submitted :
6. Whether Educational and other qualifications required for the post are satisfied. (If any qualifications have been treated as equivalent to be the one prescribed in the rules, state the authority for the same):

Affixed
Latest Passport
size photograph

Sl. No.	Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
(1)		
(2)		
(3)		

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:
8. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the same below is insufficient:

Sl. No.	Office/ Institute/ Organization	Post held	From	To	Scale of pay and Basic Pay	Nature of duties
1.						
2.						

9.
 - (i) Nature of present employment, i.e., ad hoc or temporary or permanent (Regular)
 - (ii) Designation
 - (iii) Scale of pay
 - (iv) Basic pay
 - (v) Date of regular appointment to present post
10. In case the present employment is held on deputation/ contract basis, please state:
 - (a) The date of initial appointment:
 - (b) Period of appointment on deputation/ contract:
 - (c) Name of the parent office/ organization to which you belong:
11. Additional details about present employment. Please state whether working under:-

- (a) Central Government
- (b) State Government
- (c) Public Sector Undertakings of Central Government
- (d) Public Sector Undertakings of State Governments/UTs
- (e) University
- (f) Statutory body
- (g) Autonomous body under Central Government
- (h) Autonomous body under State Governments/ Union Territory

12. Are you in the Revised Scale of Pay? If you are substantively in a post of this scale of pay or its equivalent, give the date from which pre-revised scale
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose separate sheet, if the space is insufficient
15. Whether belongs to SC/ ST/ OBC:
16. Remarks, if any.

Signature of the candidate

Date

Address

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Tel.

Mobile

E-mail ID

Countersigned

Employer