

**No. A-12026/1/2016-NA**  
**Cabinet Secretariat**  
**National Authority Chemical Weapons convention**

Subject: Filling up the technical posts in National Authority Chemical Weapons Convention (NACWC), Cabinet Secretariat.

The National Authority, Chemical Weapons Convention in the Cabinet Secretariat invites applications for filling up existing/anticipated vacancies in respect of the following Technical posts on deputation basis;

	Name of Post	Pay Scale	No of vacant posts
1.	Deputy Director	General Central Services Group 'A', Gazetted, Non-Ministerial, Pay Band Rs.15600-39100, Grade Pay Rs.6600/- (Revised)	ONE*
2.	Technical Officers	General Central Services Group 'B', Gazetted, Non-Ministerial), Pay Band-2 Rs.9300-34800 plus Grade Pay Rs.4800.	TWO*

*\*The number of vacant posts is tentative and may vary at the time of selection.  
Allowances likes DA, HRA, CCA, etc for the above posts will be admissible as per rules and orders of the Government of India as amended from time to time. The period and terms of deputation, pay admissible, etc will be governed by the Recruitment Rules for the above posts and instructions issued by the nodal ministries of Government of India as amended from time to time.*

2. The details of post i.e. scale of pay and allowances admissible, duties and responsibilities, field of selection, place of posting, qualifications and experience required for the post are at **Annexure I and II** respectively.

3. Applications in the prescribed proforma (**Annexure III**) of eligible and interested officers, who are working on regular basis and have completed their period of probation, should be forwarded through proper channel within sixty days of publication of in the Employment News **to the Under Secretary & Head of Office, National Authority, Chemical Weapons Convention, 1<sup>st</sup> Floor, Chanakya Bhavan, Chanakyapuri, New Delhi – 110021.**

4. While forwarding the application, it may be ensured that following documents are sent to this office within the due date:

(i)	A certificate to the effect that the concerned forwarding/parent Department/Ministry has "NO OBJECTION" to the appointment of the applicant to the post applied for in the National Authority.
(ii)	ACRs dossier/ attested copies of the ACR/APARs of the applicant for the last five years complete in all respects.
(iii)	A certificate about the integrity of the officer recommended for appointment on deputation.

(iv)	Vigilance Clearance including departmental proceedings, if any, pending or contemplated against the applicant in respect of the applicant duly signed by the officer of the appropriate status.
(v)	A statement indicating major/minor penalty imposed during last 10 years..
Note	If the above information/documents are not furnished, the application is liable to be treated as null and void and will not be considered and no representations will be entertained in this regard.

5. The candidates who apply for the posts will not be allowed to withdraw their candidature subsequently.

6. A copy of this circular is published in website of NACWC at [www.nacwc.nic.in](http://www.nacwc.nic.in). Any change in the contents of this circular such as number of posts, last date of receiving applications etc will be notified only in the website.

(V.Sridhar)  
Under Secretary & Head of Office  
Tel.: 2467 5528, Fax: 2467 5767  
E-mail – deputysecretary.nacwc@nic.in

Copy to:-

1. **All Ministries and Departments of Government of India** ; It is requested that the vacancy notice may kindly be circulated to the concerned officers in your Ministry/Department and the concerned Public Sector Undertakings, Statutory Bodies, Autonomous Bodies, Attached, Subordinate and Field Offices, Universities/Research Institutions under the Central and State Governments/ Union Territories
2. Under Secretary (Admn.1), Cabinet Secretariat, Rashtrapati Bhawan,

<b>Name and scale of the post</b>	<b>Deputy Director</b> Pay Band-3 (Rs.15600-39100 plus Grade Pay Rs.6600) (pre-revised scale of Rs.10000-325-15200) Allowances likes DA, HRA, Transport Allowance will be admissible as per rules and orders of the Central Government
Duties and responsibilities in general (only indicative )	(i) To function as Escort officer for purposes of international inspections and enforcement officer under the CWC Act; (ii) To assist the Adviser/Joint Director in coordination and filing of 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 policy matters relating to the Convention; (v) Providing 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 fulfil obligations under the Convention. (viii) Any other duty assigned by the competent authority
Field of Selection, qualifications and experience	(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 of Rs.8000-13500 (pre-revised) or equivalent in the parent cadre or Department; or (iii) with eight years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.6500-10500 (pre-revised) or equivalent in the parent cadre or Department; <b>and</b> (b) Possessing the following educational qualifications and experience:-  <b>ESSENTIAL:</b> (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) Five 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.  (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).

<b>Name and scale of the post</b>	<b>Technical Officer</b> Pay Band-2 (Rs.9300-34800 plus Grade Pay Rs.4800) (pre-revised scale of Rs.6500-200-10500) Allowances likes DA, HRA, Transport Allowance 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"> <li>(i) To function as Escort officer for purposes of international inspections and enforcement officer under the CWC Act;</li> <li>(ii) To collect and prepare various statutory declarations to the OPCW, as required under the Convention;</li> <li>(iii) Implementation of the declaration regime for chemical units under CWC Act;</li> <li>(iv) Technical inputs on all policy matters relating to the Convention;</li> <li>(v) Providing training to concerned officers and staff of the Central/State Governments;</li> <li>(vi) Collection of data base of declarable facilities under CWC Act;</li> <li>(vii) Preparation of various reports, statistics and data required to fulfill obligations under the Convention.</li> <li>(viii) Any other duty assigned by the competent authority</li> </ul>
Field of Selection, qualifications and experience	<ul style="list-style-type: none"> <li>(a) <ul style="list-style-type: none"> <li>(i) holding analogous post on regular basis in the parent cadre or Department; or</li> <li>(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</li> <li>(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; <b>and</b></li> </ul> </li> <li>(b) Possessing the following educational qualifications and experience:-   <p style="text-align: center;">ESSENTIAL:</p> <ul style="list-style-type: none"> <li>(i) Masters' Degree in Chemistry or Industrial Chemistry or Degree in Chemical Technology or Chemical Engineering from a recognized University or Institute or equivalent.</li> <li>(ii) Two 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.</li> </ul> <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> </li> </ul>

**BIO-DATA PROFORMA**

Affixed  
Latest Passport  
size  
photograph

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):

	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:

	Office/Institute/Organization	Post held	From	To	Scale of pay and Basic Pay	Nature of duties

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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.

Date .....

Signature of the candidate

Address .....

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Countersigned .....

Tel. ....

Fax. ....

Employer

e-mail ID .....