

12 SEP 2023

GAO/2023/44629

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प्रथम तल, चाणक्य भवन/ 1st Floor, Chanakya Bhavan

चाणक्यपुरी, नई दिल्ली-21/ Chanakyapuri, New Delhi-21

Dated: 24<sup>th</sup> August, 2023

To,

- (1) All Ministries/ Departments of the Govt. of India (including Ministry of Railways and Ministry of Defence)
- (2) The Chief Secretaries of all State Governments and Union Territories.

**Subject: Filling up of one post of Adviser and one post of Deputy Director in the NACWC, Cabinet Secretariat on deputation (ISTC) basis - regarding**

Sir/ Madam,

The National Authority Chemical Weapons Convention (NACWC), Cabinet Secretariat, is the nodal agency for implementation of the provisions of the Chemical Weapons Convention (CWC) and CWC Act, 2000 in the country 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/ Industrial Chemistry/ Chemical Engineering/ Technology etc. in accordance with the relevant Recruitment Rules. Details of the aforesaid vacancies are as under:

Name of the post and category	Scale/ level of pay	No. of vacancy	Mode of recruitment (as per RR)
<b>Adviser</b> (General Central Service Group 'A' Gazetted, Non-Ministerial)	16400-450-20000 [as per 5 <sup>th</sup> CPC] <b>Corresponding to Level-13A of pay matrix (7<sup>th</sup> CPC)</b>	<b>01</b> (one)	<b>Deputation</b> (Including Short Term Contract)
<b>Deputy Director</b> (General Central Service Group 'A' Gazetted, Non-Ministerial)	10000-325-15200 [as per 5 <sup>th</sup> CPC] <b>Corresponding to Level-11 of pay matrix (7<sup>th</sup> CPC)</b>	<b>01</b> (one)	<b>Deputation</b> (Including Short Term Contract)

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

4. Applications of the interested and eligible officers, who are working on regular basis and have completed their period of probation, need to be forwarded through proper channel and in the prescribed proforma enclosed as **ANNEXURE-III**, to the Under Secretary & Head of Office, National Authority Chemical Weapons Convention (NACWC), Cabinet Secretariat, 1<sup>st</sup> Floor, Chanakya Bhawan,

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Chanakyapuri, New Delhi - 21, **WITHIN FORTY-FIVE (45) DAYS** from the date of publication of the advertisement in Employment News. 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 furnished to this office along with the application:

- (i) A certificate to the effect that the concerned forwarding/ parent Department/ Ministry has "**No Objection**" to the appointment on deputation (ISTC) of the applicant to the post.
- (ii) Attested copies of the ACRs/ APARs of the applicant for the past 5 years, duly attested on each page by an officer, not below the rank of Under Secretary to the Government of India. If for some reason, ACRs/ APARs of the officer have not been written for a particular year or a part of a year, a 'No Report Certificate' (NRC) for the period may be sent along with the ACRs/ APARs of the corresponding previous year(s).
- (iii) A certificate about the integrity of the officer recommended for appointment on deputation (ISTC).
- (iv) Vigilance Clearance in respect of the applicant including the 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(s) imposed during the last 10 years.
- (vi) The certificate annexed with the bio-data format (Annexure-II) should be signed by a forwarding officer in the cadre controlling authority, not below the rank of Under Secretary to the Govt. of India.

6. The candidates who apply for the above post will not be allowed to withdraw their candidature subsequently.

7. It is requested that the vacancy notice may kindly be widely circulated in your Ministry/ Department/ office and also with 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.

8. The vacancy circular and other terms and conditions are also available on the website of the National Authority Chemical Weapons Convention, Cabinet Secretariat i.e. [www.nacwc.nic.in](http://www.nacwc.nic.in).

Yours faithfully,



(S. R. Meena)

अवर सचिव, भारत सरकार

दूरभाष: +91-11-24675528

ई-मेल: [sr.meena76@nic.in](mailto:sr.meena76@nic.in)

**Copy to:-**

1. **Director (Admin), DoPT**, North Block, New Delhi with a request to upload this circular on the website of DoPT for wider publicity.
2. **Under Secretary (Admn.1)**, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.



<b>Name of the Post</b>	<b>Adviser</b> General Central Services Group "A", Gazetted, Non-Ministerial
<b>Pay Scale / Pay Level</b>	₹16400 - 450 - 20000 (5 <sup>th</sup> CPC), corresponding to <b>Level-13A</b> of the Pay Matrix (7 <sup>th</sup> CPC). Allowances like DA, HRA, CCA, etc. will be admissible as per the rules and orders of the Central Government.
<b>Duties and responsibilities</b> (Only indicative)	<ul style="list-style-type: none"> <li>i.) To function as the Chief Escort Officer for purposes of international inspections and enforcement officer under the CWC Act;</li> <li>ii.) To Coordinate and file various statutory declarations to the OPCW, as required under the Conventions;</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 CWC related training to concerned officers and staff of the Central/ State Governments;</li> <li>vi.) Management of database of declarable facilities under CWC Act;</li> <li>vii.) Coordination of all technical issues relating to the Convention; and</li> <li>viii.) Any other duty assigned by the Competent Authority.</li> </ul>
<b>Method of recruitment, Field of selection, qualifications and experience</b>	<p><b>Deputation (including short term contract):</b></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 institutions or autonomous bodies or statutory organizations:-</p> <p>(a)</p> <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 two years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 14300-18300 (5<sup>th</sup> CPC) corresponding to <b>Level-13</b> of the Pay Matrix (7<sup>th</sup> CPC) or equivalent in the parent cadre or Department; or</li> <li>iii.) with eight years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 12000-16500 (5<sup>th</sup> CPC) corresponding to <b>Level-12</b> of the Pay Matrix (7<sup>th</sup> CPC) or equivalent in the parent cadre or Department, and</li> </ul> <p>(b) possessing the following educational qualifications and experience:</p> <p><b>ESSENTIAL:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>ii.) Twelve 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, out of which four years experience in administration of chemical units or implementation of the provisions of Chemical Weapons Convention Act and enforcement of law interaction with State Governments or International organisation.</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 Central Government shall ordinarily not exceed five 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 the applications].</p>



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**Annexure-II**

<b>Name of the Post</b>	<b>Deputy Director</b> General Central Services Group "A", Gazetted, Non-Ministerial
<b>Pay Scale / Pay Level</b>	₹ 10000 - 325 - 15200 (5 <sup>th</sup> CPC), corresponding to <b>Level-11</b> of the pay matrix (7 <sup>th</sup> CPC). Allowances like DA, HRA, CCA, etc. will be admissible as per the rules and orders of the Central Government.
<b>Duties and responsibilities</b> (Only indicative)	<ul style="list-style-type: none"> <li>i.) To function as the Escort Officer for purposes of international inspections and enforcement officer under the CWC Act;</li> <li>ii.) To Coordinate and file 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 CWC related training to concerned officers and staff of the Central/ State Governments;</li> <li>vi.) Management of database of declarable facilities under CWC Act;</li> <li>vii.) Coordination of all technical issues relating to the Convention;</li> <li>viii.) Any other duty assigned by the Competent Authority.</li> </ul>
<b>Method of recruitment, Field of selection, qualifications and experience</b>	<p><b>Deputation (including short term contract):</b></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 institutions or autonomous bodies or statutory organizations:-</p> <p>(a)</p> <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 five years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 8000-13500 (5<sup>th</sup> CPC) corresponding to <b>Level-10</b> of the Pay Matrix (7<sup>th</sup> CPC) or equivalent in the parent cadre or Department; or</li> <li>iii.) with eight years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 6500-10500 (5<sup>th</sup> CPC) [<b>Level-8</b> of the Pay Matrix (7<sup>th</sup> CPC)] or equivalent in the parent cadre or Department, and</li> </ul> <p>(b) possessing the following educational qualification and experience:</p> <p><b>ESSENTIAL:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</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 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 the applications].</p>





**BIO-DATA/ CURRICULUM VITAE PROFORMA**

Post applied for:

1.	<b>Name and Address</b> (in Block Letters)		Passport-size photo		
	Mobile No				
	E-mail ID				
2.	<b>Date of Birth</b> (in Christian era)				
3.	i.) Date of entry into service				
	ii.) Date of retirement under Central/ State Government Rules				
4.	<b>Educational Qualifications (add rows if required)</b>				
	Degree/ Diploma/ Certificate	University/ Board	Main Subjects	Month & Year of Passing	% Marks/ Division
i.)					
ii.)					
iii.)					
iv.)					
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)				
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>			<b>Qualifications/ experience possessed by the officer</b>		
a) Service details as per Annexure I / II			<b>Pay Level</b>	<b>Since date</b>	
<b>Essential</b>			<b>Essential</b>		
b) Master's degree in Chemistry or Industrial Chemistry or Degree in Chemical Technology or Chemical Engineering from a recognized University or Institute or equivalent;			Degree with main subjects	University	Month & year of passing
c) Total years of 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.			..... years. (Please furnish details at Sl. No. 7 below)		
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.				
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				



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Office/ Institution	Post held on regular basis	From	To	*Pay matrix and pay level of the post held on regular basis.	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay matrix and Pay level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/ Institution	Pay Matrix and Pay Level drawn under ACP/ MACP Scheme	From (date)	To (date)
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.		
9.	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 the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.

**9.1 Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

**9.2 Note:** Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11.	<b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government undertaking e) Universities f) Others (please specify)		
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		



13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14.	Total emoluments per month now drawn		
	Basic Pay in the Pay Level	Total emoluments	
15.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
	Basic pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc., (with break-up details)	Total emoluments
16. A	<b>Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		
16. B	<b>Achievements:</b> The candidates are requested to indicate information with regard to: i.) Research publications and reports and special projects. ii.) Awards/ Scholarships/ Official Appreciation iii.) Affiliation with the professional bodies/ Institutions/ societies and; iv.) Patents registered in own name or achieved official recognition v.) Any research/ innovative measure involving official recognition vi.) any other information. <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		
17.	Please state whether you are applying for deputation (ISTC).		
18.	Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address\_\_\_\_\_

Date\_\_\_\_\_



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**Certification by the Employer/ Cadre Controlling Authority**

**No.**

**Date:**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possesses the educational qualifications and experience mentioned in the vacancy Circular. if selected, he/she will be relieved immediately.

**2. Also certified that;**

- i.) There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt. \_\_\_\_\_
- ii.) His/ Her integrity is certified.
- iii.) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv.) No major/ minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

**Countersigned**

\_\_\_\_\_  
(Employer/Cadre controlling Authority with Seal)

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