

No. A.12026/7/2011-NA
National Authority
Chemical Weapons convention
Cabinet Secretariat

1st Floor, Chanakya Bhavan, Chanakyapuri,
New Delhi – 110021, 22 October, 2014

To

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

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

Sir,

I am directed to say that the National Authority, Chemical Weapons Convention in the Cabinet Secretariat invites applications for one post of Advisor. The said post will be filled up by deputation of officers from among the Central Government Officers under the Central Government failing which from officers of the Public Sector Undertakings or State or Universities or officers of the Public Sector Undertakings or Union Territories or Universities or recognized Research Institutes or Autonomous Bodies or Statutory organizations. 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. The officer selected for appointment on deputation may either retain their grade pay in the pay band applicable to him plus deputation allowance and other allowances as admissible in the parent cadre, or draw his grade pay in the appropriate pay band indicated against the post. The period and terms of deputation will be governed by the Recruitment Rules and the standard terms of deputation as prescribed by Government of India from time to time.

2. Applications in the prescribed proforma (Annexure II) of interested officers, who are working on regular basis and have completed their period of probation, should be forwarded to the Under Secretary & Head of Office, National Authority, Chemical Weapons Convention, 1st Floor, Chanakya Bhavan, Chanakyapuri, New Delhi – 110021 **latest by 30th November, 2014**, for consideration for appointment on deputation against the post mentioned in Annexure I. The application should reach the National Authority through proper channel. Advance copies of the applications will not be entertained.

3. While forwarding the application, the following documents may also be sent 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 of the application to the post applied for in the National Authority.
- (ii) Complete ACRs dossier/ attested copies of the ACRs of the applicant.
- (iii) A certificate about the integrity of the officer recommended for appointment on deputation.
- (iv) Vigilance Clearance in respect of the applicant duly signed by the officer of the appropriate status.
- (v) A statement indicating the Vigilance Cases, if any, pending or contemplated against the applicant during the last ten years/ service period, whichever is less.

4. The candidates who apply for the posts mentioned in Annexure I **will not be allowed to withdraw their candidature subsequently.**

5. It is requested that the vacancy notice may kindly be circulated to the concerned officers in your Ministry/Department and be widely circulated to 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.

6. A copy of the circular is also available in National Authority Chemical Weapons Convention, Cabinet Secretariat's website at www.nacwc.nic.in.

Yours faithfully,


(V.Sridhar)

Under Secretary & HoO

Tel.: 2467 5528

Fax: 2467 5767

Copy to:-

Under Secretary (Admn.1), Cabinet Secretariat, Rashtrapati Bhawan,

Annexure I

Name and scale of the Post	<p>Advisor Rs. 16400-450-20000(pre-revised) Pay Band Rs. 37400-67000, Grade Pay Rs. 8900/- (PB-4)(Revised) Allowances likes DA, HRA, CCA will admissible as per rules and orders of the Central Government</p>
Duties and responsibilities	<ul style="list-style-type: none"> (i) To function as the Chief 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 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.
Field of selection, qualifications and experience	<p>(a) (i) Holding analogous post on regular basis in the parent cadre or Department; or</p> <p>(ii) With two years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 14300-18300 or equivalent in the parent cadre or Department; or</p> <p>(iii) With eight years service in the grade rendered after appointment thereto regular basis in the scale of pay of Rs. 12000-16500 or equivalent in the parent cadre or Department; <u>and</u></p> <p>(b) Possessing the following educational qualification 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) Twelve years experience in a managerial technical position in a technical or research organization or industrial concern engaged in the filed 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 Government or International Organization. <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>

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
 - (i) Scale of pay
 - (ii) Basic pay
 - (iii) 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