

No. A 12026/7/2011-NA  
NATIONAL AUTHORITY  
CHEMICAL WEAPONS CONVENTION  
CABINET SECRETARIAT

1229

PU/Regt/No.
Dt 13/02/2012

1<sup>st</sup> Floor, Chanakya Bhavan, Chanakyapuri,  
New Delhi-110021, the 3 February, 2012.

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 the 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 Deputy Director and two\* posts of Technical Officers. These posts 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 State or Union Territories or Universities or recognised Research Institutes or Autonomous Bodies or Statutory organisations. 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 post are at Annexure I. The officers selected for appointment on deputation may either retain their grade pay in the pay band applicable to them plus deputation allowance and other allowances as admissible in the parent cadre, or draw their grade pay in the appropriate pay band indicated against respective 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 Director, National Authority, Chemical Weapons Convention, 1<sup>st</sup> Floor, Chanakya Bhavan, Chanakyapuri, New Delhi-110021 within sixty days from the date of issue of this letter or its publication in the 'Employment News' whichever is later, for consideration for appointment on deputation against the post mentioned in Annexure I. All applications 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 applicant 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.

Yours faithfully,

  
(Jeewan Lal)

Director

Tel. 2467 5528

FAX 2467 5767

Email: [jeewan.lal@nic.in](mailto:jeewan.lal@nic.in)

\*Number of vacancies may vary depending upon requirements

Copy also forwarded for similar action to:-

1. Department of Chemicals & Petrochemicals (Dr. A.J.V. Prasad, Joint Secretary), Shastri Bhavan, New Delhi-110001.
2. Ministry of Defence (Shri Anand Mishra, Joint Secretary-Estt.), Sena Bhavan, New Delhi-110011.
3. Defence Research & Development Organisation (Dr. W. Selvamurthy, CCR&D-LS&HR), Room No. 201, DRDO Bhavan, New Delhi-110105.
4. Ministry of Environment and Forests, [Shri A. K. Goel, Joint Secretary (Adm.)], Prayavaran Bhavan, C.G.O. Complex, Lodi Road, New Delhi - 110 003.
5. Council of Scientific & Industrial Research, [Head (IS&TAD)], Anusandhan Bhavan, New Delhi - 110 001.
6. Directorate General of Foreign Trade (Dr. Shyam S. Agarwal, Joint Director General Foreign Trade, Udyog Bhawan, H-Wing, Gate No.2, Maulana Azad Road, New Delhi-110011
7. Ministry of Home Affairs, (Shri S. Suresh Kumar, Joint Secretary-PM), Jaisalmer House, Mansingh Road, New Delhi-110011.
8. Ministry of Science & Technology, Deptt. of Science & Technology (Dr. Inderjeet Singh, Joint Secretary (Adm.)), Technology Bhavan, New Mehrauli Road, New Delhi-110016.
9. Dept. of Higher Education, 'C' Wing, Shastri Bhavan, New Delhi-110001, with a request to circulate this letter to the departments of Chemistry in Universities and Colleges.
10. Office of the Development Commissioner, Small Scale Industries (Shri K. S. Ludu, Joint Secretary & Additional Development Commissioner), 7<sup>th</sup> Floor, A Wing, Nirman Bhavan, New Delhi-110001.
11. Department of Small Scale Industries (Shri Pravir Kumar, Joint Secretary), Udyog Bhavan, New Delhi-110001
12. Ministry of Commerce & Industry, Dept. of Industrial Policy & Promotion (Shri Gopal Krishna, Joint Secretary), Room No. 126, Udyog Bhavan, New Delhi-110001.
13. Chairman & Managing Director, National Fertilizers Limited (NFL), A-11, Sector-24, NOIDA-201301 (U.P.).
14. Chairman & Managing Director, Rashtriya Chemicals & Fertilizers Limited (RCF), 'Priyadarshini', Eastern Express Highway, Sion, Mumbai-400 079.
15. Chairman & Managing Director, Madras Fertilizers Limited (MFL), Manali, Chennai-60068 (Tamil Nadu).
16. Chairman & Managing Director, Projects & Development India Limited (PDIL), 14 A, Sector-I, NOIDA-201 301 (U.P).
17. Hindustan Organic Chemicals Limited, Harchendrai House, 81, Meharishi Karve Road, Marine Lines, Mumbai 400 002.
18. Hindustan Insecticide Limited, Scope Complex, Core 6, 2nd Floor, Lodhi Road, New Delhi-110 003.
19. Hindustan Antibiotics Limited, Pimpri, Pune- 400 018.
20. Central Institute of Plastic Engineering Technology, Guindy Industrial Estate, Guindy, Chennai-500 079.
21. National Institute of Pharmaceutical Education and Research, Sector 67, S.A.S. Nagar, Mohali, Chandigarh-160062 (Punjab).
22. National Pharmaceutical Pricing Authority, 3rd Floor, YMCA Building, I Jai Singh Road, New Delhi-110 001.
23. Institute for Defence Studies (Commodore Uday Bhaskar, Deputy Director Incharge), Sapru House, Barakhamba Road, Mandi House, New Delhi-110001.
24. The Fertilizer Corporation of India Limited (FCI), FCIL A-14, Sector-I, PDIL Bhavan, Noida-201301.
25. Pyrites, Phosphates & Chemicals Limited (PPCL), 12A, Sector 24, Noida-201301.
26. Hindustan Fertilizer Corporation Limited (HFC), "Madhuban", 55 Nehru Place, New Delhi-110019.
27. Brahmaputra Valley Fertilizer Corporation Limited (BVFCL), (Formerly Hindustan Fertilizer Corporation Limited), Namrup, Parbatpur, Dibrugarh.
28. FCI Aravali Gypsum and Minerals India Limited, Paota "B" Road, Jodhpur, Rajasthan.
29. Krishak Bharati Cooperative Limited, KRIBCHO Bhavan, A-8-10, Sector 1, NOIDA-201301.
30. Indian Drug & Pharmaceuticals Limited (IDPL), IDPL Complex, Dundahera, Gurgaon-122016.
31. The Managing Director, Smith Stanistreet Pharmaceuticals Limited (SSPL), 18, Convent Road, Kolkata-700013.
32. The Managing Director, Bengal Chemicals & Pharmaceuticals Limited, 6, Ganesh Chander Avenue, Kolkata-700013.
33. Dr. M. P. Kaushik, Director, Defence Research & Development Establishment, DRDO, Jhansi Road, Gwalior-474002.
34. Dr. S. Sivaram, Director, National Chemical Laboratory, Dr. Homi Bhabha Road, Pune-410018.
35. Dr. J. S. Yadav, Director, Indian Institute of Chemical Technology, Uppal Road, Tasarnaka, Hyderabad-500007.

36. Dr. S. H. Raza, Director, Institute of Pesticide Formulation Technology, HSIDC, Sector 20, Udyog Vihar, Gurgaon-122016.
37. Registrar, University of Hyderabad, Central University, P. O. Hyderabad-500046.
38. Registrar, Maulana Azad National Urdu University, Gochibowli Hyderabad-500032.
39. Registrar, Assam University, Silchar-788011.
40. Registrar, Tejpur University, Nappam, Sontipur, Tezpur-784028 (Assam).
41. Registrar, University of Delhi, Delhi-110007.
42. Registrar, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025.
43. Registrar, Jawaharlal Nehru University, New Mehrauli Road, New Delhi-110067.
44. Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Post Box No. 16, Panchtila, Umri Villiage, Arvi Road, Wardha-442001 (Maharashtra).
45. Registrar, Central Agricultural University, Iroisemba Imphal - 795 001 (Manipur).
46. Registrar, North Eastern Hill University, P.O. NEHU Campus Mawkyntroh Umshing, Shillong-793 022 (Meghalaya).
47. Registrar, Mizoram University, Aizwal - 796 012 Post Box No.910 (Mizoram).
48. Registrar, Nagaland University, P.B. 341, H.Q. Lumami Kohima - 797 001 (Nagaland).
49. Registrar, Pondicherry University, R Venkataraman Nagar, Kalapet Pondicherry - 605 014 (Pondicherry).
50. Registrar, Aligarh Muslim University, Aligarh - 202 002 (Uttar Pradesh).
51. Registrar, Babasaheb Bhimrao Ambedkar University, Vidya Vihar Rae Bareli Road, Lucknow -226 025 (Uttar Pradesh)
52. Registrar, Banaras Hindu University, Varanasi - 221 005 (Uttar Pradesh)
53. Registrar, Visva Bharti, Santiniketan - 731 235 West Bengal
54. Director, Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110 016.
55. Director, Indian Institute of Technology, Kanpur-208 016 (Uttar Pradesh).
56. Director, Indian Institute of Technology Madras, I.I.T Post Office Chennai – 600 036
57. Director, Indian Institute of Technology, Kharagpur, Kharagpur – 721302.
58. Director, Indian Institute of Technology Bombay, Powai, Mumbai 400076 (Maharashtra).
59. Director, Indian Institute of Technology Guwahati, Guwahati 781039, Assam.
60. Director, Indian Institute of Technology Roorkee, Roorkee-247667 (Uttarakhand).
61. Register, Indian Institute of Science, Bangalore-560012.
62. Register, Jawaharlal Nehru Centre for Advanced Scientific Research, Jakkur, Bangalore-560 064.

  
(Jeewan Lal)  
Director

Name and scale of the Post	Deputy Director 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	<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 assist the Adviser/Joint Director in coordination and filing of 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 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 fulfil obligations under the Convention.</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 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</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 (pre-revised) or equivalent in the parent cadre or Department; and</li> </ul> </li> <li>b) possessing the following educational qualifications and experience: -</li> </ul> <p>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 recognised 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 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>

Name and scale of the Post	<p>Technical Officer  Pay Band-2 (Rs. 9300-34800 plus Grade Pay Rs. 4800)  (pre-revised scale of pay Rs. 6500-200-10500)  Allowances likes DA, HRA, Transport Allowance will be admissible as per rules and orders of the Central Government</p>
Duties and responsibilities	<ul style="list-style-type: none"> <li>(i) To function as an Escort Officer for 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 Implementation of the declaration regime for chemical units under CWC Act</li> <li>(iii) Technical inputs on all policy matters relating to the Convention</li> <li>(iv) Providing training to concerned officers and staff of the Central/State Governments</li> <li>(v) Collection of database of declarable facilities under CWC Act Preparation of various reports, statistics and data required to fulfil obligations under the Convention</li> <li>(vi) Collection of database of declarable facilities under CWC Act</li> <li>(vii) Preparation of various reports, statistics and data required to fulfil obligations under the Convention</li> </ul>
Field of Selection, qualifications and experience	<ul style="list-style-type: none"> <li>(a)(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 pre-revised scale of pay of Rs. 5500-9000 or equivalent in the parent cadre or Department; or with six years' service in the grade rendered after appointment thereto on regular basis in the pre-revised scale of pay of Rs. 5000-8000 or equivalent in the parent cadre or Department; and possessing the following educational qualifications and experience:</li> <li>(iii) (b) ESSENTIAL:  Masters' Degree in Chemistry or Industrial Chemistry or Degree in Chemical Technology or Chemical Engineering from a recognised University or Institute or equivalent.</li> <li>(i) 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.</li> <li>(ii) (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).</li> </ul>

## 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)

	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 space below is insufficient

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

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/organisation 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 Government/UTs
  - (e) University
  - (f) Statutory Body
  - (g) Autonomous body under Central Government
  - (h) Autonomous body under State Government/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

Date.....

Signature of the candidate

Address.....

.....

.....

Countersigned.....

Tel. ....

FAX .....

Employer.....

Email id.....