

Internship Scheme for the Students and Young Professionals in the field of Chemical Safety and Security

The internship Scheme for students and young professionals in the field of chemical safety and security is in line with the objectives of Article VI, Article VII and Article XI of the Chemical Weapons Convention (CWC). The Article(s) relate to adoption of measures to ensure that toxic chemicals and their precursors are developed, produced, acquired, retained or transferred for purposes not prohibited under the CWC. The National Authority Chemical Weapons Convention (NACWC) is mandated to act as a national focal point for effective liaison with the implementing body of CWC. The dual nature of chemicals and their critical role in the nation's economy, calls for responsibilities of students, young professionals and prospective entrepreneurs for effectively and efficiently supporting the programmes on the chemical safety and security throughout the chemical sector.

The internship scheme of NACWC proposes to train and prepare students/young professionals in the field of chemical discipline on the issues of chemical security in their future professions.

2. Objectives of the Scheme:

- To allow short-term exposure to "selected candidates" with the National Authority as 'interns' and encourage them to serve National Authority/ Chemical Industry.
- To motivate the students to acquire knowledge about the CWC and to educate the young professionals in the field of chemical safety and security in their future professions.
- To train students/ young professionals in the field of CWC thereby preventing the misuse of toxic chemicals and further to prepare trained workforce for the chemical facilities.
- To assist and inspire interns to serve in the national/international organizations, dealing with the chemical weapons disarmament and related fields.
- To create/enhance the awareness about the peaceful uses of dual use chemicals among the students/young professionals and prospective entrepreneurs about associated declaration and verification processes stated under the CWC.

3. Eligibility Criteria and Internship Cycle:

There shall be two internship programmes to be undertaken by the Authority, under the scheme and are stated as (a) and (b):

- (a) *The internship programme for students, pursuing a full time undergraduate degree in Chemical Engineering/ Technology/ from any Recognized University/Institution. The Students in 3rd year of their 4 year Bachelors programme in Chemical Engineering/ Technology are eligible to apply.*

(b) *The Internship Programme for young professionals working in the field of chemical safety and security or with the Indian Chemical Council, engaged with the implementation of CWC.*

(a) **Guidelines for students, pursuing a full time undergraduate degree in Chemical Engineering/ Technology/ from any Recognized University/Institution :**

1. The selection of interns' shall be purely on the basis of merit and their willingness to work in the field of chemical safety and security and other related fields. All applications submitted will be scrutinized and shortlisted on the basis of following criteria:
 - Marks obtained in 12th Board Examination: 30% weightage
 - CGPA/ % of Aggregate Marks till 5th semester, based on producing a documentary proof of mark-sheets/ grade cards: 70% weightage
2. Maximum vacancies of interns under this category is limited to 3(Three) only.
3. Duration: 2(Two) months only
4. The intern shall be required to produce a letter from their respective Supervisor/Head of Department/Principal indicating their status in the Institution and "No Objection" for allowing the student to undergo internship programme for the period for which he/she is selected.
5. The selected interns are advised to contact their respective designated Supervisor of the Authority and understand the work ethics in the organization. Each student will be required to submit thesis on the topics assigned by the National Authority in consultation with their respective Supervisor.
6. The internship cycle for students pursuing a full time undergraduate degree Chemical Engineering/ Technology shall be as follows:

Particulars	Schedule of Internship
Last date of receipt of application	15 th April every year
Finalization of list	20 th April of every year
Internship duration	1 st week of May to 31 st July every year (maximum of two months)
In case the day falls on holiday / series of holidays, the scheduled date will be extended to the next working day.	

(b) **Guidelines for young professionals working in the field of safety and security or with the Indian Chemical Council engaged with the implementation of (CWC):**

1. The applicants possessing Bachelor Degree in Chemical Engineering/ Technology or Post-Graduation in Chemistry/ Industrial Chemistry, from any recognized University/Institution along with relevant experience (five years maximum) in the field of Chemical Safety & Security/Chemical Weapons Convention/ management of toxic chemicals.
2. Maximum vacancies of interns under this category is limited to 3 (Three) only.
3. Duration: 3(Three) months only
4. The selection of interns 'will be purely on the basis of merit. All applications submitted will be scrutinized and shortlisted on the basis of following criteria:

- Bachelor Degree in Chemical Engineering/ Technology or Post-Graduation in Chemistry/ Industrial Chemistry, from any recognized University : 30% weightage
 - Working experience in the field of safety and security or with the chemical association engaged with the implementation of CWC and related fields: 70% weightage
5. The work experience will be limited to five years only under this category and order of determining weightage of experience would be based on the risk assigned to chemicals or their precursors under the CWC.
 6. The working experience in the field of safety and security or with the chemical association engaged with the implementation of Chemical Weapons Convention (CWC) and related fields.
 7. The Internship Cycle under this category will be as follows:

Particulars	Schedule of Internship
Last date of receipt of application	5 th August every year
Finalization of list	20 th August every year
Internship duration	15 th September till 15 th December every year
In case the day falls on holiday / series of holidays, the scheduled date will be extended to the next working day.	

4. How to Apply:

- (i) Interested applicants may apply on email at deputysecretarynacwc@nic.in only till the online system of receiving the applications is made available on the website of the National Authority. The undergraduate applicants may submit their application in the prescribed format enclosed at **Annexure I** and the young professionals may submit their application in the prescribed format enclosed at **Annexure II**.
- (ii) The interested applicants may submit their applications before the last date of receipt of application indicated in the Internship cycle.
- (iii) All the applications received online strictly in the specified format will be scrutinized for selection by the committee as designated by the competent authority of NACWC.
- (iv) The applications found incomplete or not fulfilling the criteria, or received after the stipulated date shall be summarily rejected.

5. Logistics & Support by NACWC:

- (i) Interns shall make their own boarding and lodging arrangements.
- (ii) The NACWC shall provide necessary logistic support i.e. working space with facilities as found necessary by the Authority. The Interns shall be required to make their own arrangements for their Laptop.
- (iii) **The intern students, pursuing a full time post graduate degree/undergraduate degree shall be entitled to a stipend at the rate of Rs. 10,000/- (Rs. Ten Thousand Only) per month upon satisfactory performance, duly certified by their respective Supervisor. No stipend shall be paid, if the candidate leaves the internship prior to the completion date indicated in the Internship Cycle.**
- (iv) **The intern young professionals working in the field of safety and security or with the Indian Chemical Council engaged with the implementation of (CWC) shall be entitled to a stipend at the rate of Rs. 25,000/- (Rs.**

Twenty Five Thousand Only) per month upon satisfactory performance, duly certified by their respective Supervisor. No stipend shall be paid, if the candidate leaves the internship prior to the completion date indicated in the Internship Cycle

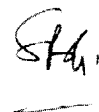
- (v) An undertaking for adherence to secrecy shall be signed by the selected intern (Annexure III).

6. Salient features of Internship:

- i. After the selection of the candidates, the National Authority will send the offer of internship directly to the selected candidate(s), under intimation to their respective Institutional Head/ sponsored agency.
- ii. The decision of the National Authority regarding the selection of the candidate as "intern" shall be final.
- iii. The selected candidates will be required to produce original copies of mark sheets and certificates along with self-attested copies of the mark-sheets/certificates.
- iv. The attendance & punctuality record shall be maintained by Administration Division and work supervision shall be maintained by the Technical Division of the NACWC.
- v. The interns shall not have any claim for job in the National Authority or in any other Government unit.
- vi. The National Authority has the right to terminate the internship of any candidate on the unsatisfactory performance at any time.
- vii. The conduct of the interns should be maintained as per the office procedure, in case of misconduct found, the decision of the National Authority shall be final.
- viii. National Authority indemnifies itself for any loss of life or damage of property, caused either on account of negligence of intern or on account of not adhering to the precautionary procedure by the intern, during the period of internship.
- ix. A Certificate regarding successful completion of internship shall be issued by the Head of the Department in the format as presented (Annexure-IV). Interns not completing the requisite period will not be issued any Certificate.

7. Power to Relax:

The Chairman, NACWC, Cabinet Secretariat, shall have the power to relax any of the conditions of Internship scheme.



Government of India
Cabinet Secretariat
National Authority Chemical Weapons Convention

**INTERNSHIP APPLICATION FORM FOR STUDENTS PURSUING A FULL TIME
UNDERGRADUATE DEGREE IN CHEMICAL ENGINEERING/ TECHNOLOGY**
(Filled up form to be mailed to deputysecretary.nacwc@nic.in)

Name and Address of the University: _____

Affix recent
passport size
photograph
duly attested by
the Institution
head

Duration: From: _____ **To:** _____

Department(Area of Interest): _____

Intended topic on which Internship is proposed: _____

A. PERSONAL DATA OF THE STUDENT:

1. Name: _____
(In capital letters) (First Name) (Middle Name) (Last Name)

2. Father's Name: _____

3. Mother's Name: _____

4. Date of Birth:(DD/MM/YY) _____

5. Village/ City &State of birth: _____

6. Nationality: _____ **7. Marital Status:** _____

8. Permanent Address: _____

Telephone/ Mobile No.: _____ **Email ID:** _____

9. Corresponding Address: _____

Telephone/ Mobile No.: _____ Email ID: _____

B. STUDIES AT UNIVERSITY:

1. Department: _____

2. Degree(Masters/ Bachelors): _____

3. Academic Semester: _____

C. OTHER INFORMATIONS:

1. Language known: _____

2. Special interests, hobbies, extracurricular activities: _____

I certify that the above information furnished by me is true to the best of my knowledge and belief.

Place: _____

Date: _____

(Signature of Applicant)

CERTIFICATION AND RECOMMENDATION
BY THE CONCERNED COLLEGE/UNIVERSITY/ INSTITUTION

It is certified that Mr./ Ms. _____ is a benefited students of _____ (semester/ year) of _____ (programme/ course) of this _____ (college & University name) and the information provided by him/her in the above Internship application form is correct as per the available office record and to the best of my knowledge.

2. This Department/ College/ University has no objection for his/ her doing the Internship Programme at the National Authority Chemical Weapons Convention, Cabinet Secretariat for the period from _____ to _____. It is also certified that he/she is not registered for any course requiring his/her attendance in the class during the said period.

3. The conduct of the student, as recorded by this Department/ College/ University, has been found good/ satisfactory/ unsatisfactory so far.

Place: _____

Date: _____

(Signature of the Authorized Officer)
(With official seal and Phone No.)

Annexure-II

Government of India
Cabinet Secretariat
National Authority Chemical Weapons Convention

Affix a recent Passport Size photograph duly attested by the Employer/Sponsored Agency	APPLICATION FORM FOR YOUNG PROFESSIONALS WORKING IN THE FIELD OF CHEMICAL SAFETY AND SECURITY OR WITH THE INDIAN CHEMICAL COUNCIL ENGAGED WITH THE IMPLEMENTATION OF (CWC) (Filled up form to be mailed to deputysecretary.nacwc@nic.in)
1. First Name:	2. Family Name:
3. Gender (please select one): Male <input type="checkbox"/> male <input type="checkbox"/>	4. Date of Birth (dd/mm/yyyy)
5. Details and years of professional experience:	
6. Permanent address:	7. Present address:
Telephone: Fax :	Telephone : Fax :
E-mail address:	
8. Contact person in case of emergency:	
Name:	Relation to the Applicant:
Address	
Telephone:	
E-mail address:	

9. Higher Education (College/ University)				
Institution Name Place and Country	Attended from / to		Degree and marks Obtained	Major Subject of Study
	Month/Year (mm/yy)	Month/Year (mm/yy)		

10. Computer skills/software used:	<i>Knowledge of software</i>		
	<i>Good</i>	<i>Medium</i>	<i>None</i>
<i>Windows</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Word</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Excel</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>PowerPoint</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Access Database</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other(please specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Employment: Please describe any previous practical experience you may have had, giving full details of your duties in the field of Chemical Safety & Security/Chemical Weapons Convention/ management of toxic chemicals. Please attach additional sheet(s) if necessary

12. Career plans:

13. Other relevant Information

(a) University scholarships or academic distinctions

(b) Publications (if any)

c) Have you ever been arrested, indicted, or summoned into Court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for violation of any law (excluding minor traffic violations)? Yes No

If yes, please give full details in statement to be attached with facts and figures.

14. Purpose of the internship

Please attach an essay explaining in 300-500 words the objective you wish to achieve during the period of the internship. This should include either information on a project you wish to pursue, or the type of work experience you hope to acquire. Please also state the proposed duration of the internship.

15. References

Please list three persons not related to you, who are familiar with your character and qualifications:

Full name and title occupation	Address	Business or
_____	_____	_____
_____	_____	_____
_____	_____	_____

16. I CERTIFY that the statements and answers are true, complete and correct to the best of my knowledge and belief.

Signature of the Candidate _____ Date _____

PART II – TO BE COMPLETED BY THE EMPLOYER/SPONSEROR

Name of sponsoring institution / organisation:

Postal Address:

Telephone:

Fax :

17..The Employer/Sponsoring Agency wishes to nominate the candidate for internship for young professionals working in the field of safety and security..

Please affix official seal of the institution/organisation.

Name of certifying official

Signature

Date

Applicants please note:

The following documentation must be included when for an application for an internship at the NACWC:

- *Duly completed Application for Internship form*
- *Authenticated transcripts of all courses taken along with the copy of mark sheets*
- *An authenticated copy of working experience in the field of Chemical Safety and Security from the employer*

UNDERTAKING

I, _____ working as “Intern” at the National Authority Chemical Weapons Convention, 1st Floor, Chanakya Bhawan, Chanakyapuri, New Delhi-110021, undertake to maintain utmost confidentiality with regard to all documents/data/information of National Authority, either in hard/ soft, copy or in any other form, through any mode of communication or sharing. I also undertake not to disclose, such information (including personal information kept on computer or other media) to any unauthorized person. My undertaking is with the understanding that in event of any fault found for unauthorized disclosure, the undersigned shall be processed as per Section 44, of the Chemical Weapons Convention Act 2000, and other associated prevailing Acts of the Country.

Signature

Full Name:

Date:

FORMAT OF INTERNSHIP COMPETITION CERTIFICATE

(To be given on Letter Head)

Dated:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr/ Ms. of
.....has successfully completed his/her -----
-----Internship with the NACWC, Cabinet Secretariat, Government of India
from to

I wish him/her every success in his/her life and career.

(Signature)

Joint Secretary &Head of Department