

CENTRAL LABOUR INSTITUTE

(DIRECTORATE GENERAL FACTORY ADVICE SERVICE AND LABOUR INSTITUTES)

GOVERNMENT OF INDIA, MINISTRY OF LABOUR AND EMPLOYMENT

N.S. MANKIKAR MARG, SION, MUMBAI – 400 022

Website : www.dgfasli.nic.in

Application for admission to **ADVANCED DIPLOMA IN INDUSTRIAL SAFETY 2014-2015**

INSTRUCTIONS TO CANDIDATES

All information is to be filled in full.

- Attach separate sheets wherever the space is inadequate.
- Attach attested copies in respect of age, qualification, experience, caste, etc. including all mark-sheets & certificates for SSC, HSC & diploma / degree examinations & Transfer certificate.
Interview will not be granted based on any provisional diploma / degree certificate .
- Eligibility Certificate has to be produced at the time of admission by the candidate who have obtained the required essential qualification from **Other than Maharashtra State**. This Certificate should be obtained from Maharashtra State Board of Technical Education, Mumbai.
- Incomplete application and certificates which are not self-explanatory will be rejected. Last date for receipt of application : **06-06-2014 by 5.00 p.m.**

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1	Full Name (in BLOCK LETTERS)	 <hr/> (As entered in the SSC Certificate)
2	Father's Name	
3	Date of Birth (as entered in the SSC Certificate)	in numbers : in words:
4	Permanent Address	 Pin Code: Tel: Fax:
5	Address for Communication	 State:Pin code Tel: Mob No :
6	Active E-mail ID of the candidate	
7	Are you belongs to : SC / ST / OBC / VJ / NT	(Indicate category) _____ # Please attach attested copies of certificates issued by Competent Authority

Date / Month and Year of passing	Examination Passed	Name and Address of Board/ University	Subjects	Marks obtained / out of	Percentage	Class / Division	No. of Attempts
1	2	3	4	5	6	7	8

8.(b). Candidates with B.Sc. qualification must clearly submit documents/certificates stating that they studied Physics or Chemistry as the principal subjects in B.Sc. (Others are not eligible to apply)

9.(a) Details of Supervisory Experience (in chronological Order): Indicate the experience from Supervisory and above level only.

(Please attach attested copies of experience certificates clearly indicating the experience specifically in manufacturing, maintenance and safety department. Experience in laboratory, R&D, Quality, competent person, consultancy, part-time job, self employment, employment in small scale industry, teaching experience etc. are not eligible. Certificates / documents like joining letter, relieving order, promotion order, letter of acceptance of resignation, etc. will not be considered for the purpose of counting experience, duration of employment, etc.): The suitability of experience certificate submitted by the applicant will be decided by the Scrutiny Committee. False / improper certificates will be rejected and strict action will be taken against such applicants.

Name and Address of the Organisation	Period		Duration	Designation	Nature of Duties (Attach certificate from Employer).
	From	To			
			-----years		
			-----months		
			-----days		
			-----years		
			-----months		
			-----days		

9. (b) Experience in Supervisory Capacity : Years _____ Months _____ Days _____
(As on 06-06-2014)

10. Details of the Papers published, if any:
11. Extra curricular activities, if any:
12. Any other information the applicant desires to give in support of the application:
13. Hostel accommodation(on sharing basis) : **Required** / **Not Required**
(No separate hostel for women)
14. Are you Sponsored? *{If yes, provide the certificate as per specimen given on page No.4 (Annex-A) on Sponsoring Authorities Letterhead.* : **Yes** / **No**
15. In case of emergency, name, address and other :
details of the parent/guardian to be contacted
including telephone No., mobile No.,
fax No., email id, etc.

DECLARATION BY THE CANDIDATE

I hereby declare that information furnished in the application is true and correct to the best of my knowledge and belief and that no material information has been willfully suppressed by me. If at any stage it is found that I do not fulfill the eligibility requirements, have used fraudulent means to secure admission, have made false or incorrect statements or my qualifying examination is not recognised by the Maharashtra State Board of Technical Education, Mumbai, then I shall not be allowed to appear at the interview, complete admission formalities, or if at all admitted, my admission shall be cancelled at any stage and my application/certificates / documents and the fee paid shall not be returned. I also undertake that after my admission to the course, I shall complete the requisite attendance, projects and term work within the specified period in the course. Further, I have checked all the points mentioned in the Check-List and my application is fulfilling all the requirements.

Place:

Date :

(Signature of the Candidate)

CERTIFICATE BY SPONSORING AUTHORITY*(To be submitted on the Company's Letter Head)*

1. We hereby sponsor Shri/Smt. _____ for the "Advanced Diploma in Industrial Safety" Course-2014-15. He / She possesses _____ years _____ months of experience in Supervisory Grade/Capacity as certified below.

Sr. No.	Post / Designation	Length of full-time Experience in		
		Manufacturing	Maintenance	Safety
		_____ years _____ months	_____ years _____ months	_____ years _____ months
		_____ years _____ months	_____ years _____ months	_____ years _____ months
		_____ years _____ months	_____ years _____ months	_____ years _____ months
		_____ years _____ months	_____ years _____ months	_____ years _____ months
		_____ years _____ months	_____ years _____ months	_____ years _____ months

2. Shri /Smt. _____ joined this organization on _____ as _____ and at present he is working as _____ from _____ to _____.
3. On his / her selection, he / she will be fully relieved to attend classes, do the project work in our industry and also appear in the examination. He / She will not be engaged in any duties until the completion of the course.
4. If the sponsorship is withdrawn by the management during the course, the candidate will be disqualified from continuance of the course.
5. His / Her present place of posting is

Place :

Date :

Office Stamp

Signature of Sponsoring Authority

Name :

Designation :

Office Tel No. with STD code, Fax No. and e-mail id must be given

Note:- Candidates who are not sponsored, but permitted by management, must produce 'NOC' issued by management alongwith a letter granting leave for the entire duration of the course before taking admission. Otherwise, acceptance of resignation by management shall be produced before taking admission.

Check List for valid Application (must be read by applicants).
(Please ensure the following before sending your application form)

1. *Whether you have written your name in the application form in the same manner as is shown in your High School Certificate (SSC) ?*
2. *Since only those who possess requisite qualification and experience are eligible to apply, please check whether you fulfill the eligibility criteria. In case you are employed, sponsorship / No Objection Certificate from the present employer duly signed along with the legible seal and full address should be attached.*
3. *Whether you have enclosed copies of your SSC/HSC/diploma/degree certificates along with (of each years/semesters) mark sheets, transfer certificate as well as experience certificates (showing the duration and nature of the experience) as per Sl. No. 9(a) of the application, duly attested by a gazetted officer?*
4. *Whether original certificates of SSC/HSC/diploma/ degree & Transfer Certificate are in your safe custody? These will have to be produced during interview. Interview / Admission will not be given based upon the provisional certificates / colour xerox/ attested copies / affidavits / notary signed.*
5. *Whether you have enclosed equivalence certificate for the basic minimum qualification required for the course? (This is necessary only for those candidates who claim that the examination passed by them is equivalent to the basic minimum qualification.)*
6. *Whether you have signed in your application form?*
7. *Whether the photograph pasted is recently taken and the same is not in damaged condition. (The same photo will be scanned for future use by the institute & Maharashtra State Board of Technical Education).*
