



GOVERNMENT OF INDIA, MINISTRY OF LABOUR & EMPLOYMENT

**REGIONAL LABOUR INSTITUTE**

Directorate General Factory Advice Service & Labour Institutes

**VYAVSAYIK SWASTHAYA AUR SURAKSHA BHAWAN,**

**SARVODAYA NAGAR, KANPUR - 208 005**

**APPLICATION FORM**

FOR ADMISSION TO POST DIPLOMA COURSE IN INDUSTRIAL SAFETY

(Academic Session- 2014-2015)

**Last date for accepting duly filled-in application forms by The Director In-Charge, Regional Labour Institute, Sarvodaya Nagar Kanpur-208 005, is 2<sup>nd</sup> June 2014. Application received after this date will not be considered.**

**Instructions to Candidate**

1. Please furnish all information in full.
2. Attach separate sheets wherever the space provided in the form is inadequate.
3. Attach self attested copies of certificates & testimonials in respect of age, qualification & experience.
4. Before sending the filled-in application form, please go through the prospectus & ensure compliance to the checkpoints given in the end of the form.
5. Incomplete applications will be summarily rejected
6. Experience will be counted from date of issue of original mark sheet of the qualifying examination.
7. Downloaded mark sheets from web sites will not be entertained. Self attested xerox copy of the mark sheet must be attached with application form.
8. Application form sent through Fax or mail will not be considered.

PHOTOGRAPH

|    |   |  |
|----|---|--|
| 1. | Name in full<br>(In capital letters & as per High School or equivalent certificate) |  |
|----|---|--|

|    |   |  |
|----|---|--|
| 2. | Father's Name   |  |
| 3. | Date of Birth   |  |
| 4. | Place of Posting in the present Job.<br>(Attach a certificate from your present employer) |  |
| 5. | Postal Address<br>(For correspondence)  | Pin Code:<br>Telephone Numbers with STD code:<br>Residence:<br>Office:<br>Mobile No:<br>Email: |
| 6. | Address of employer<br>(Sponsoring / Permitting authority)                                | Pin code:<br>Office phone no. with STD code:<br>Fax No with STD code:<br>Mobile No:<br>Email : |
| 7. | Permanent Address   | Pin Code:<br>Telephone No. with STD code :<br>Mobile No:                                       |



10. Details of experience (in chronological order). Attach self attested copies of the certificates .

| Sr No. | Name and Address of Organisation where employed (starting from first employment & ending with present employment) | Designation and pay | Employment Period<br>Give exact dates |    | Employment Duration<br>Indicating Years, months and days | Nature of Duties<br>(Enclose self attested copies of the certificates ) |
|--------|---|---------------------|---------------------------------------|----|--|---|
|        |   |                     | From                                  | To |  |   |
| 1      | 2   | 3                   | 4                                     |    | 5  | 6   |
|        |   |                     |                                       |    |  |   |
|        |   |                     |                                       |    |  |   |
|        |   |                     |                                       |    |  |   |
|        |   |                     |                                       |    |  |   |

11.Total experience (From first employment up to 30 June 2014):.....Year .....Months.....days

12. Give the details, if you have earlier applied at this institute for this course.?

13. Any other information which the applicant desires to give in support of his candidature

14. Hostel accommodation: Required / Not required (Women hostel is not available)

**15. 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 Board of Technical Education, U.P, then I shall not be allowed to appear at the interview, complete admission formalities, or if in any case already admitted, my admission shall be cancelled 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 during the period of the course.

Date:

**Signature of the candidate**

Place:

**CERTIFICATE BY SPONSORING/ PERMITTING AUTHORITY**

(Either 'A' or 'B' of the formats given below **should necessarily be completed** by the employer of the organisation where the candidate is employed and which is sponsoring or permitting the candidate for this course)

**( A ) CERTIFICATE FOR SPONSORED CANDIDATE**

Shri ..... holding the post of----- in this organisation is hereby **sponsored** to attend the POST-DIPLOMA COURSE IN INDUSTRIAL SAFETY during the academic year 2014-2015. The application for admission in the prescribed form, duly filled in, has been verified and is forwarded herewith.

Shri ..... is working in this organisation ..... w.e.f. ....

Place: .....

Date:

**Signature of the Sponsoring Authority,**

Name, Designation & Address

Seal of Sponsoring Authority

Office Ph. no. with STD Code :

(Mobile No.) :

Fax No.:

E-mail.:

OR

( B ) CERTIFICATE FOR PERMITTED CANDIDATE

Shri ..... holding the post of----- in this organisation is hereby **permitted** to attend the POST-DIPLOMA COURSE IN INDUSTRIAL SAFETY during the academic year 2014-2015. The application for admission in the prescribed form, duly filled in, has been verified and is forwarded herewith.

Shri ..... is working in this organisation ..... w.e.f. ....

Place: .....

Date:

**Signature of the Permitting Authority,**

Name, Designation & Address

Seal of Permitting Authority

Office Ph. no. with STD Code :

(Mobile No.) :

Fax No.:

E-mail.:

***CHECKLIST***

(Please ensure the followings 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 or equivalent certificate?
2. Since only those who are presently employed & possess requisite qualification & experience are eligible to apply, please check whether your employer, sponsoring you to do this course, has signed your application form along with his legible seal & full address? If not, then a certificate from your present employer clearly mentioning that you are permitted to do this course should be enclosed.
3. Whether you have enclosed self attested copies of your high school certificate & degree / diploma certificates along with their mark sheets as well as experience certificates (showing the duration & nature of the experience)?
4. Whether original certificates of high school, degree / diploma are in your safe custody? These will have to be produced before admission. **Admission will not be given based upon the provisional certificates.**
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?