



Government of India  
Ministry of Labour & Employment  
**Directorate General Factory Advice Service & Labour Institutes**

**PROSPECTUS & COMBINED  
APPLICATION FORM**

**FOR**

**ADVANCED DIPLOMA IN INDUSTRIAL SAFETY (ADIS) /  
DIPLOMA IN INDUSTRIAL SAFETY (DIS) /  
POST DIPLOMA IN INDUSTRIAL SAFETY (PDIS)**

**TO BE CONDUCTED**

**AT**

**CENTRAL LABOUR INSTITUTE, MUMBAI &  
REGIONAL LABOUR INSTITUTE  
CHENNAI, FARIDABAD, KANPUR AND KOLKATA**

**ACADEMIC YEAR 2018-19**

# PROSPECTUS

2018 – 2019

## 1. ABOUT THE COURSE

Rapid Technological developments and large scale Mechanization in Petrochemical, Chemical, Engineering Industries, Construction activities, etc. have resulted in complex Safety & Health problems in these Industries. Hence these Industries need the services of qualified safety professionals exclusively to take care of various Safety and Health aspects of their personnel/other persons who are likely to be affected by any adverse effects arising from these Industries. Recognizing this need and also to facilitate the Factory Management in fulfilling the Statutory requirements regarding appointment of Safety officers under Section 40-B of The Factories Act, 1948, Central Labour Institute, Mumbai / Regional Labour Institutes Chennai, Faridabad, Kanpur and Kolkata have been conducting the one year Diploma Course in Industrial Safety.

Further, the Factory Managements may be aware about the Amendments made in the year 1987 to the provisions of The Factories Act, 1948 which places several responsibilities on the occupiers of Factories, including specific responsibilities on the Occupiers of Factories, carrying out 'Hazardous Processes'. These added responsibilities on the Factory Managements have in turn increased the responsibilities of the safety officers, who have to help and assist the managements in complying with the various provisions of the Act. The ADIS / DIS / PDIS offered by the Central Labour Institute, Mumbai and Regional Labour Institutes Chennai, Faridabad, Kanpur and Kolkata is a recognized statutory qualification for appointment as Safety Officers as per The Factories Act, 1948. These Diplomas are awarded by the Directorate of Technical Education of the respective State Governments.

## 2. DURATION

This is a **FULL TIME** Course and the duration of the Course is One year. The Course will commence in the month of July, 2018 in all the five Institutes.

## 3. METHODOLOGY

The Course will be conducted through class room sessions, lectures, discussions, case studies, Laboratory exercises, Factory visits, etc. The students are required to carry out one project work & term work and two laboratory works during the course of the programme, as a requirement under the syllabus.

## 4. EXAMINATION

The students will have to appear for Final Examination which will be conducted by the Board of Examinations, Directorate of Technical Education of the concerned State Governments. The Examination consists of theory papers, project work, term

work and practical. The Diploma will be awarded to the successful candidates in the Examination by the respective Technical Education Boards.

**Note:** (a). The Students studying at RLI, Kolkata will have to undergo examinations in two semesters of 6 month each as conducted by the Kolkata State Board of Technical Education.

## 5. QUALIFICATION & EXPERIENCE

### A. Educational Qualifications:

Recognized Degree or Diploma in any branch of Technology / Engineering  
or

Recognized Degree in Physics or Chemistry as the Major Subject.

**Note :** (a) Science graduates (B.Sc.) with Physics, Chemistry & Mathematics as main subjects will be considered at RLI, Kolkata;

### B. Experience :

Practical experience in a Supervisory Capacity for 2 years in the case of Degree in Engineering/Technology and 5 years in the case of Diploma in Engineering/Technology or Degree in Physics or Chemistry in the following fields:

Manufacturing, Maintenance or Safety Department in an Industry / Factory;

or

Research, Training or Education in the field of Industrial Safety in an Industry / Factory;

or

Government Department in the Administration of any Safety Legislation;

or

Building and other Construction Works;

or

Port or Dock activity.

## 6. RESERVATION

The reservation policy of the respective State Governments shall be followed.

## 7. FEES AND OTHER CHARGES

### a) Course Fee :

**Rs.10000/** (Subjected to Revision by the Competent Authority) to be paid by **Crossed Demand Draft** (separate DD) drawn in favour of respective Institutes i.e. Central Labour Institute, Mumbai and Regional Labour Institutes at Chennai, Faridabad, Kanpur and Kolkata at the time of admission. The fee once paid will not be refunded (fee may be revised by the competent authority).

### b) Caution Money Deposit:

**Rs. 2000/-** (Subjected to Revision by the Competent Authority) to be paid by **Crossed Demand Draft** (Separate DD) drawn in favour of the respective Institutes i.e. Central Labour Institute, Mumbai and Regional Labour Institutes at Chennai, Faridabad, Kanpur and Kolkata at the time of admission, as Caution Money Deposit. This amount is refundable subject to recoveries, if any, at the end of the course.

### c) Examination Fee :

Examination and other related fees as prescribed by the Board of Examinations, Directorate of Technical Education of the concerned State Governments are payable by the students.

### d) Other Expenses:

The expenditure incurred towards purchase of books, course materials, stationeries, preparation of Project / Term Work reports, TA/DA charges in connection with the local / outstation factory visits, Seminar fee, Examination fees, etc. are to be borne by the sponsoring organizations / students.

## 8. SUBMISSION OF APPLICATION

The prescribed application Form complete in all respects, together with self attested copies of certificates, in duplicate shall be prepared and

- a) One copy of the application shall be sent to The Chairman, Central Committee for ADIS / DIS / PDIS Course, Central Labour Institute Building, Sion, Mumbai – 400 022.
- b) Other copy of the application shall be sent to the Director – In - charge of the respective Institute, preferred as the first by the candidate as per the assigned jurisdiction as per their place of work. b) Institute as first preference based on jurisdiction is given as follows:

Sl. No.	Institute	Jurisdiction
1.	THE CENTRAL LABOUR INSTITUTE, MUMBAI DGFASLI, N.S. Mankikar Marg, CLI Campus, Sion, Mumbai – 400 022. Phone: 022-24060 515/516/518/519 Fax : 022-2407 1986	Candidates working in the UT/States of Dadra & Nagar Haveli, Daman & Diu, Goa, Gujarat and Maharashtra
2.	THE REGIONAL LABOUR INSTITUTE, CHENNAI No.1, Sardar Patel Road, Adyar, Chennai - 600 113. Phone : 044-22350737 & 22351569 Fax : 044-22352457	Candidates working in the UT/States of Andaman & Nicobar Islands, Laksha Dweep, Puducherry (Pondicherry), Andhra Pradesh, Telangana, Karnataka, Kerala, and Tamil Nadu
3.	THE REGIONAL LABOUR INSTITUTE, FARIDABAD Sector 47, Faridabad – 121 003 Haryana Phone : 0129 – 2468033 Fax : 0129 – 2468219	Candidates working in the UT/States of Chandigarh, Delhi (NCR), Haryana, Himachal Pradesh, Jammu & Kashmir, and Punjab
4.	THE REGIONAL LABOUR INSTITUTE, KANPUR Sarvodaya Nagar, Kanpur – 208 008, Uttar Pradesh Phone : 0512-2218691/92/ 2218745 Fax : 0512-2215112	Candidates working in the States of Madhya Pradesh, Chattisgarh, Uttaranchal, Rajasthan and Uttar Pradesh (except NCR)
5.	THE REGIONAL LABOUR INSTITUTE, KOLKATA Lake Town, Kolkata – 700 089, West Bengal Phone : 033 – 2534 2732 / 2735 Fax : 033 – 2534 8182	Candidates working in the states of Bihar, Orissa, West Bengal, Jharkhand and all the North-Eastern States

- c) Incomplete, defective and late submission /received applications will be summarily rejected without any correspondence.
- d) **The last date for receipt of duly completed applications at the respective Institutes preferred by the candidates is 11.05.2018 at 5.45 p.m.**
- e) No grace time is granted for late submission, postal delay, administrative delay, etc. & hence sponsoring managements / applicants shall arrange to forward their applications well before the last date to avoid rejection. The envelope must be super scribed with “**Application for ADIS / DIS / PDIS 2018-2019**”.

## 9. SELECTION

- a) The list of eligible candidates after preliminary screening will be uploaded in the DGFASLI website in the month of May, 2018. The exact date of interview will be intimated to the eligible candidates by mail / post and will also be displayed in our website. Mere calling for interview does not guarantee selection. **No TA/DA will be paid by this Institute for attending the interview.**
- b) The candidates will be interviewed only at the first preferred Institute of their respective region / jurisdiction. A merit list will be prepared after conducting the interviews at CLI / RLI. The preferences given by the candidates as II & III will be considered for admission only if seats are vacant in those institutes after filling the seats with the applicants of the respective region as per merit.
- c) The candidates should produce all original certificates at the time of interview. Candidates who enclose copy of the provisional certificate for educational qualification will not be called for interview. Selected candidates are required to join the course at short notice. **Candidates who were selected earlier but did not join & candidates discontinued the course will not be considered again for this course..**
- d) Weightage will be given as per the Selection criteria which will be decided by the Selection Committee at the time of interview.

## 10. ACCOMMODATION

- a) Limited non-family ordinary accommodation in two bedded rooms at the Institute hostels are available on first-come-first serve basis. No boarding facility is available in the hostels. Guests and relatives of the candidates will not be allowed to stay in the hostel.
- b) Room rent chargeable for the hostel accommodation will be Rs.50/- per day per head (subjected to Revision by the Competent Authority). This is payable in advance by a separate Demand Draft / cash for the entire period in two installment.

## 11. ATTENDANCE

- a) A Candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of the course.
  - i) Ideally every student is expected to attend all classes and secure 100% attendance. However, he/she shall secure **not less than 80%** as against the total number of teaching sessions or as per respective Technical Boards norms. However, a student with 75% attendance due to medical reasons (prolonged hospitalization / accident / specific illness) may be permitted to appear for the examination subject to the condition that the candidate shall submit the medical certificate from the recognized Hospital. For students with less than 80% attendance, a letter of intimation will be sent to the sponsoring organization.

## **12. INDUSTRIAL/ INSTITUTE VISITS**

The industrial/institutes visits are the part of the course. The expense towards these visits shall be borne by the sponsoring organisation. The students of all the RLI's shall make an industrial/institute visit to CLI, Mumbai for a minimum period of one week during the course. The students of CLI, Mumbai will be undertaking an industrial/institute visit to any one of the RLI's with the approval of the principal of the course.

## **13. DISCIPLINE**

Every student is required to observe discipline and decorous behavior both inside and outside the Institute and not to indulge in any activity which will tend to bring down the prestige of the Institute. The Principal shall constitute a disciplinary committee of which one representative will be from the faculty to enquire into acts of indiscipline, misconduct and misbehavior. Appropriate action will be taken and communicated to the sponsoring organization based on the findings of the disciplinary committee. If a student indulges in malpractice he / she shall be liable for punitive action as prescribed by the Institute from time to time.

## **14. UNIFORM**

All candidates are required to adhere the uniform dress code i.e. Grey bottom & White top for female candidates and white Shirt and grey pant for male candidates.

## **15. REVISION OF REGULATION AND CURRICULUM**

- a) The DGFASLI may from time to time revise, amend or change the Regulations, and syllabi, etc. if found necessary. No other correspondence in this regard will be entertained.



**Government of India  
Ministry of Labour & Employment  
DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR INSTITUTES**

**COMBINED APPLICATION FORM FOR  
CENTRAL LABOUR INSTITUTE, MUMBAI &  
REGIONAL LABOUR INSTITUTE CHENNAI,  
FARIDABAD, KANPUR AND KOLKATA**

**ADVANCED DIPLOMA IN INDUSTRIAL SAFETY (ADIS) /  
DIPLOMA COURSE IN INDUSTRIAL SAFETY (DIS) /  
POST DIPLOMA IN INDUSTRIAL SAFETY (PDIS)  
(Academic Year 2018-2019)**

**Instructions to the Candidate:**

**BEFORE FILLING UP THIS APPLICATION FORM, READ THE PROSPECTUS CAREFULLY.**

- Please furnish all information in full.
- Attach separate sheets wherever the space provided in the form is inadequate
- Attach attested copies of certificates / testimonials in respect of age, qualification, Experience, etc.
- Before applying, ensure your eligibility for the course & Region belongs to.
- Incomplete application will be rejected without any correspondence.
- Name & Date of birth must be as per school leaving certificate. **The Authority does not permit gazette Notification for change of name, etc.**
- The last date for receipt of duly completed applications at the Institutes Preferred by the candidates is **11.05.2018 at 5.45 p.m.**

Affix recently taken Passport size Photo with self Attestation



1. Institute of Preference\* :  CLIM  RLIC  RLIF  RLIKAN  RLIKOL  
 (Please refer Sl. No.8 of the Prospectus)

\* CLIM = CLI, Mumbai, RLIC = RLI, Chennai, RLIF = RLI, Faridabad, RLIKAN = RLI, Kanpur, RLIKOL = RLI, Kolkata

**2. Personal Information**

a.	Full Name (in BLOCK LETTERS) (as per School Leaving Certificate, enclose copy of Certificate)	First Name	Middle Name	Surname		
b.	Father's Name (in BLOCK LETTERS)					
c.	Date of Birth (as per School Leaving Certificate)	DD	MM	Y Y		
d.	Category (√ where applicable)	GEN <input type="checkbox"/>	SC <input type="checkbox"/>	ST <input type="checkbox"/>	OBC <input type="checkbox"/>	DEF <input type="checkbox"/>

(Attested copies in proof of the above shall be enclosed).

**3. Mailing Address**

a.	Permanent Residential Address	
b.	Address for Correspondence	

(Attested copy of the document in support of residential address shall be enclosed)

**4. Contact Details :**

a.	E-mail ID :	
b.	Contact No. / Mobile No.	

5. Religion :

6. Mother tongue :

7. Details of Educational qualifications (From Secondary School onwards. Enclose copies of Certificates) :

Name of Examinations Passed	Name and Address of School/ College / Institute	Year Of passing	Marks Obtained Out of & Percentage	Class/ Division Obtained	No. of Attempts	Main and Other subjects	Full Time/ Part Time/ Correspondence

8.(a) Details of Experience after acquiring Essential Qualification :  
(in chronological order)

Name and Address of the Organization	Designation and Scale of Pay	Period From - To	Nature of Duties (enclose certificates)

Total years of Experience: .....years.....Monts.....days

8.(b) Experience in Supervisory capacity alone:- .....Years.....Months  
(after acquiring essential qualification)

Please attach Xerox copy of the certificate for supervisory capacity experience in detail issued by your employer(s)

9. 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.

10. a) Has the candidate applied for the ADIS/DIS/PDIS :  
Course at CLI, Mumbai, RLI - Chennai, Faridabad, Kanpur or Kolkata during the previous years  
If yes, give details :

b) Whether the candidate has been selected earlier and not attended the course ?  
If any, state reasons for the same

11. Hostel accommodation (on sharing basis) : **Required / Not Required**  
(No separate hostel for women)

12. Are you sponsored? : **Yes / No**  
If yes, provide the certificate from a registered factory under the Factories Act, 1948 or registered construction site under BOCW Act & Rules or registered under Major Ports Act, on the Letter head of the Sponsoring organization as per the specimen enclosed.

13. a) Papers published, if any :  
(Attested copies of published papers shall be enclosed)

b) Training undergone, if any :  
(Attested copies of Training Certificates shall be enclosed)

14. Extra-curricular activities, if any :

15. Any other related information the Applicant desires to give :

.....  
(Signature & Name of the Candidate)

Place:

Date:

## DECLARATION BY THE CANDIDATE

I hereby declare that the information furnished in the application is true and correct to the best of my knowledge and belief and that no material information has been suppressed by me. I also understand that I stand to be disqualified from being admitted to the Course or from continuance in the Course, in the event of any information being found incorrect.

I undertake to produce all the Original Certificates, Testimonials, etc. regarding my Educational Qualification, Experience, etc., at the time of Interview.

.....  
Signature & Name of the Candidate

Place:

Date:

## CERTIFICATE BY SPONSORING AUTHORITY

(on company letterhead)

(to be issued only for the period of work performed in the sponsoring organization)

Shri/Smt/Ms..... of this Organization is hereby sponsored and nominated to attend the Diploma Course in "Industrial Safety" during the Academic Year 2018-2019. The duly filled in Application has been verified, found correct and is forwarded herewith. He fulfils the Eligibility criteria. **It is certified that the applicant will not be engaged for any duties in our industry till the course completion.** He will be granted full Pay & Allowances & other expenses if selected to the course for the entire period.

Shri/Smt/Ms.....is working in this organization with effect from.....and his total supervisory experience as on 11-05-2018 is.....Years.....months as detailed below. This is a supervisory grade in this organization.

Sl. No.	Experience in	Years	Month	Designation during the period
1.	Manufacturing			
2.	Maintenance			
3.	Safety Department in the Industry			
4.	Research, training, education in the field of Industrial Safety			
5.	Government dept in administration of any safety legislation			
6.	Building and other construction works / construction industry			
7.	Department of Port / Docks			

The Registration / License No. of the Factory / Construction Site / Major Port is ..... and issued by the office of the .....  
(copy of the license issued by the competent authority shall be enclosed).

Place : Signature & Name of Sponsoring Authority

Date :

Name & Designation:

Address of the organization:

Telephone No. :

Fax No. :

Email :

Local ( office address):

With Telephone No. if any :

(Organization Seal)

License No. :

Name of the License issuing organization:

### UNDERTAKING BY THE CANDIDATE

I hereby undertake that I, Shri/Smt./Ms ..... while pursuing the one year DIS/PDIS/ADIS conducted at Central Labour Institute, Mumbai and Regional Labour Institutes at Chennai, Faridabad, Kanpur and Kolkata, if found involved in any misconduct / misbehaviour during the study period, I will abide by the decision taken by the Principal of the Course including dismissal from the Course.

Signature & Name of the Candidate

Place :

Date :

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### UNDERTAKING BY THE SPONSORING ORGANISATION

I/We hereby undertake that our employee Shri/ Smt./ Ms..... while pursuing the one DIS/PDIS/ADIS conducted at Central Labour Institute, Mumbai and Regional Labour Institutes at Chennai, Faridabad, Kanpur and Kolkata, if found involved in any misconduct / misbehaviour during the study period, I/we will abide by the decision taken by the Principal of the course including dismissal from the Course.

Name and Signature of the Sponsoring Organisation with seal

Place :

Date:

### Check-list

(check-list shall be filled without leaving anything blank and enclosed with the application)

S. No.	Item	Status of Proof Yes/No
1.	Name	
2.	Date of Birth (DOB)	
3.	SC/ST/MBC/BC Certificates	
4.	All Educational Qualification Certificates( Provisional certificates are not accepted )	
5.	Detailed Experience / qualification certificates for S.No.13(a),13(b) &13( c)	
6.	Sponsor Certificate completed & signed	
7.	Photo attested ( first page)	
8.	Present Name & DOB is as per school leaving certificate	
9.	Signature of the Applicant in the Application Form	
10.	Envelope super scribed with "Application for ADIS/DIS/PDIS 2018-2019"	
11.	State whether you have ensured your eligibility for the course	
12.	Declaration by the Candidate	
13.	Undertaking by the Candidate	
14.	Undertaking by the Sponsoring Organization	
15.	Published Papers	
16.	Training Details	
17.	Address Proof (Factory / construction site / major port)	
18.	License copy of the sponsoring organization (Factory / construction site / major port)	

(Signature & Name of the Candidate)

Place :

Date :

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