



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

**PROSPECTUS-CUM -APPLICATION FORM FOR THE ACADEM IC YEAR 2024-25**

**FOR**

**ADVANCED DIPLOM A IN INDUSTRIAL SAFETY (ADIS)**

**TO BE CONDUCTED**

**AT**

**REGIONAL LABOUR INSTITUTE, KOLKATA (RLI, KOLKATA)**

**ACADEM IC YEAR 2024 - 2025**

# Prospectus for Advanced Diploma in Industrial Safety (ADIS) 2024 – 2025 at Regional Labour Institute, Kolkata

## 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 they need the services of qualified safety professional 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, this institute is conducting one year Advanced Diploma course in Industrial Safety.

The course offered by the Institute is a recognized statutory qualification for appointment as Safety Officers as per the Factories Act, 1948. The Diploma is awarded by the West Bengal State Council of Technical & Vocational Education and Skill Development.

## 2. DURATION

This is a **FULL TIME** Course and the duration of the Course is of one year. The Course will commence from 1<sup>st</sup> week of August, 2024 (**date is to be decided as per the course curriculum of the West Bengal State Council of Technical & Vocational Education and Skill Development**).

## 3. METHODOLOGY

- a) 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.
- b) Term work, project work and industrial training which are the parts of the course will have to be carried out only in the sponsoring organization by the sponsored candidates. Under no circumstance, the sponsored students will be permitted to carry out the term work and project work other than in their respective sponsoring organization.
- c) The non-sponsored candidates will have to make their own arrangement for carrying out the project and term work and the Institute will not be responsible for identifying organization in this regard. No letter will be issued by the Institutes for carrying out Project work & term work in this regard.

## 4. EXAMINATION

The students will have to appear for semester wise (1<sup>st</sup> and 2<sup>nd</sup>) Examination which will be conducted by the West Bengal State Council of Technical & Vocational Education and Skill Development, Kolkata. The Examination consists of theory papers, project work, term work and practical. The Diploma will be awarded to the successful candidates in the examination conducted by the West Bengal State Council of Technical & Vocational Education and Skill Development.

**Note:** *The Students will have to undergo examination in two semesters of 6 months each as conducted by the West Bengal State Council of Technical & Vocational Education and Skill Development, Kolkata.*

## 5. QUALIFICATION & EXPERIENCE

### i) Educational Qualification:

Degree or Diploma in any branch of Technology/ Engineering.

or

Degree in Science (Physics, Chemistry and Mathematics) from recognized university/ institute

#### Note:

- a) B.Sc/ M.Sc degree will be considered only from UGC approved College/ University.
- b) Diploma in Engineering will be considered only from State Board/ Directorate/ Council of Technical Education or AICTE approved institutes.
- c) B.E/B.Tech/M.E/M.Tech. degree will be considered only from AICTE/UGC approved institutes or Universities.
- d) Candidates who have passed the ADIS/PDIS/DIS examination affiliated/conducted by any State Board/ Council/ Directorate of Technical Education will not be eligible to apply for this course.

### ii) Essential Experience

Preferably in a Supervisory Capacity or above in the following fields for a period of 2 years in the case of Degree in Engineering/Technology and 5 years in the case of Diploma in Engineering/Technology or Degree in Science (Physics, Chemistry and Mathematics).

Practical experience in Manufacturing, Maintenance or Safety Department in a Factory as defined under The Factories Act, 1948. (Copy of Factory License issued by CIF/DISH of the respective state is to be submitted).

Or

Building and other Construction works as defined under ***The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996***. The establishment should have registered under the BOCW Act with respective Central or State Governments. (Copy of registration certificate under BOCW Act shall be submitted.)

Or

DGFASLI/ DISH approved Research, Training or Educational Institutes in the field of Occupational Safety and Health

Or

Government Departments entrusted with the Administration of any Safety Legislation in India

Or

Port or Dock work as defined under *The Dock Workers (Safety, Health and Welfare) Act, 1986*. The establishment/ agency should have registration with the respective Port Authority or State Government.

#### Note

- Experience during training period or probationary period or apprenticeship period will not be considered.

- The foreign country work experience will not be considered.

## 6. RESERVATION

The reservation policy of the Central or State Governments shall be followed by the institute.

### Note:

- a) Reservation for Ex-Service Man will be as per existing rules of the State Government.
- b) Reservation of Economically Weaker Section (EWS) will be governed by the Central Government guidelines.

## 7. FEES AND OTHER CHARGES

### a) Course Fee:

**The Course Fee is Rs. 25,000/-.** The fee once paid will not be refunded. The mode of payment of the course fee will be communicated to the selected candidates by the Principal of the respective institutes.

### b) Caution Money Deposit:

**The Caution Money Deposit is Rs. 2500/-.** This amount is refundable subject to recoveries, if any, at the end of the course. The mode of payment of the caution money deposit will be communicated to the selected candidates by the Principal of the respective institutes.

### c) Examination Fee:

Examination and other related fees as prescribed by the West Bengal State Council of Technical & Vocational Education and Skill Development, *Kolkata* 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

- a) The candidates applying for the course has to apply in offline mode only.
- b) The candidates has to send dully filled in prescribed application form in complete in all respects, with self-attested copies of certificates, **on or before 30.05.2024 latest by 5.45 p.m by Speed Post or Registered Post only at the following address.**

***The Head of Office,  
Regional Labour Institute,  
Government of India,  
Ministry of Labour & Employment  
Lake Town, Kolkata – 700089.***

The envelope must be super scribed with ***Application for the Advanced Diploma in Industrial Safety (ADIS) 2024-2025 at RLI, KOLKATA.***

c) The regions falling under the jurisdiction of the Institute is as given below:

Sl. No.	Name of the Institute	Institute Code	Zones coming under the jurisdiction of the Institute	Sanctioned Intake Capacity
1.	Regional Labour Institute, Lake Town, Kolkata-700 089, West Bengal	(RLIKOL)	Candidates working in the States of West Bengal, Bihar, Odisha & Jharkhand	61 (including 6 EWS)

d) Incomplete, ambiguous and late received applications will be summarily rejected without any further correspondence.

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.

## 9. SELECTION

- a) The merit list of selected candidates, after applying selection criteria by the Institute, will be uploaded on the DGFASLI website [www.dgfasli.gov.in](http://www.dgfasli.gov.in).
- b) The zone of consideration for admission will be based on -
  - i. **The current place of working for the sponsored and self-sponsored working candidates.**
  - ii. **Permanent Residence will be considered for Zone selection only for non-working candidates.** The supporting documents for the permanent address should be furnished by the non-working candidates.
  - iii. In case of **self-sponsored working candidates**, the **No Objection Certificate** from the working organization has to be produced.
- c) An undertaking/ declaration has to be submitted by the sponsoring organization to relieve the candidate so as to enable him to join the course after selection.
- d) The candidates should produce all original certificates at the time of admission failing which seats will be offered to next eligible candidates. Candidates who enclose copy of the provisional certificate for educational qualification will not be considered. Selected candidates are required to join the course at short notice. Candidates who were selected earlier but did not join & the candidates who discontinued the course will not be considered again for this course.
- e) Weightage for the selection of a candidate will be given based on qualification, sponsorship, and length of experience as per the Selection criteria prescribed by the DGFASLI.

## 10. ACCOMMODATION

- a) Limited, non-family, ordinary, sharing accommodation in the Institute hostels will be 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. 100 per day for the sponsored candidates and Rs.50/- per day for the non-sponsored candidates 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 installments.

## 11. ATTENDANCE

- a) A Candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of the course.
- b) 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 Board 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 a recognized hospital. For students with less than 80% attendance, a letter of intimation will be sent to the sponsoring organization.
- c) If the Sponsored candidate is selected for admission into the course, the SPONSORING AUTHORITY shall relieve of the candidate(s) for the period of one year and he/she will not be engaged for any duties in their industry till the completion of the course. The monthly attendance records of all students shall be displayed on the Notice Board of the Institute.

## 12. REVISION OF REGULATION AND CURRICULUM

The Institutes, from time to time, may revise, amend or change the regulations, and syllabi, etc., if found necessary. No other correspondence in this regard will be entertained.

## 13. UNIFORM

All candidates are required to adhere to the uniform dress code i.e. Grey bottom (No Jeans) and White top for female candidates and white shirt and grey full pant for male candidates.

## 14. INDUSTRIES/ INSTITUTES VISIT

The industries/institutes visits are the part of the academic curriculum. The expense towards the industries/institutes visits shall be borne by the sponsoring organization/individual.

## 15. 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.

**16. REJECTION CRITERIA**

The applications which are incomplete as mentioned in the Prospectus-cum-Application Form, will be rejected and no communication will be made to the individual regarding the rejection of the application. The reason of rejection of application, if any, will be uploaded in DGFASLI website [www.dgfasli.gov.in](http://www.dgfasli.gov.in) after the finalization of the merit list by the Institute.

**The decision of the Institute, on all matters connected with the selection, admission, examination and any other matters related with Course shall be final.**



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Ministry of Labour & Employment**

**DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR INSTITUTES**

**APPLICATION FORM**

**FOR**

**ADVANCED DIPLOMA IN INDUSTRIAL SAFETY (ADIS)**

**(Academic Year 2024 - 2025)**

**TO BE CONDUCTED**

**AT**

**REGIONAL LABOUR INSTITUTE, KOLKATA**

**Instructions to the candidate:**

*Read the Prospectus carefully before filling up this application form.*

- 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, etc.
- 4) Ensure your eligibility for the course & under the jurisdiction (Please refer S. No. 8. c), before applying.
- 5) Incomplete application will be rejected without any correspondence.
- 6) Name & Date of Birth must be as per School Leaving Certificate.
- 7) The Sponsor's Certificate should be strictly in the format given in the application form, failing which sponsorship will not be considered.
- 8) The last date for receipt of duly completed applications at the Institute is **30.05.2024 by 5.45 p.m. by Speed Post or Registered Post only.**



<b>APPLICATION FORM</b>  <b>FOR</b>  <b>ADVANCED DIPLOMA IN INDUSTRIAL SAFETY (ADIS)</b>  <b>AT</b>  <b>REGIONAL LABOUR INSTITUTE, KOLKATA</b>  <b>(Academic Year 2024 - 2025)</b>							Affix latest self attested passport size photograph with white background with name and date		
							Signature of the applicant		
<b>1.</b>	<b>Personal Information</b>								
	<b>a.</b>	Full Name (in BLOCK LETTERS) (as per School Leaving Certificate, enclose copy of Certificate)	First Name		Middle Name		Last Name		
	<b>b.</b>	Father's Name (in BLOCK LETTERS)							
	<b>c.</b>	Date of Birth (as per School Leaving Certificate)	DD		MM		YYYY		
	<b>d.</b>	Category (Tick whichever is applicable)	GEN	SC	ST	OBC	EWS	EX-SERVICEMAN	
<b>(Self Attested copies in proof of the above shall be enclosed)</b>									
<b>2.</b>	<b>Mailing Address</b>								
	<b>a.</b>	Permanent Residential Address (in BLOCK LETTERS)							
	<b>b.</b>	Address for Correspondence (in BLOCK LETTERS)							
<b>(Self Attested copy of the document in support of residential address shall be enclosed)</b>									
<b>3.</b>	<b>Contact Details</b>								
	<b>a.</b>	E-mail ID :							
	<b>b.</b>	Contact No. / Mobile No.							
<b>4.</b>	Religion								
<b>5.</b>	Mother tongue								

6.	<b>Educational Details</b>							
a.	Details of Educational qualifications (From Secondary School onwards. Enclose copies of Certificates only) <b>Note: Documents such as Mark-sheets, Certificates of Training Programme, Workshops, Short-term Courses (less than 6 months) should not be attached.</b>							
	Name of the Examinations passed	Name and Address of School/ College/ Institute	Year of passing with date	Marks Obtained Out of & Percentage	Class/ Division Obtained	No. of Attempts	Main and Other subjects	Full Time/ Part Time/ Correspondence
	Matriculation Examination							
	Higher Secondary Certificate Examination							
	Diploma Engg./ B.E./ B.TECH./ B.Sc. (Chemistry or Physics as major subject)							
	M.E./ M.TECH./ M.Sc.							
	Higher Education (if any)							

	b.	Details of qualification in Industrial Safety or equivalent Course							
7.	a.	Details of Experience after acquiring Essential Qualification : (in chronological order) <b>Note: Documents (such as Appointment Letters, Increment Certificates, Pay-slips) will not be considered as Experience Certificate</b>							
		Name and Address of the Organization	Designation and Scale of Pay	Experience in				Nature of Duty (enclose certificates)	
				From	To	Years	Months		
		Total Experience							

	b.	Total Experience in Supervisory capacity alone (after acquiring essential qualification). Please attach Xerox copy of the certificate for supervisory capacity experience in detail issued by your employer(s)			Years	Months
8.	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.					
9.	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.				
10.	Hostel accommodation (on sharing basis) Say whether required or not (No separate hostel for women)					
11.	Are you sponsored? 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.					
12.	Extra-curricular activities, if any					
13.	Any other related information the applicant desires to give					
Place				Signature of the applicant		
Date	DD	MM	YYYY	Name of the applicant		

**DECLARATION BY THE CANDIDATE**

I,....., S/o or D/o.....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.

- 2. While pursuing the one year ADIS course conducted at Regional Labour Institute, 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.
- 3. I undertake to produce all the Original Certificates, Testimonials, etc. regarding my Educational Qualification, Experience, Sponsorship etc. at the time of scrutiny without fail and non-producing of these documents during the scrutiny will disqualify me in the selection process.

.....Signature &  
Name of the Candidate

Place:

Date:

## CERTIFICATE BY SPONSORING AUTHORITY

(On company letterhead)

(Only for the period of work performed at the sponsoring organization)

Shri/Smt/Ms.....of this Organization is hereby sponsored and nominated to attend the course of "Advanced Diploma in Industrial Safety" during the Academic Year 2024 - 2025. The duly filled in Application has been verified, found correct and is forwarded herewith. He fulfills 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/her total supervisory experience (as on 30.05.2024) is.....years.....months as detailed below. This is a supervisory grade in this organization.

S. 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).

Signature & Name of the duly authorized Competent Sponsoring Authority

Place:

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 and address of the License issuing Authority

\* Note:

- 1. This Certificate will be issued by the employer for the period of working of the candidate in his organization only.***
- 2. Certificate by sponsoring authority will not be considered, if the format is changed.***

**UNDERTAKING BY THE SPONSORING ORGANISATION  
(On Company Letter head)**

I/We hereby undertake that our employee  
Shri/Smt./Ms.....S/o/D/o.....  
..... working as a .....  
( Designation ) while pursuing the one year ADIS Course conducted at Regional Labour  
Institute, 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 Competent Authority of  
the Sponsoring Organisation with seal

Place:

Date:

### CHECK-LIST

(This check-list shall be enclosed with the application)

(All the boxes shall be filled)

S. No.	Name of the Item	Whether attached Yes/ No
1.	Name	
2.	Date of Birth (DOB)	
3.	SC/ ST/OBC/ MBC/ BC/ Ex-serviceman/ EWS Certificates	
4.	All Educational Qualification Certificates from SSLC onwards and Transfer Certificate (Provisional certificates are not accepted)	
5.	Detailed Experience / Qualification Certificates	
6.	Sponsor's 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 ' <b>Application for ADIS 2024 - 2025 at RLIKOL</b> '	
11.	Declaration by the Candidate	
12.	Undertaking by the Sponsoring Organization	
13.	Address Proof (Factory / construction site/ major port)	
14.	License copy with License Number of the sponsoring organization (Factory/ Construction site/ Major port)	
	Signature of the applicant	
	Name of the applicant	
	Date and Place	