



PROSPECTUS

ADVANCED DIPLOMA

IN

INDUSTRIAL SAFETY

(2014-2015)

CENTRAL LABOUR INSTITUTE
GOVERNMENT OF INDIA
MINISTRY OF LABOUR &
EMPLOYMENT
(DIRECTORATE GENERAL FACTORY
ADVICE SERVICE AND LABOUR
INSTITUTES)

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SION, MUMBAI – 400 022

Tel.: (022) 2409 2203

Website : www.dgfasli.nic.in

1. INTRODUCTION

One of the preamble of National Policy on Safety, Health & Environment at Workplace is "Government of India firmly believes that without safe, clean environment as well as healthy working conditions, social justice and economic growth cannot be achieved and that safe and healthy working environment is recognized as a fundamental human right. Education, training, consultation and exchange of information and good practices are essential for prevention and promotion of such measures". In this direction the services of qualified Safety Officers are necessary to assist the management in planning, implementing and monitoring accident prevention programmes.

Section 40-B of the Factories Act, 1948, Regulation 93 of the Dock Workers (Safety, Health and Welfare) Regulation, 1990, and Section 38 of the Building and Other Construction Workers (Regulation of Employment and Condition of Service) Act, 1996 prescribe the appointment of Safety Officers. The task of the Safety Officer is to advise and assist the management in the fulfillment of the obligations concerning prevention of occupational diseases & accident and maintenance of safe working environment. A person should essentially possess a Diploma in Industrial Safety recognized by the respective State Government for appointment as Safety Officer in addition to other prescribed qualification and experience. This course facilitates the occupier, etc. for appointment of qualified safety officers to fulfill legal requirements in factories, docks, construction sites, etc.

2. COURSE

The Central Labour Institute, Mumbai conducts Advanced Diploma in Industrial Safety course. The medium of instruction is English. The course provides comprehensive education and training on Occupational Safety, Health and Environment. It covers the following seven compulsory and one elective subject. The course is affiliated to Maharashtra State Board of Technical Education, Mumbai.

Compulsory Subjects:

1. Safety Health and Environment Management.
2. Safety in Engineering – I
3. Safety in Engineering – II
4. Quality Control in Occupational Safety, Health and Environment
5. Safety, Health and Environment Legislation
6. Industrial Hygiene & Occupational Health
7. Safety in Chemical Industry.

Elective Subjects (any one) :

- Safety in Engineering Industry
- Advanced Safety Management and Engineering Techniques
- Safety in Textile industry
- Safety in Construction Industry
- Safety in Docks
- Environmental Management
- Applied Ergonomics.

The elective paper will be decided by the Institute after admission of students.

The course is presented through lectures, case studies, laboratory work, exercise and industrial study visits to industries located in Mumbai & its suburban areas, learning resource development, project paper presentation, technical quiz, etc. Students are required to carry out a project work in their respective factory during the course.

3. DURATION

One year (July 2014 to May, 2015)

4. FACULTY

Specialists from the Institute and experts from reputed Institutions / Organizations and Industries.

5. ADMISSION

Essential :

- a) A recognized basic degree in any branch of engineering or technology and relevant practical experience in a supervisory capacity for a period of not less than **TWO** years

OR

- b) A recognized basic diploma in any branch of engineering or technology and relevant practical experience in a supervisory capacity for a period of not less than **FIVE** years.

OR

- c) A recognized basic degree in Science with Physics or Chemistry as principal subject and relevant practical experience in a supervisory capacity for a period of not less than **FIVE** years.

Relevant Experience will be counted only from the date of acquiring the requisite qualification and up to 6th June, 2014.

The experience should be compulsorily in any one of the following:

- i) Manufacturing, Maintenance or Safety Department in an Industry; OR
- ii) Building or other Construction Works or department of Port or Dock or Construction Industry; OR
- iii) Training or Education, or Research in the field of accident prevention in Industry or in any Institution; OR
- iv) Government department in the administration of any Industrial Safety & Health Legislations;

The suitability of relevant experience will be judged by a committee.

6. APPLICATION

Prescribed application form(s) along with the course prospectus may be downloaded from DGFASLI website www.dgfasli.nic.in The duly filled in application form(s) along with attested copies of SSC, HSC, all years / semesters diploma / degree mark-sheets, transfer certificate & experience certificates (compulsory) should reach the Director (Safety) & in-Charge, Safety Division, Central Labour Institute, Sion, Mumbai – 400 022 on or before the last date. Envelope containing the application form should be super - scribed “**APPLICATION FOR ADVANCED DIPLOMA IN INDUSTRIAL SAFETY**”. The last date of receipt of duly filled in application form(s) by post / courier at Central Labour Institute is **6th June, 2014 – 5.00 p.m.** Applications sent by fax or e-mail will not be entertained. Applications received late and incomplete applications will be rejected summarily.

7. SELECTION

The candidates presently working in the States / UTs of Maharashtra, Gujarat, Goa, Dadra & Nagar Haveli and Daman, Diu are eligible for admission to the course at the Central Labour Institute, Mumbai. Applications received from candidates working in other states will be summarily rejected without any further correspondence.

After preliminary screening, candidates recommended by the Scrutiny Committee will be called for interview in Mumbai in the month of June / July, 2014.

Calling for interview does not guarantee the selection. The decision of the Selection Committee shall be final and no correspondence will be entertained by the Institute, in this regard.

No traveling allowance will be paid by the Institute for attending the interview.

Reservation :

Reservation of Seats as per Government rules .

8. EXAMINATION

The examination is conducted by the Maharashtra State Board of Technical Education, Mumbai. The successful candidates are awarded the Diploma by the Board.

9. CHARGES

i) **Fees** : Institute fees (Tuition Fee) @ Rs.7,250/- (Rupees Seven thousand two hundred fifty only) per student (**likely to be revised**) for the entire course is to be paid by a crossed demand draft drawn in favour of “Central Labour Institute, Mumbai” at the time of taking admission. The fee once paid is neither refundable nor transferable or adjustable in future.

i) **Caution Money** : Refundable Deposit of Rs.1,200/- (Rupees One thousand two hundred only) (**likely to be revised**) should be paid **in cash** at the time of taking admission.

ii) **Hostel Rent** : Rs.30/- (Rupees Thirty only) per head per day (**likely to be revised**) to be paid in cash for a period of one teaching term in advance.

iii) **Enrolment & Examination Fee** : To be paid by the candidates to Maharashtra State Board of Technical Examination, as and when required by the Board.

iv) **Other Expenses:** Expenses towards Factory Visits / Project Work/ computers / all other expenses to be borne by the candidate. This will be managed by students themselves and not payable to the institute.

v) All students will have to abide a uniform dress code prescribed by the Institute and expenses for the same will be borne by the students / Sponsoring organizations.

10. HOSTEL ACCOMMODATION

Limited non-family hostel accommodation on sharing basis will be allotted only to the outstation candidates in the Hostel subject to availability on first-come-first-served basis.

Separate women hostel is not available.

11. OTHER DETAILS

The course will commence tentatively from the second week of July, 2014. It is a full time course, five days a week from 0930 hours to 1800 hours. Candidates if admitted shall not be employed during the course.

IMPORTANT NOTICE

Status of application, Interview dates, List of Selected candidates, Instructions to Selected Candidates, Date of commencement of classes. etc. will be given only through our website www.dgfasli.nic.in.

Sponsored candidates will be given preference.

Applicants are advised to visit our website regularly.

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).*
