



सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF LABOUR AND EMPLOYMENT
DIRECTORATE GENERAL FACTORY ADVICE SERVICE AND LABOUR INSTITUTES

REGIONAL LABOUR INSTITUTE

SECTOR-47, FARIDABAD, HARYANA

PHONE: 0129-2468033, 2468044, FAX: 0129-2468219

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PROSPECTUS

One-Year Post Diploma Course in Industrial Safety (PDIS)

(2014-15)

ABOUT THE INSTITUTE:

The Regional Labour Institute, Faridabad was inaugurated on the 10th February, 2009. Located in the Aravali Hills terrain the Institute is spread over 5 acres of land and is being Developed as '**Advanced Centre** in the area of MSME and chemical Process Units.' The Institute is poised to provide research, training support to the enforcement agencies and improve safety and health at work through training, studies/surveys and technical guidance.

In this endeavor, the Institute works in close coordination with the State Factory Inspectorates, employers' associations, trade unions and professional bodies to cater to the needs of the northern States and Union Territories viz. Delhi (NCR), Punjab, Haryana, Chandigarh, J&K and Himachal Pradesh.

THE COURSE PERSPECTIVE:

Rapid technological development and large-scale mechanisation are paving the road for Country's progress at the same time posing complex problems about safety and health of the industrial Workers. Accident rate in India is reducing but still it is considerably high and compares unfavorably with the advanced countries. Need of ensuring safety and health at work, therefore, is an important area for managerial action. In this context, services of qualified safety professionals in the industry to plan, implement and monitor accident prevention programmes are essential.

Recognizing this, a new Section (Section 40-B) was introduced in the Factories Act 1948 with effect from 26th October 1976. It necessitates any factory employing 1000 or more

workers or in which any process or operation is carried on, exposing any person employed in it, to serious risk of bodily injury, poisoning or disease, to employ one or more safety officers as directed by the State Government. Already many State Governments and Union territories have framed Rules under Section 40-B of the Factories Act 1948, specifying the qualifications of Safety officers and their duties. These Rules are based on the Model Rules framed by the Directorate General Factory Advice Service and Labour Institutes, Government of India. As per these Rules, for recruitment as Safety Officer, a person should possess a Diploma in industrial safety, recognized by the State Government as an essential qualification.

Anticipating the need of qualified Safety Officers, REGIONAL LABOUR INSTITUTE, FARIDABAD, conducts one-year Post Diploma Course in industrial Safety conforming to the requirements as envisaged in the Factories Rules. It is designed to provide Comprehensive education on the practical as well as academic aspects of industrial Safety and Health. This institute entertains applications from candidates employed in specific states and places from northern region e.g. Chandigarh, Delhi (NCR), Haryana, Himachal Pradesh, Jammu & Kashmir, and Punjab.

METHODOLOGY:

The course will be conducted through lectures, discussions, case studies, laboratory exercises, relevant films and factory visits. The students are also required to carry out one project & one term work during the course of the programme, as a requirement under the syllabus.

COURSE OUTLINE:

The Course is offered in three terms. During 1st & 3rd terms following seven compulsory & one elective paper will be covered:

Compulsory Papers:

1. Safety Management.
2. Safety Engineering - I
3. Safety Engineering - II
4. Appraisal, Analysis, Inspection & Control Procedures.
5. Safety and the Law.
6. Industrial Hygiene & Occupational Health.
7. Safety in Chemical Industry.

Elective Papers (any one):

1. Safety in Engineering Industry.
2. Safety in Construction Industry.

During 2nd term students will report back to their respective organizations and shall complete the Project & Term Work according to the Scheme prescribed by the Board of Technical Education, Haryana.

DATES AND TIMINGS:

First Term: From August 2014 to November 2014, Time 9.00 a.m. to 4.00 p.m. (Teaching at the Institute)

Second Term: From December 2014 to January 2015 (Project and Term Work in respective factories)

Third Term: From February 2015 to May 2015, Time 9.00 a.m. to 4.00 p.m. (Teaching at the institute)

EXAMINATION:

All students will have to appear for a final examination, which will be conducted by the Board of Technical Education, Haryana. The examination scheme includes theoretical Papers, evaluation of project work, evaluation of term work, practical and oral examinations.

FACULTY:

The faculty consists of experts from various disciplines of the Institute, specialists from industries, institutions and other Government departments.

QUALIFICATION FOR ADMISSION:**(i) Basic Educational Qualification:**

Recognised Degree or Diploma in any branch of Technology /Engineering or a recognized degree in science with Physics or Chemistry.

(ii) Experience Required:

Experience of minimum two years in case of degree in Technology /Engineering and minimum five years in the case of Diploma in Engineering /Technology or degree with Physics or Chemistry, in any of the following fields:

- (a) Experience in manufacturing, maintenance, or Safety Department in an industry,
or
- (b) Experience in Building or other construction work or department of port or dock
or construction Industry,
or
- (c) Experience in research, training or education in the field of industrial Safety,
or
- (d) Experience in a Government department in administration of any safety legislation.

(iii) Reservation:

Seats are reserved in accordance with the Haryana Government Rules.

(iv) Sponsorship / Permission:

Preference will be given to the candidate sponsored or permitted by their employers.

FEE, CAUTION DEPOSIT, OTHER CHARGES & THEIR MODES OF PAYMENT:

(i) Institute Fee: On the day of admission to the course, the selected candidates will have to deposit Rs. 7250/- (Rs. Seven Thousand two Hundred and fifty Only) as institute fee (Non-refundable), for the entire course. This amount will have to be paid by a separate crossed Demand Draft drawn in favour of the "Regional Labour Institute, Faridabad", payable at Faridabad. Please note that multi-city cheques will not be accepted.

(ii) Caution money deposit: On the day of admission to the course, the selected candidates will also have to deposit Rs.1200/- (Rs. One Thousand two Hundred only) for library & laboratory facilities (Refundable). This amount can be paid by a separate crossed Demand Draft drawn in favour of the "Regional Labour Institute, Faridabad", payable at Faridabad. Please note that multi-city cheques will not be accepted.

Note: The Demand Draft for Institute Fee and the Demand Draft for Caution Money must be separate.

(iii) Hostel Charges: The course is non-residential and staying in RLI hostel is not compulsory. Non-family accommodation will be made available to desirous candidate @ Rs. 50/- (Rupees Fifty only) per head per day will be charged from those who are accommodated in the hostel. These charges are to be paid in advance at the beginning of every month by cash.

(iv) Expenses of Student Centered Activities: The expenses for the visits to the factories & organizing seminar etc., which are a part of the course curriculum, will have to be paid by the students/ sponsoring organizations to the committee formed amongst the students.

(v) Board's Enrolment & Examination fee etc.: To be paid separately to the Board of Technical Education, Haryana as per their latest directives.

APPLICATION:

The prescribed application form for admission to PDIS course 2014-15 at RLI Faridabad should be downloaded on an A4 size plain paper from the website www.dgfasli.nic.in. Applications that are not made in the above mentioned form would not be considered. Duly filled in application forms, accompanied by copies of certificates in respect of age, qualification, duration & nature of experience, duly attested by a gazetted officer should be sent so as to reach the **Director-in-Charge, Regional Labour Institute, Sector 47, Faridabad - 121003, latest by 18th June, 2014 (Wednesday). Applications received late will not be considered.**

INTERVIEW:

After preliminary screening the eligible candidates will be required to appear for an interview before a selection committee at Regional Labour Institute, Faridabad. Mere meeting of requirements of qualification & experience does not guarantee admission. Admission to the available seats will be given to only those candidates who are recommended for admission by the "Admission Selection Committee" after the interview. The candidates will themselves have to meet all the travelling expenses to attend the interview. It may be noted that calling for interview does not guarantee admission to the course.

At the time of the interview candidates will have to produce all original certificates in support of the educational qualification, age, caste and experience as given in their applications. Admission will not be granted based upon provisional certificates.



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**APPLICATION FORM
FOR ADMISSION TO POST DIPLOMA COURSE IN INDUSTRIAL SAFETY
Academic Year: 2014-2015**

*Last date for accepting duly filled-in application forms by The Director-in-Charge,
Regional Labour Institute, Sector 47, Faridabad-121003, Haryana, is 18th 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 copies of certificates & testimonials in respect of age, qualification & experience duly attested by a gazetted officer.
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.

PHOTOGRAPH

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| 1. | 1. Name in full (in capital letters & as per High School certificate) | |
| 2. | Father's Name | |
| 3. | Date of Birth | |

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10. Details of experience (in chronological order). Attach copies of the certificates attested by a gazetted officer.

| Sr. No | Name and Address of Organisation where employed (starting from first employment & ending with present employment) | Designation and pay | Employment Period (Enclose attested copies of the documents) Give exact dates | | Employment Duration Indicating Years, months and Days from first employment up to May, 2014 | Nature of Duties (Enclose attested copies of the documents) |
|--------|---|---------------------|---|----|---|---|
| | | | From | To | | |
| 1 | 2 | 3 | 4 | | 5 | 6 |
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11. Total experience.YearMonths.....days.

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

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

14. 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, Haryana, 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.

(Signature of the candidate)

Date:

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 certificate?
2. 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 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), **duly attested by a gazetted officer?**
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?