



## PROSPECTUS

**(One Year Post Diploma Course in Industrial Safety)**

**Batch : 2014-2015**

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

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#### THE COURSE PERSPECTIVE:

Rapid technological development and large-scale mechanisation are posing complex problems about Safety and Health of the industrial Workers. Accident rate in India is very high and is disproportionate to the growth of industries. It also compares unfavourably with the performance in 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.

Recognising this a new Section (Section 40-B) was introduced in the Factories Act 1948 with effect from 26th October 1976, which 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. 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, recognised by the State Government as an essential qualification.

Anticipating the need of qualified Safety Officers, the REGIONAL LABOUR INSTITUTE KANPUR has been conducting, a one-year, recognised Post Diploma Course in industrial Safety since 1982-83, which conforms to the requirements as, envisaged in the Factories Rules. This course provides comprehensive education on the practical as well as academic aspects of industrial Safety and Health. This institute entertains applications from candidates employed in the states of Uttar Pradesh (Except NCR), Madhya Pradesh, Chattisgarh, Uttarakhand and Rajasthan) only.

#### **METHODOLOGY:**

The course will be conducted through lectures, discussions, case studies, laboratory exercises, relevant film shows 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 1<sup>st</sup> & 3<sup>rd</sup> terms, following eight Compulsory & one Elective papers 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.
8. Environmental Education & Disaster Management.

### Elective Papers (Anyone):

1. Safety in Engineering Industry.
2. Safety in Textile Industry.
3. Dock Safety.
4. Safety in Construction Industry.

During 2<sup>nd</sup> term students will report back to their respective organisations and shall complete the project & Term Work according to the Scheme prescribed by the Board of Technical Education, U. P.

### **DATES AND TIMINGS:**

**First Term** : From 21<sup>st</sup> July 2014 to 31<sup>st</sup> October 2014

Time 10.00 a.m. to 6.00 p.m.

(Teaching at the Institute)

**Second Term:** From 01<sup>st</sup> November 2014 to 31<sup>st</sup> December 2014

(Project and term work in respective factories)

**Third Term** :From 1<sup>st</sup> January 2015 to 31<sup>st</sup> March 2015,

Time 10.00 a.m. to 6.00 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, U.P. 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 Basic Degree or Diploma in any branch of Technology (Engineering Stream) / Engineering or a recognised 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:**

For SC/ST/OBC candidate's seats are reserved in accordance with the Government Rules. Candidate has to attach caste certificate on prescribed government format in respect of SC/ST/OBC reservation, issued within six month by competent authority.

(iv) **Sponsorship / Permission**

The candidate must be sponsored or permitted by their employers. If the sponsorship / permission is withdrawn by the management during the course, the candidate will be disqualified from continuance of the course.

#### **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 & Fifty only) (Non-refundable under any circumstance)** as institute fee, for the entire course. This amount will have to be paid either by cash or by a separate crossed Demand Draft drawn in favour of the Director In-Charge, Regional Labour Institute, Kanpur, payable at Kanpur. 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) (Refundable)** for library & laboratory facilities. This amount can be paid either by cash or by a separate crossed Demand Draft drawn in favour of the **Director In-Charge, Regional Labour Institute, Kanpur, payable at Kanpur.** Please note that multi-city cheques will not be accepted.

**Note:** If paid by Demand Draft, the Demand Draft for caution money amount must be separate & should not be combined with the Demand Draft for the institute fee.

(iii) **Hostel Charges:** The course is non-residential and staying in RLI hostel is not compulsory. Rs. 30/- (Rupees Thirty 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 Centred Activities:** The expenses for the visits to the factories & organising seminar etc., which are a part of the course curriculum, will have to be paid by the students/ sponsoring organisations to the committee formed amongst the students.

(v) **Board's Enrolment & Examination fee etc.:** To be paid separately to the Board of Technical Education, U.P. as per their latest directives. (This amount was Rs. 570/- (Rupees Five hundred seventy only) during the session 2013-14. These charges will be collected from the students in cash & will be deposited to the Board.

(vi) **Payment towards annual function of BTE, UP:** To be paid to the Board of technical education, UP. (This amount was Rs 10/- (Rupees Ten only) per candidate during the session 2013-2014. These charges will be collected from the students in cash & will be deposited to the Board.

**DRESS:**

All Students have to adhere to prescribed dress and expenses towards this will be borne by the students /sponsoring organisations.

**APPLICATION:**

The prescribed application form for admission to PDIS course 2014-15 at RLI Kanpur should be downloaded on an A4 size plain paper from the website [www.dgfasli.nic.in](http://www.dgfasli.nic.in). Applications that are not made in the above mentioned form will not be considered. Duly filled in application forms, accompanied by copies of certificates in respect of age, qualification, duration & nature of experience, duly self attested should be sent so as to reach the **Director In-Charge, Regional Labour Institute, Sarvodaya Nagar, Kanpur - 208 005 latest by 2<sup>nd</sup> June 2014.** 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, Kanpur. 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 certificate in support of the educational qualification, age, caste and experience as given in their applications. Admission will not be granted based upon provisional certificates issued by the colleges.

**ACCOMMODATION:**

Though the course is non-residential & staying in RLI hostel is not compulsory still limited, non-family accommodation in the hostel, situated in the campus of the Institute is available on first come first served basis, considering the date of receipt of applications at the institute. The Institute does not have women hostel.

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**VYAVSAYIK SWASTHAYA AUR SURAKSHA BHAWAN,**

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**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 (In capital letters & as per High School or equivalent certificate)	
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2.	Father's Name	
3.	Date of Birth	
4.	Place of Posting in the present Job. (Attach a certificate from your present employer)	
5.	Postal Address (For correspondence)	Pin Code: Telephone Numbers with STD code: Residence: Office: Mobile No: Email:
6.	Address of employer (Sponsoring / Permitting authority)	Pin code: Office phone no. with STD code: Fax No with STD code: Mobile No: Email :
7.	Permanent Address	Pin Code: Telephone No. with STD code : 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 Give exact dates		Employment Duration Indicating Years, months and days	Nature of Duties (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?