1. INTRODUCTION

Accident prevention reduces loss and improves productivity. Ensuring Safety and Health of industrial worker is one of the responsibilities of the management. 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.

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 course is presented through lectures, case studies, laboratory work, exercise and study visits. Students are required to carry out a project work in their respective factory during the course.

3. DURATION

One year (July 2012 to May 2013)

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.
Experience will be counted only from the date of acquiring the requisite qualification and up to 31st May, 2012.

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

6. APPLICATION

Prescribed application form(s) along with the course prospectus may be downloaded from DGFASLI website www.dgfasli.nic.in The filled in application form(s) along with attested copies of certificates and mark-sheets 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 filled in application form at Central Labour Institute is 01st June, 2012 – 5.00 p.m. Applications sent by fax or e-mail will not be entertained. Applications received late will be rejected summarily.

7. SELECTION

The candidates located in the States/UTs of Maharashtra, Gujarat, Goa, Dadra & Nagar Haveli and Damann, 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.

After preliminary screening, only short-listed candidates will be called for interview before a Selection Committee in Mumbai in the month of June, 2012. 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.6600/- (Rupees six thousand six hundred only) per student 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.

ii) Caution Money : Refundable Deposit of Rs.1100/- (Rupees one thousand one hundred only). This amount should be paid in cash at the time of taking admission.

iii) Hostel Rent : Rs.25/- (Rupees twenty five only) per head per day to be paid in cash for a period of one teaching term in advance.

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

v) 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.

vi) 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, 2012. 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.

**********
Application for admission to **ADVANCED DIPLOMA IN INDUSTRIAL SAFETY 2012-2013**

**INSTRUCTIONS TO CANDIDATES**

- All information is to be filled in full.
- Attach separate sheets wherever the space is inadequate.
- Attach attested copies of testimonials in respect of age, qualification, experience, caste, etc. including all mark-sheet for qualifying examinations. **Interview will not be granted based on any provisional certificate.**
- Eligibility Certificate has to be produced at the time of admission by the candidate who have obtained the required essential qualification from Other than Maharashtra State. This Certificate should be obtained from Maharashtra State Board of Technical Education, Mumbai.
- Incomplete application and certificates which are not self-explanatory will be rejected. Last date for receipt of application : **01-06-2012 by 5.00 p.m.**

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<td>1</td>
<td>Full Name (in BLOCK LETTERS)</td>
<td>(As entered in the SSC Certificate)</td>
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<td>2</td>
<td>Father’s Name</td>
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<td>3</td>
<td>Date of Birth (as entered in the SSC Certificate)</td>
<td>in numbers : in words:</td>
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<td>4</td>
<td>Permanent Address</td>
<td>Pin Code: Tel: Fax:</td>
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<td>5</td>
<td>Present Address/Address for Communication</td>
<td>State: Pin code:</td>
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<td>6</td>
<td>Active E-mail ID of the candidate</td>
<td>Tel: Fax: Mob No:</td>
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<td>7</td>
<td>Are you a member of SC / ST / OBC / VJ /NT</td>
<td>Yes / No</td>
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(Indicate category)

# Please attach attested copies of certificates issued by Competent Authority
8.a. Details of Academic Qualifications (S.S.C. onward in chronological order)

<table>
<thead>
<tr>
<th>Date/Year of passing</th>
<th>Examination Passed</th>
<th>Name and Address of Board/University</th>
<th>Subject</th>
<th>Marks obtained / out of</th>
<th>Percentage</th>
<th>Class/Division</th>
<th>No. of Attempts</th>
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8.b. Candidates with B.Sc. qualification must clearly mention whether they have Physics or Chemistry as the principal subjects. (Others are not eligible to apply)

9. (a) Details of Supervisory Experience (in chronological Order): Indicate the experience from Supervisory and above level only.

<table>
<thead>
<tr>
<th>Name and Address of the Organisation</th>
<th>Period From</th>
<th>Period To</th>
<th>Duration</th>
<th>Designation</th>
<th>Nature of Duties (Attach certificate from Employer).</th>
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<td></td>
<td>------days</td>
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(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.)

9. (a) Experience in Supervisory Capacity : Years _______ months _______ Days _______
(As on 01-06-2012)
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 :  
   (No separate hostel for women)  
   Required / Not Required

14. Are you Sponsored?  
   (If yes, please provide the certificate given on page No.4 (Annex-A) on Company’s Letter Head. )  
   Yes / No

15. In case of emergency, etc. name, address, other :  
   details of the parent/guardian to be contacted  
   including telephone No., mobile No.,  
   fax No., email id, etc.

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**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 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 of the course.

Place:  

Date :  

(Signature of the Candidate)
CERTIFICATE BY SPONSORING AUTHORITY  
(To be submitted on the Company’s Letter Head)

1. We hereby sponsor Shri _________________________________________ for the Advanced Diploma in Industrial Safety Course-2012-13. He/She possesses ________ years _______ months of experience in Supervisory Grade/Capacity as certified below.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Post / Designation</th>
<th>Manufacturing</th>
<th>Maintenance</th>
<th>Safety</th>
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<td></td>
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<td>___ years</td>
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<td>___ months</td>
<td>___ months</td>
<td>___ months</td>
</tr>
</tbody>
</table>

2. Shri _________________________________________ joined this organization on ________________ as ___________________________________________ and at present he is working as ___________________________________________ from ____________ to _____________.

3. On his selection, he will be fully relieved to attend classes, do the project work in our industry and also appear in the examination. He will not be engaged in any normal 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 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
Check List for valid Application
(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 high school certificate (SSC) and degree / diploma certificates along with the all years/semesters mark sheets as well as experience certificates (showing the duration and 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 during interview. Interview / 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?

******
<table>
<thead>
<tr>
<th>APPLICATION NO.:</th>
<th>Date: / / 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sponsored / Permitted by the Factory Management</td>
<td>Yes</td>
</tr>
<tr>
<td>2 Certificate of sponsorship/permission attached?</td>
<td>Yes</td>
</tr>
<tr>
<td>3 a) Government (Central/State)</td>
<td>Yes</td>
</tr>
<tr>
<td>b) Government of India Undertaking</td>
<td>Yes</td>
</tr>
<tr>
<td>c) Others</td>
<td>Yes</td>
</tr>
<tr>
<td>4 Basic Qualification (BE/ Dip. in Engg./ B.Sc.)</td>
<td></td>
</tr>
<tr>
<td>5 Application Rejected</td>
<td>Yes</td>
</tr>
<tr>
<td>Reason :</td>
<td>Incomplete / Not Qualified / Less Experience</td>
</tr>
<tr>
<td>6 Called for interview : Date:</td>
<td>(FN / AN)</td>
</tr>
<tr>
<td>7 Selected</td>
<td>Yes</td>
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<tr>
<td>8 Hostel Accommodation given</td>
<td>Yes</td>
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</tbody>
</table>

9. Selection Committee Remarks: Date:

------------------ ------------------ ------------------ ------------------ ------------------
Member Member Member Member Member Chairman