



भारत सरकार GOVERNMENT OF INDIA

श्रम और रोजगार मंत्रालय MINISTRY OF LABOUR AND EMPLOYMENT

कारखाना सलाह सेवा और श्रम संस्थान महानिदेशालय

DIRECTORATE GENERAL FACTORY ADVICE SERVICE AND LABOUR INSTITUTES

क्षेत्रीय श्रम संस्थान, शिलांग REGIONAL LABOUR INSTITUTE, SHILLONG

खतरनाक प्रक्रिया उद्योगों में काम करने के लिए पर्यवेक्षकों के लिए सुरक्षा और स्वास्थ्य में प्रमाणपत्र पाठ्यक्रम
CERTIFICATE COURSE IN SAFETY & HEALTH FOR SUPERVISORS TO BE EMPLOYED IN HAZARDOUS PROCESS INDUSTRIES

Date: 16.02.2026 to 13.03.2026

THE COURSE PERSPECTIVE:

The Section 41C(b) of the Factories Act, 1948, has imposed specific responsibilities on the occupier in relation to hazardous processes which states that every occupier of a factory involving any hazardous process shall appoint persons who possess qualifications & experience in handling hazardous substances and are competent to supervise such handling within the factory.

Realizing the needs of supervisory personnel as above, 04 weeks certificate course is being conducted at Regional Labour Institute, Shillong, to provide an opportunity to gain insight of safe systems & procedures. After this course, the participants will be able to understand, recognize and control the hazards which will result into great degree of risk reduction.

METHODOLOGY & COURSE CONTENTS:

Training techniques to be used during the course will be lectures, discussions, case studies, laboratory exercises, audio-visual aid & factory visits. The participants will be required to visit a factory as a part of practical exposure and to prepare a Project Report on Factory Visit as a requirement under the syllabus.

Following topics will be covered during the course.

- National Policy on Safety, Health and Environment at Workplace
- Statutory Provisions
- Basic Principles of Accident Prevention
- Techniques of Identification of Hazards
- Prevention & Control Techniques
- Chemical Hazards & Specific Control Measures
- Fire & Explosion Hazards
- Health Hazards due to chemical exposures
- Chemical Emergency Preparedness
- Counselling & motivating for safety & health
- Others (Safety Audit, OSHAS, Environmental Management Systems, Communication, training Cycle, Behavioral & Physiological aspects, total safety Culture, resilience Engineering)

At the end of the course, the participants will be required to undergo an examination comprising of Laboratory work (Safety, Hygiene and Industrial Medicine), Oral examination based on project/laboratory work and written examination. Certificates will be awarded to the successful candidates.

COURSE DURATION:

The course will be conducted from 16.02.2026 to 13.03.2026 Full time (minimum 6 contact hours per day) – 4 weeks (Two weeks classroom teaching/ lab demonstrations followed by one-week project work and on completion of which a further one-week classroom teaching/ lab demonstrations). The teaching hours at the Institute will be from 09:30 a.m. to 05:00 p.m.

FACULTY:

The faculty will be the officers from various disciplines of the Institute, specialists from Industries, different Institutions & Government departments.

QUALIFICATIONS FOR ADMISSION:

(i) A degree in chemistry or a diploma (three years full time) in Chemical engineering or technology with not less than 5 years' experience in process. operation or maintenance or safety in any hazardous process industry, registered under the Factories Act, 1948.

OR

(ii) A Master's degree in Chemistry (two years full time) or a Degree in Chemical Engineering or technology with not less than 2 years' experience in process operation or maintenance or safety in any hazardous process industry, registered under the Factories Act, 1948.

NOTE: The experience stipulated above shall be in process operations and maintenance, in any hazardous process industry.

ATTENDANCE:

Minimum 80% attendance shall be required for appearing in the final examination. The minimum requirement is mandatory even if a candidate is declared sick on medical ground.

FEE & OTHER EXPENSES:

Institute Fees: Rs. 15000/- (Rs. Fifteen thousand only) per participants - for the entire course. The fee is payable immediately on receipt of conformation of seat in the course & before joining the course by online payment through Bharatkosh portal www.bharatkosh.gov.in.

Mode of Payment:- For payment through Bharatkosh portal follow below mentioned steps.

- Log on to <https://bharatkosh.gov.in> and go to Quick Payment and fill the details as below and proceed for online payment
- Ministry: 021 Labour & Employment
- Purpose: Training fee /course fee of the workshop conducted
- Pay & Account Office (PAO): 030263 - PAO (DGFASLI),Mumbai
- DDO Code : 130269 Administrative Officer, Regional Labour Institute, Patipukar, Kolkata – 700089
- Remarks: Certificate Course for Supervisor
- Then proceed to enter relevant details as asked in the portal and continue for online payment through Internet banking/Debit Card/Credit Card/UPI.

The expenses for the visit to the factories will be borne by the candidate or respective sponsoring organizations.

Note: Intended participants are requested not to deposit institute fees unless confirmation received from the programme coordinator. Fees once submitted will not be refunded.

VENUE:

REGIONAL LABOUR INSTITUTE, NEAR GSI PREMISES, BEHIND RYNJAH POLICE STATION, RYNJAH, SHILLONG – 793006.

NOMINATIONS:

Intended candidates can express their interest by sending the duly filled application form in prescribed proforma along with necessary attachments through e-mail of course coordinator or Speed post to "The Director In-charge, Regional Labour Institute, Near GSI Premises, Behind Rynjah Police Station, Rynjah, Shillong – 793006"

After confirmation by the course coordinator only, candidates shall deposit institution fee @ Rs 15000/- (Rs. Fifteen thousand only) per candidate through Bharatkosh portal.

Application should be accompanied with self-attested copies of certificates & mark sheets of qualifying examinations and experience certificates from employers for the qualifying period and should be duly forwarded by the sponsoring organization (if any). The above testimonials in original will have to be produced by the candidates at the time of registration to be held on 16.02.2026 at 09.00 AM at the Institute, failing which admission shall not be granted. There are limited numbers of seats which will be allotted to eligible candidates on first come first serve basis. The decision of the Institute will be final, in respect of the selection of the candidates.

IMPORTANT DATES:

Last Date for receipt of Application forms through E-mail / Speed post at Regional Labour Institute, Shillong	: 02/02/2026
Communication of conformation of seat in by Course coordinator through e-Mail	: 06/02/2026
Last date for receipt of proof of Payment of Institute fees of Rs. 15000/- of payment through Bharatkosh by mail to sp@dglasli.nic.in)	: 16/02/2026 (i.e. receipt

HOSTEL ACCOMMODATION:

Limited number of non-family hostel accommodation is available on twin/triple sharing basis in the Hostel of the institute at central government prescribed rate. Canteen Facility is available at the institute. All necessary assistance will be provided by the Institute. Those who are willing to avail hostel accommodation, they should indicate the same in the Application form. The programme is non-residential. Staying in the hostel is optional and not compulsory. Mere application for the hostel accommodation does not confirm the allotment of the Hostel. The allotment of the hostel rooms is subject to availability and will be allotted on first come first serve basis.

COURSE DIRECTOR :-**SHRI. SAMIR PANDEY**

Director (Safety) & In-charge
Regional Labour Institute, Rynjah,
Shillong e-mail: sp@dglasli.nic.in
Phone: (O) 0364-2914829
(Mob) 8779187240

COURSE COORDINATOR:**SHRI. ASHISH V. JAMBHE,**

Assistant Director (Safety),
Regional Labour Institute, Rynjah, Shillong
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**GOVERNMENT OF INDIA
MINISTRY OF LABOUR AND EMPLOYMENT
DIRECTORATE GENERAL FACTORY ADVICE SERVICE AND LABOUR INSTITUTES
REGIONAL LABOUR INSTITUTE, SHILLONG**

**APPLICATION FORM FOR ADMISSION TO CERTIFICATE COURSE IN SAFETY & HEALTH FOR
SUPERVISORS TO BE ENGAGED IN HAZARDOUS PROCESS INDUSTRIES**

1. Name (English, Capital letters) :
(Hindi) :

2. Male/Female:

3. Date of Birth:

4. Individual's address for correspondence with contact No./ e-mail :
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5. Name & address of the sponsoring organization (if any):
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6. Whether hostel accommodation is required or not (Tick the option): Yes / No

7. Educational qualification (attach self-attested copies of certificate & mark sheet of the qualifying examination)

Examination & subject	Institution	Board/University	Year of passing	% of marks	Division

8. Experience (attach self-attested copies of certificates from employers for qualifying experiences)

Name of the Organization	Duration		Nature of Experience
	From	To	

I hereby certify that the information given is true to the best of my knowledge and belief.

Date & place: _____

Applicant's signature _____

CERTIFICATE FROM SPONSORING AUTHORITY

This is to certify that Mr./Mrs./Miss Designation
is hereby sponsored to attend the above Certificate Course.

Date:

Phone No:

e-mail ID:

Signature & Designation
of sponsoring authority
with office seal

Note: Admission to the course will be subjected to the production of original certificate w.r.t. minimum required qualification & experience