



**GOVERNMENT OF INDIA
MINISTRY OF LABOUR AND EMPLOYMENT
DIRECTORATE GENERAL FACTORY ADVICE SERVICE AND LABOUR INSTITUTES
REGIONAL LABOUR INSTITUTE, KOLKATA**

**Certificate Course in Safety and Health for Supervisors to be employed in Hazardous Process Industries
U/S 41C(b) OF THE FACTORIES ACT, 1948**

Date: 01.12.2025 to 26.12.2025

THE COURSE PERSPECTIVE:

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, one month certificate course is being conducted at Regional Labour Institute, KOLKATA, 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 and 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.

- Statutory Provisions
- Basic Principles of Accident Prevention
- Techniques of Identification of Hazards and Risk Management
- Prevention & Control Techniques
- Chemical Hazards & Control Measures
- Health Hazards due to chemical exposure
- Occupational Health in Chemical Plants
- Fire & Explosion Hazards
- Safety Advocacy

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

QUALIFICATIONS AND EXPERIENCE FOR ADMISSION:

(a) (i) A degree in chemistry (three years full time) or a Diploma in Chemical Engineering or Technology (three years full time) with 5 years relevant working 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 (four years full time) with 2 years relevant working experience in process operation or maintenance or safety in any hazardous process industry, registered under the Factories Act, 1948.

(b) The experience stipulated above shall be in process operations and maintenance, in any hazardous process industry.

COURSE DURATION:

The course will be conducted from **01st December 2025 to 26th December 2025**. 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 - total 90 contact hours - 72 classroom sessions, one classroom session of 75 mins.)

ATTENDANCE:

Minimum 80% of attendance shall be required for appearing in the examination. This minimum requirement is mandatory even if a candidate is declared sick on medical grounds. Those candidates not attaining the minimum percentage of attendance shall not be allowed to appear for the viva, laboratory work, project work and written examination and shall be required to repeat the course. The attendance (six contact hours per day) during the project work is to be included while calculating the total attendance during the course. The attendance during the project work should be duly certified by the sponsoring organisation or the organisation where the participant carries out the project work.

SCHEME OF EXAMINATION:

1	Project work	20 Marks
2	Laboratory work (Safety, Hygiene and Industrial Medicine)	20 Marks
3	Oral examination based on project/laboratory work	10 Marks
4	Written examination	150 Marks

The project work may be carried out in the sponsoring organization or any organization of the participant's choice. The examinations will be conducted by DGFASLI. The written examination shall be of objective type consisting of 150 questions (multiple choice questions) and of two hours duration. The answers to the questions shall be marked in an OMR sheet. All arrangements for conducting written, project, laboratory and oral examinations shall be made by the institute concerned by adhering to the specified norms. The examination works including setting the question paper and evaluation of answer books, project reports, laboratory work and oral examination of the candidates shall be done by the empanelled examiners of DGFASLI only.

STANDARD OF PASSING:

A candidate shall be declared to have passed the course if he/she secures minimum 50% marks in each of the items of the examinations (Project work, Laboratory work, Oral examination, Written examination) and an aggregate of 60% or more.

AWARD OF CLASS/ GRADE:

The candidates passing in the examination as per the scheme given above shall be awarded the Grade as below:

A+	--80%and above
A	--70%andabovebutbelow80%
B+	--65%andabovebutbelow70%
B	--60%andabovebutbelow65%

RE-EXAMINATION:

If a candidate for some genuine reasons could not appear for the examination after securing 80 % of the attendance, he shall be permitted to appear when the next examination is conducted within a reasonable period of time. Further, if a candidate could not pass in any one or more components of the examination, he shall be allowed to re-appear for those components once only. However, if a candidate is having passed in all the components fails to secure minimum 60% marks in aggregate he shall be allowed to re appear once in the written examination and/ or oral examination as per the candidate's choice.

COURSE FEE & OTHER EXPENSES:

1. The course fee to be charged from the participants of this course shall be ₹ 15,000/- (Rupees Fifteen Thousand only).
2. The expenses for Food, Accommodation, Industrial Visits, Project Work, Stationeries, Study materials, and other assignments etc. as part of the curriculum have to be borne by the candidate himself/herself/sponsoring organization.
3. Rs. 1500/- per candidate in cash is also payable as caution deposit (Refundable) for availing library and Laboratory facility.

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, Lake Town, Kolkata, West Bengal, 700089

NOMINATIONS:

Intended candidates can express their interest by sending the duly filled application form in prescribed proforma along with necessary attachments through Speed post to "The Head of Office, **Regional Labour Institute, Lake Town, Kolkata, West Bengal, 700089**. After confirmation by the course coordinator only, candidates shall deposit institution fee @ Rs 15,000/- (Rs. Fifteen thousand only) per candidate through Bharatkosh portal (<https://bharatkosh.gov.in>). Fees can also be paid through Demand Draft drawn in favour of - "The Head of Office, **Regional Labour Institute, KOLKATA**" payable at KOLKATA.

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 documents in original will have to be produced by the candidates at the time of registration to be held on 28.11.2025 at 10.00 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 Speed post/E-mail at Regional Labour Institute, KOLKATA: **17/11/2025**

Communication of conformation of seat in course to the candidate by Course coordinator through e-Mail: **21/11/2025**

Last date for receipt of proof of Payment of Institute fees of Rs. 15000/- (i.e. scan copy of DD or receipt of payment through Bharatkosh by return mail to e-Mail ID (rli.kolkata@dgfasli.nic.in) and b.chakradhari@dgfasli.nic.in): **28/11/2025**

HOSTEL ACCOMMODATION:

Limited number of non-family hostel accommodation is available on twin sharing basis in the Regional Labour Institute, Kolkata Hostel of the institute at central government prescribed rate. Arrangements of all food and refreshments are to be made by the participants themselves during the course. 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**.

METHOD OF PAYMENT TROUGH BHARATKOSH:

- 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: Other receipts under service and service fees
- PAO Code: 030263 - PAO (DGfasli), Mumbai
- DDO Code: 130269 (Administrative Officer Regional Labour Institute, Kolkata)
- Remarks: One Month Certificate Course

COURSE COORDINATOR:

Shri. Bhupendra Chakradhari

Deputy Director (Safety)

e-mail: (rli.kolkata@dgfasli.nic.in) and b.chakradhari@dgfasli.nic.in

Phone: (033) 25342732, 25342735, 25218761, 25210303, 25343254 ,9329218121 (Mob)

DGFASLI's Guidelines may be accessed through following QR Code:



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PROFORMA

**APPLICATION FORM FOR ADMISSION TO CERTIFICATE COURSE IN SAFETY AND HEALTH FOR SUPERVISORS TO BE
EMPLOYED IN HAZARDOUS PROCESS INDUSTRIES U/S 41C(B) OF THE FACTORIES ACT**

1. Name (English, Capital letters) :

(Hindi) :

PASTE YOUR
PHOTO
HERE

2. Male/Female/Prefer Not to Say :

3. Date of Birth :

4. Individual's address for correspondence with contact No. / e-mail :
.....
.....

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	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

Name.....Designationis hereby sponsored to attend
the above Certificate Course.

Date:

Phone No:

e-mail ID:

Signature & Designation of sponsoring
authority with office seal

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