



Government of India

Ministry of Labour & Employment

Directorate General Factory Advice Service & Labour Institutes

FOR

**POST DIPLOMA IN INDUSTRIAL SAFETY (PDIS)
TO BE CONDUCTED AT**

REGIONAL LABOUR INSTITUTE, KANPUR

ACADEMIC YEAR 2024-2025

**Prospectus for Post Diploma in Industrial Safety (PDIS) 2024–2025 at
Regional Labour Institute, Kanpur**

1. ABOUT THE COURSE

Rapid Technological developments and large scale Mechanization in Petrochemical, Chemical, Engineering Industries, Construction activities, etc. have resulted in complex Safety & Health problems in these Industries. Hence these need the services of qualified safety professionals exclusively to take care of various Safety and Health aspects of their personnel/other persons who are likely to be affected by any adverse effects arising from these Industries. Recognizing this need and also to facilitate the Factory Management in fulfilling the Statutory requirements regarding appointment of Safety officers under Section 40-B of The Factories Act, 1948, Regional Labour Institute at Kanpur is conducting one year Post Diploma Course in Industrial Safety (PDIS) since 1982.

The PDIS course offered by the Regional Labour Institute, Kanpur is a recognized statutory qualification for appointment as Safety Officers as per The Factories Act, 1948, The Building and other Construction Workers (Regulation of Employment & Condition of Services) Act, 1996 and The Dock Workers (Safety, Health & Welfare) Act, 1986. This Diploma is awarded by the Board of Technical Education, UP.

2. DURATION

This is a **FULL TIME** Course and the duration of the Course is one year. The Course will commence from August, 2024 at RLI, Kanpur, subjected to the decision of the Board of Technical Education, UP.

3. METHODOLOGY

a) The Course will be conducted through class room sessions, lectures, discussions, case studies, Laboratory exercises, Factory visits, etc. The students are required to carry out project work & term work and two laboratory works during the course of the programme, as a requirement under the syllabus.

b) Term work and project work which are the part of the course will have to be carried out only in the sponsoring organization by the sponsored candidates. Under no circumstance, the sponsored students will be permitted to carry out the term work and project work other than in their respective sponsoring organization.

c) The non-sponsored candidates will have to make their own arrangement for carrying out the project and term work and the Institute will not be responsible for identifying organization in this regard.

4. EXAMINATION

The students will have to appear for Final Examination which will be conducted by the Board of Technical Education, UP. The Examination consists of theory papers, project work, term work and practicals. The Diploma will be awarded to the successful candidates after the Examination conducted by Board of Technical Education, UP.

5. QUALIFICATION & EXPERIENCE

i) Educational Qualification:

Degree or Diploma in any branch of Technology / Engineering

Or

Degree in Physics or Chemistry as a major Subject from recognized university / institute

Note:

- a) B.Sc / M.Sc degree with Physics or Chemistry as a major subject will be considered only from UGC approved College/University.
- b) Diploma in Engineering will be considered only from State Board / Directorate /Council of Technical Education or AICTE approved institutes.
- c) B.E / B.Tech degree will be considered only from AICTE approved institutes or UGC approved Universities.
- d) Candidates who have passed the ADIS / PDIS / DIS examination affiliated/conducted by any State Board/Council/Directorate of Technical Education will not be eligible to apply for this course.

ii) Experience:

The two years of post qualification experience in a Supervisory Capacity or above in the following fields or as prescribed by the BTE, UP (**The cut off data to calculate experience is on 1st March 2024**). Practical experience in Manufacturing, Maintenance or Safety Department in a Factory as defined under The Factories Act, 1948. (Copy of Factory License issued by CIF/DISH of the respective state shall be submitted).

Or

Building and other Construction works as defined under *The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996*. The establishment should have registered under the BOCW Act with respective Central or State Governments (Copy of registration certificate under BOCW Act shall be submitted).

Or

DGFASLI/DISH approved Research, Training or Educational Institutes in the field of Occupational Safety and Health (copy of the approval letter / certificate shall be submitted)

Or

Government Department entrusted with the Administration of any Safety Legislation in India

Or

Port / Dock work as defined under *The Dock Workers (Safety, Health and Welfare) Act, 1986*. The Establishment/ agency should have registration with the respective Port Authority or State Government (copy of the same shall be submitted).

Note

- Experience during training period or probationary period or apprenticeship period will not be considered.
- The foreign country work experience will not be considered.
- Consulting experience will not be considered.

6. RESERVATION

The reservation policy of the Govt. of UP will be followed by the Institute.

Note:

- a) Reservation for Ex-Service Man will be as per existing rules of UP State Government.
- b) Reservation of Economically Weaker Section (EWS) will be governed by the Central Government guidelines.

7. FEES AND OTHER CHARGES

a) **Course Fee :**

The Course Fee is Rs.25, 000/- only (Twenty five Thousand only). The fees once paid will not be refunded. The mode of payment of the course fee will be communicated to the selected candidates by the Principal of the institute.

b) **Caution Money Deposit:**

The Caution Money Deposit is Rs. 2500/- only (Two Thousand Five hundred only). This amount is refundable subject to recoveries, if any, at the end of the course. The mode of payment of the caution money deposit will be communicated to the selected candidates by the Principal of the institute.

c) **Examination Fee :**

Examination and other related fees as prescribed by the B.T.E., UP, are payable by the students.

d) **Other Expenses :**

The expenditure incurred towards purchase of books, course materials, stationeries, preparation of Project/Term Work reports, TA/DA charges in connection with the local/ outstation factory visits, Seminar fee, Examination fees, etc. are to be borne by the sponsoring organizations/students.

8. SUBMISSION OF APPLICATION

a) **The candidates applying for the course has to apply in offline mode only.**

b) The candidates have to send dully filled in prescribed application form in complete in all respects, with self attested copies of certificates **by speed post or registered post only at the following address;**

Director in Charge / Head of Office
Regional Labour Institute, Kanpur
Near Devki Chauraha, Sarvodaya Nagar,
Kanpur, U.P. – 208005

The envelope must be superscribed with *Application for the Post Diploma in Industrial Safety (PDIS) 2024-2025 at RLI, Kanpur*

- c) The last date for receipt of application at RLI, Kanpur is 30.04.2024, the applications sent by email or submitted by hand will not be considered or accepted.
- d) The applications received after due date i.e. 30.04.2024 will not be considered and under any circumstances no request will be entertained in this regard.
- e) The regions falling under the jurisdiction of the Institute is as given below:

Sl. No.	Name of the Institute	Zones coming under the jurisdiction of the Institute	Sanctioned Intake Capacity
1.	Regional Labour Institute, Kanpur Sarvodaya Nagar K. 208 005	Candidates working in the States of Madhya Pradesh, Chattisgarh, Uttarakhand, Rajasthan and Uttar Pradesh (NCR)	50

f) Incomplete, defective and late submission/received applications will be summarily rejected without any correspondence.

g) No grace time is granted for late submission, postal delay, administrative delay, etc. & hence sponsoring managements/applicants shall arrange to forward their applications well before the last date to avoid rejection.

9. SELECTION

- a) After scrutiny by the Scrutiny Committee, the list of provisionally eligible candidates and non eligible candidates, with remarks, will be uploaded by 17.05.2024 on the official website of DGFASLI i.e. www.dgfasli.gov.in.
- b) The compliance of the shortcomings mentioned in the remark column against the name of the candidate shall be submitted (through email rli-kanpur@dgfasli.nic.in only) on or before 31.05.2024 failing which the decision of the competent authority shall be final and final eligibility / merit list will be prepared accordingly.
- c) The final list of eligible / non eligible candidates will be published on or before **14th June 2024**.
- d) The final merit list will be published on or before 28th June 2024.
- e) The admission process will start in the month of July 2024. The exact date & admission notice will be published in due course of time.
- f) The zone of consideration for admission will be based on -
 - i. **The current place of working for the sponsored and self sponsored working candidates.**
 - ii. **Permanent Residence will be considered for Zone selection only for non-working candidates.** The supporting documents i.e. Domicile / Aadhaar Card for the permanent address should be furnished by the non-working candidates.
 - iii. In case of **self sponsored working candidates**, the **No Objection/Relieving Certificate** from the working organization has to be produced.
- f) The candidate who are in service / working / sponsored shall have to submit relieving letter / NOC from the employer to join the course otherwise his /her candidature shall be cancelled.
- g) The candidates should produce all original certificates at the time of admission failing which seats will be offered to next eligible candidates. Candidates who enclose copy of the **provisional certificate for educational qualification will not be considered**.
- h) Selected candidates are required to join the course at short notice. Candidates who were selected earlier but did not join & the candidates who discontinued the course will not be considered again for this course.
- i) The selection of a candidate will be given based on educational qualification. Percentage of marks obtained in BE or B.Tech / BSC / Diploma, higher qualification if any, sponsorship and type & length of experience as per the Selection criteria prescribed by the DGFASLI.

10. ACCOMMODATION

- a) Limited, non-family, ordinary, sharing accommodation in the Institute hostels will be available subject to availability as decided by the competent authority. Guests and relatives of the candidates will not be allowed to stay in the hostel. No separate hostel for female participants is available.

- b) Room rent chargeable for the hostel accommodation will be Rs. 100 per day for the sponsored candidates and Rs.50/- per day for the non-sponsored candidates per head (subjected to Revision by the Competent Authority). This is payable in advance by a separate Demand Draft / on line in Bharatkosh for the entire period in two installments.

11. ATTENDANCE

- a) A Candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of the course as per DGFASLI / BTE, UP.
- b) Ideally, every student is expected to attend all classes and secure 100% attendance. However, He / she shall secure **not less than 80%** as against the total number of teaching sessions or as per norms of BTE, UP. However, a student with 75% attendance due to medical reasons (prolonged hospitalization / accident / specific illness) may be permitted to appear for the examination subject to the condition that the candidate shall submit the medical certificate from a recognized hospital. For students with less than 80% attendance, a letter of intimation will be sent to the sponsoring organization / student.

12. REVISION OF REGULATION

The DGFASLI / RLIs may from time to time revise, amend or change the Regulations, if found necessary. No other correspondence in this regard will be entertained.

13. UNIFORM

All candidates are required to adhere to the uniform dress code i.e. Grey bottom and White top for female candidates and white shirt and grey full pant for male candidates & Safety Shoes for both.

14. INDUSTRIES / INSTITUTES VISIT

The industries/institutes visits are the part of the academic curriculum. The expense towards the industries/institutes visits shall be borne by the sponsoring organization/individual.

15. DISCIPLINE

Every student is required to observe discipline and decorous behavior both inside and outside the Institute and not to indulge in any activity which will tend to bring down the prestige of the Institute. The Principal shall constitute a disciplinary committee of which one representative will be from the faculty to enquire into acts of indiscipline, misconduct and misbehavior. Appropriate action will be taken and communicated to the sponsoring organization based on the findings of the disciplinary committee. If a student indulges in malpractice, he/she shall be liable for punitive action as prescribed by the Institute from time to time.

16. REJECTION CRITERIA

The applications which are not complete in all respects, as mentioned in the Prospectus and Application Form, will be rejected and no communication will be made to the individual regarding the rejection of the application. The reason of rejection of application, if any, will be uploaded in DGFASLI website www.dgfasli.gov.in after the finalization of the same by the competent authority.

The decision of the competent authority in all matters connected with the selection, admission, examination and any other matters related with Course shall be final.

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**Government of India
Ministry of Labour & Employment**

DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR INSTITUTES

APPLICATION FORM

FOR

POST DIPLOMA IN INDUSTRIAL SAFETY (PDIS)

(Academic Year 2024 - 2025)

TO BE CONDUCTED

AT

REGIONAL LABOUR INSTITUTE, KANPUR

Instructions to the Candidate:

- **Read the Prospectus carefully before filling up this application form.**
- Please furnish all information in full.
- Attach separate sheets wherever the space provided in the form is inadequate
- Attach self attested copies of certificates / testimonials in respect of age, qualification, experience, etc.
- Ensure your eligibility for the course & zones under the jurisdiction, before applying.
- Incomplete application may be rejected without any correspondence.
- Name & Date of birth must be as per High school / equivalent certificate.
- The Sponsor's Certificate should be strictly in the format given in the application form, failing which sponsorship will not be considered.
- The last date for receipt of duly completed applications at the Institute is **30.04.2024 at 5.45 p.m**

<p>APPLICATION FORM</p> <p>FOR</p> <p>POST DIPLOMA IN INDUSTRIAL SAFETY (PDIS)</p> <p>AT</p> <p>REGIONAL LABOUR INSTITUTE, KANPUR</p> <p>(Academic Year 2024 -2025)</p>	<p>Affix latest self attested passport size photograph with white background with name and date (Signature of the applicant below)</p>
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1.	Personal Information									
a.	Full Name (in BLOCKLETTERS) (as per High School / Equivalent Certificate) (Enclose copy of Certificate)	First Name			Middle Name			Last Name		
b.	Father's Name (in BLOCK LETTERS)									
c.	Date of Birth (as per School Leaving Certificate)	DD			MM			YYYY		
d.	Category (Tick whichever is applicable State guidelines may be followed)	GEN	SC	ST	OBC	EWS	Depen dent of Freedo m fighter	Son / daughter of		
								Ex servi ce- man	Marty r-ed	Disa bility due to / on duty
e.	Gender (Male / Female / Transgender)									

(Attested copies in proof of the above shall be closed)

2.	Mailing Address									
a.	Permanent Residential Address									
b.	Address of Current Place of Working									

(Attested copy of the document in support of residential address shall be enclosed)									
3.	Contact Details								
	a.	E-mail ID:							
	b.	Contact No. /Mobile No.							
4.	Religion								
5.	Mother tongue								
6.	Educational Details								
	a.	Details of Educational qualifications (From Secondary School onwards. Enclose copies of Certificates only)							
		Name of the Examinations passed	Name and Address of School/College / Institute	Year of passing with date	Marks Obtained Out of & Percentage	Class/Division Obtained	No. of Attempts	Main and Other subjects	Full Time/ Part Time/ Correspondence
		High School / Secondary or Equivalent Examination (10 th Standard)							
		Higher Secondary Certificate Examination (12 th Standard)							
		Diploma Egg. / B.E./B.TECH./ B.Sc.(Chemistry or Physics as major subject)							

	M.E./M.TECH./M.Sc.							
	Higher Education (if any)							
	b. Details of qualification in Industrial Safety or equivalent Course							
	Details of PDIS/DIS/ADIS							
7.	a. Details of Experience after acquiring Essential Qualification: (in chronological order) Note: Documents (such as Appointment Letters, offer letter, resignation Letter, Increment Certificates, Pay-slips) will not be considered as Experience Certificate other Letter							
	Name and Address of the Organization	Designation and Scale of Pay	Experience in				Nature of Duty (enclose certificates) Experience Certificate Attached YES or NO	Self-attested copy of Experience Certificate attached. Yes / No
			From	To	Years	Months		
			DD-MM-YYYY	DD-MM-YYYY				

Total Experience								
	b.	Total Experience in Supervisory capacity alone (after acquiring essential qualification). Please attach Xerox copy of the certificate for supervisory capacity experience in detail issued by your employer(s)	Years		Months			
8.	In case of emergency, name, address and other details of the parent / guardian to be contacted including telephone No., mobile No., Email id, etc.							

9.	a.	Has the candidate applied for the ADIS/DIS/PDIS : Course at CLI, Mumbai, RLI - Chennai, Faridabad, Kanpur or Kolkata during the previous years If yes, give details.				
	b.	Whether the candidate has been selected earlier and not attended the course. If any, state reasons for the same.				
10.	Hostel accommodation (on sharing basis) Say whether required or not (No separate hostel for women)					
11.	Are you sponsored? If yes, provide the certificate from a registered factory under the Factories Act, 1948 or registered construction site under BOCW Act & Rules or registered under Major Ports Act, on the Letter head of the Sponsoring organization as per the specimen enclosed.					
12.	Extra- curricular activities, if any					
13.	Any other related information the applicant desires to give					
Place				Signature of the applicant		
Date	DD	MM	YYYY	Name of the applicant		

DECLARATION BY THE CANDIDATE

I,....., S/o or
D/o..... hereby declare that the information
furnished in the application is true and correct to the best of my knowledge and belief and that no
material information has been suppressed by me. I also understand that I stand to be disqualified from
being admitted to the Course or from continuance in the Course, in the event of any information
being found incorrect.

2. While pursuing the one year PDIS conducted at Regional Labour Institute, Kanpur, if found
involved in any misconduct/ misbehavior during the study period, I will abide by the decision taken
by the Principal of the Course including dismissal from the Course.

3. I undertake to produce all the Original Certificates, Testimonials, etc. regarding my Educational
Qualification, Experience, etc., at the time of interview without fail and non-producing of these
documents during interview will disqualify me to appear in the interview
as well as in the selection process.

.....
..... Signature & Name of the
Candidate

Place:

Date:

CERTIFICATE BY SPONSORING AUTHORITY

(On company letter head)

(Only for the period of work performed at the sponsoring organization)

Shri / Smt / Ms.....of this Organization is hereby sponsored and nominated to attend the Post Diploma Course in Industrial Safety during the Academic Year 2024-2025. The duly filled in Application has been verified, found correct and is forwarded herewith. He fulfills the Eligibility criteria. **It is certified that the applicant will not be engaged for any duties in our industry till the course completion.** He will be granted full Pay & Allowances & other expenses if selected to the course for the entire period.

Shri/Smt/Ms.....is working in this organization with effect from.....and his total supervisory experience (as on **01.03.2024**) at
.....(Address of Current place of working) is.....Years.....months as detailed below.

This is a supervisory grade in this organization.

Sl. No.	Experience in	Years	Month	Designation during he period
1.	Manufacturing			
2.	Maintenance			
3.	Safety Department in the Industry			
4.	Research, training, education in the field of Industrial Safety			
5.	Government dept in administration of any safety legislation			
6.	Building and other construction works/ construction industry			
7.	Department of Port/Docks			

The Registration / License No. of the Factory / Construction Site / Major Port is and issued by the office of the.....

(Copy of the license issued by the competent authority shall be closed).

Signature & Name of the duly authorized Competent Sponsoring Authority

Place:

Date:

Name & Designation :

Address of the organization :

Telephone No :
Mobile No :
Email address :
Local (office address) :
With Telephone No. if any
(Organization Seal) License No. :
Name and address of the License issuing Authority

**Note:*

- 1. This Certificate will be issued by the employer for the period of working of the candidate in his organization only.***
- 2. Certificate by sponsoring authority will not be considered, if the format is changed.***

**UNDERTAKING BY THE SPONSORING ORGANISATION
(On Company Letter head)**

I/We hereby undertake that our employee Shri/ Smt. /
Ms.....S/O/D/O.....
Working as a..... (Designation) at.....
.....(Current place of working) while pursuing the
one year PDIS conducted at Regional Labour Institute, Kanpur, if found involved in any
misconduct / misbehavior during the study period, I/we will abide by the decision taken by the
Principal of the course including dismissal from the Course.

Name and Signature of the Competent Authority of
the Sponsoring Organisation with seal

Place:

Date:

Check-list

(This check-list shall be closed with the application)

(All the boxes shall be filled)

Sl.No.	Name of the Item	Whether supporting certificates attached Yes/No
1.	Name	
2.	Date of Birth(DOB)	
3.	Self attested copy of certificate of SC / ST / OBC / EWS / Dependent of freedom fighter/ Son or daughter of Ex-Service man/ Martyred / Disability due to on duty.	
4.	Self attested copy of all Educational Qualification Certificates from High School / Secondary / equivalent onwards and Transfer Certificate (Provisional certificates are not accepted)	
5.	Self attested copy of detailed Experience / Qualification Certificates	
6.	Sponsor's Certificate completed & signed	
7.	Photo attested(first page)	
8.	Present Name & DOB is as per school leaving certificate	
9.	Signature of the Applicant in the Application Form	
10.	Envelope superscribed with ' <i>Application for Post Diploma in Industrial Safety (PDIS) 2024 - 2025 at RLI, KANPUR</i>	
11.	Declaration by the Candidate	
12.	Undertaking by the Sponsoring Organization	
13.	Address Proof (Factory/construction site/major port)	
14.	Self attested copy of License copy with License Number of the sponsoring organization(Factory/Construction site/Major port)	
15.	Self attested copy of Factory License / BOCW Registration License / Port Work License / Approval letter of the DGFASLI / CIF / DISH or Central Govt. Agencies / State Government Agencies for claiming experience in the respective area or Institute as referred in the clause 5 above.	
Signature of the applicant		
Name of the applicant		
Date and Place		

