

भारत सरकार
श्रम एवं रोजगार मंत्रालय
कारखाना सलाह सेवा और श्रम संस्थान
महानिदेशालय
क्षेत्रीय श्रम संस्थान
ब्लॉक-A, लेक टाउन, कोलकाता-700 089
पश्चिम बंगाल, भारत



GOVERNMENT OF INDIA
MINISTRY OF LABOUR & EMPLOYMENT
DIRECTORATE GENERAL FACTORY ADVICE SERVICE
& LABOUR INSTITUTES
REGIONAL LABOUR INSTITUTE
Block-A, Lake Town, Kolkata - 700 089
West Bengal, India

Regional Labour Institute, Kolkata is ISO 9001:2015 Certified and accredited under NSCSTI Framework by Capacity Building Commission (CBC)
क्षेत्रीय श्रम संस्थान, कोलकाता एक ISO 9001:2015 प्रमाणित संस्था है तथा इसे कैपेसिटी बिल्डिंग कमीशन (CBC) द्वारा NSCSTI फ्रेमवर्क के अंतर्गत मान्यता प्राप्त है।

No. S-14012/1/2025-RLIK-Adm

Dated: 04/08/2025

ADMISSION NOTICE / प्रवेश सूचना

ADMISSION TO ONE-YEAR ADVANCED DIPLOMA IN INDUSTRIAL SAFETY (ADIS) 2025-26 AT RLI KOLKATA

On the basis of the final merit list of eligible candidates for the admission in the Advanced Diploma Industrial Safety (ADIS) course 2025-26 at Regional Labour Institute, Kolkata published on 28.07.2025 in the DGFASLI website, the eligible candidates shall report at this institute on 21.08.2025 and 22.08.2025 (10 AM to 5 PM) for verification of credentials/records/documents and fees deposition followed by admission.

1. During admission procedure on 21.08.2025 and 22.08.2025 (10AM to 5PM), candidates are required to produce/submit all the necessary documents (**original copy**) before the document verification committee. After successful verification & recommendation/approval of the document by the document verification committee, the candidate will be allowed for admission to the course.
2. During admission procedure between 21.08.2025 and 22.08.2025 (10 AM to 5 PM), candidates have to report for admission till 22.08.2025 by 04 PM, failing which their seat will be declared vacant and will be allotted to waitlisted candidates. No further claim/request in this regard shall be permitted/entertained. Admission for the waitlisted candidates (if seat available) will be held on 29.08.2025 (10 AM to 5 PM) as per order of merit.
3. Only after verification of all documents with **original copy** and submission of required papers, the provisionally selected candidates will be allowed to deposit fees as per details given below:
 - a. Institute Fee: On the day of admission to the course, the provisionally selected candidates will have to deposit institute fees by online payment of Rs. 25,000.00/-(Non-refundable) through Bharatkosh portal.

Procedure for making payment through Bharatkosh:

Log on to <https://bharatkosh.gov.in> and go to Quick payment and fill the details as below and proceed for payment through on-line mode.

Ministry: 021 Labour & Employment

Purpose: Training fee or Course fee of the workshop conducted

PAO Code: 030263- PAO (DGFASLI), Mumbai

DDO Code: 130269-ADMINISTRATIVE OFFICER, REGIONAL LABOUR INSTITUTE

Remarks: ADIS Course 2025-26 RLI Kolkata

The fees can also be paid by a crossed Demand Draft drawn in favour of the "Head of Office, Regional Labour Institute, Kolkata", payable at Kolkata.

- b. Caution Money Deposit: At the time of admission, caution money of Rs. 2,500/- (Refundable) in respect of library & laboratory facilities has to be submitted either by cash or by a separate crossed Demand Draft drawn

Email: rli.kolkata@dglasli.nic.in, Tel: 033-25218761,25343254,25342732,25342735,25210303

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in favour of the “Head of Office, Regional Labour Institute, Kolkata”, payable at Kolkata. It may please be noted that dully filled & verified (by bank) mandate form to be submitted at the time of admission.

4. All the Students are required to bring six passport size photographs & two sets of self-attested photocopies of all documents/certificates/testimonials including educational & experience certificates along with originals. Admission will not be granted based upon provisional certificates issued by the colleges.
5. Candidates those are in service or currently working, must submit Permission Letter/Relieving Letter or Resignation Acceptance Letter from the present employer during the admission process or before joining the course, otherwise they will not be allowed to join in the course/class.
6. Minimum 80% attendance is mandatory to appear for final examinations. Attendance will be counted from the first day of commencement of the course. Those who do not fulfill the minimum required attendance criteria would not be allowed to appear in final examinations.
7. All students are required to adhere to the uniform dress code i.e. Black colour bottom and white top for female Candidates and white shirt and Black colour full trouser for male candidates. They may wear gray sweaters/black blazers during the winter season. Students must wear safety shoes during the industrial visits.
8. In addition, the students have to bear the expenses on registration fees of the West Bengal State Council of Technical & Vocational Education & Skill Development (WBSCTVESD). Expenses for Industrial Visits, Project Work, Term Work, Examination Fees, Lab Reports, Stationeries, copies of study materials/handouts/lectures/notes, assignments, etc. as part of the Curriculum has to be borne by the candidate himself/herself/sponsoring organization.
9. The classes will be held from 10 am to 05.30 pm on all working days. Students are expected to devote their full time for the course and under any circumstances they will not be permitted to attend duties in their factories/Organizations until the course is over.
10. This provisional admission will be granted based on the information/documents furnished by the Candidates as per their application form. In case of any credentials/information/document/certificate etc. being detected or identified or being noticed as false/fabricated/tampered/misleading, his/her candidature is liable to be cancelled and the fees paid will not be refunded.
11. Limited, non-family, ordinary, sharing accommodation in the Institute Hostel will be available on First-come-first serve basis/computerized random sampling basis decided by the competent authority. No boarding facility is available in the hostels. Guests and relatives of the students will not be allowed to stay in the hostel. Room rent chargeable for the hostel accommodation will be Rs. 100 per day per head for sponsored candidates and Rs. 50/- per day per head for non-sponsored candidates (subjected to Revision by the Competent Authority). Hostel charges are payable in advance as per instruction by the Institute for the entire period in two Installments only. No separate hostel facility is available for the female candidates.

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12. During the tenure of the course, students are required to keep a track with the Institute for filling up of examination forms, collection of Admit cards, self-study, use of Institute Library, e-learning center etc. The Institute will not be responsible if any deadline issued by the WBSCTVESD is missed by the student.
13. Any kind of indiscipline/uncivilized behavior and unparliamentary language in the Institute, hostel, and campus shall be dealt strictly and disciplinary action will be initiated.
14. There shall be a total ban on any act of ragging performed directly or indirectly by any student of the institute. No student shall commit, abet, propagate, or participate directly or indirectly in ragging in or outside the institute.
15. The tentative date for the commencement of the Offline Classes at RLI, Kolkata is will be announced separately. Detailed teaching schedule and methodology for the course will be intimated/notified shortly.
16. Every student is required to observe discipline and maintain 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 will constitute a disciplinary committee to enquire into acts of Indiscipline/misconduct. 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. A dully filled anti-ragging affidavit (as per the attached format) is to be submitted before commencement of the class.
17. Decision of the Director in Charge of RLI, Kolkata shall be final in any matter pertain to the course.

(Dr.R.P. Bhawe)
Director in Charge and Head of Office
RLI-Kolkata

Enclosed:

1. Admission Form
2. Mandate Form
3. Format for Anti-ragging Affidavit

Copy to:

1. The HOO (HQ)-DGFASLI-Mumbai & In Charge-RLI-Kolkata
2. ADIS-2025-26 Course Coordinator-RLI-Kolkata
3. MIS Division, DGFASLI for uploading the ADMISSION NOTICE in the DGFASLI Website
4. NOTICE BOARD at RLI-Kolkata

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MANDATE FORM

Electronic Clearing Service (Credit Clearing)/ Real Time Gross Settlement (RTGS) facility for receiving payments.

A. Details of Accounts Holders:-

Name of Account Holder	
Complete Contact Address	
Telephone Number/Fax/E-mail	

B. Bank Account Details:-

Bank Name	
Branch Name with Complete Address, TelephoneNo. and E-mail	
Whether the Branch is computerized?	
Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC Code	
Is the Branch also NEFT enabled?	
Type of Bank Account (SB/Current /Cash Credit)	
Complete Bank Account No. (Latest)	
MICR Code of Bank	

Date of effect: -

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the use Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

Signature of Customer

Date

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date:

Signature of Customer

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.

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ADIS-ADMISSION FORM 2025-26

1. NAME IN ENGLISH-
(CAPITAL LETTER)
(AS PER 10TH M/SHEET)

2. NAME IN HINDI-
(AS PER 10TH M/SHEET)

3. FATHER NAME IN ENGLISH-
(CAPITAL LETTER)
(AS PER 10TH M/SHEET)

4. FATHER NAME IN HINDI-
(AS PER 10TH M/SHEET)

5. MOTHER NAME IN ENGLISH-
(CAPITAL LETTER)
(AS PER 10TH M/SHEET)

6. MOTHER NAME IN HINDI-
(AS PER 10TH M/SHEET)

7. DATE OF BIRTH-

8. EMAIL ID-
(CAPITAL LETTER)

9. BLOOD GROUP-

10. SPONSORED FACTORY ADDRESS WITH EMAIL & PHONE-
(CAPITAL LETTER)

11. CORRESPONDENCE ADDRESS-
(CAPITAL LETTER)

12. PERMANENT ADDRESS-
(CAPITAL LETTER)

13. MOBILE NO (PERSONAL & EMERGENCY NO)

14. AADHAR NO.

15. CURRENT POSTING PLACE-

16. DESIGNATION-

17. CATEGORY-

