



**GOVERNMENT OF INDIA
MINISTRY OF LABOUR & EMPLOYMENT
DIRECTORATE GENERAL OCCUPATIONAL SAFETY AND HEALTH
PROSPECTUS-CUM-APPLICATION FORM FOR
ADVANCED DIPLOMA IN INDUSTRIAL SAFETY (ADIS) TO BE
CONDUCTED
AT
REGIONAL LABOUR INSTITUTE, KOLKATA during
ACADEMIC YEAR 2026-27**

IMPORTANT DATES

Application/ Brochure published date	11.08.2026
Last date of receipt of the application form through Speed post only	11.09.2026
List of provisionally eligible and waitlisted eligible candidates will be published on DGOSH website www.dgfasli.gov.in and Institute's Notice Board	18.09.2026
Physical verification of the original documents and fees deposition of provisionally eligible candidates at Regional Labour Institute, Kolkata	24.09.2026 & 25.09.2026 (10.00hrs to 17.30hrs)
Publication of vacant Seats if any on DGOSH website www.dgfasli.gov.in and Institute's Notice Board	25.09.2026 (18.00hrs)
Physical verification of the original documents and fees deposition for waitlisted candidates at Regional Labour Institute, Kolkata, subject to the availability of vacant seats, if any.	29.09.2026 & 30.09.2026 (10.00hrs to 17.30hrs)
Date of commencement of ADIS Course at RLI Kolkata	As per the West Bengal State Council of Technical & Vocational Education norms
Clarifications/query:	033- 25342732 (10.00hrs to 18.00 hrs)

Prospectus for Advanced Diploma in Industrial Safety (ADIS)
2026-27
at
Regional Labour Institute, Kolkata

1. ABOUT THE COURSE

In order to have safe workplace pertaining to an establishment, there is a role of safety officer to advise and assist the management on matters concerning prevention of personal injuries and maintenance of safe working environment. To meet this growing need and strengthen occupational safety and health management systems in the establishments, the institute is conducting the one-year Advance Diploma in Industrial Safety (ADIS) course.

The Advanced Diploma in Industrial Safety (Non AICTE) of this Institute is awarded by the West Bengal State Council of Technical & Vocational Education and Skill Development (WBSCVT).

2. DURATION

ADIS is One-Year Full-Time Course and the actual date of admission will be announced by the WBSCVET.

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 laboratory works during the course, as a requirement under the syllabus.
- b) Term work, project work and industrial training which are the parts 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. No letter will be issued by the Institutes for carrying out Project work & term work in this regard.

4. **EXAMINATION**

The students will have to appear for semester wise (1st and 2nd) Examination which will be conducted by the West Bengal State Council of Technical & Vocational Education and

Skill Development, Kolkata. The Examination consists of theory papers, project work, term work and practical. The Diploma will be awarded to the successful candidates in the examination conducted by the West Bengal State Council of Technical & Vocational Education and Skill Development.

5. **Minimum Eligibility of Admission (As per WBSCVT)**

A Degree from any recognized university in any branch of Engineering/Technology.

Or

A Degree in Science from any University recognized by UGC with Physics, Chemistry & Mathematics.

Or

Diploma in Engineering will be considered only from State Board/Directorate/Council of Technical Education or AICTE approved institutes

6. **RESERVATION:**

As per WBSCVT norms.

7. **FEES AND OTHER CHARGES**

a) **Course Fee:**

The Course Fee is Rs. 25,000/-. The fee once paid will not be refunded. The mode of payment of the course fee will be communicated to the selected candidates by the Director-In-charge of the respective institutes.

b) **Caution Money Deposit:**

The Caution Money Deposit is Rs. 2500/-. 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 Director In-charge of the RLI Kolkata.

c) **Examination Fee:**

Examination and other related fees as prescribed by the West Bengal State Council of Technical & Vocational Education and Skill Development, *Kolkata* are payable by the students directly to the board.

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, Industrial Visits etc. are to be borne by the sponsoring organizations/students.

8. **SUBMISSION OF APPLICATION**

a) **Application forms along with all supporting documents are to be sent by speed post only. Application form received after the due date will not be considered/accepted.**

b) The regions falling under the jurisdiction of the Institute is as given below:

Sl. No.	Name of the Institute	Institute Code	Zones coming under the jurisdiction of the Institute	Sanctioned Intake Capacity
1.	Regional Labour Institute, Lake Town, Kolkata-700 089, West Bengal	RLIKOL	Candidates working/residing in the Eastern States (West Bengal, Bihar, Odisha & Jharkhand; and North-Eastern States (Arunachal Pradesh, Assam, Meghalaya, Manipur, Mizoram, Nagaland, Sikkim and Tripura)	61 (including 6 EWS)

c) The candidates have to send dully filled in prescribed application form along with self-attested copies of certificates and all relevant documents, on or before **11.09.2026** latest by 5.00 pm by Speed Post only at the following address-

***The Director In-charge,
Regional Labour Institute,
Government of India,
Ministry of Labour & Employment
Lake Town, Kolkata – 700089.***

The envelope must be super scribed with ***Application for the Advanced Diploma in Industrial Safety (ADIS) 2026-2027 at RLI, KOLKATA.***

- d) Incomplete, ambiguous and late received applications will be summarily rejected without any further correspondence.
- e) 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) The merit list of selected candidates, after applying selection criteria adopted by the Institute, will be uploaded on the DGOSH website and Notice Board
- b) The zone of consideration for admission will be based on -
 - i) **The current place of working in case of Currently Working candidates**
 - ii) **Permanent Residence will be considered for Zone selection only for non-working candidates.** The supporting documents for the permanent address should be furnished by the non-working candidates.
- c) An undertaking/declaration has to be submitted by the sponsoring organization to relieve the candidate so as to enable him to join the course after selection.
- d) In case of sponsored candidates, Sponsorship Certificate shall be submitted in prescribed format along with the application form.
- e) In case of non-sponsored working candidates, the No Objection Certificate from the working organization has to be produced.
- f) The candidates should produce all original certificates at the time of admission failing which seats will be offered to next eligible candidates.
- g) Weightage for the selection of a candidate will be given for Sponsorship, higher qualification and length of experience as per the Selection criteria prescribed by the DGOSH.

10. **INSTITUTIONAL INFRASTRUCTURE & APPROVALS**

a)Affiliation and sanctioned Intake of this Course

The Advanced Diploma in Industrial Safety conducted by this Institute is awarded by the West Bengal State Council of Technical & Vocational Education and Skill Development (WBSCVT). At present Batch 2025-26 is undergoing vide Approval Number WBSCVET/TED/2025-26/1011

dated 26.11.2025. This Institute has submitted online application and deposited requisite fee for renewal of affiliation for the AY 2026-27. West Bengal State Council of Technical & Vocational Education and Skill Development (WBSCVT) vide mail dated 07th August, 2026 has permitted this Institute to start pre-admission activities for the admission in the Academic Year 2026-27 and Renewal of affiliation will be done after securing approval of competent authority in the WBSCVT. *(Copy attached)*.

b) Library and Computer facility

The Regional Labour Institute, Kolkata library presently houses a collection of more than 5000 books and publications related to Occupational Safety, Health, Industrial Hygiene, and other allied subjects. The library is equipped with computers for students with printing facilities and provides internet connectivity. Students admitted to the course may avail themselves of the library facilities and book issue facility as per the rules and regulations of the Institute. However, the Institute reserves the right to modify, discontinue, restrict, or update library facilities, subscriptions, timings, and issue policies from time to time without prior notice, depending upon administrative requirements and availability of resources.

c) Teaching Personnel

The ADIS Syllabus are taught by the experienced technical officers of Regional Labour Institute, Kolkata, guest faculties and industrial experts.

d) Classroom

The classrooms are equipped with teaching and learning facilities including Smart Interactive Board and AV system as per the WBSCVT norms.

e) Laboratories

The Institute maintains Industrial Hygiene Laboratory and Industrial Medicine laboratory equipped with scientific instruments and equipment as per the WBSCVT norms.

All students are required to comply with laboratory safety rules/SOP and instructions issued by the Institute from time to time. The Institute reserves the right to regulate access and usage of laboratory facilities in the interest of safety, discipline, and academic requirements.

11. Hostel ACCOMMODATION

Hostel accommodation is undergoing major renovation hence; it may not be available for the AY 2026-27.

12. **ATTENDANCE**

- a) A Candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of the course.
- b) Ideally, every student is expected to attend all classes and secure full attendance. However, he/she shall secure not less than 80% as against the total number of teaching sessions or as per respective Technical Board norms. 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.
- c) If the Sponsored candidate is selected for admission into the course, the SPONSORING AUTHORITY shall relieve of the candidate(s) for the period of one year and he/she will not be engaged for any duties in their industry till the completion of the course. The monthly attendance records/percentage of all students will be displayed on the Notice Board of the Institute and the same will may be communicated on request for the attendance of the sponsoring candidate(s) to the Sponsoring Authority.

13. **REVISION OF REGULATION AND CURRICULUM**

The Institutes will follow the Syllabus and Curriculum as published by the West Bengal

State Council of Technical and Vocational Education and Skill Development.

14. **UNIFORM**

All candidates are required to adhere to the uniform dress code i.e. Grey bottom (No Jeans) and White top for female candidates and white shirt and Gray full pant for male candidates with Black shoes for all.

15. **INDUSTRIES / INSTITUTES VISIT**

The industries/institutes visits are the part of the academic curriculum. The expense involved during the industries/institute's visits shall be borne by the sponsoring organization/individual.

16. **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 Director-In charge of the institute 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.

17. **REJECTION CRITERIA**

The applications which are incomplete as mentioned in the Prospectus-cum-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 DGOSH website/ Institute's Notice Board after the finalization of the merit list by the Institute.

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

18. **DISCLAIMER BY THE REGIONAL LABOUR INSTITUTE, KOLKATA**

The Advance Diploma in Industrial Safety (ADIS) conducted by Regional Labour Institute, Kolkata is state government approved short term Diploma Course. Recognition, acceptability, or eligibility of this course for appointment as Safety Officer or for any statutory/employment purpose shall be based on the applicable provisions of the Occupational Safety, Health and Working conditions Code, 2020 and the Rules framed thereunder, and orders/decisions of the respective Appropriate Government/Competent Authority.

The Institute does not guarantee or assure recognition, equivalence, or acceptance of the ADIS qualification by any Government, employer, statutory authority, or establishment for any purpose whatsoever. Admission to the course shall not confer any automatic right of employment, appointment, or statutory recognition as a safety officer in an establishment.

The Institute shall not be responsible for any ineligibility, non-recognition, rejection, dispute, or consequences arising at any stage in future.



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

DIRECTORATE GENERAL OCCUPATIONAL SAFETY AND HEALTH

APPLICATION FORM

FOR

ADVANCED DIPLOMA IN INDUSTRIAL SAFETY (ADIS)

(Academic Year 2026-27)

TO BE CONDUCTED

AT

REGIONAL LABOUR INSTITUTE, KOLKATA

Instructions to the candidate:

Read the Prospectus carefully before filling up this application form.

- 1) Please furnish all information in full.
- 2) Attach separate sheets wherever the space provided in the form is inadequate.
- 3) Attach self-attested copies of certificates/testimonials in respect of age, qualification, experience, etc.
- 4) Ensure your eligibility for the course & under the jurisdiction before applying.
- 5) Incomplete application will be rejected without any correspondence.
- 6) Name & Date of Birth must be as per School Leaving Certificate.
- 7) The Sponsorship Certificate should be strictly in the format given in the application form, failing which sponsorship will not be considered.
- 8) The last date for receipt of duly completed applications at the Institute is **11.09.2026 by 5 p.m. by Speed Post only.**

APPLICATION FORM FOR ADVANCED DIPLOMA IN INDUSTRIAL SAFETY (ADIS) AT REGIONAL LABOUR INSTITUTE, KOLKATA (Academic Year 2026-27)							Affix latest self attested passport size photograph with white background without spectacle with name and date	
							Signature of the applicant	
1. Personal Information								
a.	Full Name (in BLOCK LETTERS) (as per School Leaving 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)	GEN	SC	ST	OBC	EWS	EX-SERVICEMAN	
(Self-Attested copies in proof of the above shall be enclosed)								
2. Mailing Address								
a.	Permanent Residential Address (in BLOCK LETTERS)							
b.	Address for Correspondence (in BLOCK LETTERS)							
(Self 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) Note: Documents such as Mark-sheets, Certificates of Training Programme, Workshops, Short-term Courses (less than 6 months) should not be attached.						
	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	Main and other subjects	Full Time/ Part Time/ Correspondence
	Matriculation Examination						
	Higher Secondary Certificate Examination						
	Diploma Engg./ B.E./B.TECH. / B.Sc.(Chemistry or Physics as major subject) (Please tick whichever is applicable)						
	M.E./M.TECH. /M.Sc.						
	Higher Education (if any)						

	b.	Details of qualification in Industrial Safety or equivalent Course							
7.	a.	Details of Verifiable Experience after acquiring Essential Qualification: (in chronological order) Note: Documents (such as Appointment Letters, Increment Certificates, Pay-slips) will not be considered as Experience Certificate							
		Name and Address of the Organization	Designation and Scale of Pay	Experience in				Nature of Duty (enclose certificates)	
				From	To	Years	Months		
		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., fax 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 cum Canteen facility whether required or not				NA
11.	Are you sponsored? If yes, provide the certificate from a registered factory under the Factories Act, 1948/ OSH&WC Code, 2020 or registered construction site under BOCW Act & Rules/ OSH&WC Code, 2020 or registered under Major Ports Act/ OSH&WC Code, 2020, 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

1. 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. That the Advance Diploma in Industrial Safety (ADIS) conducted by Regional Labour Institute, Kolkata is state government approved short term Diploma Course recognition, acceptability, or eligibility of this course for appointment as Safety Officer or for any statutory/employment purpose shall be based on the applicable provisions of the Occupational Safety, Health and Working conditions Code, 2020 and the Rules framed thereunder, and orders/decisions of the respective Appropriate Government/Competent Authority. Admission to the course shall not confer any automatic right of employment, appointment, or statutory recognition as a safety officer in an establishment.
3. That I expressly understand and agree that, in the event of non-renewal, withdrawal, suspension, or discontinuation of affiliation by WBSCVT, my provisional admission shall automatically stand cancelled/terminated without any prior notice, and I shall not claim any right, equity, compensation, damages, or relief of whatsoever nature against the Institute, its authorities, or WBSCVT.
4. That I further understand and undertake that my admission shall remain subject to final scrutiny, verification, validation, and approval of my eligibility, academic qualifications, certificates, testimonials, and all other supporting documents by WBSCVT in accordance with its prescribed schedule, rules, regulations, guidelines, and norms in force from time to time.
5. While pursuing the one-year ADIS course conducted at Regional Labour Institute, Kolkata, if found involved in any misconduct/misbehaviour during the study period, I will abide by the decision taken by the Principal of the Course including dismissal from the Course.
6. I undertake to produce all the Original Certificates, Testimonials, etc. regarding my Educational Qualification, Experience, Sponsorship etc. at the time of scrutiny without fail and non-producing of these documents during the scrutiny will disqualify me in the selection process.
7. 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/false/fabricated/tampered/misleading/mismatched. While pursuing ADIS, if found I involve in any misconduct/misbehavior during the study period, I will abide by the decision taken by the Regional Labour Institute, Kolkata including dismissal from the Course. I undertake to produce all the Original Certificates,

Testimonials, etc. regarding my Educational Qualification, Experience, etc., at the time of admission to the course without fail and non-producing of these documents during admission will disqualify me from seeking admission to this course.

Place:

Date:

.....
Signature & Name of the
Candidate

CERTIFICATE BY SPONSORING AUTHORITY

(On company letterhead)

(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 course of "Advanced Diploma in Industrial Safety" during the Academic Year 2026-27. 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/her total supervisory experience **(as on 11.09.2026)** is.....years.....months as detailed below. This is a supervisory grade in this organization.

Sl. No.	Experience in	Years	Month	Designation during the 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 enclosed).

Signature & Name of the duly authorized Competent Sponsoring Authority

Place:

Date:

Name & Designation:

Address of the organization:

Telephone No. :

Fax No. :

Email :

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) while pursuing the
one year ADIS Course conducted at Regional Labour Institute, Kolkata, if
found involved in any misconduct/misbehavior during the study period, I/we
will abide by the decision taken by the Director of the course including dismissal
from the Course.

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

Place:

Date:

CHECKLIST

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

(All the boxes shall be filled)

Sl. No.	Name of the Item	Whether attached Yes/No
1.	Name	
2.	Date of Birth (DOB)	
3.	SC/ST/OBC/MBC/BC/ Ex-serviceman/ EWS Certificates	
4.	All Educational Qualification Certificates from SSLC onwards and Transfer Certificate (Provisional certificates are not accepted)	
5.	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 super scribed with ' Application for ADIS 2026-27 at RLIKOL '	
11.	Declaration by the Candidate	
12.	Undertaking by the Sponsoring Organization	
13.	Address Proof (Factory /construction site/major port)	
14.	License copy with License Number of the sponsoring organization (Factory/Construction site/Major port)	
Signature of the applicant		
Name of the applicant		
Date and Place		