



GOVERNMENT OF INDIA
MINISTRY OF LABOUR AND EMPLOYMENT
DIRECTORATE GENERAL FACTORY ADVICE SERVICE AND LABOUR INSTITUTES
REGIONAL LABOUR INSTITUTE, SHILLONG
NEAR GSI PREMISES, BEHIND RYNJAH POLICE STATION,
RYNJAH, SHILLONG, DIST. EAST KHASI HILLS, MEGHALAYA- 793006

**ONE MONTH CERTIFICATE COURSE IN SAFETY & HEALTH FOR SUPERVISORS TO BE EMPLOYED IN HAZARDOUS
PROCESS INDUSTRIES UNDER SECTION 41C (b) OF THE FACTORIES ACT, 1948**

Date: 14.11.2023 to 13.12.2023

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, one month certificate course is being conducted at our newly inaugurated 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
- Counseling & 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 14th Nov, 2023 to 13th Dec, 2023. Full time (minimum 6 contact hours per day) - 4 weeks (Two weeks classroom teaching followed by one-week project work and on completion of which a further one-week classroom teaching - 85 classroom sessions). The teaching hours at the Institute will be from 10 a.m. to 5 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 any branch of engineering or technology or equivalent with not less than 5 years' experience.

OR

- (ii) Master's degree in chemistry or a degree in any branch of engineering or technology or equivalent with not less than 2 years' experience.

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:

1. Institution Fee: **Rs. 7,500/- per participants** - for the entire course. The fee is payable immediately on receipt of confirmation of seat in the course & before joining the course by means of Crossed Demand Draft in favor of "Head of office, Regional Labour Institute, Kolkata" payable at Kolkata or online payment through www.bharatkosh.gov.in.
2. The expenses for the visit to the factories will be borne by the candidate or respective sponsoring organizations.
3. Rs. 1500/- per candidate in cash is also payable as caution deposit (Refundable) for availing library & 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, Shillong Near GSI Premises, Behind Rynjah Police Station, Rynjah, Shillong, Dist. East Khasi Hills, Meghalaya- 793006

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, SHILLONG, NEAR GSI PREMISES, BEHIND RYNJAH POLICE STATION, RYNJAH, SHILLONG, DIST. EAST KHASI HILLS, MEGHALAYA- 793006. After confirmation by the course coordinator only, candidates shall deposit institution fee @ Rs 7,500/- (Rs. Seven thousand five hundred only) per candidate through Bharatkosh portal (<https://bharatkosh.gov.in>). Fees can also be paid through Demand Draft drawn in favor of - “The Head of Office, Regional Labour Institute, Kolkata ” payable at Kolkata. (Fees to be deposited in RLI, Kolkata’s favour).

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 14.11.2023 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:

- (a) Last Date for receipt of Application forms through Speed post/E-mail at Regional Labour Institute, Shillong: **05/11/2023**
- (b) Communication of confirmation of seat in course to the candidate by Course coordinator through e-Mail: **06/11/2023 onwards.**
- (c) Last date for receipt of proof of Payment of Institute fees of Rs. 7,500/- (i.e. scan copy of DD or receipt of payment through Bharatkosh by return mail to e-Mail ID rli-shillong@dglasli.nic.in and avj@dglasli.nic.in: **13/11/2023**

HOSTEL ACCOMMODATION:

Limited number of non-family hostel accommodation is available on twin sharing basis in the Executive 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 THROUGH 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 (DGLASLI), Mumbai
- DDO Code: **130269** ADMINISTRATIVE OFFICER, REGIONAL LABOUR INSTITUTE, Kolkata
- Remarks: One Month Certificate Course

COURSE COORDINATOR:

Shri. A V Jambhe
Asst. Director (Safety)
e-mail: rli-shillong@dglasli.nic.in and avj@dglasli.nic.in
Contact: +91-9324243140

LABOUR AND EMPLOYMENT
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REGIONAL LABOUR INSTITUTE, SHILLONG

PROFORMA

APPLICATION FORM FOR ADMISSION TO ONE MONTH CERTIFICATE COURSE IN SAFETY & HEALTH FOR SUPERVISORS TO BE EMPLOYED IN HAZARDOUS PROCESS INDUSTRIES UNDER SECTION 41C(b) OF THE FACTORIES ACT, 1948

PASTE
YOUR
PHOTO
HERE

1. Name (English, Capital letters) :

(Hindi) :

2. Male/Female/Prefer Not to Say :

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	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