



**GOVERNMENT OF GOA
INSPECTORATE OF FACTORIES AND BOILERS
ALTINHO, PANAJI, GOA**

**PROSPECTUS AND APPLICATION FORM
FOR**

**FOUR WEEKS CERTIFICATE COURSE IN
SAFETY & HEALTH FOR SUPERVISORY
PERSONNEL WORKING IN HAZARDOUS
PROCESS INDUSTRIES**

(3rd March,2025 to 29th March,2025)

TO BE CONDUCTED AT

**INSPECTORATE OF FACTORIES & BOILERS
ALTINHO, PANAJI, GOA**



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PROSPECTUS

**Four Weeks Certificate Course In Safety & Health for Supervisory
Personnel working in Hazardous Process Industries.**

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 the factory involving any hazardous process shall appoint persons who possess qualification & experience in handling hazardous substances and are competent to supervise such handling within the factory and the Chief Inspector may require the supervisor to undergo training in Health & Safety.

Realizing the need of the above mentioned qualified persons, this Four Weeks Certificate Course is being conducted at Inspectorate of Factories & Boilers, Altinho, Panaji, to provide an opportunity to gain insight of safe system & procedures. After this course, the participants will be able to discuss / identify and control the hazards that will result into great degree of risk reduction.

METHODOLOGY & COURSE CONTENTS:

Methodologies to be used during the course will be lectures, discussions, case studies, relevant film shows & factory visits. The participants will be required to visit a factory and to prepare a report on Factory Visit as a requirement under the syllabus.

At the end of the course, the participants will be required to undergo an objective type written examination on the topics given below. Certificates will be awarded to the successful candidates.

- Statutory Provisions
- Basic principles of Accident prevention
- Techniques of identification of Hazard
- Accident prevention and Control Techniques
- Chemical hazards & Specific Control Measures
- Fire & Explosion Hazards
- Health Hazards due to chemical exposures
- Emergency Preparedness
- Others

DATES & TIMINGS:

The course will be conducted from **3rd March,2025 to 29th March,2025**. The teaching hours will be from **10 A.M. to 5 P.M.** on all week days except Sunday and Public Holidays.

FACULTY:

The faculty consists of experts from various disciplines of the Department, specialists from Industries, different Institutions & Government departments.

VENUE: Inspectorate of Factories and Boilers, Altinho, Panaji-Goa.

ELIGIBILITY FOR ADMISSION:

- (i) a degree in any branch of engineering or technology or a masters degree in Science (Physics or Chemistry) or a masters degree in Pharmacy, from recognized institution, with two years of experience of working in a factory involved in hazardous process, or
- (ii) a degree in Science (Physics or Chemistry) or a degree in Pharmacy or a diploma in any branch of engineering or technology, from a recognized

institution, with five years of experience of working in a factory involved in hazardous process.

FEE & OTHER EXPENSES:

1. **Course Fee:** Rs 15,000/- for the entire course (non- refundable)
The fee is payable immediately on being offered the admission & before joining the course by a crossed demand draft drawn in favour of Chief Inspector of Factories & Boilers, Goa payable at Panaji and after payment e-Receipt to be submitted to this office.
2. **Other Expenses:** Participants will have to pay for Tea, snacks and lunch provided at venue and also will have to make their own arrangements to visit factories at given date and time.

NOMINATIONS & LAST DATE:

Nomination(s) in the prescribed proforma, along with the course fees of Rs.15,000/- (Rupees fifteen Thousand only) per participant, in the form of demand draft drawn in favour of Chief Inspector of Factories & Boilers, Goa payable at Panaji and if fees paid online then e-Receipt may be sent to Shri Premanand Gaude, Course Coordinator, Inspectorate of Factories & Boilers, Altinho, Panaji-Goa, so as to reach on or before **05th February ,2025**. Application duly filled in with one additional photograph accompanied by self-attested copies of certificates & mark sheets of **qualifying examinations** and experience certificates from employers for the **qualifying period** shall be forwarded by the sponsoring organization. **The above testimonials in original will have to be produced by the candidates at the time of admission for verification.** The decision of the Department will be final, in respect of the selection of the candidates.

Form of application for admission to Four Weeks Certificate Course In Safety & Health for Supervisory Personnel working in Hazardous Process Industries

(All information should be filled in CAPITAL LETTERS only)

PHOTO

- (1) Name of the Applicant :
- (2) Full Residential Address :
- (3) Date of Birth :
- (4) E-mail ID :
- (5) Contact No. :
- (6) Name & address of the Employer (if employed) :
- (7) Educational qualifications :
(Enclose certificates)
- (8) Details of professional experience, (in chronological order) :

Name of the Organization	Period of service	Designation	Area of responsibility

- (9) If employed, whether 'Sponsorship Certificate' issued by Employer is enclosed : Yes / No

- (10) Any other relevant information :

Declaration by the Applicant:

I,....., S/o or D/o..... hereby declare that –

1. 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 Course, if found involved in any misconduct / misbehavior during the study period, I will abide by the decision taken by the Course Co-ordinator / Department 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 admission without fail and nonproducing of these documents during admission will disqualify me in the selection process.

Place :

Date :

Signature

CERTIFICATE BY SPONSORING EMPLOYER (On company letterhead)

Shri /Smt /Ms..... of this Organization is hereby nominated and sponsored to attend the Four Weeks Certificate Course in Safety & Health for Supervisory Personnel working in Hazardous Process Industries. The duly filled in Application has been verified, found correct and is forwarded herewith. He/she fulfills the eligibility criteria. He/she will be granted full pay & allowances and other expenses, during the entire course period.

Shri /Smt /Ms.....is working in this organization with effect from.....and his / her total experience (with current employer plus previous) as per organization records as on 05.02.2025 is.....years.....months. Presently he / she is appointed as in this organization. The License No. of the factory issued by the Chief Inspector of Factories and Boilers is

Place :

Date :

Signature & Name of the Occupier / Manager