

## **STANDARD OPERATING PROCEDURE (SOP) FOR CERTIFICATION TO BE ELIGIBLE FOR APPOINTMENT AS A SAFETY OFFICER**

### **1. Scope**

This procedure is to establish a guideline for inviting application and conducting viva voce test to certify a qualified person to be eligible for appointment as a Safety Officer in factories in the State of West Bengal as prescribed under clause (d) of rule 4 of the West Bengal Factories (Safety Officer) Rules, 1978. This SOP outlines cover inviting application, scrutiny of the application, conducting viva voce test, and final decision. All certificates will be issued by the Labour Department upon the successful completion of the back ground screening and viva voce test.

### **2. Objective**

Factories in the State of West Bengal that appoint a person certified by the State of West Bengal through Labour Department as a Safety Officer who contributes to the overall safety of employees as well as success of the factory.

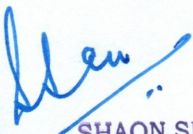
### **3. Purpose**

The purpose of this procedure is to ensure transparency and fairness in the process of issuing certificate under clause (d) of rule 4 of the West Bengal Factories (Safety Officer) Rules, 1978. This SOP provides an outline to certify eligible persons in non-discretionary manner on the basis of merit.

### **4. Procedure:**

**A. Notification and Advertisement** - The Department will issue notification for inviting application for Viva Voce test to certify as a qualified person to be eligible for appointment as a Safety Officer in factories in the State of West Bengal and advertise it in leading Newspapers circulating in the State of West Bengal. The said notification will also be uploaded/displayed in Departmental Portal (wblabour.gov.in). The notification for inviting application will be made minimum once in a Year.

**B. Application**- The eligible applicants may apply in prescribed form and send a scanned copy of the application complete in all respects along with supporting documents to the email as mentioned in the notification.



**SHAON SEN, W.B.C.S. (Exe)**  
Additional Secretary  
Department of Labour  
Government of West Bengal



**C. Constitution of the Board-** The Labour Department, Government of West Bengal will constitute a Board for conducting viva voce test comprising the following members (minimum three members):

1. An officer of the IAS /Senior officer of the WBCS (Executive) not below the rank of Joint Secretary, as Chairman;
2. An Officer well versed with Labour Laws especially Labour Laws regarding Occupational Safety, Health and Working Conditions & Statutory Compliances, as Member;
3. An Officer not below the Joint Director from Directorate of Factories, as Member;
4. Any other Officer(s), having knowledge in the field, as Member.

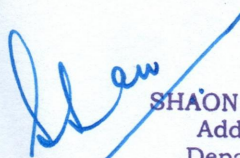
D. The Board will scrutinize the applications forwarded to them in light of the provisions of the West Bengal Factories (Safety Officer) Rules, 1978 and the Factories Act, 1948 (63 of 1948).

E. The list of applicants (whose application is complete in all respect following eligibility criteria & without any fault) for appearing in viva voce test will be displayed in departmental portal (wblabour.gov.in).

F. Date, time and venue of the viva voce test will be published in the Departmental Portal (wblabour.gov.in) and also communicated to applicants (whose application is complete in all respect following eligibility criteria & without any fault) for appearing viva voce test through email id mentioned in the application.

G. The Board will conduct the viva voce test of applicants whose names are displayed in Departmental Portal (wblabour.gov.in). The Board will be responsible for ensuring that all candidates are interviewed setting the correct criteria – subjective and practical knowledge relevant to certify qualified persons to be eligible for appointment as Safety Officer.

H. The Department may direct for audio or video recording during viva voce for transparency and future reference, if required.



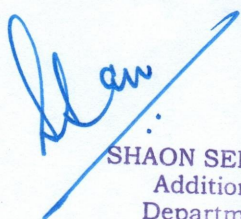
SHAON SEN, W.B.C.S. (Exe)  
Additional Secretary  
Department of Labour  
Government of West Bengal



I. After completion of viva voce of all eligible applicants, the Board will submit a report comprising marks obtained by all the applicants during viva voce and place their recommendation before the Secretary for final decision.

J. The Labour Department will take final decision. After such decision, the result will be declared in the Departmental website.

K. The Labour Department will also issue a certificate in favour of qualified person to be eligible for appointment as a Safety Officer.



SHAON SEN, W.B.C.S. (Exe)  
Additional Secretary  
Department of Labour  
Government of West Bengal