



Office of the Executive Director, Nagarahole Tiger Conservation Foundation

Forest Campus, B.M. Road, Hunsur-571105. Ph: 08222-252041

Website: www.nagaraholetigerreserve.com E-mail: nagaraholetcf@gmail.com

No/A2/NTCF/Contract_Personnel/CR-42/2021-22 Dated: 31/01/2022

CONTRACTUAL ENGAGEMENT OF PERSONNEL UNDER NTCF

1. About NTCF:

The Nagarahole Tiger Conservation Foundation (NTCF) is a registered society of Nagarahole Tiger Reserve (NTR) as prescribed under **Sec 38X** of Wildlife Protection Act, 1972. The main aim of the foundation is to facilitate and support the tiger reserve management for conservation of tiger and biodiversity. In order to achieve the above, the foundation is enlisted with objectives such as (a) supporting research, environmental education & training (b) solicit technical support required for the activities of the NTCF *vis-a-vis* NTR management.

2. Purpose:

NTCF plans to engage technical and non-technical personnel (Indian national only) (Annexure-1) on purely contractual basis, initially for a one-year period from the date of engagement that can be extended depending on the candidate's performance and the foundation needs. The positions advertised are purely temporary/contractual and will be terminated as per the contract conditions or any order by the office of Executive Director, NTCF.

3. Eligibility:

- i. Indian candidates from recognized universities in India who have secured at least 60% aggregate marks from recognized University (As per Annexure-1)
- ii. Possessing minimum qualifications as per Annexure shall not guarantee contractual employment with NTCF. Candidates having exposure in the area of intended position with good academic background and having higher qualification, based on need shall be given preference.

4. How to apply:

The candidate should send the duly filled application form (Annexure-2) in a sealed envelope super-scribed "NTCF-Personnel" and the "NAME OF POST APPLIED FOR", with self-attested true copies of educational qualifications, experience certificates, extra-curricular activity, certificate of date of birth (certificate or mark sheet of high school), to:

Assistant Conservator of Forests, Hunsur Wildlife Sub-division, O/o Director, Nagarahole Tiger Reserve, Forest Campus, B.M. Road, Hunsur-571105, Mysuru, Karnataka.

Note: - Each candidate can apply for '**one**' position only. Application fees of Rs. 500/- will have to be deposited through Demand Draft made in favor of the *Executive Director, Nagarahole Tiger Conservation Foundation*. The Demand Draft will have to be submitted with the application form. Applications without Demand Draft of required amount and self-attested documents will be treated as **incomplete** and will be **rejected**. The applications that are not submitted in the prescribed format as given in Annexure 2 will not be considered. The completed application should reach the Office of the Director, Nagarahole Tiger Reserve by **21st February 2022 by 5:30 P.M.**

5. Selection:

The selection to all the posts will be based on personal interview, which will be conducted by a duly constituted **Selection Committee**. All the applications received, will be screened and only shortlisted candidates will be called for the interview. The date of the interview will be communicated to the candidates for making travel arrangements to report at O/o Director, Nagarahole Tiger Reserve or through Video Conferencing. The selection of the candidate will be in accordance with the performance in the interview and in order of merit as decided by the Selection Committee. The prescribed essential qualifications and desirable qualifications are the bare minimum and mere possession of the same does not entitle candidates to be called for interview.

If the number of applications received in response to advertisement is large, it will not be convenient or possible for the Selection Committee to interview all those candidates who have applied. Hence, the O/o Executive Director, NTCF may shortlist the candidates to a reasonable limit based on the essential and desirable qualifications / record of academic performance / relevant experience for the post or any other benchmarks as decided by the **Scrutiny Committee**; constituted to screen the applications. The criteria for screening of applications will be based on the candidates' qualifying credentials against:

- i) The specified essential qualification,
- ii) Date of birth (The upper age limit is to be calculated based on the day of notifying the advertisement i.e., **31st January 2022**),
- iii) Completeness of the application in terms of providing accurate details and submission of the passport size photograph, demand draft, and self-attested copies of the marksheets, academic and experience certificates, signature, name of referees,
- iv) Experience in relevant field as suitable for the post applied for,
- v) Desirable qualification and experience as specified against each position,
- vi) Consistent academic performance at one or more levels etc. The candidate's experience certificates should clearly specify whether they possess the experience / knowledge / skills / technology / software platform requested in the essential / desirable experience requirements against the post.

The benchmark for screening the applications will be set by the scrutiny committee constituted to screen the applications. The final selection of the screened-in candidate will be based on the candidate's performance before the selection committee. The decision of the NTCF's selection committee in all matters relating to eligibility, work experience, acceptance or rejection of the application, mode of selection will be final and binding on the candidates and no enquiry or correspondence will be entertained from any individual or his/her agency. At the time of the verification of original documents, if it is found that an attempt has been made by the applicant to willfully conceal, misrepresent or canvass the facts, his/her

candidature will not be considered. All original documents should be produced at the time of joining. No TA/DA will be given for attending the interview. Incomplete application/ application sent by email are liable to be rejected. The application should reach the O/o Director, Nagarahole Tiger Reserve, Hunsur by **21st February, 2022 by 05:30 P.M.** Any application received after the last date will be rejected.

6. Code of Conduct:

The candidate/personnel selected by the NTCF shall observe the following Code of Conduct, which shall include but not be limited to, the following:

- i.** The personnel shall follow the rules and regulations, which are in general applicable to employees of the Karnataka Forest Department (KFD).
- ii.** The personnel shall follow the confidentiality protocol of the NTR/KFD and shall not reveal to any person or organization confidential information relating to the NTR, its work and policies.
- iii.** The personnel shall not claim any intellectual property right, of work done at the NTR/KFD and has to strictly maintain the confidentiality of NTR/KFD's intellectual property. Any violation/infringement will be viewed adversely against the personnel as well as the institution to which he/she belongs and may invite appropriate action.
- iv.** The personnel concerned shall have no claim whatsoever on the results of the project work if any. NTR retains all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during the course of project work if any.
- v.** The personnel may, with the prior permission of the NTR/KFD, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to the NTR/KFD cannot be revealed under any circumstances.
- vi.** Any papers and documents written and/or published by the personnel should carry the caveat that the views are the personal views of the personnel and do not represent or reflect the views of the NTR/KFD.
- vii.** The personnel will follow the advice given to them by the NTR/KFD regarding representations to third parties.
- viii.** In general, any personnel may not interact with or represent the NTR/KFD *vis- à-vis* third parties. However, some personnel may specifically be authorized to interact with third parties on behalf of the NTR depending on the nature of their roles and responsibilities.
- ix.** No personnel shall interact with or represent the NTR/KFD to the media (print and electronic).
- x.** The personnel will conduct themselves professionally in their relationship with the NTR/KFD and the public in general.
- xi.** The mode of working *i.e.*, Virtual or physical (as per situation) will be decided by the O/o Director, Nagarahole Tiger Reserve. Generally, the personnel are required to be present at the NTR premises from 10.00 am to 05.30 pm; if necessary, the personnel shall work beyond the specified time (no extra emoluments shall be paid).
- xii.** NTR/KFD accommodation shall not be facilitated to any personnel during the contractual engagement.

- xiii. Facility at the NTR/KFD is limited to personnel only; spouse/friends/family/relatives etc. shall not be entertained.
- xiv. In the event of unsatisfactory performance or any other observations made by this office, the concerned personnel may be advised by NTR/KFD to discontinue the engagement, before the completion of the term of contract. The decision by the NTR/KFD shall be final.

7. Termination:

- i. The O/o Executive Director may disengage any personnel if the NTCF is of the view that the services of the personnel are no more required.
- ii. The NTCF may terminate the services of the personnel at any time without assigning any reasons and with immediate effect.
- iii. If the personnel decide to disengage from the NTCF, he/she should provide 4 weeks' prior notice.
- iv. Upon termination, the personnel must hand over to the NTCF, any papers, equipments or other assets which might have been given to the personnel by the NTCF in course of his/her contract (project if any) with the NTR/KFD. This will include any badges or ID Cards which may have been issued to the personnel.
- v. If it comes to the notice of the NTR/KFD that the person whose services have been terminated by the NTCF continues to act in a manner which gives an impression that he/she is still working, the NTCF shall be free to take appropriate legal action against such person.
- vi. The Executive Director, NTCF who is the Competent Authority may initiate appropriate action against erring personnel and decision of the Competent Authority would be final and binding on the Intern.

8. Miscellaneous:

- i. Work plans and work schedules shall be developed by O/o Executive Director, NTCF and the personnel shall invariably adhere to the same.
- ii. The personnel must furnish a **“No-Demand Certificate”** to NTR in the prescribed format after completion of contract (project work if any) along with a soft copy and hard copy of the project report (if any).
- iii. The contractual employment is neither an assurance of an employment nor permanent status with the NTR/KFD.
- iv. The personnel shall sign an indemnity after selection process is completed before taking up the contract.
- v. For any queries, write to us on: nagaraholetcf@gmail.com or contact Ph: 08222-252041 (during working days, office hours 10:00 AM to 5:30 PM).

9. Power to remove difficulties:

The Executive Director, NTCF shall have the power to remove any difficulty which may come in the way of the implementation of these guidelines.

Yours sincerely

Sd/-

Executive Director,
Nagarahole Tiger Conservation Foundation, Hunsur.

Annexure 1: DETAILS OF THE POSITIONS ADVERTISED

Subject Area	Designation	Number of positions	Total consolidated emolument per month (in Rs.)	Educational Qualification		Max. Age as on 31st January 2022	Work Description
				Essential	Desirable		Required Skills
Biodiversity Conservation	Field Biologist	1	30,000/-	Master's Degree in Wildlife Science/Life Science/Biodiversity & Conservation/Forestry/Botany/ Zoology/Agriculture/ Environmental Sciences with a minimum of 60% aggregate marks from a recognized University with 1-2 yrs experience	Candidates with prior experience in large mammals monitoring, Conflict issues, sampling design and animal abundance estimation are preferred. Prior experience of sampling using camera trapping, distance sampling	35 yrs	<ul style="list-style-type: none"> Work closely with frontline staff & office staff Plan & execute field level operations to align with goals & objectives of NTCF Conduct field research, surveys, data collection, analysis, and report-writing Literature review & preparation of report
							<ul style="list-style-type: none"> Knowledge of GIS and GPS is desirable Field craft & setting up of camera traps Excellent knowledge in 'Distance' Software and ease in MS tools. Proficiency in writing skills Publishing Research Papers/Articles
Wildlife Rescue & Camp Elephants Management	Veterinary Assistant	2	20,000/-	Master's Degree in Veterinary science with minimum of 60% aggregate marks and 2 yrs experience in relevant subjects or Bachelor's degree in Veterinary Science with minimum of 60% aggregate marks and 3 years of experience in relevant subject	Candidates with prior experience in rescue and rehabilitation of wildlife species. Prior experience of handling veterinary drugs, sample collection & storage, sample analysis and ancillary works.	30 yrs	<ul style="list-style-type: none"> Work closely with Veterinary Officer, Elephant staff, frontline staff & office staff. Assist & work under Veterinary Officer Monitoring health status & diet of camp elephants, rescued wildlife etc. Work with enthusiasm to align with goals & objectives of NTCF
							<ul style="list-style-type: none"> Wildlife rescue operations & field craft Knowledge and ease in MS tools. Proficiency in writing skills Maintenance & upkeep of records
Non-Technical	Accountant	1	25,000/-	Bachelor's degree in Commerce/ Science/ Business Administration and related subject with minimum of 60% aggregate marks and 0-1 year experience after Bachelor's in relevant subjects/field	Candidates with prior experience in rescue and rehabilitation of wildlife species. Prior experience of handling veterinary drugs, sample collection & storage, sample analysis and ancillary works.	30 yrs	<ul style="list-style-type: none"> Work closely with office staff & coordinate with officers. Preparation & maintenance of annual accounts Accounting of Receipts & payments Maintain & update the statement of assets & liabilities Preparation of balance sheet
							<ul style="list-style-type: none"> Proficient in Kannada & English languages Proficiency in MS office, internet and tally Liaison with auditors/chartered accountants in preparing audit report

Information & Communication Technology (ICT)	IT Technician	1	30,000/-	Bachelor's degree in computer science or related field with minimum 60% aggregate marks and 2+ years of experience in computer networks and systems maintenance)	Candidates with prior experience on all IT related aspects; shall be efficient & forthcoming with latest technical updates.	35 yrs	<ul style="list-style-type: none"> • Installing and configuring hardware and software components to ensure usability. • Troubleshooting hardware and software issues. • Ensuring electrical safety standards are met. • Repairing or replacing damaged hardware. • Upgrading the entire system to enable compatible software on all computers. • Installing and upgrading anti-virus software to ensure security at the user level. • Performing tests and evaluations of new software and hardware. • Providing support to users and being the first point of contact for error reporting. • Establishing good relationships with all sections and colleagues. • Conducting daily backup operations. • Managing technical documentation. <hr/> <ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Good interpersonal skills. • Proficient in database programming and software installation. • Attention to detail. • Good problem-solving skills.
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Annexure-2

Nagarahole Tiger Conservation Foundation

**APPLICATION FORM FOR THE CONTRACTUAL ENGAGEMENT UNDER
NTCF,
Nagarahole Tiger Reserve, Hunsur, Mysuru-Karnataka.**

Passport Photo

(1) Personal Information:

a.	Position applied for	
b.	Name of the applicant (IN BLOCK LETTERS)	
c.	Current Position	
d.	Total current salary/fellowship	
e.	Father's/Husband's Name	
f.	Date of birth	
g.	Age as on 31 st January 2022	
h.	Contact details (Address, Email, phone number)	
i.	Demand Draft (DD) details including number and details of drawing bank (Application fee)	

(2) Educational qualifications (from Bachelor's Degree onwards; attach supporting documents):

Degree/ Diploma	Name of the Institution/University	Passing year	Grade**/ Division	% of marks	Main subjects
Graduate degree					
Post-graduate degree					
MPhil					
PhD					
Any other					

**Please provide grade equivalence to the percentage of marks, if any.

(3) Details of experience in relevant fields (attach supporting documents):

Sl. No.	Name of Institute/Organization /Department	Designation	Period		Nature of duty (Roles and responsibilities held by applicant)	Last salary drawn as (Please attach certificate)
			From	To		

(4.a) Details of Publications (please attach list as Annexure):

Category	Number
(1) Peer-reviewed Papers	
(2) Technical/Research Reports	
(3) Books/Manuals	
(4) Others	

(4.b) Details of Projects/ work experience (please attach list as Annexure):

Sl. No.	Projects	Project assigned for (Institute/Organization /Department)

(5) Name and Contact details including mobile phone number and email of two referees

(1)

(2)

(6) Any other relevant information:

Declaration by the Applicant

I (Name:..... Son/Daughter of.....hereby declare that all the particulars stated in the application and enclosures are true to the best of my knowledge and belief.

(Signature of Applicant)

Place:

Date:

List of Documents submitted

- (1)
- (2)
- (3)
- (4)

*****THE END*****