



**Office of the Executive Director, Nagarahole Tiger Conservation Foundation**  
Forest Campus, Old B.M. Road, Hunsur-571105. Ph: 08222-252041  
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No/A2/NTCF/Intern/CR-41/2021-22 Dated: 31/01/2022

## **INTERNSHIP PROGRAM UNDER NTCF - 2022**

### **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:**

An internship is an opportunity for a candidate to secure first hand and practical work experience. It also aims at active participation in the learning process through experimentation and putting into practice the knowledge acquired in the classrooms. NTCF plans to engage **interns** (Annexure). For the larger benefit of the candidate, and to meet the objectives of the NTR, the NTCF has notified the guidelines for engaging the interns for a limited/specific period.

### **3. Eligibility:**

- i. Indian students from recognized universities in India who have secured at least 60% marks in the last held degree or certificate examination and pursuing- as per Annexure.

**Note:** - The students who are in the last semester or who will pass out in summer 2022 will not be eligible for the internship. Students who are in previous 1 year will be eligible.

- ii. Possessing minimum qualifications as per Annexure shall not guarantee internship with NTCF. Candidates having exposure in the area of intended internship with good academic background and having higher qualification, based on need shall be given preference.

#### 4. Duration of Internship:

The minimum duration of internship shall be of **two months**, extendable up to three/five months, depending on the performance of the candidate, requirement of the NTCF and time the intern is willing to spend with the NTCF.

#### 5. Areas of Internship:

The areas of internship are indicated at Annexure.

#### 6. How to apply:

The candidate should send the following documents in a sealed envelope super-scribed "NTCF-Internship-2022" and the "NAME OF INTERNSHIP APPLIED FOR":

- a. CV with 2 passport size photos
- b. E-mail & Mobile number
- c. Self-attested true copies of transcripts
- d. Reference letter
- e. Experience certificates, extra-curricular activity, certificate of date of birth (certificate or mark sheet of high school)
- f. Writing Sample/Design sample (For Media & Communications Intern only)

Send the above sealed envelope 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' internship/position only. Applications without above documents will be treated as **incomplete** and will be **rejected**. The completed application should reach the *Office of the Director, Nagarahole Tiger Reserve* by **21<sup>st</sup> February 2022 by 5:30 P.M.**

#### 7. Selection:

The selection to all the interns 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., **31<sup>st</sup> January 2022**),
- iii) Completeness of the application in terms of providing accurate details and submission of the self-attested copies of the marksheets, academic and experience certificates, signature, name of referees,
- iv) Desirable qualification and experience as specified against each position,
- v) 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 **21<sup>st</sup> February, 2022** by **05:30 P.M.** Any application received after the last date will be rejected.

## **8. Code of Conduct:**

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

- i. The Intern shall follow the rules and regulations, which are in general applicable to employees of the Karnataka Forest Department (KFD).
- ii. The Intern 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 Intern 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 Intern as well as the institution to which he/she belongs and may invite appropriate action.
- iv. The candidate/students and the Sponsoring Institution concerned shall have no claim whatsoever on the results of the project work. 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.
- v. Interns 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 Intern should carry the caveat that the views are the personal views of the Intern and do not represent or reflect the views of the NTR/KFD.
- vii. Interns will follow the advice given to them by the NTR/KFD regarding representations to third parties.
- viii. In general, an Intern may not interact with or represent the NTR/KFD vis- à-vis third parties. However, some Interns 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 Intern shall interact with or represent the NTR/KFD to the media (print and electronic).
- x. Interns will conduct themselves professionally in their relationship with the NTR/KFD and the public in general.
- xi. The mode of internship i.e., Virtual or physical will be decided by the O/o Director, Nagarahole Tiger Reserve; based on the requirement. Generally, Interns are required to be present at the NTR premises from 10.00 am to 05.30 pm, unless otherwise permitted by the O/o Executive Director, NTCF in writing.
- xii. The Intern has to make his/her own accommodation arrangement during the internship. NTR/KFD accommodation shall be facilitated based on the availability.
- xiii. Facility at the NTR/KFD is limited to intern 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 Intern may be advised by NTR/KFD to discontinue the project work, before the completion of the term of internship. The decision by the NTR/KFD shall be final.

## 9. Submission of Report/Paper:

- i. Work plans and work schedules shall be developed by O/o Executive Director, NTCF and the Interns shall invariably adhere to the same.
- ii. The Interns will be required to submit a Report along with a presentation (PPT) on the work undertaken at the end of the internship to NTR.
- iii. The project report prepared for the Sponsoring Institution in which the Intern is enrolled and for the NTR is required to be identical in all respects.
- iv. The candidates students must furnish a **“No-Demand Certificate”** to NTR in the prescribed format after completion of project work along with a soft copy and hard copy of the project report.
- v. The certificate in the project report prescribed by the Sponsoring Institution, the cover page and all certificates in the project report should categorically reflect that the project work was executed at the NTR. The acknowledgement sheet in the project report should mention the name of the Executive Director, NTCF who has guided the Intern at the NTR and the Principal Chief Conservator of Forests (Wildlife) & Chief Wildlife Warden, Karnataka, prominently.

#### **10. Token Stipend:**

- i. A token stipend of Rs. 5,000/- per month would be paid to an Intern, subject to satisfactory performance, duly certified by O/o Executive Director, NTCF.
- ii. The intern shall be paid after the completion of internship on submission of Report duly accepted by NTR/KFD.

#### **11. Certificate of Internship:**

Certificates will be issued by the O/o Executive Director, NTCF to the Interns on the completion of internship and submission of Report duly countersigned and accepted by the NTR/KFD.

#### **12. Termination:**

- i. The O/o Executive Director may disengage an Intern if the NTCF is of the view that the services of the Intern are no more required.
- ii. The NTCF may terminate the services of the Intern at any time without assigning any reasons and with immediate effect.
- iii. If the Intern decides to disengage from the NTCF, he/she should provide 2 weeks' prior notice.
- iv. Upon termination, the Intern must hand over to the NTCF, any papers, equipments or other assets which might have been given to the Intern by the NTCF in course of his/her project work with the NTR/KFD. This will include any badges or ID Cards which may have been issued to the Intern.
- 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 Intern and decision of the Competent Authority would be final and binding on the Intern.

#### **13. Miscellaneous:**

- i. The internship is neither an employment nor an assurance of an employment with the NTR/KFD.
- ii. The intern shall sign an indemnity after shortlisting process is completed before taking up the project.
- iii. For any queries, write to us on: [nagaraholectf@gmail.com](mailto:nagaraholectf@gmail.com) or contact Ph: 08222-252041 (during working days, office hours 10:00 AM to 5:30 PM).

#### **14. 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 INTERNSHIP POSITIONS

Subject Area	Number of positions	Educational Qualification		Work Description
		Essential	Desirable	Required Skills
<b>Biodiversity Conservation</b>	1	Bachelor'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	Candidates with experience in large mammals monitoring, Conflict issues, sampling design and animal abundance estimation are preferred. Prior experience of sampling using camera trapping, distance sampling	<ul style="list-style-type: none"> <li>• Data analysis (statistical)</li> <li>• Work closely with frontline staff &amp; office staff</li> <li>• Field craft &amp; setting up of camera traps</li> </ul>
				<ul style="list-style-type: none"> <li>• Knowledge in 'Distance' Software and ease in MS tools.</li> <li>• Knowledge of GIS and GPS is desirable</li> <li>• Proficiency in writing skills</li> </ul>
<b>Eco-development &amp; Extension Education</b>	1	Bachelor's Degree in Wildlife Science/ Forestry/ Environmental Science/ Biodiversity & Conservation/ Extension Education/ Humanities/ Economics/ Sociology/ Political science/ Social Science with minimum of 60% aggregate marks from a recognised University	Experience of fieldwork on biodiversity/ wildlife conservation, data collection, survey, liaise with stakeholders.	<ul style="list-style-type: none"> <li>• Work closely with EDC (Eco-Development Committee) members &amp; officials.</li> <li>• Candidate will conduct research on ecosystem services, natural resource management etc</li> <li>• Awareness creation and generating content for extension activities</li> </ul>
				<ul style="list-style-type: none"> <li>• Proficient in Kannada &amp; English languages</li> <li>• Developing awareness material, writing articles in Kannada and English languages</li> <li>• Proficiency in writing skills</li> </ul>
<b>Livelihood Alternatives</b>	1	Bachelor's Degree in Wildlife Science/ Forestry/ Environmental Science/ Biodiversity & Conservation/ Extension Education/ Humanities/ Economics/ Sociology/ Political science/ Social Science with minimum of 60% aggregate marks from recognised University	Experience of working on designing alternate livelihoods including formation of self-help groups	<ul style="list-style-type: none"> <li>• Develop program for beneficiaries inside &amp; outside (fringe) tiger reserve</li> <li>• Work on resolving livelihood issues of local communities</li> <li>• Liaise with officials &amp; stakeholders</li> </ul>
				<ul style="list-style-type: none"> <li>• Proficiency in research &amp; writing</li> <li>• Experience of working on community mobilization with strong interpersonal skills</li> </ul>
<b>Resource Management</b>	1	Bachelor's Degree in Environmental Science/Environmental Engineering/ Civil Engineering/Biodiversity & Conservation/ including MBA with minimum of 60% aggregate marks from recognised University	Candidates with prior experience on sustainability and environmentally friendly works	<ul style="list-style-type: none"> <li>• Assessment of existing establishments and impact on environment</li> <li>• Design models on sustainability</li> <li>• Disposal of waste including e-waste</li> </ul>
				<ul style="list-style-type: none"> <li>• Effective in designing low cost, eco-friendly scalable models</li> <li>• Provide solutions for waste disposal</li> </ul>
<b>Media &amp; Communication</b>	1	Bachelor's degree in computer science or related field with minimum 60% aggregate marks from a recognised university	Candidates with prior experience on all IT related aspects; shall be efficient & forthcoming with latest technical updates	<ul style="list-style-type: none"> <li>• Creating digital content including publicity &amp; awareness materials</li> <li>• Knowledge about Social media handling</li> <li>• Conservation oriented</li> </ul>
				<ul style="list-style-type: none"> <li>• Excellent English &amp; Kannada written, verbal &amp; editing skills.</li> <li>• Good interpersonal skills.</li> </ul>

\*\*\*THE END\*\*\*