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**HIMACHAL PRADESH FOREST DEPARTMENT  
WILDLIFE (WL) WING**

**WILDLIFE INTERNSHIP SCHEME**

**1. PURPOSE:**

An internship is an opportunity for a student to secure first hand and practical work experience under the guidance of a qualified and experienced Supervisor/Mentor. It also aims at active participation in the learning process through experimentation and putting into practice the knowledge acquired in the classrooms. For the larger benefit of the student community and with a view to enrich the management/implementation of its various Wildlife Management initiatives and schemes the Wildlife Wing of Himachal Pradesh Forest Department has decided to notify this "Wildlife Internship Scheme", to provide a framework for engagement of Interns for a limited period.

**2. ABOUT WL WING OF HP FOREST DEPARTMENT:**

WL WING of HP Forest Department deals with the entire gamut of issues of Wildlife Protection and Management including but not limited to (i) Habitat Improvement, (ii) Implementation of Wildlife (Protection) Act, 1972 and rules made thereunder, (iii) Protection of Flora and Fauna, (iv) Management of Zoos and Pheasantries, (v) Implementation of Conservation Breeding and Reintroduction Programme of Rare and Endangered Fauna as per Guidelines of Central Zoo Authority, (vi) Management of Sanctuaries and National Parks in the State including but not limited to drawing up of Management Plans and implementation thereof, (vii) Managing Tourism and eco-tourism in Protected Areas (PAs), (viii) Managing Human Wildlife Conflict Situations, (ix) Undertaking and facilitation research in PAs, (x) Community organizing and development programmes including education and awareness, and (xi) Rescue and Rehabilitation of Wild Animals.

**3. DEFINITIONS:**

Unless the context requires otherwise, the following words shall have the meaning attributed to them in these guidelines:-

- (i) "WL Wing of HP Forest Department" means the Office of Principal Chief Conservator of Forests and Chief Wildlife Warden (CWLW) of the State of Himachal Pradesh and subordinate offices of Chief Conservator of Forests (WL) and Divisional Forest Officers (WL).
- (ii) "Competent Authority" means the Principal Chief Conservator of Forests and Chief Wildlife Warden of the State of Himachal Pradesh
- (iii) "Sponsoring Institution" means the Academic Institution, in which the applicant is currently studying or has recently passed out (within one year maximum).
- (iv) "Applicant on Internship" is a person, who wants to work for mutual benefit with the WL Wing of HP Forest Department, on a full-time basis with the sole purpose of enriching his/her knowledge in the area of expertise.

- (v) "Area of Expertise" means the subject or area in which the Applicant possesses expertise and wants to enrich it further.

#### 4. 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:
- B.Sc. (Life Sciences) or B.Sc. (Biology) or B.Sc. (Wildlife)-completed degree
  - M.Sc. (Life Sciences) or M.Sc. (Biology) or M.Sc. (Wildlife)-ongoing/ completed degree shall be eligible.
- (ii) Possessing minimum qualifications as above shall not guarantee internship. Candidates having exposure in the area of intended internship with good academic background and having higher qualification, based on need shall be given preference.

#### 5. DURATION OF INTERNSHIP:

The detailed time schedule of various activities is indicated at **Annexure I**. The minimum duration of internship shall be of two months, extendable up to Six months maximum (in case of six months, two months shall be exclusively online) depending on the performance of the candidate, requirement of the WL Wing and time the intern is willing to spend with the WL Wing. The areas of Internship for 2023 are as follows:-

S No.	Area of Internship	Slots	Area/ Location/ PA
1	Human Wildlife Conflict	2	Shimla/Paonta
2	Zoo Education and Animal Behaviour	1	Gopalpur
3	Website Updation relating to Scientific Research	1	Shimla
4	Population Estimation of Key Species in PAs/ Animal Survey	2	Dharamshala/ Chamba
5	Impact of Climate change on Indicator Species	1	Kullu/ GHNP
6	Habitat Management for Key Species	1	Simbalbara
7	Reintroduction Programme of Rare and Endangered Fauna	1	Sarahan
8	Community Organising and Eco-development	2	Dharamshala( Pong Dam Lake WLS)/ Kullu
9	Managing Responsible Tourism in and around PAs	2	Kaza (Spiti)/ Khajjiar
10	Vulture Conservation Programme	1	Dharamshala
	Total	14	

The areas of Internship mentioned in the Table above may change on year to year basis and as per the requirement of the WL Wing of HP Forest Department.

#### 6. PLACE OF INTERNSHIP:

The internship will be offered at various locations throughout the State, the

most important places being the locations of the Protected Areas.

**7. HOW TO APPLY:**

- (i) Interested and eligible students need to apply on proforma at **Annexure II** and send it by email ([pcqfwl-hp@nic.in](mailto:pcqfwl-hp@nic.in)), subject line being "Application for WL Internship Scheme for the year ....".
- (ii) The application needs to be sponsored/forwarded by the Institution where the applicant is currently enrolled in or has recently passed out (within one year maximum).

**8. SELECTION:**

- (i) The Interns will be shortlisted for their concerned domain by the Chief Conservator of Forests (WL) and finally selected by the CWLW.
- (ii) For selection of interns, personal or online interview may be conducted, if deemed necessary. No TA/DA shall be paid to candidates for attending the personal interview.
- (iii) List of selected candidates would be displayed on the web portal.

**9. CODE OF CONDUCT:**

The selected Intern 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 HP Forest Department.
- (ii) The Intern shall follow the confidentiality protocol of the WL Wing of HP Forest Department and shall not reveal to any person or organization confidential information relating to the WL Wing of HP Forest Department, its work and policies.
- (iii) The Intern shall not claim any intellectual property right, of work done at the HP Forest Department and has to strictly maintain the confidentiality of HP Forest Department'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 students and the Sponsoring Institution concerned shall have no claim whatsoever on the results of the project work. The WL Wing of HP Forest Department retains all intellectual property rights in patents, designs, and publications, if any, that may be generated during the course of project work.
- (v) Interns may, with the prior permission of the CWLW, present their work to academic bodies and at seminars/conferences. However, even for this purpose, information that is confidential to the WL Wing of HP Forest Department 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 WL Wing of HP Forest Department.
- (vii) Interns will follow the advice given to them by the WL Wing of HP Forest Department regarding representations to third parties.
- (viii) In general, an Intern may not interact with or represent the WL Wing of HP Forest Department vis- à-vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of the WL Wing of HP Forest Department depending on the nature of their roles and responsibilities.
- (ix) No Intern shall interact with or represent the WL Wing of HP Forest Department to the media (print and electronic).
- (x) Interns will conduct themselves professionally in their relationship with the WL Wing of HP Forest Department and the public in general.
- (xi) The mode of internship i.e. Virtual/physical/ Hybrid will be decided by the concerned Supervisor/mentor, based on the requirement. The Intern has to make his/her own accommodation arrangement during the internship.
- (xii) Library facility at various locations of the WL Wing of HP Forest Department is limited to referencing only; borrowing of books/journals is not extended to the Interns. However Xerox copies may be obtained from the Library on payment of necessary charges.
- (xiii) In the event of unsatisfactory performance, the concerned Intern may be advised by WL Wing of HP Forest Department to discontinue the project work, before the completion of the term of internship.

#### **10. PLACEMENT:**

- (i) Every Intern or a cohort of Interns, as the case may be, will be assigned to a Mentor from the WL Wing of HP Forest Department.
- (ii) The internship is neither an employment nor an assurance of an employment with the WL Wing of HP Forest Department and all interns shall specifically disclaim their employment interest while applying for Internship in the application Proforma.

#### **11. YEARLY BUDGET:**

The yearly budget of the Internship Scheme will be Rs. 5.0 Lakh, inclusive of the Stipend, Travelling Allowance (if any) of the Interns and consumables (if any) and other incidentals.

#### **12. MENTORS AND CONTROLLING OFFICERS:**

Divisional Forest Officers (WL) shall be the main mentors, with overall supervision of

the Chief Conservator of Forests (WL). The intern shall liaise very closely with the Mentor and other WL staff as decided by the Mentor. The intern shall also submit his findings/ reports/ data and work plan with the Chief Conservator of Forests (WL). The Mentors shall guide and supervise the work of the Interns, keeping the Chief Conservator of Forests (WL) duly informed of the progress and seeking their inputs and directions as may be necessary. The Mentor shall evaluate the final report submitted by the Intern and give his/ her recommendation to the Chief Conservator of Forests (WL) for acceptance/ rejection.

**13. TRAVELLING ALLOWANCE AND INCIDENTALS:**

Travelling Allowance (if any) required to be paid to the interns for undertaking journeys shall be limited to actuals at the rates applicable to the lowest category of Government Employees of H.P.

**14. SUBMISSION OF REPORT/PAPER:**

- (i) Work plans and work schedules shall be developed by Mentor and the Interns shall invariably adhere to the same.
- (ii) The Interns will be required to submit a Report on the work undertaken at the end of the internship to the concerned Chief Conservator of Forests (WL) through his/ her Mentor.
- (iii) The project report prepared for the Sponsoring Institution and for the WL Wing of HP Forest Department is required to be identical in all respects.
- (iv) The students must furnish a "No-Demand Certificate" to the WL Wing of HP Forest Department 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 WL Wing of HP Forest Department. The acknowledgement sheet in the project report should mention the name of the Mentor who guided the Intern at the WL Wing of HP Forest Department and the CWLW prominently.

**15. TOKEN STIPEND:**

- (i) A token stipend of Rs.10,000/- per month would be paid to an Intern, subject to satisfactory performance, duly certified by his/her Mentor. The maximum Stipend shall be limited to Rs. 40000/- for an Internship of six months considering the fact that two months of Internship out of the six months shall be done online.
- (ii) The intern shall be paid after the completion of internship on submission of Report duly accepted by CWLW.

**16. CERTIFICATE OF INTERNSHIP:**

Certificates will be issued by the WL Wing of HP Forest Department to the Interns on the completion of internship and submission of Report duly countersigned and

accepted by the Competent Authority.

**17. TERMINATION:**

- (i) The competent authority may disengage an Intern if he/she is of the view that the services of the Intern are no more required.
- (ii) The competent authority 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 WL Wing of HP Forest Department, he/she should provide 2 weeks' prior notice.
- (iv) Upon termination, the Intern must hand over to the WL Wing of HP Forest Department, any papers, equipments or other assets which might have been given to the Intern by the WL Wing of HP Forest Department in course of his/ her project work with the WL Wing of HP Forest Department. 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 WL Wing of HP Forest Department that the person whose services have been terminated by the WL Wing of HP Forest Department continues to act in a manner which gives an impression that he is still working for the WL Wing of HP Forest Department, the WL Wing of HP Forest Department shall be free to take appropriate legal action against such person.
- (vi) The Competent Authority may initiate appropriate action against erring Intern and decision of the Competent Authority would be final and binding on the Intern.

**18. POWER TO REMOVE DIFFICULTIES:**

The Competent Authority shall have the power to remove any difficulty which may come in the way of the implementation of this Scheme.

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**WILDLIFE INTERNSHIP SCHEME**

Time Schedule of various activities

Sl. No.	Task / Activity	Date(s)
1	<b>LAUNCH DATE</b>	2 <sup>nd</sup> October
2	Submission of applications through email	2 <sup>nd</sup> October-31 <sup>st</sup> October
3	Selection/scrutiny of applications	1 <sup>st</sup> November-15 <sup>th</sup> November
4	Interview	16 <sup>th</sup> November-31 <sup>st</sup> November
4	Result of selected interns	7 <sup>th</sup> December
5	Offer of Internship	15 <sup>th</sup> December
6	Applicant to confirm Internship	31 <sup>st</sup> December
7	Commencement date of Internship	As per choice of intern but not later than 1 <sup>st</sup> May of succeeding year
8	Submission of Report by Intern	Within 7 days of the end of Internship
9	Issuance of Internship Certificate and payment of Stipend	Within 30 days of the submission of the Internship Report and its acceptance

## APPLICATION FORM FOR WILDLIFE INTERNSHIP SCHEME FOR THE YEAR 2023

Self attested  
latest  
coloured  
photograph to  
be pasted

1	Name of applicant						
2	Father's/Husband name						
3	Date of birth (as per matriculation certificate)						
4	Permanent Home Address						
5	Correspondence Address						
6	e-mail Id/Mobile No.						
7	Male/Female						
8	Education Qualification						
	Sr. No.	Examination	Year of Passing	Name of Academic Institution where the candidate is currently studying or recently passed out.	Mark Obtained	Total Marks	%age
	i	10+2					
	ii	B.Sc.					
	iii	M.Sc.					
Note: Self attested copies of educational certificate to be attached							
9	Area of internship ( not more than 3 options)						
10	Statement of purpose-( Please attach separate sheet not more than 300 words)						
11	Have you ever been convicted by any Court for any offence (Yes/No.)						
12	Sponsorship letter academic institution where currently studying or passed out (within last one year) (Please upload)						
Date:				(Signature of applicant)			
Place:				Name in block letters			

- (i) It is certified that the information given is true to best of my knowledge and that nothing has been concealed therein.
- (ii) I will not claim any employment or assurance of employment from the Forest Department of Himachal Pradesh.
- (iii) I will abide by the terms and conditions of the Wildlife Internship Scheme.

(Signature of applicant)

Note:- For further details & guidelines for filling in the application form, the official website i.e. [hpforest.gov.in](http://hpforest.gov.in) or [hpwildlife.gov.in](http://hpwildlife.gov.in) may be referred to.



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