

Department of Forests and Wildlife

Govt. of NCT of Delhi

Internship scheme for involving youth in protection and rejuvenation of green cover in Delhi

1. **Aim:** To allow short-term exposure to youth about working of the different sections of the Department of Forests and Wildlife, GNCTD (herein referred as “Department”) as ‘Interns’.
2. **Objective:**
 - To familiarize interested and willing students from Forestry, Ecology, Wildlife, Social sciences, Science, Economics, Law, Management, and Finance about the functioning of Department of Forest and Wildlife and seek their contribution in furthering the cause of ecological security of Delhi.
 - To enable youth to explore their interests the sector of Forestry and wildlife.
 - To create awareness about green jobs which can be taken up by youth.
 - To help department in exploring new technologies and techniques for management of Forest and Wildlife by involving youth.
3. **Internship:**
 - a. **Domains:** An indicative list of domains/areas for which Internship shall be made allowed along with minimum duration of internship is placed at ***Annexure-I***. PCCF, Govt. of NCT of Delhi may modify the list as per requirement of the Department.
 - b. **Eligibility Criteria:**
 - The internship training is open only to students who are studying from recognized schools, institutions and universities.
 - Preference will be given to those with clear Statement of Purpose of internship.
 - Must have attained 18 years of age.
 - **Educational Qualifications:** Students with following qualifications will be considered on merit basis:
 - i. **Pursuing Science, Forestry, Ecology, Computer Science, Electronic engineering and related courses:**
 - Second year and above of bachelor's degree and Integrated 5-year course in Science, Forestry, Ecology and related courses.

- Higher secondary in science stream.
- ii. Pursuing Commerce, Economics and Management courses as under:**
- BA/B. Sc /MA/M. Sc. (Eco.).
 - Students of 5 years integrated degree programme in Economics.
 - MBA
- iii. Pursuing Law as under:**
- Second and third year of Bachelor's degree in law or
 - Second year and above of the integrated five-year course in Law.
 - LLM
- iv. Higher secondary:**
- Higher secondary in Science and Commerce stream.
- c. Period:** Duration of the internship will be decided by the Department based on domain selected by candidate and shall not exceed more than 90 days in normal circumstances. Only in cases wherein a significant work has been done by an intern and can be taken to logical conclusion, PCCF may give extension of maximum one month.
- d. Procedure for Application:**
- Interested applicants shall apply online only in the website of the Department of Forests and Wildlife, GNCTD for internship.
 - The application should be made preferably 3 months in advance of the desired time period, clearly mentioning the period for which internship is being applied.
 - Interns must clearly indicate the area of interest.
 - The interns shall have the option to apply in maximum 3 (three) disciplines only.
 - Applicants are required to submit a Statement of purpose (SoP) for applying for internship in not more than 1000 words. The SoP should broadly cover reasons for interest in field, relevance of their skill set in selected domain and expected contribution in domain selected by them.
 - The final topic of internship and domain shall be decided as per requirement of the Department by Research Advisory Committee.
 - The applicant shall be required to submit the supporting document of qualification and/or enrolment in Educational institutes. They may also submit document to support additional skill sets for supporting their application.
 - At the time of joining on selection, applicants shall be required to produce a letter from their Supervisor/Head of Department/Principal, if applicable, indicating their status in the Institution and "No Objection" for allowing their student to undergo Internship programme for the period for which he or she is selected.

- The applications found incomplete or not fulfilling criteria laid down as above will be summarily rejected.
- Applications from the applicants who have already completed internship scheme in this Department shall not be entertained.
- The application form format is annexed herewith as ***Annexure-II***.

e. Procedure for Selection and other Modalities of the Scheme:

- The application submitted by applicant shall be scrutinized and approved by Research Advisory Committee of Department of Forests & Wildlife, Government of NCT of Delhi purely on merit basis.
- Preference will be given to the applicants who can create new opportunities/idea in their SoP to cater to the requirement of the Department.

f. Terms and Conditions of selection:

- Each Guide (Officers of the rank ACF and above) can have maximum of 10 interns at a time.
- The interns shall be required to write a paper /detail account of work done on management of natural resources related themes/issues and of relevance of their work to the Department.
- The interns if required may be asked to participate in related activities like training and research in the Department.
- A senior officer of the Department will be assigned to each intern as 'Guide' by Principal Chief Conservator of Forest, GNCTD or officer authorized by Principal Chief Conservator of Forest, GNCTD. The intern will prepare the paper under the guidance of his Guide.
- The intern will submit a draft report of the assignment to the designated officer (Guide) before conclusion of the internship.
- The intern may be required to make a presentation before the Department at the end of internship, after clearance by the respective Guide.
- The intern shall work within the premises of the Department and move outside only after due permission from the Guide during working hours. The Department shall provide all support to the intern as the case may be for successful completion of internship.
- The final product of the internship shall be the intellectual property of the Department and the intern shall not use it without prior approval of the Department.
- Interns shall be under the discipline of the Department during the period of internship.
- The attendance record and the details of work supervision shall be maintained by the Guide.
- It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the concerned Guide only. Prior permission to be required from Guide before accessing any information from the Department.
- The internship may be discontinued any time if the performance of the intern is not found satisfactory.
- The students will not have any claim for job in the Department of Forests and Wildlife, GNCTD.

- The Department of Forests and Wildlife, GNCTD reserves the right to review the scheme at any time. The Scheme so reviewed will be placed on the website of Department.
- g. **Logistics & Support:** Facilities like transportation to work site, printing of study material, etc. required for successful completion to internship shall be provided by the Department.
- h. **Stipend:**
 - No stipend shall be paid.
- i. **Experience Certificate:** At the end of the successful completion of internship, the interns will be awarded a "Certificate" along with a grading based on the performance of the intern. Format of certificate is attached as Annexure-III.

This issues with the approval of competent authority.

Amit Anand, IFS
DCF(P&M)

Signed by Amit Anand
Date: 02-05-2023 03:09:43
Reason: Approved

List of domains/areas for which Internship is available

S. No.	List of Domains	Minimum Duration
1.	Conservation of Delhi Ridge including: <ul style="list-style-type: none"> a. Seed collection b. Seed storage c. Standardizing seed processing d. Raising seedlings e. Identification of new technologies of raising seedlings f. Development of germplasm g. Any other issue related to conservation 	3 months
2.	Forestry management including: <ul style="list-style-type: none"> a. Creation of plantation b. Maintenance of plantation c. Maintenance of records like plantation journal d. Impact of plantation e. Identification of suitable species based on soil condition f. Soil testing g. Soil treatment h. Soil moisture conservation planning i. Soil moisture conservation implementation j. Soil moisture conservation and its effects k. Any other work related to plantation and soil moisture conservation 	1 months
3.	Planning and Monitoring: <ul style="list-style-type: none"> a. Audit of plantation and nurseries b. Audit of transplantation c. Planning of trainings d. Tree census 	1 month
4.	Protection of Forests and its resources: <ul style="list-style-type: none"> a. Spatial and temporal analysis of forest areas and encroachment. b. Usage of Total station and DGPS in ground c. Application of Autocad, QGIS, ArcGIS, etc. d. Application of drones 	3 month
5.	Wildlife management: <ul style="list-style-type: none"> a. Wildlife census b. Wildlife rescue c. Wildlife habitat management d. Awareness activities 	3 month

Annexure-I

	<ul style="list-style-type: none">e. Human animal conflicte. Analysis of Wildlife related crimes	
6.	<p>Training:</p> <ul style="list-style-type: none">a. Planning and conducting training and awareness programb. Preparation of brochures for training and awareness programs	1 month
7.	<p>Policy and legal issues:</p> <ul style="list-style-type: none">a. Analysis of existing policies and their impactsb. Possibility of rationalization and streamlining of existing Acts and policiesc. Assisting in preparation of legal documents like affidavits, status reports, etc.d. Monitoring of ongoing casese. Analysis of issues coming up in cases and identification of ways to reduce legal cases.	2 month
8.	<p>Human resource management:</p> <ul style="list-style-type: none">a. Assessment of existing manpower and its deploymentb. Analysis of existing working conditions and suggestions to improve if anyc. Improvement of Human resource management processes in Departmentd. Up skilling requirement of manpower	3 month
9.	<p>Information Technology:</p> <ul style="list-style-type: none">a. Development of new websitesb. Improving UI/UX of existing websitesc. Developing mobile applicationsd. Developing GIS enables websitese. Application of Blockchain technology	2 month
10.	<p>Accounting:</p> <ul style="list-style-type: none">1. Maintenance of records of accounts2. Including new software for better account management <p>Internal auditing of account</p>	3 month

APPLICATION FORM**INTERNSHIP WITH THE DEPARTMENT OF FORESTS
& WILDLIFE, GOVT. OF NCT OF DELHI**

1. Name:

2 Date of Birth:

3 Gender (male/female):

4 Permanent Address:

5 Current Address:

6 e-mail address:

7 Mobile number:

8 Educational Qualifications:

- Details of 12th:

S. No.	School/Board/ University	Year	Subjects	Percentage of Marks

- Details of 12th Onwards:

S. No.	Name of the Course	College/ University	Year	Subjects	Percentage of Marks

9	Details of technical skills	
10	Statement of Purpose	
11	Domains of Interest:	1. _____ 2. _____ 3. _____
12	Topic of internship proposed	
13	Internship/Work Experience, if any (attach extra sheet if required)	
14	Details of extracurricular activities	
15	Awards/Achievements/Papers Presented/Published (attach extra sheet if required).	
16	Any other additional relevant information (attach extra sheet if required)	
17	Duration and tentative date of commencement of Internship	

Recommendations of the Competent Authority of the Academic Institution where the candidate is pursuing his/ her studies.

Signature with Name, Designation, Office Address, Tel No. & Office

Place:

Date:

Undertaken: I hereby declare that entries made by me in the Application Form are complete and true to the best of my knowledge, belief and information.

(Full Signature of the Candidate)

Place:

Date:

Department of Forests and Wildlife
Govt. of NCT of Delhi

Mr./Mrs./Miss (Name of candidate) has successfully completed the internship in (Name of Domain) domain with topic (Name of topic of internship) under guidance of Mr./Mrs./Miss (Name of Guide) in the period between (Date of Start of internship) and (Date of end of internship). His/her performance in the internship has been found (satisfactory/good/excellent).

Date:

Sign of Authorized signatory

Name and Designation of authorized signatory