



**OFFICE OF THE CONSERVATOR OF
FORESTS & FIELD DIRECTOR,
BANDIPUR TIGER RESERVE,
GUNDLUPET TALUK,
CHAMARAJANAGAR -571126**

Ph: 08229-236043

Fax: 0822-236060

Mob: +91 9480807733

+91 8762810602

E-mail: directorbtrtr@gmail.com

Web: www.bandipurtigerreserve.in

Date: 16-10-2023

A4/BUD/REC/CMPA/CR- /2023-

24

CONTRACTUAL ENGAGEMENT OF PERSONNEL UNDER BTCF

1. About BTCF:

The Bandipur Tiger Conservation Foundation (BTCF) is a registered society of Bandipur Tiger Reserve (BTR) 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 BTCF vis-a-vis BTR management.

2. Purpose:

BTCF 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 Member Secretary, BTCF.

3. Eligibility:

- i. Should be holder of any One Degree (As per Annexure-1)
- ii. Possessing minimum qualifications as per Annexure shall not guarantee Contractual employment with BTCF. Candidates having exposure in the area of intended position with good academic background and having higher qualification, based on need shall be given preference.
- iii. Must have experience in Media Sector.
- iv. Candidate must have experience in operating DSLR Camera and Drone Camera's.
- v. Candidate should have knowledge about maintaining the Web sites.
- vi. Candidate must have the knowledge about Photoshop's and other Creative Applications.

4. How to apply:

The candidate should submit the duly filled application form (Annexure-2) in a sealed envelope super-scribed "BTCF-Personnel" and the **NAME OF POST APPLIED FOR "COORDINATOR FOR MEDIA, PUBLICITY AND AWARENESS"**, 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, Bandipur Sub-division, O/o Field Director, Project Tiger, Bandipur, Gundlupet Taluk, Chamarajanagar District -571126

Note: Application fees of Rs. 500/- will have to be deposited through Demand Draft made in favour of the **Bandipura 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 Conservator of Forests and Field Director, Bandipur Tiger Reserve by **31-10-2023** 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 CF & Field Director, Bandipur 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 CF & Field Director, Bandipur Tiger Reserve 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., 16th October 2023),
- 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 mark sheets, academic and experience certificates, signature, name of referees.
- iv) Experience in relevant field as suitable for the post.
- v) Desirable qualification and experience as specified against 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 BTCF'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 wilfully 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 sent by email are liable to be rejected. The application should reach the O/o CF & Field Director, Project Tiger, Bandipur by 31-10-2023 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 BTCF 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 BTR/KFD and shall not reveal to any person or organization confidential information relating to the BTR, its work and policies.
- iii. The personnel shall not claim any intellectual property right, of work done at the BTR/KFD and has to strictly maintain the confidentiality of BTR/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. BTR 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 BTR/KFD, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to the BTR/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 BTR/KFD.
- vii. The personnel will follow the advice given to them by the BTR/KFD regarding representations to third parties.
- viii. In general, any personnel may not interact with or represent the BTR/KFD vis- à-vis third parties. However, some personnel may specifically be authorized to interact with third parties on behalf of the BTR depending on the nature of their roles and responsibilities.
- ix. No personnel shall interact with or represent the BTR/KFD to the media (print and electronic).
- x. The personnel will conduct themselves professionally in their relationship with the BTR/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 CF & Field Director, Bandipur Tiger Reserve. Generally, the personnel are required to be present at the BTR 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. BTR/KFD accommodation shall not be facilitated to any personnel during the contractual engagement.
- xiii. Facility at the BTR/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 BTR/KFD to discontinue the engagement, before the completion of the term of Contract. The decision by the BTR/KFD shall be final.

7. Termination:

- i. The O/o CF & Field Director may disengage any personnel if the BTCF is of the view that the services of the personnel are no more required.
- ii. The BTCF 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 BTCF, he/she should provide 4 weeks' prior notice.**

- iv. Upon termination, the personnel must hand over to the BTCF, any papers, Equipments or other assets which might have been given to the personnel by the BTCF in course of his/her Contract (project if any) with the BTR/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 BTR/KFD that the person whose services have been terminated by the Bandipur TR continues to act in a manner which gives an impression that he/she is still working, the BTCF shall be free to take appropriate legal action against such person.
- vi. The CF & Field Director, Bandipur 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 CF & Field Director, BTCF and the personnel shall invariably adhere to the same.
- ii. The personnel must furnish a **"No-Demand Certificate"** to BTR 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 BTR/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: acfbandipur3@gmail.com or contact Ph: 08229-236043/60 (during working days, office hours 10:00 AM to 5:30 PM).

9. Power to remove difficulties:

The CF & Field Director, BTR shall have the power to remove any difficulty which may come in the way of the implementation of these guidelines.

Conservator of Forests & Field Director,
Bandipur Tiger Reserve, Bandipur and
Member Secretary,
Bandipura Tiger Conservation Foundation