



## VOLUNTEER PROGRAM

SATPUDA FOUNDATION, a green force for protecting the wilderness of Central Indian Highlands announces the VOLUNTEER PROGRAM.

**Volunteer Program is open throughout the year subject to availability of the Mentor and the Project. College students may apply for academic internship program through their college.**

### **About Satpuda Foundation**

Satpuda foundation (SF) is a non Government organization working for Satpuda landscape conservation since 2000. SF has the specific aim of protecting wildlife, conducting research to support conservation action and educating sections of the society about the short and long term benefits of protecting the world's largest tiger habitat. We are in the process of establishing a force of young, educated, trained and dedicated conservationists in the entire Satpuda range. For more information please see the brochure attached herewith. You may visit our website [www.satpuda.org](http://www.satpuda.org).

### **Contact Person for registration to Volunteer Program**

During the registration process for volunteering, participants are directed to contact the **following person only**:

**Name: Manish Sawankar**

Contact No: +91-9860001615

Email: [career.satpuda@gmail.com](mailto:career.satpuda@gmail.com)

### **Details of the REPORTING OFFICER (For all projects)**

**Name: Giri Venkatesan**

Designation: Executive Director, Satpuda Foundation

*The reporting officer may change later.*

**Volunteers who have applied are requested to regularly visit our website for updates.**

**HOW TO APPLY:**

- (i) Volunteer should have a valid e-mail id.
- (ii) Before applying for a particular project, volunteer should go through the [project details](#) given in this brochure and enquire about it to their satisfaction.
- (iii) Volunteer should apply on-line through the website [www.satpuda.org](http://www.satpuda.org)
- (iv) Application should be saved and after verification submitted by click to **submit** button.
- (v) You should note / remember your registration number displayed after submitting the application.
- (vi) Application should be printed and photo affixed on that, to be kept ready for submission to us at the time of joining.
- (vii) Please note that the above procedure is the only procedure for applying. No other mode of application or incomplete application would be accepted and in such case, the application would be rejected outright.
- (viii) In case of more than one application by the same volunteer, application submitted last, will be taken as authentic / conclusive (all other applications will be treated as null and void).

The volunteer should apply on-line through website **www.satpuda.org** only. No other mode of application will be accepted. Provision has been made to generate an application form with specific registration number. The applicant should take a print out, sign and affix his photograph on such print out of application. The said application alongwith copies of required documents mentioned below should be kept ready for submission at the time of interview:

1. Copies of Mark sheets / certificates in support of Educational Qualification, Experience, if any;
2. Copy of certificate of Computer Course;
3. Any other document as required.
4. VISA copy, Passport copy if applicable.

It is for the volunteer to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this brochure as well as in the application form. Volunteers are, therefore, urged to carefully read the brochure and complete the application form and submit the same as per instructions given in this regard.

**ELIGIBILITY CRITERIA:****Educational Qualifications:**

The volunteer should possess the following qualification:

- (1) Pass with 50% marks in the aggregate in the recognized University Examination such as Social Work, Social Science, Life Sciences, and Forestry. This will not be applicable for undergraduate academic interns.
- (2) Volunteers having completed Foundation Course on Computer Awareness & Office Automation from a Computer Institute are desirable. Experience in Computer operations will be preferred. The requirement of having completed the said Course will be waived in case of those volunteers having Computer subject as part of the curriculum at the Pre- Degree / Degree level.

- (3) Knowledge of Regional Language of a particular State / Union Territory for which volunteer apply, is desirable.
- (4) The Educational Qualifications prescribed above for the post is the minimum. If selected for interview they should furnish Year-wise / Semester-wise Mark sheet for each year / semester in respect of the Degree Examinations from the educational institution they have studied, and Computer Course Passing Certificate from a Computer Training Institute in support of having completed the Foundation Course in Computer Awareness.
- (5) Foreign Nationals, NRIs, Indian Nationals working/studying abroad have to submit their scanned copy of passport, VISA details through email.
- (6) Any other relevant eligibility criteria as decided by Foundation on case to case basis.

### **SELECTION METHODOLOGY:**

The final selection will be made on the basis of the volunteer's performance in Interview depending on the number of vacancies, only those volunteers shall be allotted the project. Allotment of the projects to the short-listed / selected volunteer is subject to receiving satisfactory references from respectable referees, and other compliances.

The Foundation reserves the right to prepone / postpone the volunteer program and / or to add to or delete or to modify / change the Projects allotted and / or to cancel the Volunteer Program.

### **Instructions for Volunteers:**

- 1) We encourage all the volunteers to use email for getting clarifications, if required any.
- 2) We would suggest to go through both the websites [www.satpuda.org](http://www.satpuda.org) and [www.ncsaindia.org](http://www.ncsaindia.org) and read the content on the websites of NCSA and SF seriously (before asking any query).
- 3) Please make sure you have discussed every issue regarding lodging, transportation, job responsibility, local environment, food, field risks, expenses, etc before you sign the affidavit and join the work.
- 4) A volunteer can apply for a vacancy in only one project and should be willing to be initially posted at any project in the Central India. Further, he / she may have to appear for the interview for final selection. No change in the project applied for will be permitted after the allotment of the project.

### **ACTION AGAINST VOLUNTEERS FOUND GUILTY OF MISCONDUCT:**

Volunteers are advised in their own interest that they should not furnish any particulars / details / information or make statements that are false, tampered, fabricated or should not suppress any material information while filling up the application form and submitting the copies of testimonials. In case it is detected at any time that the volunteer has indulged in any of the abovementioned activities, he / she

will be disqualified at any time, even after being selected and after joining the Volunteer Program.

**GENERAL INSTRUCTIONS:**

- 1) BEFORE APPLYING FOR THE POST, THE VOLUNTEER SHOULD ENSURE THAT HE / SHE FULFILS THE ELIGIBILITY CRITERIA AND OTHER NORMS SPECIFIED TIME TO TIME. **Decision of Foundation in all matters regarding eligibility of the volunteer, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to registration will be final and binding on the volunteer. The Foundation in this behalf shall not entertain correspondence or personal enquiries.** In case it is detected that a volunteer does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after starting the project work, his/her volunteership/internship shall be terminated;
- 2) **Only On-line registration of application would be accepted**
- 3) Selected volunteers, who are presently in employment, will be required to produce a clear a valid permission letter from their present employer before joining the Volunteer Program;
- 4) The Foundation reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this brochure;
- 5) Any resultant dispute arising out of this brochure shall be subject to the sole jurisdiction of the Courts situated at Nagpur;

## Wavier and Waiver of Liability and Release

As the programme also involve the fieldwork in the forest it is necessary for the volunteers to sign Wavier and Waiver of Liability and Release form while joining the programme. At some places, volunteers may have to travel on bike or drive the four-wheel vehicle, so need valid driving license. Foundation won't be responsible for any inconvenience, casualty, and accident take place during the programme. However volunteers will have to strictly follow all the rules and regulations of the Forest Department while working on the field projects. Those found indulge in breaking law/rules etc, would be liable for punishment as per the Law. SF will terminate such Volunteers immediately from their services.

### PROJECT DETAILS:

(Project details may change anytime. Please visit the website regularly during the registration process.)

Sr. No.	Project Name	Location	Vacancy Position	Work Description
1	Biodiversity documentation at the vacated meadows in Melghat Tiger Reserve	Harisal in Melghat Tiger Reserve, Maharashtra state	2	<p>Student must have knowledge of Bio-diversity documentation (birds, herpatofauna, spiders and mammals), wildlife Management, wild prey population estimation techniques, resettlement of villages, meadow development etc. He/she should be good in extensive field work and documentation in English. He/she will have to work with the group of volunteers, forest staff and subject experts. The intern will have to consult subject expert, train the group of volunteers, place them in the field for data collection and analyze the data. The student should spend 10 weeks with our organisation, gather required data from the project site, analyze it and submit draft report to us.</p> <p>The student need to report at our head office at Amravati and will have to work for two weeks there on the document. Then the interns will be sent to project office at Harisal where he/she will have to work on training and data collection. The intern will have to share the office accommodation at our project Community resource Centre in Melghat.</p>
2	Preparing Tiger Conservation Plan for Wildlife habitat between Nagzira WS and Navegaon NP.	Gondiya District of Maharashtra state.	2	<p>Students must have knowledge of socio-economic issues of villages surrounded by Tiger bearing habitats, wildlife Management issues, prey-predator relationship, human-wildlife conflict, ideal conservation model, eco-development programme, Joint forest Management programme, sustainable development issues, use of GPS/GIS system etc. He/she should be good in extensive field work and community survey, data collection and documentation in English. They will have to work with the villages situated in the project area and also work with the district revenue administration, Dy.CFs and Conservator of Forest (CF).</p> <p>The interns will have to consult Forest officers, revenue officers and the community leaders</p>

				<p>while preparing this plan.</p> <p>The students should spend 10 weeks with our organisation, gather required data from the project site , analyse it and submit the draft report to us.</p> <p>The students need to report at our head office at Amravati and will have to work for one week at our Nagpur administrative office where they will have to attend series of meetings with senior forest officers. Then the interns would be sent to project area in Gondiya district of Maharashtra state where they will have to work with local communities and tahsil level revenue and forest officers. The interns will have to use the Government Guest house accommodation during the project work near Nagzira wildlife sanctuary and Navegaon National Park.</p> <p>Requirement of any special background: The students should be from science back ground and should know socio-economic development issues, natural resource management and human-wildlife conflict issues.</p>
3	Eco-restoration Project near Melghat Tiger Reserve.	Akot in Akola district of Maharashtra state.	2	<p>Student must have knowledge of Bio-diversity conservation, wildlife Management, Carbon capture technology &amp; CDM project and eco-restoration operations. He/she should be good in extensive field work and documentation in English. He/she should also have knowledge of local language Hindi /Marathi as the student need to work with local communities. The student should spend 10 weeks with our organisation, gather required data from the project site, analyse it and submit draft report to us.</p> <p>The students need to report at our head office at Amravati and then will be sent to project office at Akot where he will have to share the office accommodation with our project officer during the period of internship.</p>
4	Melghat Education Project.	Melghat Tiger Reserve, Harisal in Amravati district of Maharashtra state.	2	<p>Students must have knowledge of Bio-diversity conservation, wildlife Management. He/she should be good in extensive field work and in communicating the message effectively among tribal kids, youth and elders.</p> <p>He/she should also have knowledge of local language Hindi as the students need to educate the local communities.</p> <p>The student need to report at our head office at Amravati and then will be sent to project office at Harisal where he will have to share the office accommodation with our project officer during the period of internship.</p>
5	Community based	Melghat Tiger	2	Student must have knowledge of Bio-diversity

	Conservation project in Melghat Tiger Reserve.	Reserve in Amravati district of Maharashtra state.		<p>conservation, wildlife Management and local conservation issues. He/she should be good in extensive field work and documentation in Hindi and English. He/she should also have knowledge of local language Hindi as the student need to work with local communities. The student should spend 10 weeks with our organisation, gather required conservation data from the project site, analyse it and submit draft report to us.</p> <p>The student need to report at our head office at Amravati and then will be sent to project office at Harisal where he will have to share the office accommodation with our project officer during the period of internship.</p>
<p><b>(Project 4 and 5 will be executed by Nature Conservation Society, Amravati (<a href="http://www.ncsaindia.org">www.ncsaindia.org</a>) for which you need to follow separate application process.)</b></p>				