



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

Guidelines  
*for*  
Affiliation as Volunteer



April 2014

**1. PREAMBLE**

Wildlife Institute of India (WII) regularly receives request from candidates both within and outside country to be engaged as a 'Volunteer' in any of the ongoing research projects or cell activities. These requests are aimed at gaining practical experience in the chosen field by the candidate. The increasing number of such requests appears to be the result of limited number of positions offered under the 'Internship Programme', while there is increasing number of people interested in wildlife research and conservation. This document outlines the rules and regulations to engage interested candidates as volunteers in WII.

**2. VOLUNTEER**

Any qualified person(s) who offers voluntary assistance to any research, academic and training activities of the Institute in lieu of exposure and experience in such activities, and thereof, does not entitle to any position, either temporary or permanent in the Institute. The services offered will not attract any monetary compensation.

**3. STATUS**

The 'volunteer' opportunity is purely for gaining exposure and experience in any of the ongoing research projects or cell activities of the Institute and does not qualify to produce mandatory requirements such as 'Summer Training Project' or 'Dissertation Project' to complete the course of one's chosen subject.

With due information to the Institute and subsequent approval by the Dean, Faculty of Wildlife Sciences, the candidates would be engaged by the faculty members in the mutually agreed projects/cell activities.

**4. ELIGIBILITY**

Candidates who have completed or pursuing graduate/post graduate degrees and other equivalent or higher studies in recognized colleges, universities and institutions of higher learning can opt to be a volunteer. Educational qualifications may be relaxed in special cases at the sole discretion of Director WII.

**5. DURATION**

Minimum one month, extendable up to six months.

**6. NUMBER OF SEATS**

The number of seats for the Volunteer Programme will be limited to a maximum of 6 positions per year (January to December). A faculty member may be allowed to engage not more than one volunteer in a given year (January to December).

## **7. APPLICATION & SELECTION PROCEDURES**

Interested candidates shall apply in the prescribed format (**Annexure-I**) through the concerned WII faculty members for necessary approval from Dean, Faculty of Wildlife Sciences. The selected candidates will be informed by the concerned Faculty regarding the terms & conditions and duration of affiliation.

## **8. ACCESS TO FACILITY**

The candidates engaged as volunteer shall not be provided access to any of the Institute's facilities, except the library for consultation. In special case the candidate shall be provided limited access to other facilities such as laboratory, library, Computer & GIS, duly approved by the Dean, Faculty of Wildlife Sciences, as may be deemed necessary or justified by the concerned supervisor. In such cases, the candidate will be charged Rs. 3000/- as Access Fee.

## **9. ACCOMMODATION**

No hostel accommodation will be provided to the volunteers in the Institute's campus.

## **10. EQUIPMENT**

The volunteers shall not be issued any laboratory/field equipment by the Institute.

## **11. MEDICAL AND INSURANCE FACILITIES**

WII will not be responsible for any casualty/mishap including any type of accidents and resultant death or injury to body or any type of loss of property etc. to the candidate while involved in the volunteer activities or during tour/transit. The Institute will not entertain any medical claim or will not extent any medical facility to the volunteers and it is advised that such candidates obtain their individual insurances (life, accident and medical) to cover any exigencies.

## **12. FACILITATION**

Candidates engaged for any specified research projects/cell activities shall be guided by the concerned faculty members and any facilitation in the field and in the laboratory will be carried out by the faculty members with due information to the Dean, Faculty of Wildlife Sciences.

## **13. FOREIGN CANDIDATES**

The candidate along with the application should submit a letter of request and recommendation from the Dean/Head of the Department/Registrar/Principal stating the purpose and the duration of Volunteer affiliation at WII.

Foreign candidates will have to arrange on their own the grant of appropriate research/academic visa for travel and stay while in India. Wherever necessary the WII will act as facilitator only. Once the Institute

has conveyed its approval to the candidate for the proposed admission, the candidate can travel to WII, Dehradun on his/her cost. For affiliation, approval of the Dean, FWS will be required. The candidate needs to submit copies of his travel documents along with the form for affiliation as volunteer (Annexure 1). She/he will have liaison with Local Intelligence Unit as per the rules of the Government of India. In all other respect; the rules and regulations as stipulated in the case of Indian Nationals will also be applicable to visiting foreign nationals.

**14. CONDUCT**

The conduct of the candidates in the campus as well as in field must always be orderly and dignified. Candidates must abide by the rules and regulations of the Institute and concerned field organizations at all times.

**15. SAVING AND REPEAL**

The Director, WII reserves the rights to modify, alter, delete, amend or add any of the rules and regulations contained herein. The Director, WII may terminate the volunteer association of a candidate at any time, if he/she is found defaulter in any rules/regulations of the Institute.

**16. DATA POLICY**

The data generated during the volunteer program will be the property of Wildlife Institute of India. The volunteer will have to seek permission of the concerned faculty before publishing any scientific/popular articles and give due credits to all concerned.

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## Form for affiliation as Volunteer

### PART I: Personal History Form

Surname (Family name):				<i>Affix a recent stamp size photograph</i>
First Name:				
Date of Birth:		Age: <i>(In years)</i>		
Nationality:		Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Passport No.:		Place of Issue:		
Passport Date of Issue:		Passport Expiry Date:		
Home Address:				
Home Telephone No.:				
Fax No:				
E-mail Address:				
Mobile phone No:				
Name and Address of the College, University, organisation in which currently studying / working (if applicable)				

### Educational Qualification

Examination Passed	Year	University	Subject	Percentage of marks obtained
Higher Secondary				
Bachelor's Degree				
Master's Degree				
Ph.D Degree				

### Employment held so far (up to date)

Name of the Employer	Position held	Period	Emoluments per month

**PART II: Statement of interest**

	Please provide a statement of interest in about 500 words (use separate sheet) indicating the proposed work to be done during the internship period. The applicants are requested to see the Institute's faculty profile and their area of interest, and list of ongoing research projects on the website <www.wii.gov.in>
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**PART III: Undertaking**

Undertaking	(a)	<i>All information furnished by me is complete and correct</i>		
	(b)	<i>The WII will not be held responsible for any mishap, damage, loss, injury to me in the campus or during the course of field work.</i>		
	(c)	<i>I understand that the Director, WII has right to cancel my volunteership in case my behavior and conduct are not found satisfactory</i>		
Date of application	Date		Candidate Signature	

**PART IV: Acceptance**

Period of Affiliation	<b>From</b>		<b>To</b>	
Recommendation of the supervisor	<b>Date</b>		<b>Signature</b>	
Approval of the Dean	<b>Date</b>		<b>Signature</b>	

**PART V: Details of Access fee (if any)**

Access Fee	Amount	Bank Draft/Cash Receipt Details

**PART VI:**

**DECLARATION**

I ..... of ..... years of age and resident of.....  
am volunteering my services to Wildlife Institute of India, Dehradun with full knowledge of the risks involved in working in remote forested areas of India.

I hereby certify that I shall not hold the Wildlife Institute of India, Dehradun responsible in any way for any mishap that may occur to me during my tenure as a volunteer in this project. I also understand that the Institute is under no obligation to cover any expenses in terms of medical expenses and of the indemnity that may arise out of unexpected mishap.

Place.....

Date:

(Signature of the Applicant)

Name.....