



RAJKIYA ENGINEERING COLLEGE
KANNAUJ, (UP)-209732
(A Government Engineering College)

Ref. 38 /T.P.O. /R.E.C./Kannauj/2024-25

Date: 11.11.2024

NOTICE

All students are informed that with Technical Education Department's reference to letter number: I/791500/2024/16-3099/294/2024 dated 09.11.2024, the Prime Minister's Internship Scheme has been announced in the 2024-25 Budget, with the aim of providing internship opportunities to one crore youth in top 500 companies over the next five years. Through this scheme, youth will gain 12 months of real-world exposure in various business sectors and employment opportunities.

Eligibility Criteria:-

- **Age:** Candidates must be between the ages of 21 and 24.
- **Employment/Education:** Candidates should not be currently engaged in full-time employment or education.
- **Family Employment:** No family member should be a government employee.
- **Family Income:** The family income should not exceed ₹8 lakh for the financial year 2023-24.
- Further information regarding the Prime Minister's Internship Scheme and work profiles can be found in the link below & attached pdf.

Eligible candidates from the B.Tech (All branch) can register using the link provided below latest by **15 Nov. 2024** .

Registration Link- <https://pminternship.mca.gov.in/>

In-charge
Training & Placement

Copy to: –

1. Director Ma'am, for her kind Information.
2. Registrar Office.
3. All the Head of Departments.
4. All Departmental coordinator.
5. All Notice Board.

In-charge,
Training & Placement

PM Internship Scheme

Ministry of Corporate Affairs



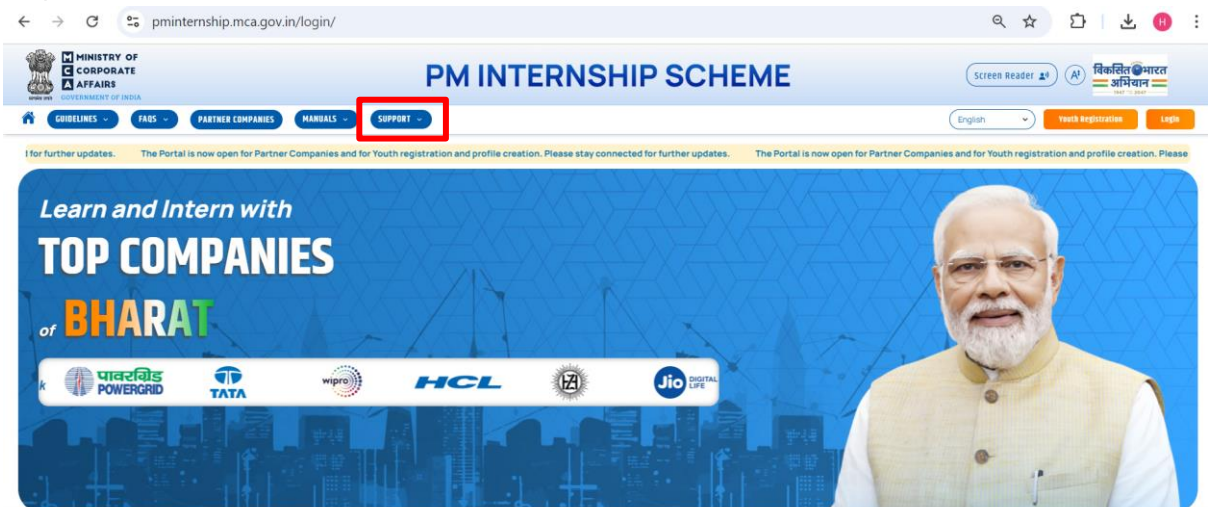
User Manual for Youth



PMIS User Manual for Youth (Candidate)

1. Instructions for using manual

- Candidates should read the instructions carefully before registering on the portal for ease of navigation through the portal.
- Candidates can also refer to an Instructional Video of portal navigation, available on the portal website in addition to this manual.
- There is **no registration or application fee**.
- The user manual is also available in Hindi and can be accessed on the portal.
- The portal is now open for the candidates, only for registration and profile creation, hence this user manual covers processes of Registration and Profile Creation.
- Before starting the registration process, please keep the following documents handy for uploading onto the portal.
 - Aadhaar Card
 - All Educational Qualification Certificates and
 - Other additional certification, if any.
- For any support during the registration and profile completion process, the candidate can raise a ticket on the homepage or post login. Detailed instruction for the same are available in section 5 of this manual. Alternatively, candidates can also call portal helpline No. 1800-116-090.



- The names and the logos of the companies will not be visible in the internship opportunities, to ensure objective and transparent selection process.

2. Objective of this manual

- This manual is developed to assist candidates with Registration and Profile Creation on the PM Internship Scheme Portal. It enables the candidates to register for the PM Internship scheme through the PMIS portal.
- The portal is available in **various languages** and the users can click and choose their preferred language at the top right corner of the portal to view the content in their preferred language.



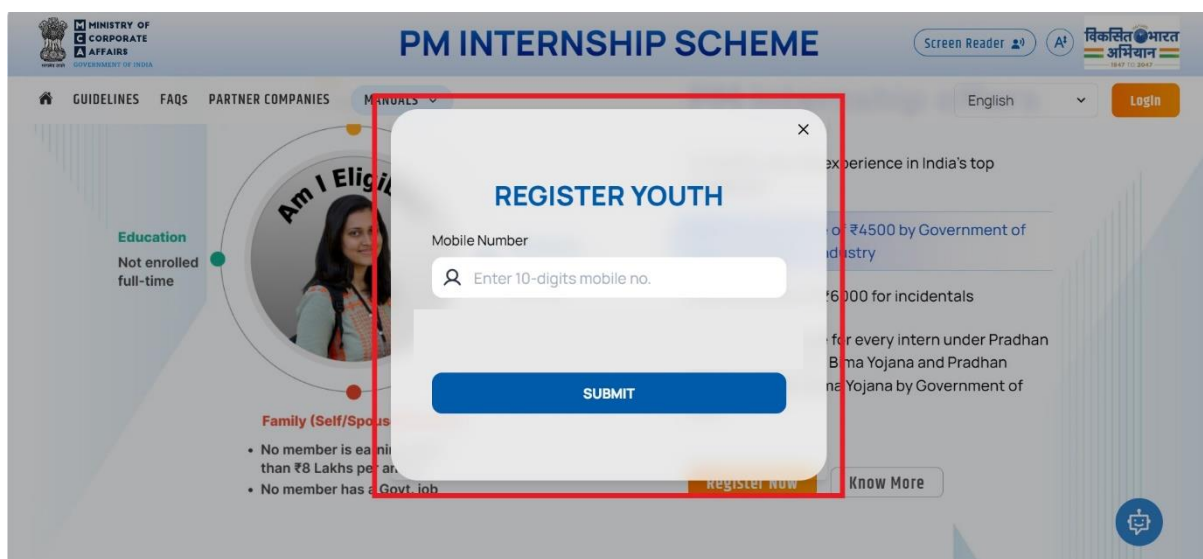
3. Getting Started

3.1 Registration Process

- a. The candidate must type the URL pminternship.mca.gov.in, in an internet browser to access the portal application.
- b. On the home page of the website, the **candidate** must click on **“Youth Registration”** tab (highlighted with red rectangular box) on the right top corner, to start the registration process for the PMIS portal.
- c. Candidates can also access **“Register Now”** tab (highlighted with red rectangular box) by scrolling down to the **PM Internship Offers** section on the home page.

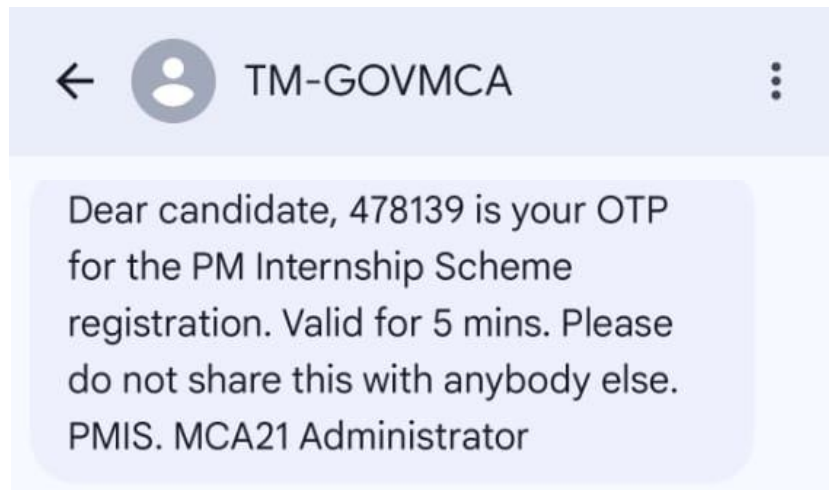


- d. Upon clicking, on the **“Youth Registration”** or **“Register Now”** tab the **candidate** will be prompted to provide his/her mobile number onto the **“Register Youth”** pop-up.

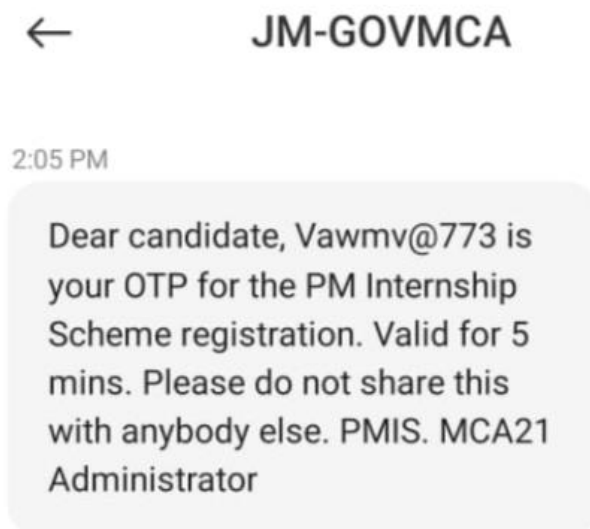


The essential fields on the “**Register Youth**” for the candidates are as follows:

- i. **Mobile Number:** It is an identification that enables the individuals to access the online services of the portal for registration. **Please note that a candidate must provide the mobile number linked to his/ her Aadhaar number.**
 - ii. **Confirmation checkbox:** The candidate must confirm that “the mobile number I am providing is linked to my Aadhaar”.
 - iii. **Submit:** After entering the mandatory details, the individual will have to press the “Submit” button.
- e. **OTP:** The candidate will get an OTP on his/ her entered mobile number and must enter it to verify the mobile number. The OTP message template would look like as shown in the below screenshot.



- f. Upon submitting the “**OTP**” received, the candidate will receive a password for accessing the website through login. The user must use this **password** as the **current password** to Update Password upon first **Login**.



g. **Update password on first login:** Moving ahead, the candidate will get the Pop-up to “**Update Password**” upon first login and after they agree for the con. The candidate can create the new password and can access his/her user account page upon successful creation.

The Various fields required for **Update Password** are as follows:

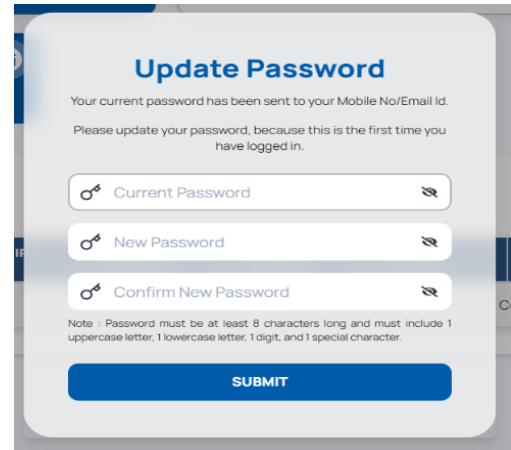
i. **Current Password:** In this field the candidate must enter the password received on the mobile number.

ii. **New Password:** Here the candidate should enter his/ her new password. **The password must be at least 8 Characters long and must include 1 Uppercase letter, 1 lowercase letter, 1 Digit and 1 Special Character.** Example:

Password@12, passWord@1, password@1 etc.

iii. **Confirm New Password:** In this field candidate needs to confirm and enter the new password entered in the previous step.

iv. **Submit:** Candidate should click on the Submit button to update the password.



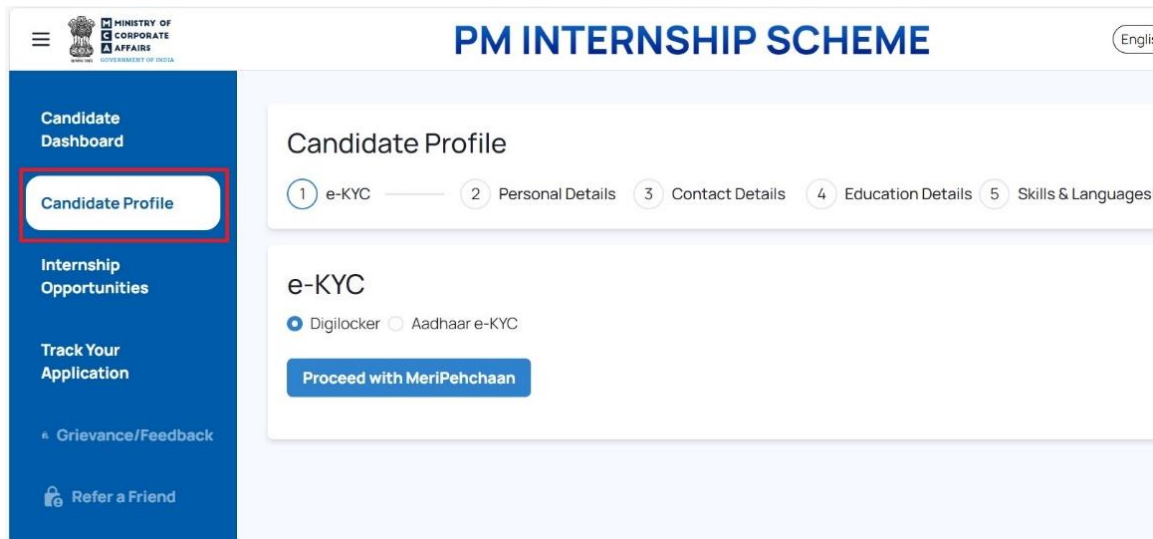
h. After password update, the candidate gets access of the portal and lands to the User account homepage under the “**Candidate Profile**” section.

i. The candidate can logout from the portal by clicking on the **User Profile Link** on the top right corner of each page. The candidate can also access his/her profile and can even change the password through this menu.



4. Creating Candidate Profile

After logging in, the candidate will be directed to complete the “**Candidate Profile**” section. The candidate must complete the steps given below.



4.1 e-KYC

The candidate must do the e-KYC after logging into the system. This is a mandatory step for profile creation and the candidate will have an option of doing KYC through **Digilocker** or **Aadhaar Number**. The candidate must check in the appropriate checkbox for KYC.

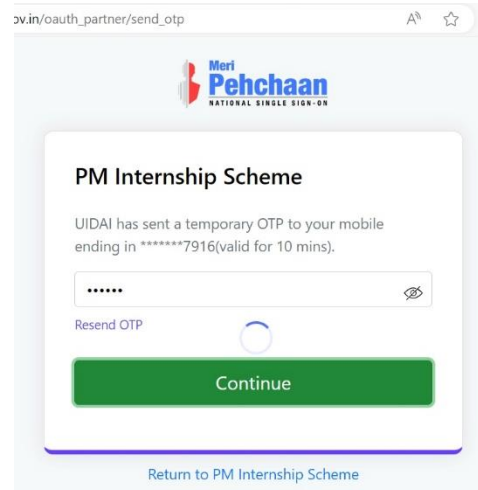
a. e-KYC through Digilocker (MeriPehchaan):

- It is mandatory to have a DigiLocker account for candidate registration and profile creation. If you do not have a DigiLocker account, you can download the DigiLocker app from Play Store (android)/App Store (iOS).
- You can visit the following link to know how to create a Digi locker account: <https://tribal.nic.in/downloads/faqs/DigiLocker-User-Manual.pdf>
- For linking your digilocker account with Aadhaar, your mobile number must be linked with your Aadhar number. Please make sure this is actually the case. To verify this, visit <https://eaadhaar.uidai.gov.in/> and download your eAadhaar.
- For other issues with Digilocker or updating information with Digilocker, please refer to Digilocker FAQ at <https://www.digilocker.gov.in/about/faq> or you can raise a ticket with Digilocker at <https://support.digilocker.gov.in/open>

- i. For the **e-KYC** through the “MeriPehchan” interface the candidate must check in the Digilocker checkbox and should click “Proceed with MeriPehchaan”. **Please note that your Digilocker account must be set up with the mobile number that you are using for registration. Your Aadhaar should be attached with your Digilocker account for completing the e-KYC through Digilocker.**

- ii. Upon clicking, the candidate will be taken to Digilocker Process and will have to follow the following steps:

- Aadhaar Number: The candidate must enter his Aadhaar number.
- Request OTP: The candidate can request for the OTP by clicking on the Request OTP button.
- OTP: The candidate must enter the OTP and then click on “**Continue**” to move ahead.



The screenshot shows a web browser window with the URL 'ov.in/oauth_partner/send_otp'. The page features the MeriPehchan logo and the text 'NATIONAL SINGLE SIGN-ON'. Below the logo, it says 'PM Internship Scheme'. A message states: 'UIDAI has sent a temporary OTP to your mobile ending in *****7916(valid for 10 mins)'. There is a text input field containing six asterisks, a 'Resend OTP' link, and a green 'Continue' button. At the bottom, there is a link to 'Return to PM Internship Scheme'.

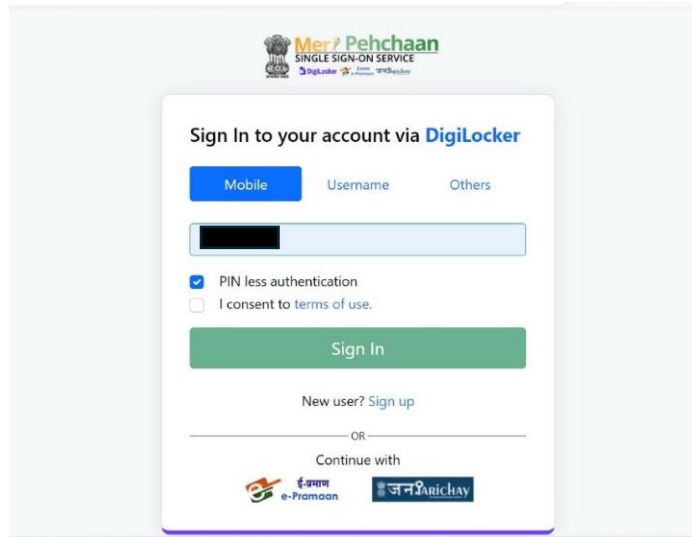
- iii. Once, the candidate enters the OTP, he/ she will get a Pop-Up confirming that he/ she is already registered with DigiLocker (if, registered). The candidate must enter the **Six-digit security PIN** (for accessing the DigiLocker account) and click on Continue to move ahead.



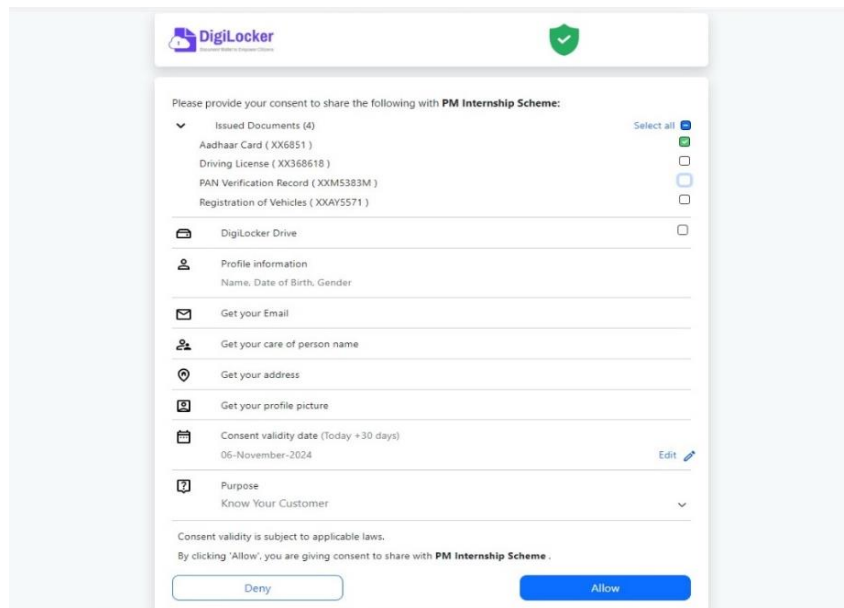
The screenshot shows a web browser window with the MeriPehchan logo and the text 'NATIONAL SINGLE SIGN-ON'. Below the logo, it says 'You are already registered with DigiLocker.' A message states: 'Please enter your 6 digit DigiLocker Security PIN'. There is a text input field containing '6 digit security PIN*', a 'Please enter correct PIN.' message, a 'Forgot security PIN?' link, and a green 'Continue' button.

- The **Six-digit security PIN** is the set code used for accessing DigiLocker and is different from the OTP that you receive on the mobile number.
- Six Digit security PIN is your password for login into The DigiLocker account. In case the candidate has forgotten his security PIN they can use Forgot Security PIN option on the DigiLocker interface.

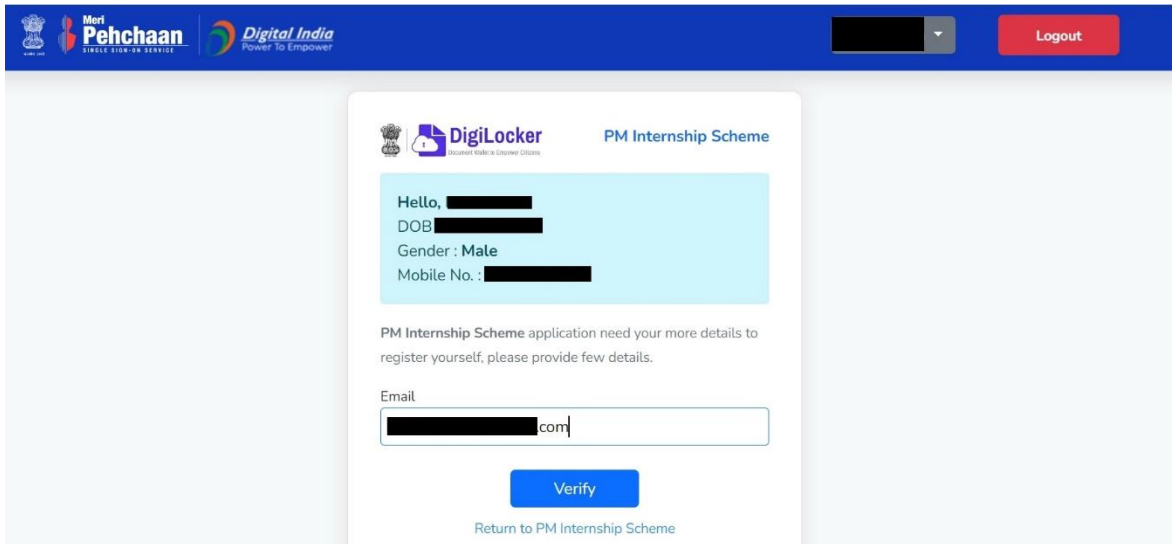
- iv. The candidate will then need to **Signs-in** to the DigiLocker account. The candidate can select Mobile, Username or other modes of authentication to sign-in and continue to the next step. The candidate must tick the consent box to Sign-in.



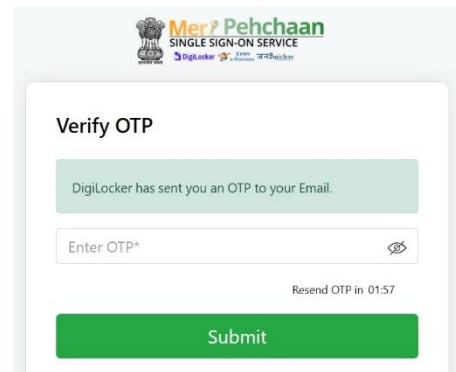
- v. After signing-in to the DigiLocker account, the candidate will be prompted to provide his/her consent to share the Aadhaar Card details with PM Internship Scheme. The candidate must check in Aadhaar checkbox and click on Allow to move to the next step.



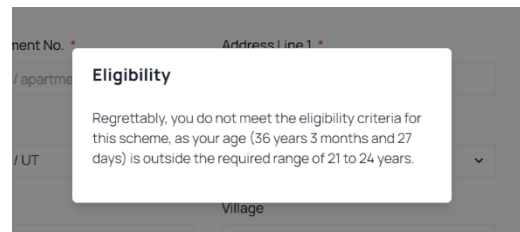
- vi. Once the candidate “allows” for the Aadhaar details, the candidate will get a pop-up for providing his **Email id**, the Candidate can enter the **E-mail id** in the Email field and then click on “**Verify**”.



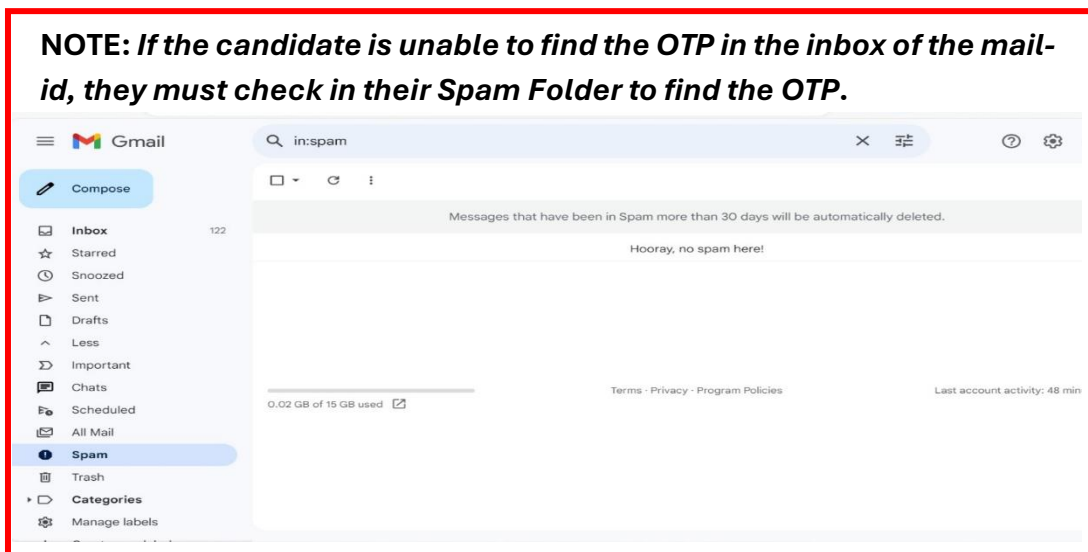
vii. Upon clicking on “**Verify**” the candidate will get a Pop-up for entering the **OTP** received on the **mail id**. The candidate must enter the **OTP** received in the **OTP field** and then click on “**Submit**” to complete the **e-KYC** through **DigiLocker**.



viii. In case, the candidate is not between the age group of 21 to 24, he/she will be notified by the system that he/she is not eligible for the PM Internship Scheme.

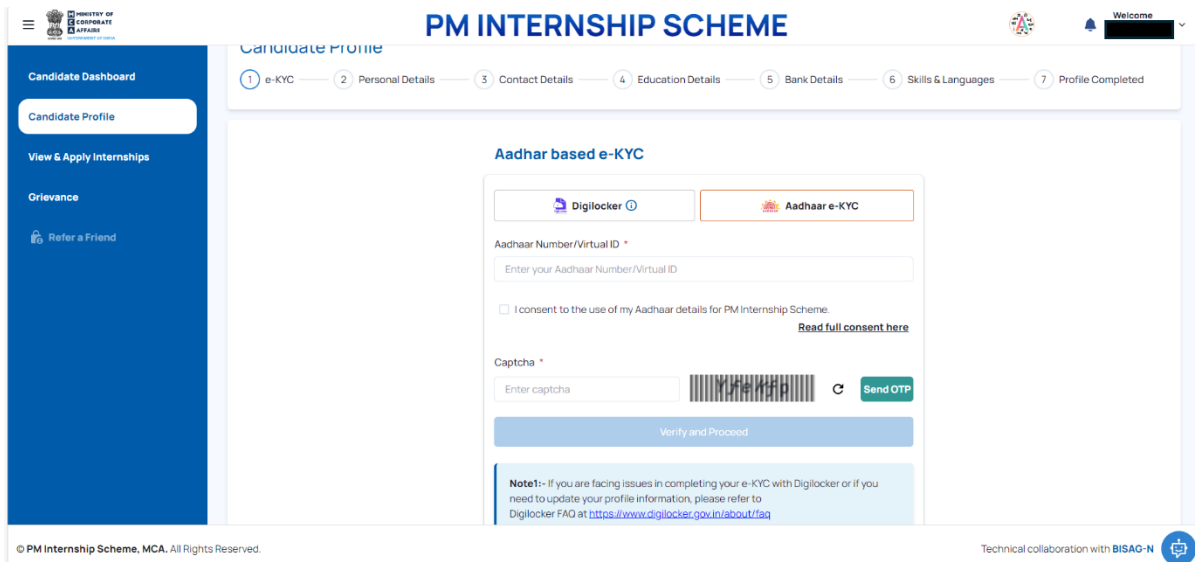


NOTE: If the candidate is unable to find the OTP in the inbox of the mail-id, they must check in their Spam Folder to find the OTP.



b. e-KYC through Aadhaar Number

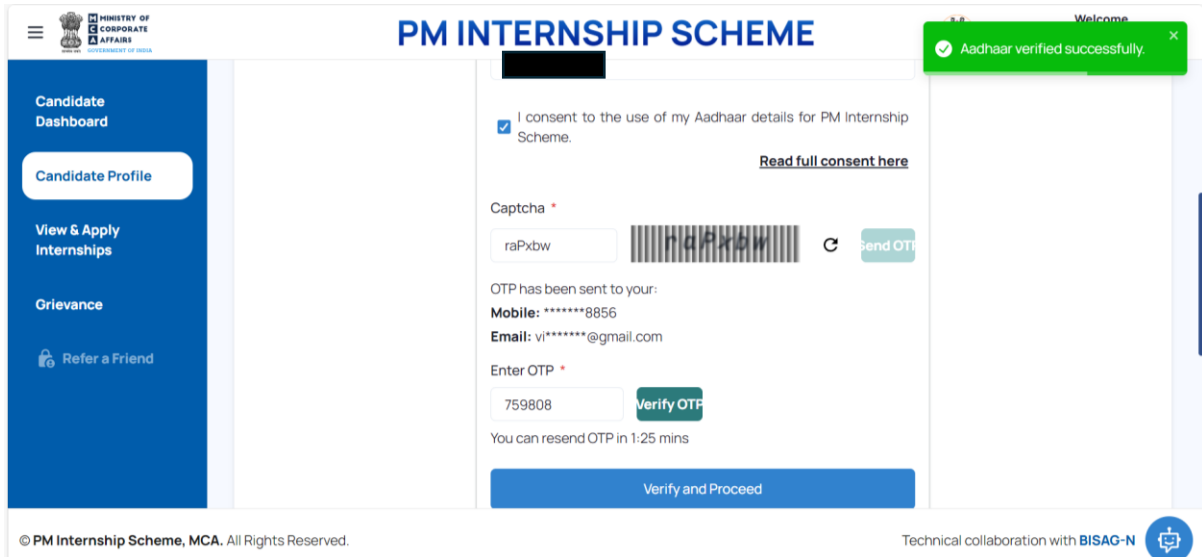
Once the candidate **checks** the **checkbox** for selecting the **e-KYC** through Aadhaar, the candidate will get the following pop-up.



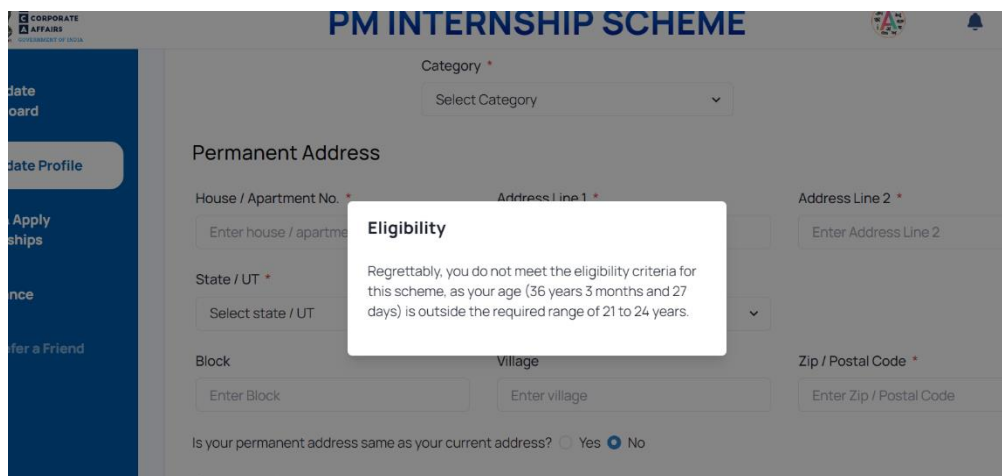
The screenshot shows the 'Candidate Profile' page for the 'PM INTERNSHIP SCHEME'. The page has a blue sidebar with navigation options: Candidate Dashboard, Candidate Profile, View & Apply Internships, Grievance, and Refer a Friend. The main content area is titled 'Candidate Profile' and shows a progress bar with 7 steps: 1. e-KYC, 2. Personal Details, 3. Contact Details, 4. Education Details, 5. Bank Details, 6. Skills & Languages, and 7. Profile Completed. The 'e-KYC' step is active, and the form is titled 'Aadhaar based e-KYC'. The form includes two radio buttons: 'Digilocker' (selected) and 'Aadhaar e-KYC'. Below this is a text input field for 'Aadhaar Number/Virtual ID' with the placeholder 'Enter your Aadhaar Number/Virtual ID'. There is a checkbox for 'I consent to the use of my Aadhaar details for PM Internship Scheme.' with a link 'Read full consent here'. A 'Captcha' section includes a text input field for 'Enter captcha', a captcha image, and a 'Send OTP' button. A 'Verify and Proceed' button is at the bottom. A note at the bottom states: 'Note1:- If you are facing issues in completing your e-KYC with Digilocker or if you need to update your profile information, please refer to Digilocker FAQ at <https://www.digilocker.gov.in/about/faq>'. The footer contains '© PM Internship Scheme, MCA. All Rights Reserved.' and 'Technical collaboration with BISAG-N'.

The various steps to be taken to complete Aadhaar e-KYC are as follows:

- a. **Aadhaar Number/Virtual ID:** The candidate must enter his/her Aadhaar number in this field.
- b. **Consent Checkbox:** The candidate must select the checkbox for providing his/her consent to share the Aadhaar details with PMIS. It is a mandatory check and the candidate must read the terms and conditions by clicking on **“Read Full Consent Here”**.
- c. **Captcha:** The candidate must enter the captcha provided.
- d. **Send OTP:** After entering the **Captcha** the candidate must click on the **Send OTP** icon.
- e. **Enter OTP (Pop-up):** The candidate must enter the **OTP** received on his/her Aadhaar Authenticated mobile number/Email-Id in this field. The candidate will see a green pop-up on the upper right corner saying **Aadhaar Verified Successfully**.
- f. **Verify OTP:** The candidate must click on the **Verify OTP** to validate the OTP after entering the OTP in the **Enter OTP** field.
- g. **Verify and Proceed:** The candidate must click on this field to verify the Aadhaar details on PMIS portal.

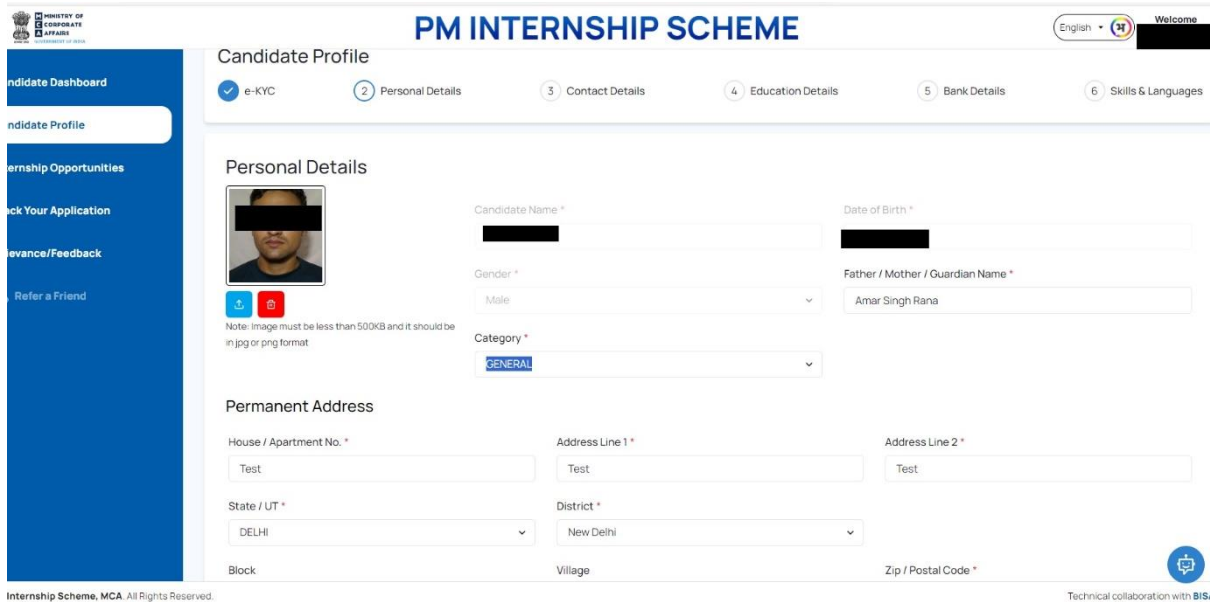


- h. After clicking on the **Verify and Proceed** the candidate will get to know his/her age eligibility for PM Internship Scheme and can enter the portal to complete the profile creation.
- i. In case the candidate is not between the age group of 21 to 24, he/she will be notified by the system that he/she is not eligible for the PM Internship Scheme.



4.2 Personal Details

After the **e-KYC** completion the candidate will move to the next step in profile creation which is **Personal Details**. Fields like **Name**, **Gender** and **Date of Birth** will be auto fetched by the system from the **e-KYC** interface.



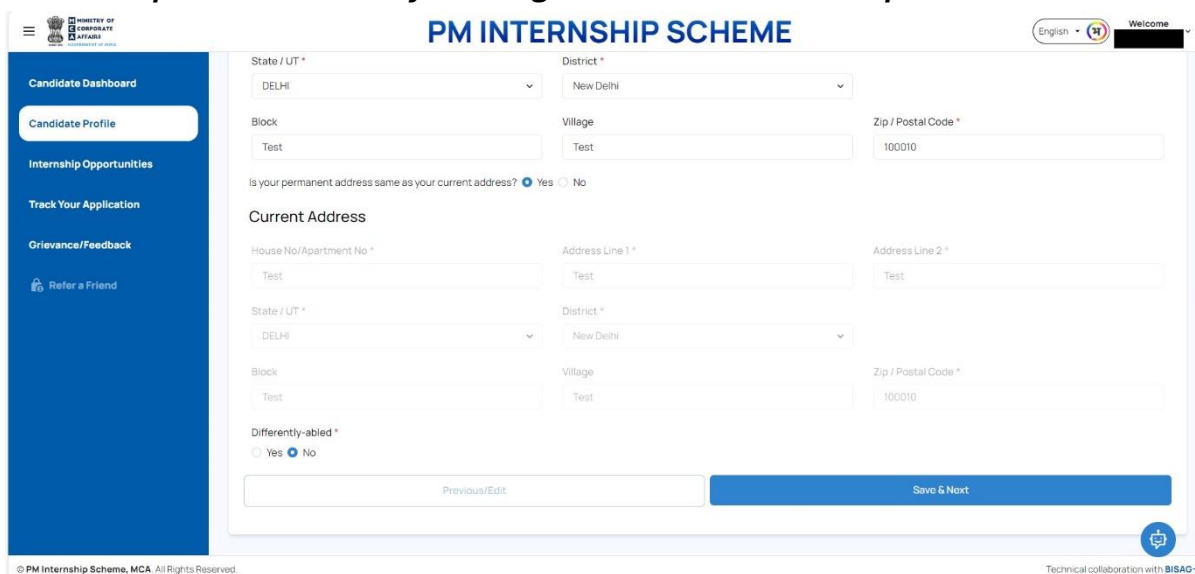
The screenshot shows the 'Candidate Profile' page for the 'PM INTERNSHIP SCHEME'. The 'Personal Details' section is active, showing a profile picture upload area, a note about image format, and several form fields. The 'Permanent Address' section includes fields for House/Apartment No., Address Line 1, Address Line 2, State/UT, District, Block, Village, and Zip/Postal Code. The page footer indicates 'Internship Scheme, MCA. All Rights Reserved.' and 'Technical collaboration with BIS'.

The candidate is required to fill the following details on this page to proceed further.

- a. **Father/ Mother/ Guardian Name:** The candidate must enter his/her father's, mother's or guardian's name in this field.
- b. **Category:** The candidate must choose his/ her category from a drop-down list of **SC**, **ST**, **OBC** and **General**.
- c. **Permanent Address:** The candidate must fill the following details related to his/ her permanent address.
 - i. **House/Apartment No.:** The candidate must mention his/her address.
 - ii. **Address Line1:** The candidate must mention his/her address.
 - iii. **Address Line 2:** The candidate must mention his/her address.
 - iv. **State/UT:** The candidate must select his/her state from the drop-down list.
 - v. **District:** The candidate must select his/her district from the drop-down list.
 - vi. **Block (Optional):** The candidate must enter his/her block name in this field.
 - vii. **Village (Optional):** The candidate must enter his/her village name in this field.
 - viii. **Zip/Postal/Pin Code:** The candidate must enter his/her Zip/Postal Code in this field.

d. **Is your Permanent Address same as your current address?**

The candidate must check in **Yes/No** fields for this field, depending upon if the permanent and current address are same. If selected Yes, the current address fields will be auto populated. Else, the candidate will be required to fill the current address details as demonstrated in the next step. **Please note that the candidate must complete all mandatory fields of the Permanent Address before clicking on this option. The permanent address is the address as per the Aadhaar card of the candidate and the Current address is the address that the person is currently residing at or his current correspondence address.**



The screenshot shows the 'PM INTERNSHIP SCHEME' application form. The form is titled 'PM INTERNSHIP SCHEME' and includes a navigation menu on the left with options like 'Candidate Dashboard', 'Candidate Profile', 'Internship Opportunities', 'Track Your Application', 'Grievance/Feedback', and 'Refer a Friend'. The main form area contains the following fields:

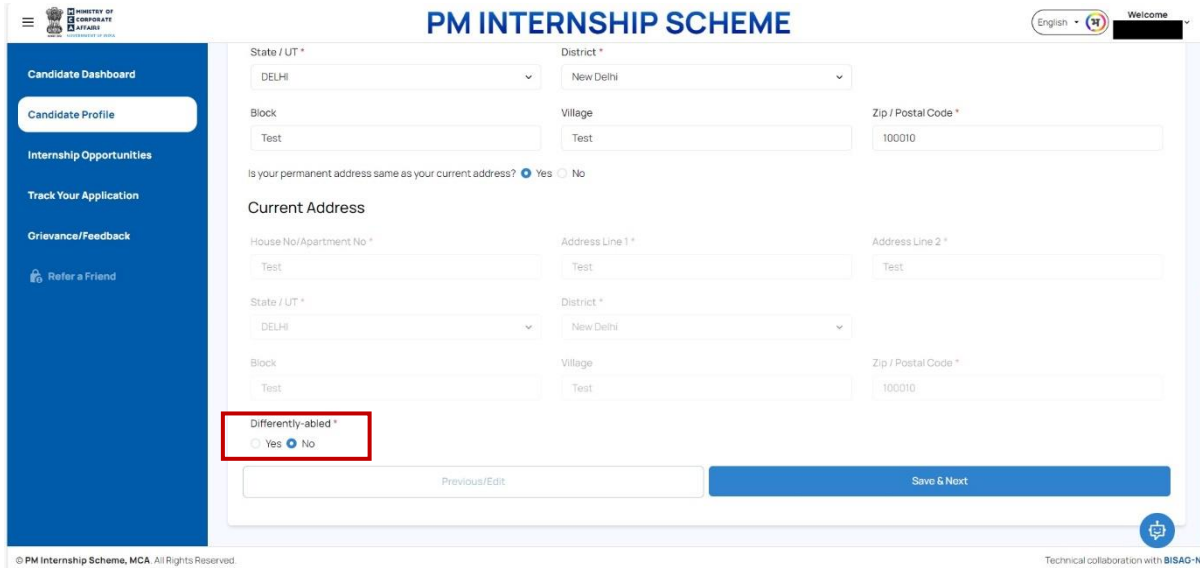
- State / UT ***: DELHI (dropdown)
- District ***: New Delhi (dropdown)
- Block**: Test (text input)
- Village**: Test (text input)
- Zip / Postal Code ***: 100010 (text input)
- Is your permanent address same as your current address?**: Yes (selected) / No (radio buttons)
- Current Address** section:
 - House No/Apartment No ***: Test (text input)
 - Address Line 1 ***: Test (text input)
 - Address Line 2 ***: Test (text input)
 - State / UT ***: DELHI (dropdown)
 - District ***: New Delhi (dropdown)
 - Block**: Test (text input)
 - Village**: Test (text input)
 - Zip / Postal Code ***: 100010 (text input)
 - Differently-abled ***: Yes / No (radio buttons, No is selected)
- Navigation**: 'Previous/Edit' (button) and 'Save & Next' (button)

At the bottom of the form, it says '© PM Internship Scheme, MCA. All Rights Reserved.' and 'Technical collaboration with BISAG-N'.

e. **Current address:** The following details need to be entered in the current address section.

- i. **House/Apartment No.:** The candidate must mention his/her address.
- ii. **Address Line1:** The candidate must mention his/her address.
- iii. **Address Line 2:** The candidate must mention his/her address.
- iv. **State/UT:** The candidate must select his/her state from the drop-down list.
- v. **District:** The candidate must select his/her district from the drop-down list.
- vi. **Block (Optional):** The candidate must enter his/her block name in this field.
- vii. **Village (Optional):** The candidate must enter his/her village name in this field.
- viii. **Zip/Postal/Pin Code:** The candidate must enter his/her Zip/Postal/Pin Code name in this field.

- f. **Differently abled:** The candidates must select **Yes** radio button if they are differently abled and select appropriate option from the drop-down menu. Else select the **No** radio button.



The screenshot shows the 'Candidate Profile' form for the PM Internship Scheme. The form is titled 'PM INTERNSHIP SCHEME' and includes a sidebar with navigation options: Candidate Dashboard, Candidate Profile, Internship Opportunities, Track Your Application, Grievance/Feedback, and Refer a Friend. The form fields are as follows:

- State / UT *: DELHI
- District *: New Delhi
- Block: Test
- Village: Test
- Zip / Postal Code *: 100010
- Is your permanent address same as your current address? Yes No
- Current Address:
 - House No/Apartment No *: Test
 - Address Line 1 *: Test
 - Address Line 2 *: Test
 - State / UT *: DELHI
 - District *: New Delhi
 - Block: Test
 - Village: Test
 - Zip / Postal Code *: 100010
- Differently-abled *: Yes No

At the bottom, there are two buttons: 'Previous/Edit' and 'Save & Next'. The 'Save & Next' button is highlighted in blue. The footer of the page reads '© PM Internship Scheme, MCA. All Rights Reserved.' and 'Technical collaboration with BISAG-N'.

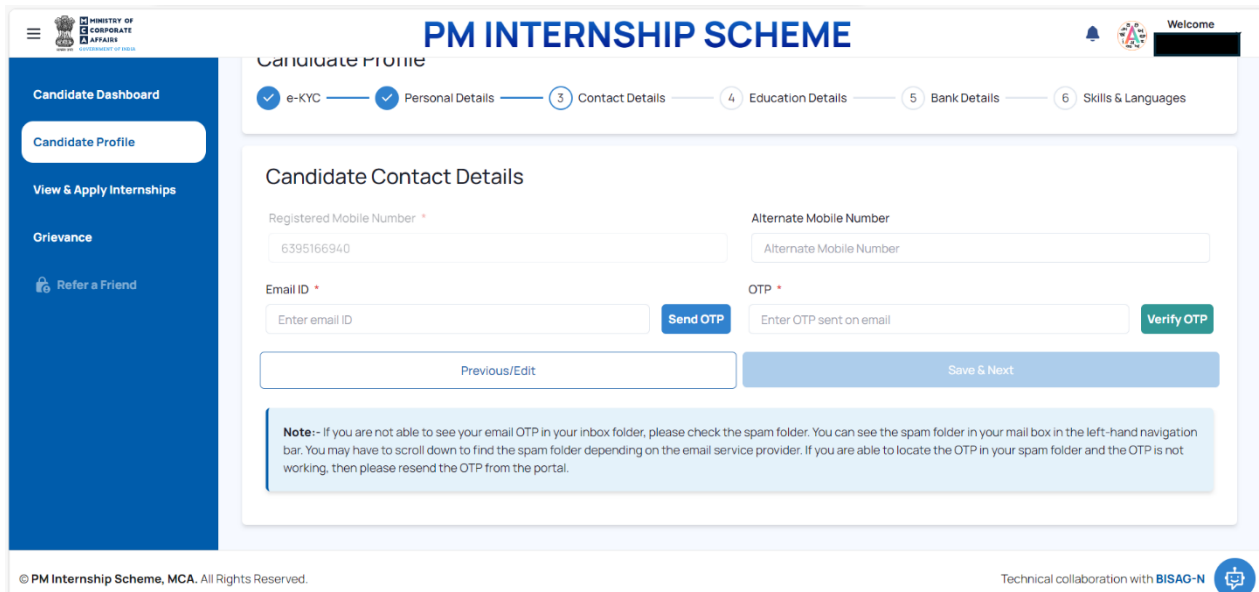
- g. **Previous/Edit:** The candidate can click on this icon, to go to previous section of the candidate profile, wherein the user can edit his/her details.
- h. **Save & Next:** After filling up the above-mentioned details the candidate must click on the **“Save & Next”** button, to save the personal details and to move to the next step i.e. **“Contact Details”**.

4.3 Contact Details

In the **“Contact details”** step the candidate needs to provide his/her contact details. The following steps need to be taken by the candidate:

- Registered Mobile Number:** The candidate’s registered mobile number auto populates in this field.
- Alternate Mobile Number:** The candidate can enter one additional mobile number as an alternate mobile number in this field.
- Email ID:** The candidate must enter his/her **email id** in this field

- d. **Send OTP:** The candidate needs to click on this button to send an **OTP** on the entered **email id** in step c.



The screenshot shows the 'Candidate Profile' page for the 'PM INTERNSHIP SCHEME'. The navigation bar includes: e-KYC, Personal Details, **Contact Details** (active), Education Details, Bank Details, and Skills & Languages. The 'Candidate Contact Details' section contains the following fields and buttons:

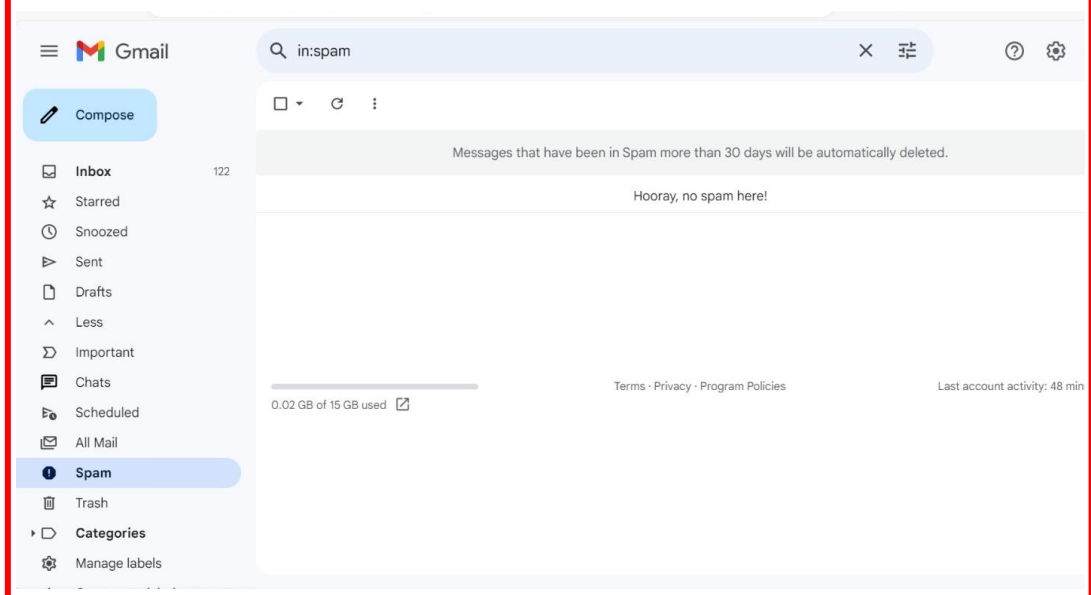
- Registered Mobile Number: 6395166940
- Alternate Mobile Number: (empty)
- Email ID: Enter email ID
- Send OTP: (button)
- OTP: Enter OTP sent on email
- Verify OTP: (button)
- Previous/Edit: (button)
- Save & Next: (button)

Note: If you are not able to see your email OTP in your inbox folder, please check the spam folder. You can see the spam folder in your mail box in the left-hand navigation bar. You may have to scroll down to find the spam folder depending on the email service provider. If you are able to locate the OTP in your spam folder and the OTP is not working, then please resend the OTP from the portal.

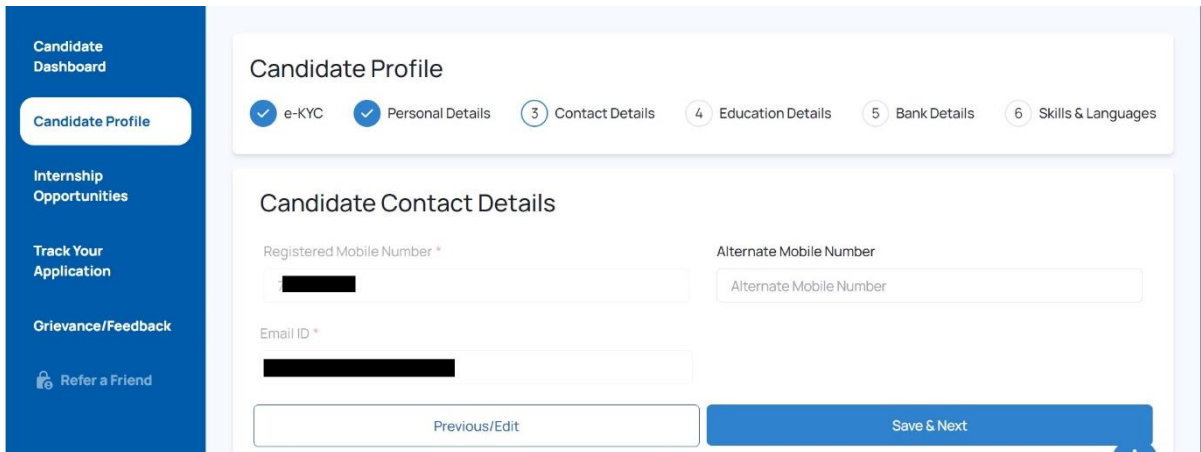
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- e. **OTP:** The candidate needs to access his/her mailbox to check for the **OTP** and must enter the **OTP** in this field
- f. **Verify OTP:** The candidate needs to click on this button to Verify the OTP.

NOTE: If the candidate is unable to find the OTP in the inbox of the mail-id, they must check in their Spam Folder to find the OTP.



- g. **Previous/Edit:** The candidate can click on this icon to go to previous section of the candidate profile, wherein the user can edit his/her details.
- h. **Save & Next:** After filling up the above-mentioned details the candidate can **click on the “Save & Next” button**, to save the personal details and move to the next step i.e. **“Education Details”**.



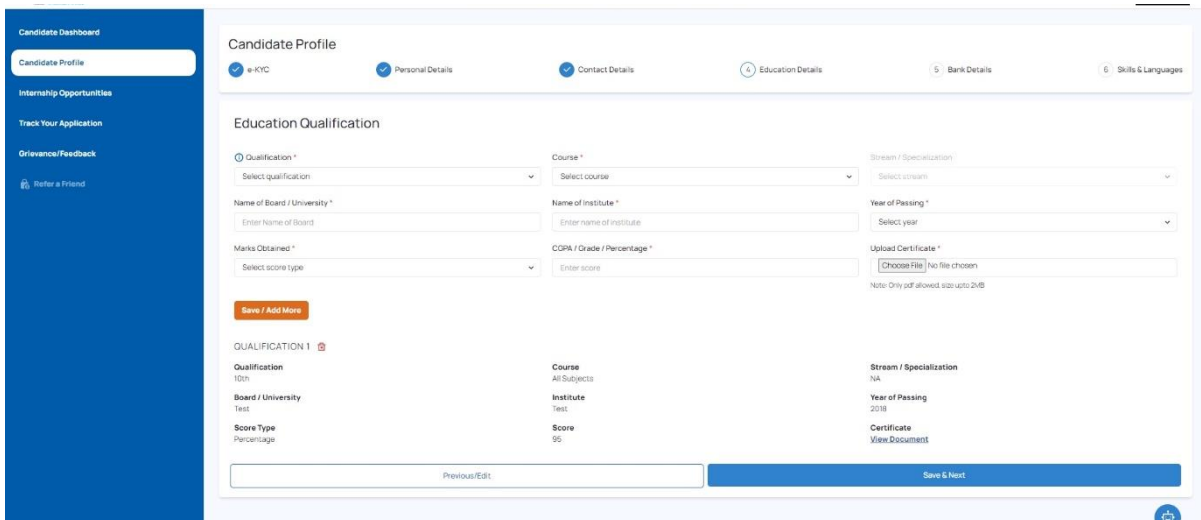
The screenshot shows the 'Candidate Profile' page with a progress bar at the top indicating the current step is '3 Contact Details'. The page is divided into a left sidebar and a main content area. The sidebar contains links for 'Candidate Dashboard', 'Candidate Profile', 'Internship Opportunities', 'Track Your Application', 'Orievance/Feedback', and 'Refer a Friend'. The main content area is titled 'Candidate Contact Details' and contains the following fields:

- Registered Mobile Number * (with a masked input field)
- Alternate Mobile Number (with an input field labeled 'Alternate Mobile Number')
- Email ID * (with a masked input field)

At the bottom of the form, there are two buttons: 'Previous/Edit' and 'Save & Next'.

4.4 Education Details:

In this step the candidate needs to provide his/her **“education details”**. The candidate must enter all his/ her educational qualification details in this section.



The screenshot shows the 'Candidate Profile' page with the progress bar indicating the current step is '4 Education Details'. The main content area is titled 'Education Qualification' and contains the following fields:

- Qualification * (dropdown menu)
- Course * (dropdown menu)
- Stream / Specialization (dropdown menu)
- Name of Board / University * (input field)
- Name of Institute * (input field)
- Year of Passing * (dropdown menu)
- Marks Obtained * (dropdown menu)
- CPQA / Grade / Percentage * (input field)
- Upload Certificate * (Choose File | No file chosen)

Below the form, there is a table showing the details for 'QUALIFICATION 1':

| Qualification | Course | Stream / Specialization |
|--------------------|--------------|-------------------------|
| 10th | All Subjects | NA |
| Board / University | Institute | Year of Passing |
| Test | Test | 2018 |
| Score Type | Score | Certificate |
| Percentage | 95 | View Document |

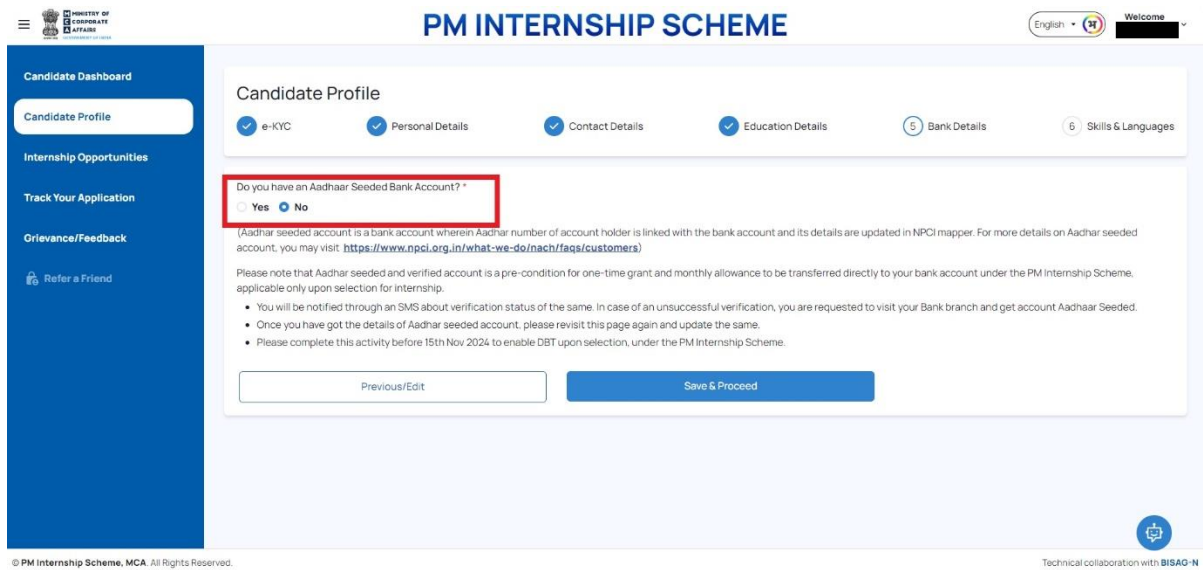
At the bottom of the form, there are two buttons: 'Previous/Edit' and 'Save & Next'.

- a. The candidate will be required to fill the following details for each educational qualification:
- Qualification:** The candidate needs to select his/her qualification from a dropdown list of various options like **10th, 12th, ITI and graduation**. The candidate must enter the qualifications in the order of their achievements

- (i.e. first 10th, then 12th and lastly, Graduation), to save and move to the next qualification.
- ii. **Course:** The candidate needs to select his/her qualification course from a dropdown list of various relevant applicable options.
 - iii. **Stream/Specialization:** The candidate needs to select his/her course **stream or applicable specialization (if any)**, from a dropdown list of various options.
 - iv. **Name of Board/University:** The candidate must enter his/her **Board or University** name in this field.
 - v. **Name of Institute:** The candidate must enter his/her **Institution name (School/College/Others)** in this field.
 - vi. **Year of Passing:** The candidate needs to select his/her year of passing of the course, from a dropdown list of various applicable options.
 - vii. **Marks Obtained:** The candidate needs to select his/her score type as applicable for the course being mentioned, from a dropdown list of various applicable options like CGPA/Grades/Percentage.
 - viii. **CGPA/Grades/Percentage:** The candidate must enter his/her **CGPA/ Grade/Percentage** in this field based on their selection for field No. vii.
 - ix. **Upload Certificate:** The candidate must upload his/her qualification “certificate” in this field. The candidate must “click” on “**Choose File**” and can upload the PDF certificate from his/her device. **Note:** The candidate can upload a **PDF** file up to **2MB** in size.
- b. **Save/Add More:** The candidate can save the above current qualification and can add more by clicking on this button. The candidate must enter the qualifications in the order of their achievements (i.e. first 10th, then 12th and lastly, Graduation), to save and move to the next qualification. **The candidate will not be able to save educational details if they do not enter the qualifications in the above-mentioned order.**
- c. **Previous/Edit:** The candidate can click on this icon to go to previous section of the candidate profile, wherein the user can edit his/her details.
- d. **Save & Next:** After filling up the above-mentioned details the candidate can “click” on the “**Save & Next**” button, to save the **Education Details** and to move to the next step i.e. “**Bank Details**”.

4.5 Bank Details

In this step of **Candidate Profile**, the candidate confirms if his/her **Bank Account is Aadhaar Seeded**.



PM INTERNSHIP SCHEME

Welcome

Candidate Profile

e-KYC
 Personal Details
 Contact Details
 Education Details
 Bank Details
 Skills & Languages

Do you have an Aadhaar Seeded Bank Account? *

Yes
 No

(Aadhaar seeded account is a bank account wherein Aadhaar number of account holder is linked with the bank account and its details are updated in NPCI mapper. For more details on Aadhaar seeded account, you may visit <https://www.npci.org.in/what-we-do/nach/faqs/customers>)

Please note that Aadhaar seeded and verified account is a pre-condition for one-time grant and monthly allowance to be transferred directly to your bank account under the PM Internship Scheme, applicable only upon selection for internship.

- You will be notified through an SMS about verification status of the same. In case of an unsuccessful verification, you are requested to visit your Bank branch and get account Aadhaar Seeded.
- Once you have got the details of Aadhaar seeded account, please revisit this page again and update the same.
- Please complete this activity before 15th Nov 2024 to enable DBT upon selection, under the PM Internship Scheme.

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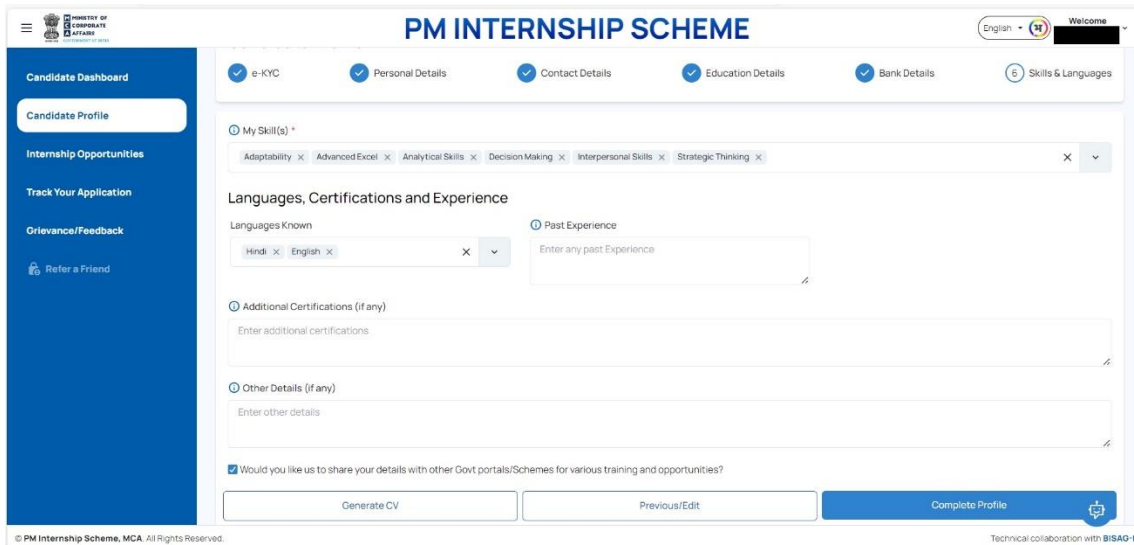
- a. **Aadhaar Seeded Bank Account:** The candidate must select the “**Yes radio button**” if his/ her bank account is Aadhaar seeded or the “**No radio button**” if the bank account is not an Aadhaar Seeded Account.
- An **Aadhaar seeded account** is a bank account wherein Aadhaar number of account holder is linked with the bank account and its details are updated in **NPCI** mapper. For more details on **Aadhaar seeded account**, you may visit <https://www.npci.org.in/what-we-do/nach/faqs/customers>)
 - Please note that Aadhaar seeded and verified account is a pre-condition for one-time grant and monthly allowance to be transferred directly to your bank account under the PM Internship Scheme, applicable only upon selection for internship.
 - Candidate will be notified through an **SMS** about verification status of the same. In case of an unsuccessful verification, candidate is requested to visit his/ her Bank branch and get account **Aadhaar Seeded**.
 - Once candidate has got the details of Aadhaar seeded account, he/ she must revisit this page again and update the same.
 - Please complete this activity before **15th Nov 2024** to enable **DBT** upon selection, under the PM Internship Scheme.

Previous/Edit: The candidate can click on this icon to go to previous section of the candidate profile, wherein the user can edit his/her details.

- k. **Save and Proceed:** By clicking on this icon the candidate can save the **Aadhaar Seeded Bank Account** details and can move to the next step of the **Candidate Profile** section, i.e. **“Skills and Languages”**.

4.6 Skills & Languages

In this step of **Candidate Profile**, the candidate enters his/her **skills** and known **languages**. The candidate needs to provide details regarding the following in this section.



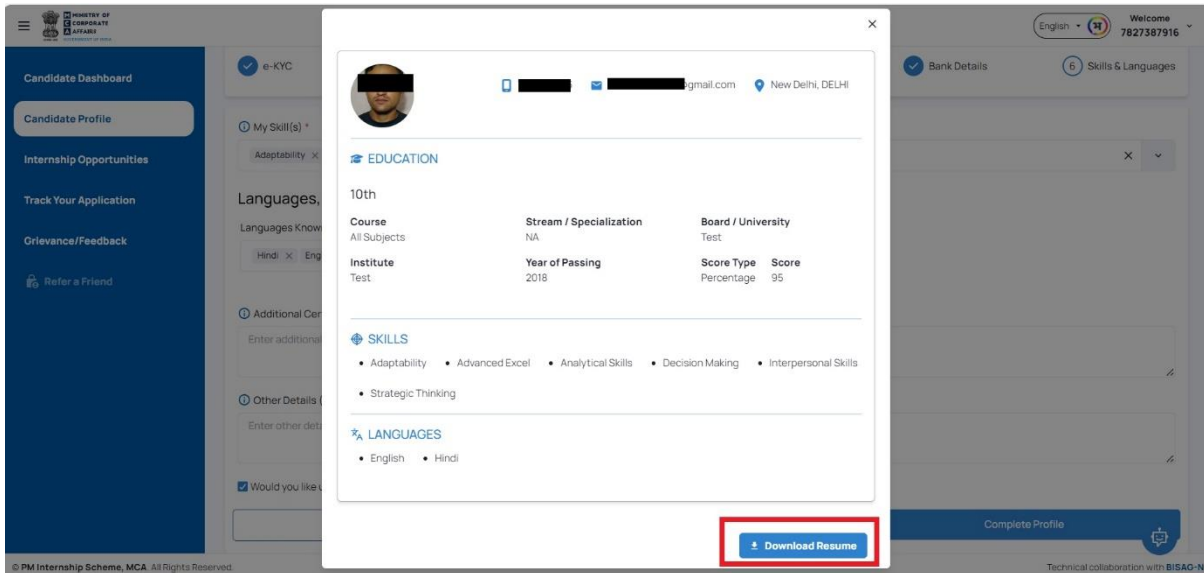
The screenshot shows the 'PM INTERNSHIP SCHEME' interface. The top navigation bar includes 'e-KYC', 'Personal Details', 'Contact Details', 'Education Details', 'Bank Details', and 'Skills & Languages'. The 'Skills & Languages' section is active, showing a 'My Skill(s)' dropdown menu with selected skills: 'Adaptability', 'Advanced Excel', 'Analytical Skills', 'Decision Making', 'Interpersonal Skills', and 'Strategic Thinking'. Below this is the 'Languages, Certifications and Experience' section, which includes:

- Languages Known:** A dropdown menu showing 'Hindi' and 'English'.
- Past Experience:** A text input field with the placeholder 'Enter any past Experience'.
- Additional Certifications (if any):** A text input field with the placeholder 'Enter additional certifications'.
- Other Details (if any):** A text input field with the placeholder 'Enter other details'.
- Checkbox:** A checked checkbox labeled 'Would you like us to share your details with other Govt portals/Schemes for various training and opportunities?'.

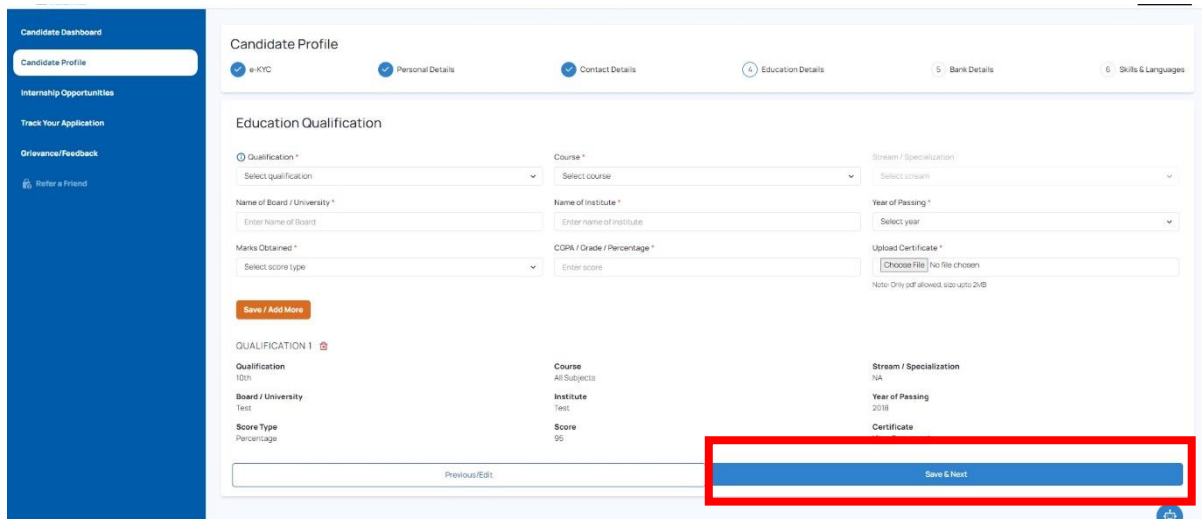
 At the bottom of the form are three buttons: 'Generate CV', 'Previous/Edit', and 'Complete Profile'.

- a. **My Skills:** The candidate needs to select his/her applicable skills from a drop-down list of the skills. The candidate can select multiple skills.
- b. **Languages, Certifications and Experience**
- Languages Know:** The candidate needs to select his/her known languages from a drop-down list of the languages. The candidate can select multiple languages.
 - Past Experience:** The candidate must enter his/her **Past experience** in this description field.
 - Additional Certifications, if any:** The candidate can enter his/her additional certifications (if any) in this description field.
 - Other Details, if any:** The candidate can add any other details that he/she wishes to highlight in their profile. This can include any hobbies, awards etc.
- c. **Checkbox:** The candidate needs to check this box by clicking on it for providing his/her consent that **“MCA can share your details with other Govt. portals/Schemes for various training and opportunities”**.

- d. **Generate CV:** After filling up the above-mentioned details the candidate can “click” on the “**Generate CV**” button, to generate the CV and review his/her CV. The candidate can download a copy of CV by clicking on the **Download Resume** button available at lower right bottom. Please ensure that you have filled all sections of your profile and saved them before generating the CV. In case you still do not see your CV, raise a ticket with the screenshot for resolution.



- e. **Previous/Edit:** The candidate can click on this icon to go to previous section of the candidate profile, wherein the user can edit his/her details.
- f. **Complete Profile:** After filling up the all the details, the candidate must “click” on the “**Complete Profile**” button, to save the **Skills and Certification Details** and to complete the “**Candidate Profile**”.



Candidate Profile

1 e-KYC 2 Personal Details 3 Contact Details 4 Education Details 5 Bank Details 6 Skills & Languages

Education Qualification

Qualification *
Select qualification

Course *
Select course

Stream / Specialization
Select course

Name of Board / University *
Enter Name of Board

Name of Institute *
Enter name of Institute

Year of Passing *
Select year

Marks Obtained *
Select score type

CGPA / Grade / Percentage *
Enter score

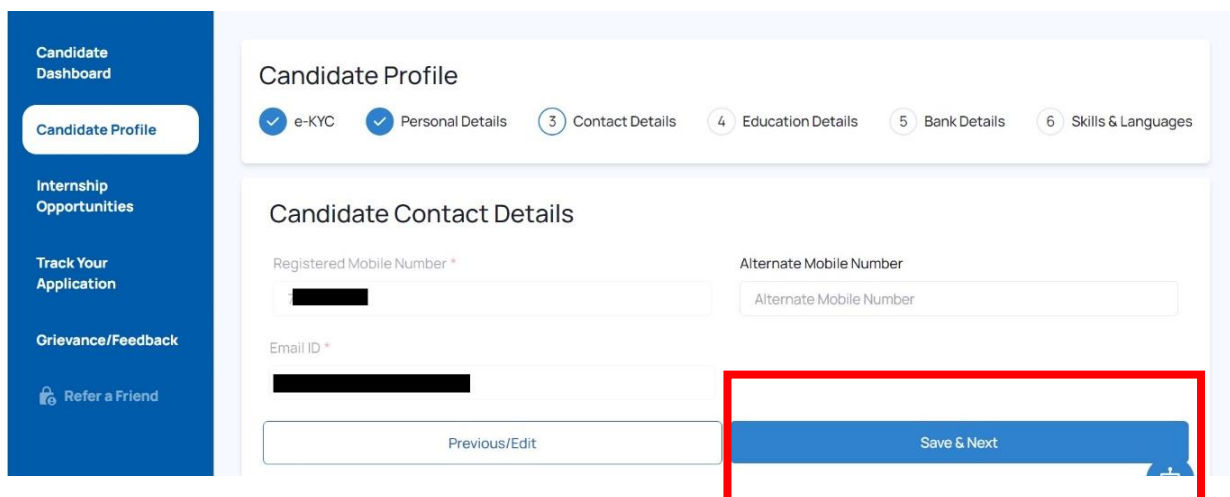
Upload Certificate *
Choose File | No file chosen
Note: Only pdf allowed size upto 2MB

Save / Add More

| Qualification | Course | Stream / Specialization |
|--------------------|--------------|-------------------------|
| 10th | All Subjects | NA |
| Board / University | Institute | Year of Passing |
| Test | Test | 2018 |
| Score Type | Score | Certificate |
| Percentage | 95 | |

Previous/Edit Save & Next

- d) After doing the e-KYC (Step 1), the candidates can **edit and update** each step (**Step 2: Personal Details, Step 3: Contact Details, Step 4: Education Details, Step 5: Bank Details and Step 6: Skills & Languages**) of the profile creation process by moving **forward** (click on **“Save & Next”**) or **backward** (click on **“Edit/Previous”**) from one step to another.



Candidate Profile

1 e-KYC 2 Personal Details 3 Contact Details 4 Education Details 5 Bank Details 6 Skills & Languages

Candidate Contact Details

Registered Mobile Number *
[Redacted]

Alternate Mobile Number
Alternate Mobile Number

Email ID *
[Redacted]

Previous/Edit Save & Next

F. NO- CSR/ 13/35/2024
Government of India
Ministry of Corporate Affairs
(PMIS Cell)

5th Floor, 'A' Wing, Shastri Bhawan,
Dr. Rajendra Prasad Road,
New Delhi-110 001

Dated: 03.10.2024

Office Memorandum

Subject: Guidelines for "Prime Minister's Internship Scheme - Pilot Project (Financial Year 2024-25)"

The Prime Minister's Internship Scheme in Top Companies has been announced in the Budget 2024-25 (Scheme). It aims to provide internship opportunities to one crore youth in top 500 companies in five years. Through this Scheme, youth will gain exposure for 12 months to real-life business environment, across varied professions and employment opportunities.

2. As an initiation of this ambitious Scheme which involves multiple stakeholders and innovative concepts of skilling, a Pilot Project of the Scheme targeted at providing 1.25 lakh internship opportunities is being launched for the Financial Year (FY) 2024-25. The top companies for this Pilot Project have been identified on the basis of the average of CSR expenditure of the last three years. Participation of the companies in this Scheme is voluntary. A list of these companies would be uploaded on the PM Internship Scheme Portal.

3. Internship, for the purpose of this Scheme is envisaged as an arrangement between the intern and the company in which the company provides an opportunity to the intern to get training, gain experience and skills within the real-life environment of the business or organization that helps in bridging the gap between academic learning and industry requirements, in turn, assisting enhancement of her/his employability.

4. **Scope:** The Scheme is separate from all the existing schemes related to skill development, apprenticeships, internship and student training programmes, etc. being implemented across all the States & UTs of India, and will run independently of all such Central/State schemes.

5. Salient Features of the Pilot Project

5.1 Internship Duration: Duration of the Internship shall be 12 months. At least half of the internship period must be spent in the actual working experience/ job environment, and not in the classroom.

5.2 Eligibility criteria for candidates

5.2.1 Age: Youth aged between 21 and 24 (as on the last date for submission of application), belonging to Indian nationality, who are not employed full-time and not engaged in full-time education. Candidates enrolled in online/ distance learning programmes are eligible to apply.

5.2.2 Educational Qualifications: Candidates who have passed High School, Higher Secondary School, possess a certificate from an ITI, hold a diploma from a Polytechnic Institute, or are graduates with degrees such as BA, B.Sc. B.Com, BCA, BBA, B.Pharma, etc. are eligible.

5.2.3 Ineligibility criteria: The following persons are ineligible to participate:

- (i) Graduates from IITs, IIMs, National Law Universities, IISER, NIDs, and IIITs.
- (ii) Those having qualifications such as CA, CMA, CS, MBBS, BDS, MBA, any master's or higher degree.
- (iii) Those undergoing any skill, apprenticeship, internship or student training programme under Central Government or State Government schemes.
- (iv) Those who have completed apprenticeship, training under National Apprenticeship Training Scheme (NATS) or National Apprenticeship Promotion Scheme (NAPS) at any point.
- (v) If the income of any of the family members of the candidate exceeds Rs 8 lakh for FY 2023-24.
- (vi) If any member of the family is a permanent/regular government employee.

Note: For the purposes of the Pilot Project:

- (i) "Family" means self, parents and spouse.
- (ii) "Government" means Central and State Governments, UT administration, Central and State PSUs, statutory organizations, local bodies etc.
- (iii) "Employee" means regular/ permanent employees but does not include contractual employees.

5.3 Criteria for the companies (Partner Companies) to participate

5.3.1 The top 500 companies have been identified by the Ministry on the basis of their average CSR expenditure of the last three years. Apart from these, any other company/ bank/ financial institution desirous of participating in the Scheme, may do so with the approval of the Ministry of Corporate Affairs (MCA), which would take a view keeping in view under represented sectors and areas in the above mentioned 500 companies.

5.3.2 In case the Partner Company cannot directly provide such internship opportunities in its own company, it may tie-up with:

- Companies in its forward and backward supply chain (e.g. suppliers/ customers/ vendors), or;

- Other Companies/Institutions in its Group; or otherwise.

5.4 Support and Benefits: This is a Direct Benefit Transfer (DBT) Scheme. Details of the support, financial benefits and funding pattern under the Scheme are given below:

5.4.1 Monthly assistance to the interns: Monthly assistance of Rs. 5,000 will be paid to the interns for the entire duration of 12 months of the internship. Out of this, every month the company, based on the attendance and related company policies regarding good conduct, etc. will release Rs.500/- to each intern from the Company's CSR funds. Once the Company makes the payment, the Government will pay Rs.4,500 to the candidate through Direct Benefit Transfer to the intern's Aadhaar seeded bank account. In case, any Company wishes to provide monthly assistance over and above Rs.500, it may do so from its own funds.

5.4.2 Grant for incidentals: A one-time grant for incidentals of ₹6,000 will be disbursed to each intern by the government through Direct Benefit Transfer, upon the intern's joining at the internship location.

5.4.3 Training cost: Expenditures associated with the training of interns under the Scheme, would be borne by the company from its CSR funds, as per the extant rules.

5.4.4 Administrative cost: As covered under Companies (CSR Policy) Rules, 2014, up to 5% of the CSR expenditure incurred under this Scheme may be booked as administrative costs by the company.

5.4.5 Insurance coverage: Insurance coverage shall be provided to each individual intern under insurance schemes of the Government of India, Pradhan Mantri Jeevan Jyoti Bima Yojana and Pradhan Mantri Suraksha Bima Yojana, for which premium amount shall be provided by Government. In addition, the company may also provide additional accidental insurance coverage to the interns.

5.5 Implementation Mechanism

5.5.1 The Scheme will be implemented through an online portal (www.pminternship.mca.gov.in) developed by the Ministry of Corporate Affairs. The Portal will serve as a centralized platform for end-to-end Scheme implementation and internship lifecycle management.

5.5.2 Process for posting internship opportunities: A dedicated dashboard will be provided to each Partner Company on the Portal, for posting Internship opportunities. The Internship opportunities would contain details of the internships being offered, such as location of the internship, nature of the internship, minimum educational qualification required, any facilities provided by the company, etc.

5.5.3 Registration/Application Process for the candidates: Eligible candidates would have to register themselves on the Portal. Based on the information provided by the candidates, a resume will be generated by the Portal. A browsing facility will be made available to candidates

for preferred sectors, functional roles, locations, and other criteria. Candidates may then apply for up to five (5) internship opportunities based on their preferences, including location (state, district), sector, functional role, and qualifications.

5.5.4 Shortlisting and Selection: A pool of candidates would be shortlisted for each internship opportunity through the Portal. The shortlisting process will be based on the candidates' preferences and the requirements posted by the companies. In the shortlisting process, criteria that prioritize lower employability and ensure broader representation across the applicant base will be considered. The shortlisting criteria is aimed at promoting diversity and social inclusivity in the internship program. To ensure the above, the Portal will use tools to give representation to all such segments of the population, such as Scheduled Castes, Scheduled Tribes, Other Backward Classes as well as Persons with Disabilities. Depending on the number of offers for each internship, approximately twice /thrice as many names, along with the Resume of the candidates, will be sent to the company for selection. Companies would be able to select candidates and make internship offers based on their respective selection criteria and processes. Once an offer is sent by the company to the candidate, the candidate will be able to convey acceptance through the Portal. A Detailed Implementation Mechanism for the Pilot Project is given in Annexure-I. This mechanism would be as prescribed by this Ministry.

5.5.5 It is clarified that an offer of internship would not give rise to any contractual or legal relationship of employer-employee between the Ministry, or the concerned company, and the selected intern. It is further clarified that such an offer of internship can neither be construed to be in the nature of an offer or promise of future employment by the concerned company or Ministry, during or after the period of internship.

5.5.6 Operational Guidelines: Detailed operational guidelines for the companies and the youth to participate in the Pilot Project through the Portal, will be provided on the Portal.

5.6 Recognition of Best Practices: The Ministry will establish a transparent process to recognize and award interns, companies based on their exceptional performance, innovation, and other criteria.

5.7 Grievance Redressal Mechanism: A grievance redressal mechanism to address the concerns and issues faced by stakeholders will be established to ensure timely resolution and enhance overall satisfaction of the users. The key features of the grievance redressal system are listed below:

- i) **Internship Portal:** All stakeholders including interns, companies, etc. will be able to submit their queries or grievances via the query redressal tools including chatbots linked to the Portal. These tools are envisaged to facilitate easy registration of the queries, real time tracking, and updates on the resolution status.
- ii) **Dedicated call Centre:** A multilingual call center will be established to address grievances/ queries received through the helpline.

6. Administrative and Monitoring framework

6.1 There shall be a Monitoring and Steering Committee (MSC) to oversee design, implementation, operations, and other aspects of the Scheme. The MSC will comprise of officers from MCA, other Ministries/ Departments and representatives from the industry. The MSC will be empowered to make recommendations including but not limited to any modifications in the guidelines, eligibility, selection criteria, communication and outreach strategy, monitoring, evaluation, etc of the Pilot Project. The Ministry may also constitute any other committee(s) for effective Scheme implementation, review, and coordination.

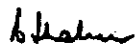
6.2 A concurrent monitoring, evaluation and learning (MEL) framework shall be developed so that timely corrective actions may be taken. A dashboard indicating key performance indicators (KPIs), periodic data reports and performance scorecards shall be used to regularly monitor and evaluate the end-to-end implementation across all fronts. Independent evaluation as well as periodic assessment/ evaluation studies will be undertaken.

7. Communication, Awareness and Capacity Building: Communication, advocacy, and capacity-building initiatives will be undertaken to effectively promote the Scheme to raise awareness and highlight its benefits. FAQs, user manuals, instructional videos, and informational materials will be provided on the Portal to facilitate participation of candidates and industry.

8. Coordination with the State Governments: Coordination with the State Governments/ PRIs/ ULBs would be done as per requirements.

9. Learnings from the Pilot Project: Keeping in mind the volume and complex nature of the Scheme, Pilot Project is a pivotal phase that allows for testing concepts, strategies and systems before a full-scale implementation. Based on the feedback received and evaluation of outcomes during the implementation of the Pilot Project, lessons drawn shall be collated by the Ministry. The same will be factored in while rolling out the first phase of the PM Internship Scheme, as announced in the Budget 2024-25.

10. This issues with the approval of Hon'ble Minister of Corporate Affairs.


(Anuradha Thakur)
Additional Secretary

To,

1. Director General of Corporate Affairs, Ministry of Corporate Affairs
2. All Regional Directors and
3. All Registrar of Companies.

Copy to:

1. Finance Secretary and Secretary, Department of Public Enterprises
2. Secretary, Coordination, Cabinet Secretariat
3. Secretary, Department of Economic Affairs
4. Secretary, Department of Expenditure
5. Secretary, Department of Financial Services
6. Secretary, Ministry of Labour & Employment
7. Secretary, Department of Higher Education
8. Secretary, Ministry of Skill Development and Entrepreneurship
9. Secretary, Ministry of Youth Affairs and Sports
10. Secretary, Ministry of Electronics and Information Technology
11. All the Chief Secretaries of the State Governments/ UTs with the request to nominate a nodal officer for the Scheme.
12. Shri Saurabh Shukla, Director, Prime Minister Office
13. PS to Hon'ble Minister of Corporate Affairs
14. PS to Hon'ble Minister of State of Corporate Affairs
15. PPS to Cabinet Secretary
16. Chief Controller of Accounts, M/o Corporate Affairs
17. Guard File

Implementation Mechanism

Ministry of Corporate Affairs shall develop the Portal available at www.pminternship.mca.gov.in. The Portal will serve as a centralized platform for end-to-end Scheme implementation and internship lifecycle management.

2. A broad overview of the Portal and other implementation processes is given below:

2.1 List of Partner Companies: The list of Partner Companies shall be displayed on the Portal.

2.2 Internship opportunities: Internship opportunities may be posted by the Partner Companies on the Portal. The Internship opportunities would contain details of the internships being offered, such as location of the internship, roles/ functions of the internship, minimum educational qualification required, other special requirement, any facilities provided by the company etc.

2.3 Candidate Registration and Profile Creation: Candidates must first be registered on the Portal through Aadhaar authentication or eKYC. Information such as name, address, educational qualifications, certifications (if any), and other relevant details to be provided by the candidates as specified on the Portal. Proof of educational qualifications and certifications would have to be uploaded by the candidates. Additionally, candidates must submit a self-declaration on the Portal, affirming that all eligibility requirements specified in these guidelines are met and that none of the ineligibility criteria apply. Based on the submitted details, a Resume will be generated by the Portal for the candidate.

2.4 Candidate Application: After the Aadhaar authentication by the candidates, a browsing facility will be made available to candidates for browsing through internship opportunities, based on their preferred sectors, functional roles, locations, and other criteria. Candidates may then apply for up to five (5) internship opportunities based on their preferences, including location (state, district), sector, functional role, and qualifications.

2.5 Shortlisting of Candidates: A pool of candidates would be shortlisted for each internship opportunity by the Portal. Depending on the number of offers for each internship, approximately twice/thrice as many applications would be shortlisted to be sent to the company. In the shortlisting process, criteria that prioritize lower employability and ensure broader representation across the applicant base will be considered. The shortlisting criteria is aimed at promoting diversity and social inclusivity in the internship program. To ensure the above, the Portal will use tools to give representation to all such segments of the population, such as Scheduled Castes, Scheduled Tribes, Other Backward Classes as well as Persons with Disabilities

2.6 This pool of shortlisted candidates would then be forwarded to each company for selection.

2.7 Selection of Candidates: From the shortlisted group, companies would be able to choose candidates based on their respective selection criteria and processes. Internship offers to the candidates to be sent by the Company through the Portal. Once an offer is sent by the company to the candidate, the candidate would be able to convey acceptance through the Portal. A candidate may receive up to two (2) internship offers in one cycle. A model format of the Offer Letter will be available on the Portal for the companies to use.

2.8 Internship Document Generation: Upon a candidate's acceptance of the offer, the Portal would automatically generate an Internship Document that clearly outlines the details of the internship, including the roles and responsibilities of both the intern and the company. A model format of the Internship Document will be available on the Portal.

2.9 Internship Joining: Once the candidate joins the internship, the company would confirm this on the Portal. This confirmation will initiate the release of ₹6,000 as a grant for incidentals, which will be disbursed to the candidate by the government through Direct Benefit Transfer.

2.10 Internship: Each month, the company will pay ₹500 and report this payment on the Portal. Following this confirmation, ₹4,500 will be released by the government, which would be disbursed to the candidate through Direct Benefit Transfer (DBT).

2.11 Completion & Certification: Upon successfully completing the internship, a Certificate of Completion would be issued by the Partner Company to the candidate. A model format of the Certificate will be available on the Portal. The Certificate shall be issued only by the participating Partner Companies.

3. Guidelines for the Companies

3.1 The company is expected to provide the person an actual working experience on a skill in which the company is directly involved. It shall be strictly ensured that at least half of the internship period would be in the actual work/ real-life business environment, not in classroom.

3.2 In case the company cannot directly provide internship opportunities, it may tie-up with:

- Companies in its forward and backward supply chain (e.g. suppliers/ customers/ vendors) or
- Other companies/institutions in its group; or otherwise.

3.3 Companies are advised not to prescribe qualification higher than necessary for the internship.

3.4 Companies must not offer internships for unskilled roles such as cleaning, delivery, porter, security guard, office boy etc.

3.5 Companies are advised to ensure that the internship offered under PM Internship Scheme is separate from other skill / apprenticeship/ internship/ student training programme offered by them under any other Central Government or State Government scheme.

3.6 Supervisors or mentors must be assigned by the companies to each intern upon joining. Additionally, companies are encouraged to provide or enhance the soft and employability skills of each intern.

3.7 The participating Partner Companies are expected to steer the internship management programme and the different internship opportunities offered across their company and others in their forward and backwards supply chain (e.g. suppliers/ customers/ vendors) or other companies/ institutions in its group.

3.8 Companies shall follow their own mechanism for assessing the candidates on a periodic basis. Quarterly Assessment Report of the candidates would have to be uploaded by the company on the Portal.

3.9 In case an intern **withdraws** or **drops out** of the internship before completion, the company must communicate this information to the government via the Portal by marking the intern as a 'Dropout'. This will ensure that no further payments are disbursed to the candidate, by the government. The company's standard policies regarding attendance, code of conduct, and dropout shall be applied. **Generally, an intern will be considered a dropout if they stop attending to their internship requirements suddenly and without notice to their Mentor/ supervisor and fail to respond and/or rejoin despite two attempts at communication over a reasonable period by the mentor or supervisor, or if they express an unwillingness to continue.** Such candidates will not be permitted to rejoin, and no Internship Certificate will be issued to them. Furthermore, they will be disqualified from applying for any internship for one year under this Scheme.

3.10 It is clarified that an offer of internship would not give rise to any contractual or legal relationship of employer-employee between the Ministry, or the concerned company, and the selected intern. It is further clarified that such an offer of internship can neither be construed to be in the nature of an offer or promise of future employment by the concerned company or Ministry, during or after the period of internship.

4. Guidelines for the Candidates

4.1 The rules and regulations of the establishment, including those related to timings, holidays, leaves, conduct, and discipline, shall be adhered to by the intern.

4.2 In case of a medical emergency, the demise of a family member, or such extenuating and emergency circumstances, a sabbatical of up to two months may be granted to the intern, in accordance with company policies and/or any directives issued by the Ministry from time to time. No financial assistance shall be provided during the sabbatical period; however, the intern shall be permitted to rejoin and complete the remaining duration of the overall 12-month

internship period. If the sabbatical period exceeds two months, the candidate will be required to discontinue and may reapply in the next internship offer cycle.

5. Recognition of performance: Interns will undergo continuous evaluation of their performance and conduct by the companies in accordance with the companies' policies. To build confidence and create aspirational value for the Scheme, companies are encouraged to recognize the outstanding interns, and this recognition may be displayed on the companies' websites and on this Portal.