

Internship Scheme

Ministry of Corporate Affairs



User Manual for Youth (Registration, Profile
Creation and Grievance Section)



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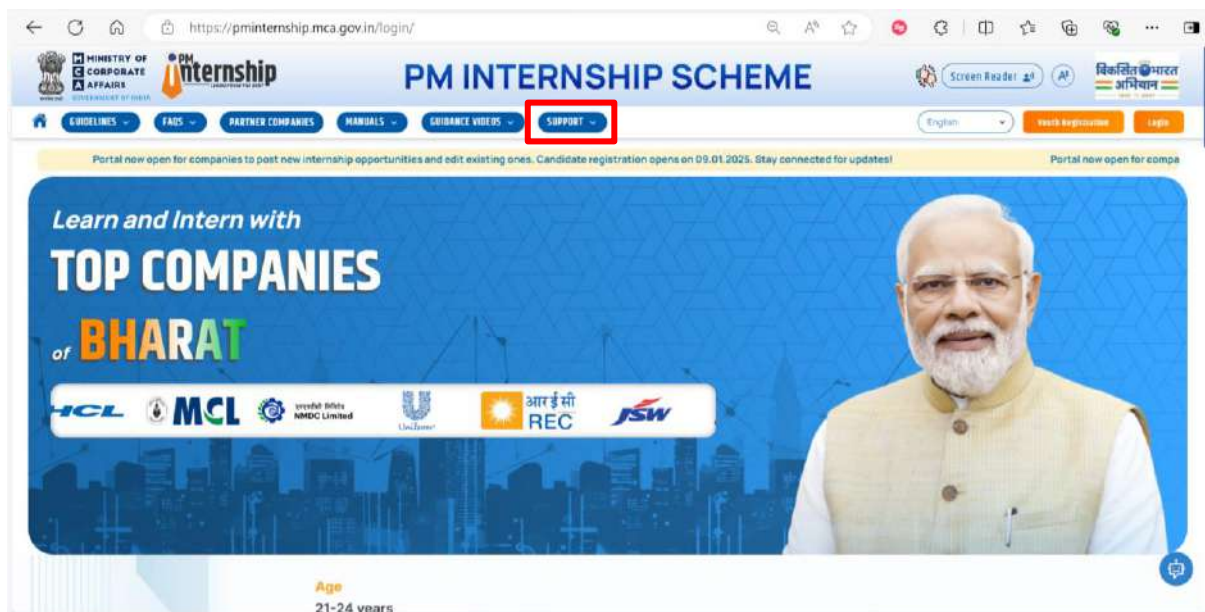
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Part 1: Registration and Profile Creation

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.
- 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 Grievance section of this manual. Alternatively, candidates can also call portal helpline No. 1800-116-090.



2. Objective of this manual

- This section of the 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.



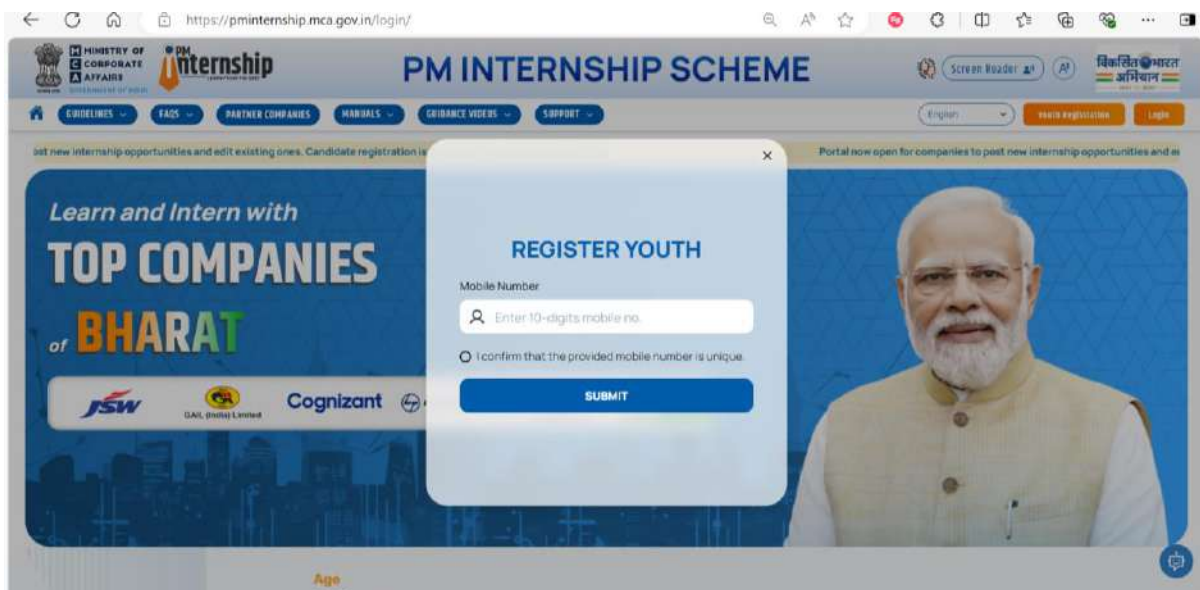
3. Getting Started

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.

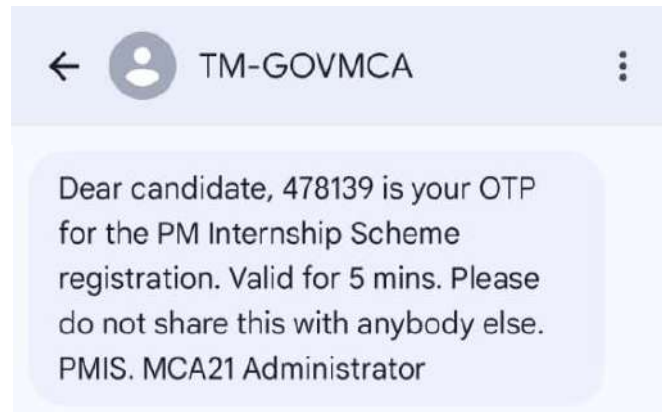


- d. Upon clicking, on the “**Youth Registration**” or “**Register Now**” tab the candidate will be prompted to provide his/her mobile number onto the “**Register Youth**” box.



- e. 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. It is preferable to use a mobile number which linked with Aadhaar.
 - ii. **Confirmation checkbox:** The candidate must confirm that “**the mobile number he/she is providing is unique**”.

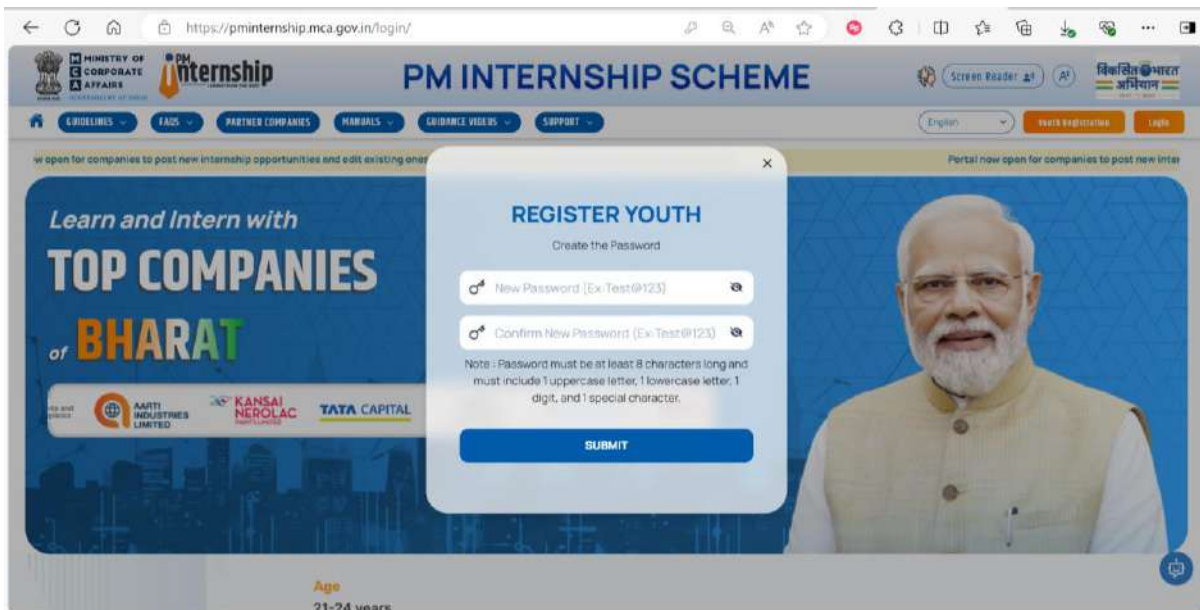
- iii. **Submit:** After entering the mandatory details, the individual will have to press the “Submit” button.
- f. **OTP:** The candidate will get an OTP on his/ her entered mobile number and must enter it to verify the mobile number. The OTP message template would look like as shown in the below screenshot.



- g. The candidate must enter the **OTP** received in the field provided.



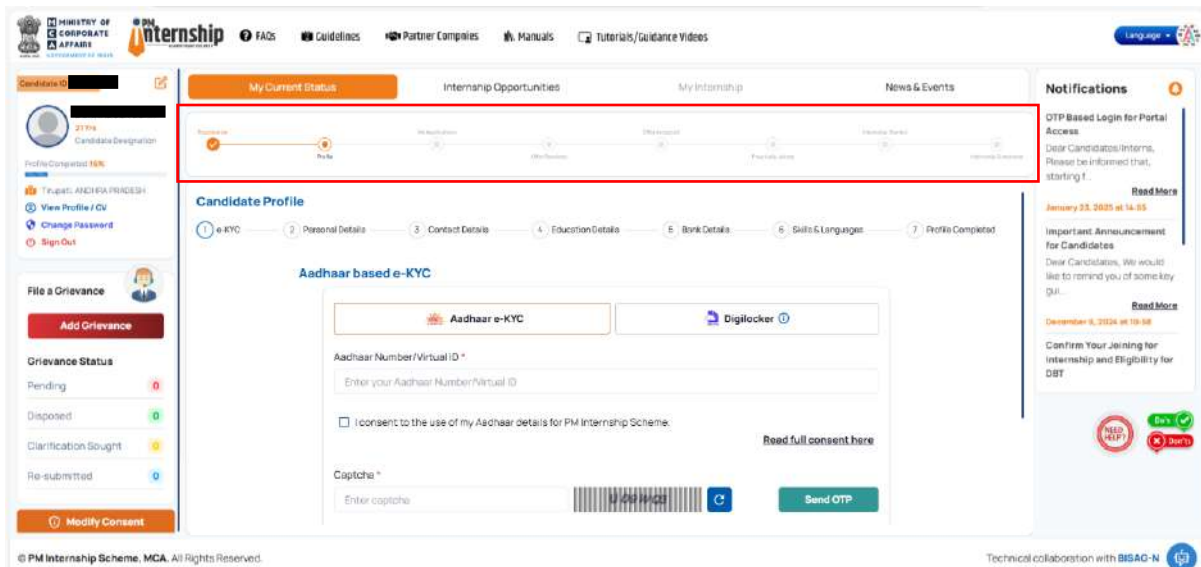
- h. Upon submitting the “**OTP**” received, the candidate will move into the next step to create the password.
- i. **Create password on first login:** Moving ahead, the candidate will get the Pop-up to “**Create Password**” upon first login. The candidate can create the new password and can access his/her user account page upon successful creation.



- j. The Various fields required for **Create Password** are as follows:
- i. **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.***
 - ii. **Confirm New Password:** In this field candidate needs to confirm and enter the new password entered in the previous step.
 - iii. **Submit:** Candidate should click on the Submit button to update the password.
- k. After password update, the candidate gets access of the portal and lands to the User account homepage under the “**Candidate Profile**” section.
- l. **Multiple failed login attempts:** After registering and setting up a password, if a **candidate enters an incorrect password three times** during subsequent login attempts, their account will be **temporarily locked for 15 minutes**. After this waiting period of 15 minutes is over, the candidate will need to reset their account and password to regain access.

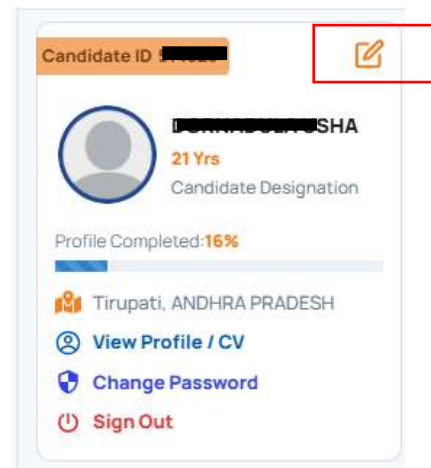
4. Candidate Homepage

- a. Once the candidate login, the following screen will be displayed. The sequence of checkpoints represents the candidate's journey and shows the different stages of the internship process.

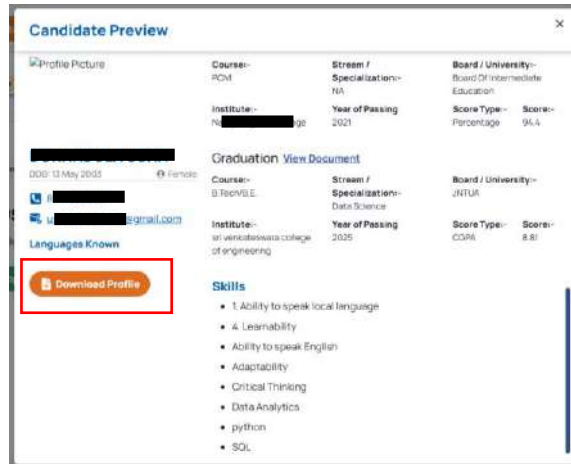


- b. In the **top-left side of the screen** the following information will be displayed:

- **Candidate ID:** This is a unique identification number for Candidates. Candidates are advised to keep it available with them for any future communication related to their internship.
- **Candidate Name**
- **Age**
- **Candidate Designation:** This will be the intern's title once he begins the internship.
- **Profile Completion status**
- **Candidate Location**
- **Edit Profile:** Candidates can edit the details in their profile using the edit option available at top right of the tile (highlighted with red box in the image above). Upon clicking this edit option, the candidate will be re-directed to their candidate profile section where they can edit any details.
- **View Profile/CV:** This will display the entire profile or CV of the candidate once they complete the details. By clicking the View Profile/CV, the



complete profile of the candidate will be shown, and they can download their CV by using the “**Download Profile**” button.



- **Change Password:** This will help the candidates to change their password. Candidates can change their password by providing their current password, entering a new one, and confirming the new password.

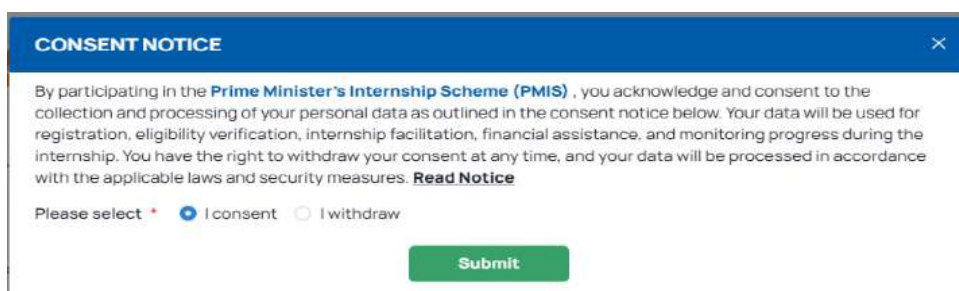
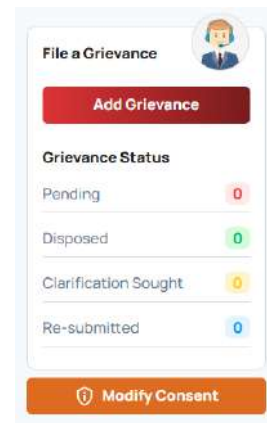
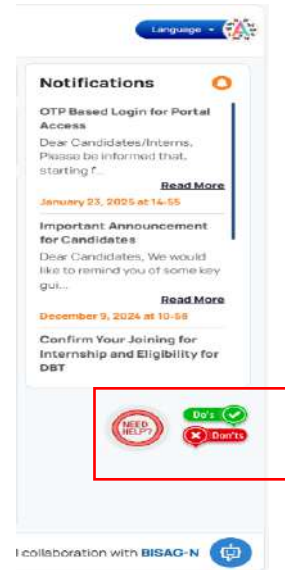


- **Sign Out:** Candidates can logout from the portal using the Sign Out option.



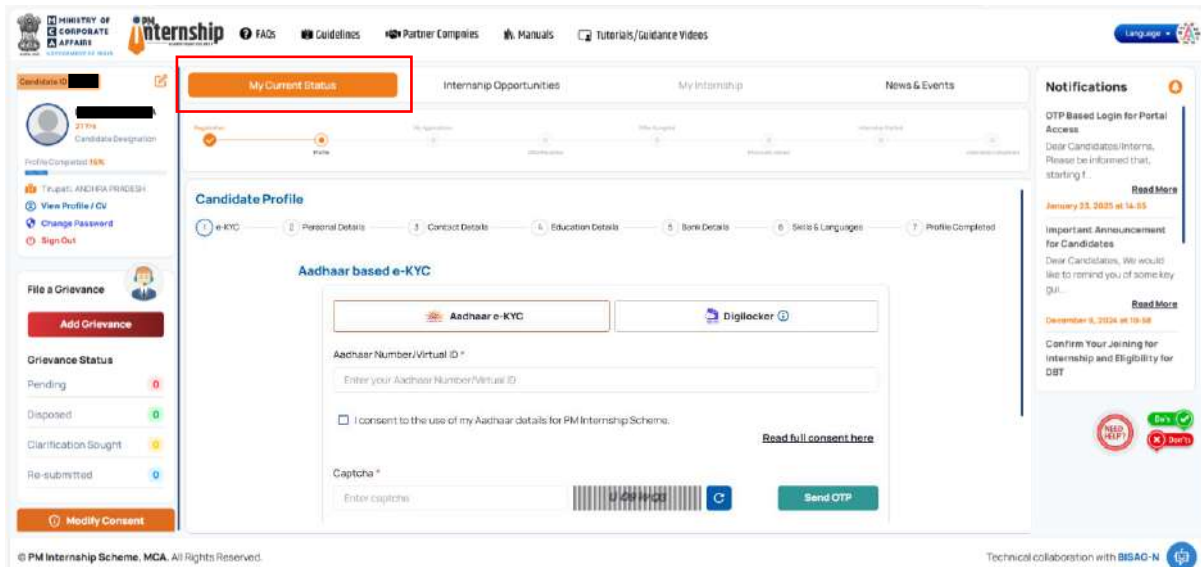
- At the top of the screen,** candidates will find links to FAQs, Guidelines, Manuals, Partner Companies list, and Tutorials/Guidance Videos, all designed to help users navigate the portal with ease.
- Language:** The option to change the language on the PMIS portal is also available at the top-right side of the screen. The candidate can select their preferred language from the list available.

- e. **Notifications:** At the **right side of the screen**, the Notification section will display all notifications related to the internship, keeping the candidates updated on important events and actions. Candidates can click and view all the notifications. They can also click on Read More to view a particular notification.
- f. **Need Help:** At the bottom right side of the screen, the Need Help section provides candidates with assistance options. By clicking the "Need Help" icon, candidates can access support via call, email, and guidance videos available on YouTube.
- g. **Do's and Don'ts:** This section offers a list of important guidelines to help candidates avoid common mistakes during the registration and application process for internships.
- h. **File a grievance:** At the **left side of the screen**, the grievance section allows the candidates to raise grievances and report any issues they may encounter with the portal or the process. The procedure to raise a grievance is explained in the **Grievance section** of the manual.
- i. **Modify Consent:** This section allows the candidate to provide or withdraw consent for collection and processing of their personal data on the PMIS portal. The user must click on **Read Notice** to view the complete details of the consent.



5. Creating Candidate Profile

After logging in, the candidate will be directed to complete the “**Candidate Profile**”. The candidate must click on the “**My Current Status**” tab. After clicking the tab, the candidate must complete the candidate profile which consists of following steps: e-KYC, Personal Details, Contact Details, Education Details, Bank Details, Skills and Languages and Profile Completion.

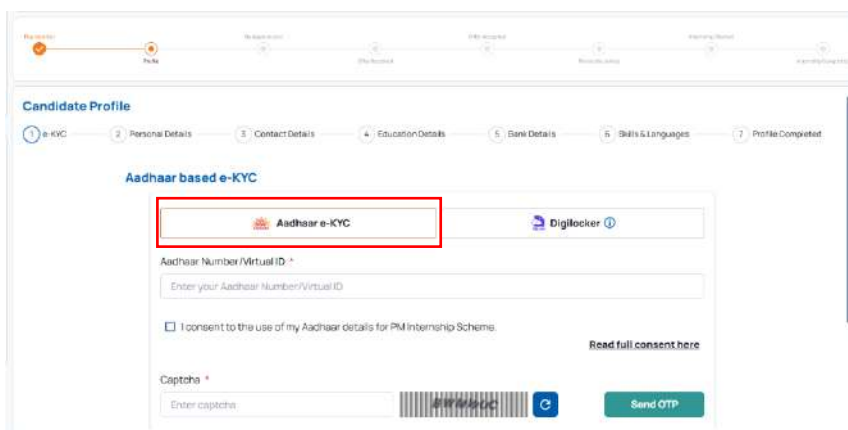


5.1 e-KYC

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

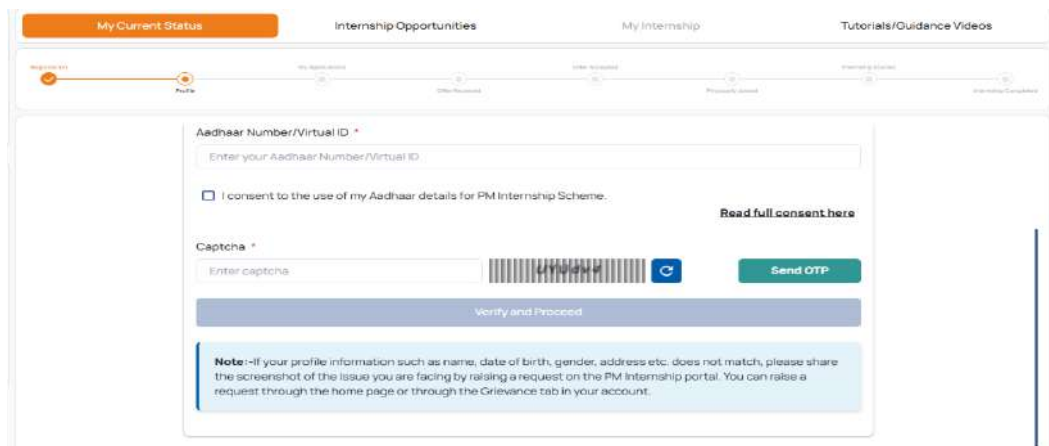
a. e-KYC through Aadhaar Number

Once the candidate selects the option for completing the **e-KYC through Aadhaar**, they will get the following box.



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

- i. **Aadhaar Number/Virtual ID:** The candidate must enter his/her Aadhaar number in this field.
- ii. **Consent Checkbox:** The candidate must select the checkbox for providing his/her consent to share the Aadhaar details with PM Internship Scheme. It is a mandatory check, and the candidate must read the terms and conditions by clicking on **“Read Full Consent Here”**.
- iii. **Enter Captcha:** The candidate must enter captcha displayed on the screen.
- iv. **Send OTP:** The candidate must click on **Send OTP** to receive OTP on his/her mobile number which is linked with their Aadhaar.
- v. **Enter OTP:** The candidate must enter the OTP received on his/her Aadhaar linked mobile number in this field and then click on **Verify OTP**.
- vi. **Verify and Proceed:** The candidate must click on this tab to verify the Aadhaar details.



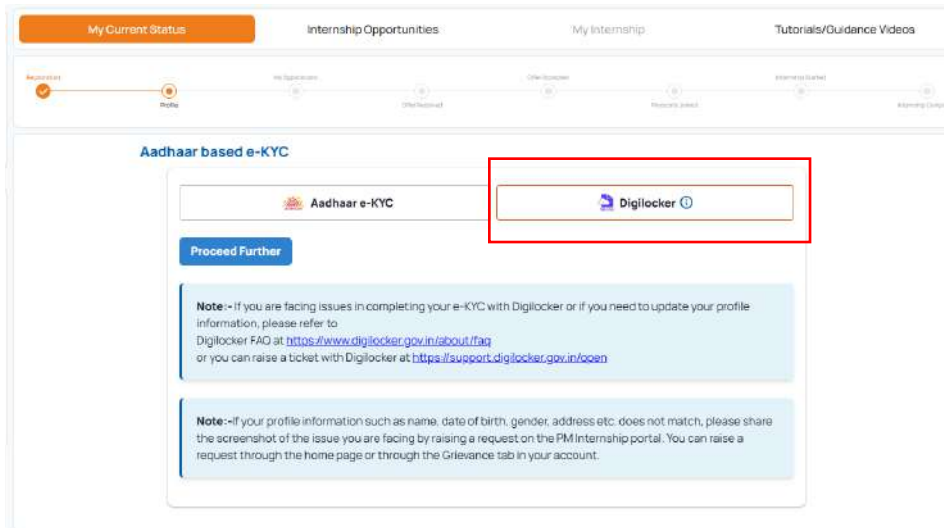
The screenshot shows a web interface for Aadhaar e-KYC. At the top, there are navigation tabs: 'My Current Status' (highlighted), 'Internship Opportunities', 'My Internship', and 'Tutorials/Guidance Videos'. Below these is a progress bar with steps: Profile, Aadhaar e-KYC (current), Offer Received, Offer Accepted, Payment Linked, and Internship Completed. The main form area contains:

- A field for 'Aadhaar Number/Virtual ID' with a placeholder 'Enter your Aadhaar Number/Virtual ID'.
- A checkbox labeled 'I consent to the use of my Aadhaar details for PM Internship Scheme.' with a link 'Read full consent here'.
- A 'Captcha' field with a placeholder 'Enter captcha', a barcode, a refresh icon, and a 'Send OTP' button.
- A large blue button labeled 'Verify and Proceed'.
- A note box at the bottom: 'Note: -If your profile information such as name, date of birth, gender, address etc. does not match, please share the screenshot of the issue you are facing by raising a request on the PM Internship portal. You can raise a request through the home page or through the Grievance tab in your account.'

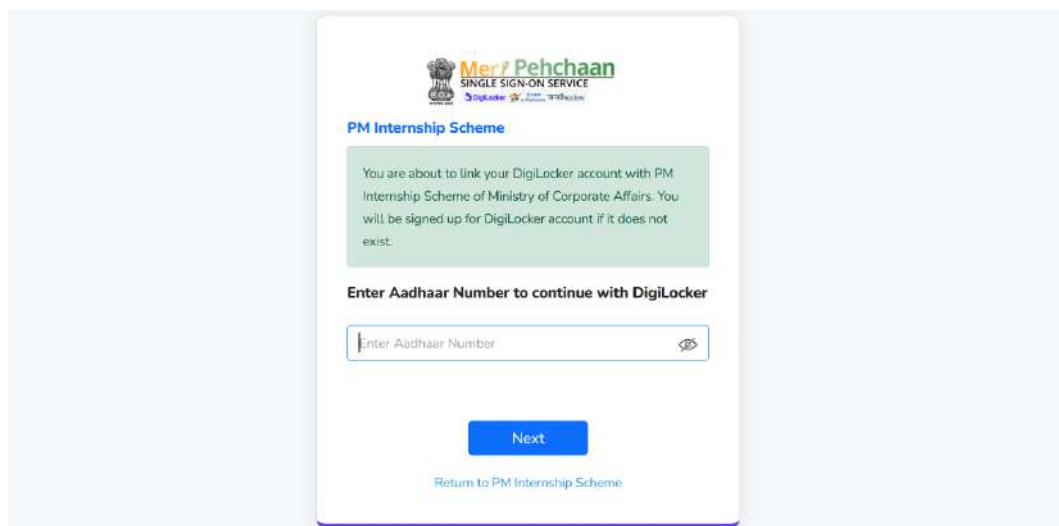
Note: If the candidate profile information such as name, date of birth, gender, address etc. does not match, they can share the screenshot of the issue they are facing by raising a request on the PM Internship portal. They can raise a request through the home page or through the Grievance tab in their account.

b. e-KYC through Digilocker:

The candidate can also complete their e-KYC through Digilocker.



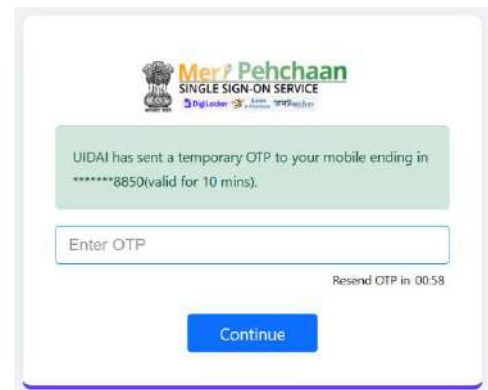
- The e-KYC can also be carried out using Digilocker. If you do not have a DigiLocker account, you can download the DigiLocker app from Play Store (android)/App Store (iOS).
- You can visit the following link to know how to create a Digi locker account: <https://tribal.nic.in/downloads/faqs/DigiLocker-User-Manual.pdf>
- 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 Further”. **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. The candidate will receive the OTP on the mobile number which is linked to their Aadhaar
- OTP: The candidate must enter the OTP and then click on “**Continue**” to move ahead.

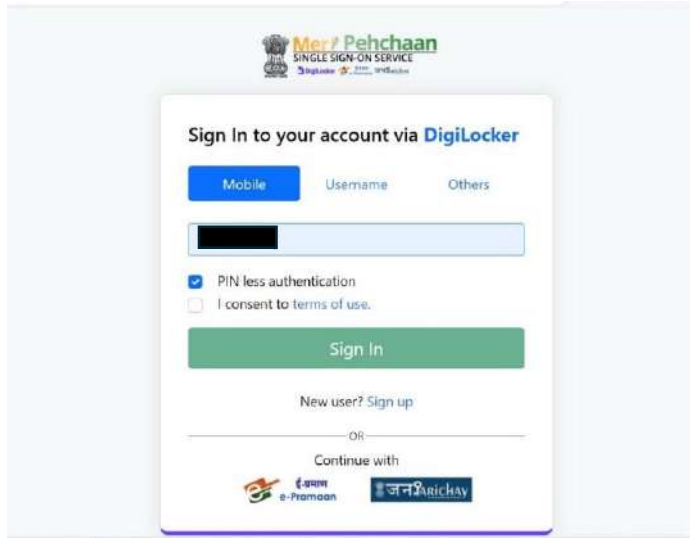


- iii. Once, the candidate enters the OTP, he/she will get a Pop-Up confirming that he/she is already registered with DigiLocker (if, registered). The candidate must enter the **Six-digit security PIN** (for accessing the DigiLocker account) and click on Continue to move ahead.

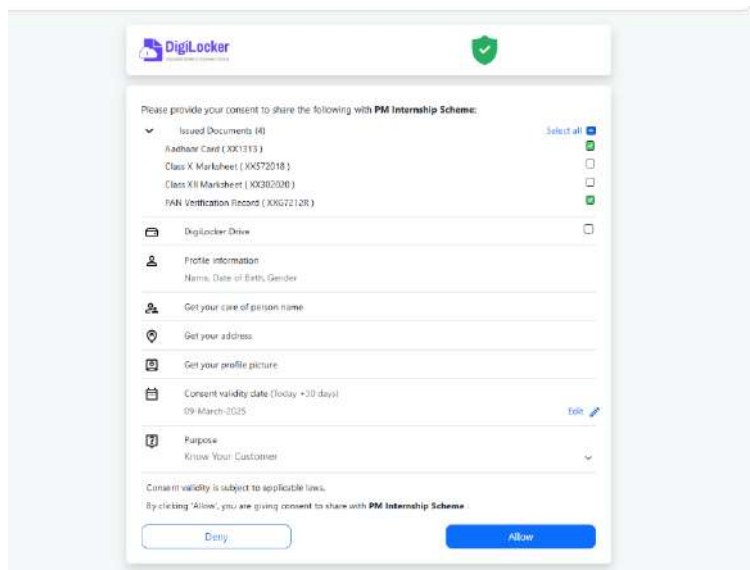


- The **Six-digit security PIN** is the set code used for accessing DigiLocker and is different from the OTP that you receive on the mobile number.
 - Six Digit security PIN is your password for login into The DigiLocker account. In case the candidate has forgotten his security PIN they can use Forgot Security PIN option on the DigiLocker interface.
- iv. The candidate will then need to **Sign-in** to the DigiLocker account. The candidate can select Mobile, Username or other modes of authentication to

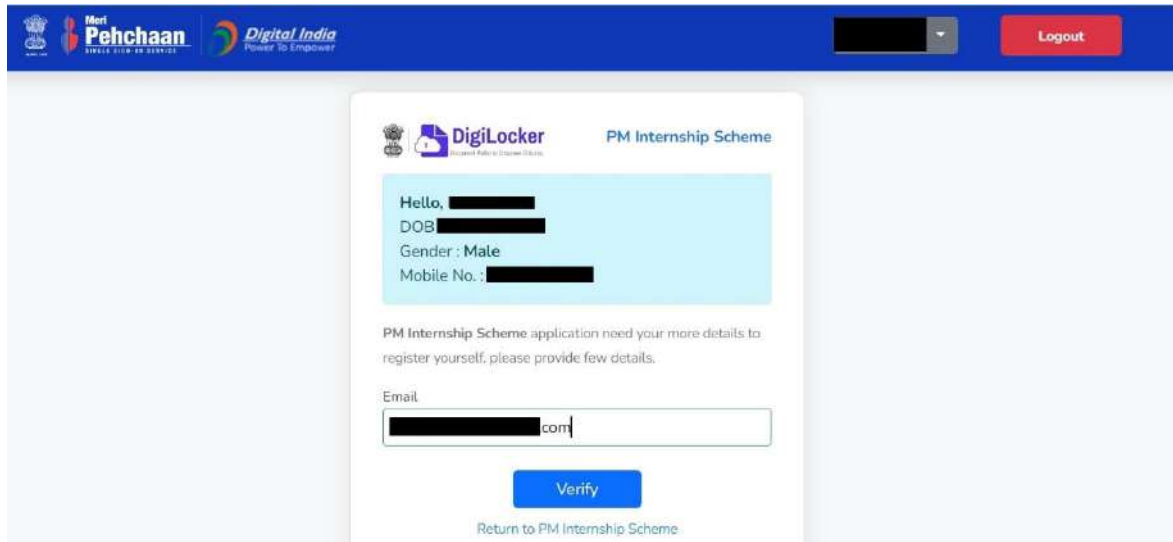
sign-in and continue to the next step. The candidate must tick the consent box to Sign-in.




- 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**”.




 PM Internship Scheme

Hello, [Redacted]
 DOB [Redacted]
 Gender : Male
 Mobile No. : [Redacted]

PM Internship Scheme application need your more details to register yourself, please provide few details.

Email

[Return to PM Internship Scheme.](#)

- 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**.



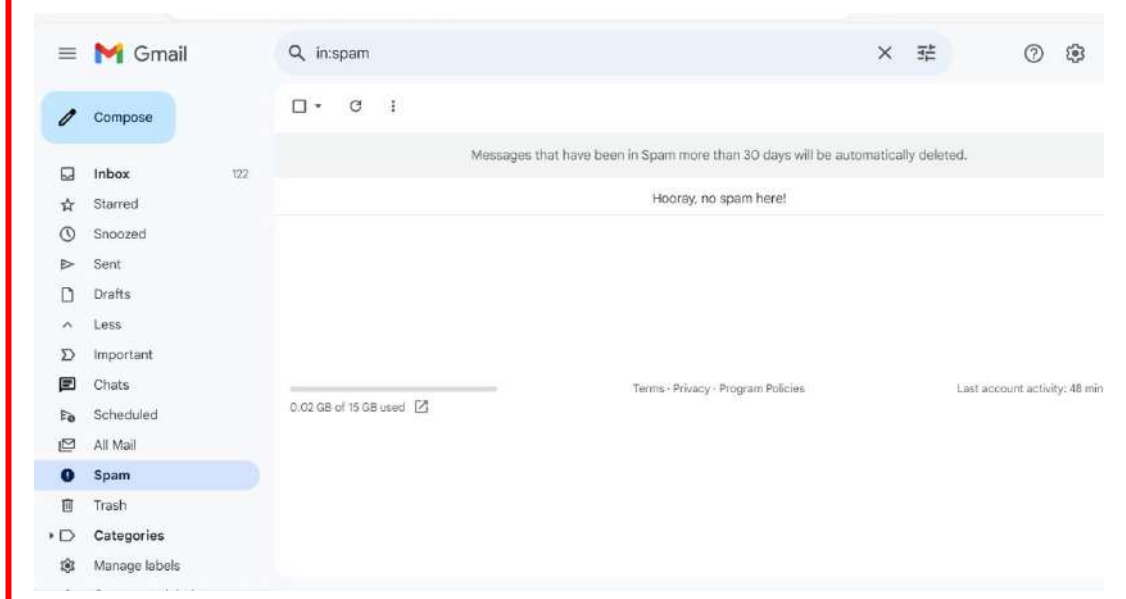

 SINGLE SIGN-ON SERVICE

Verify OTP

DigiLocker has sent you an OTP to your Email.

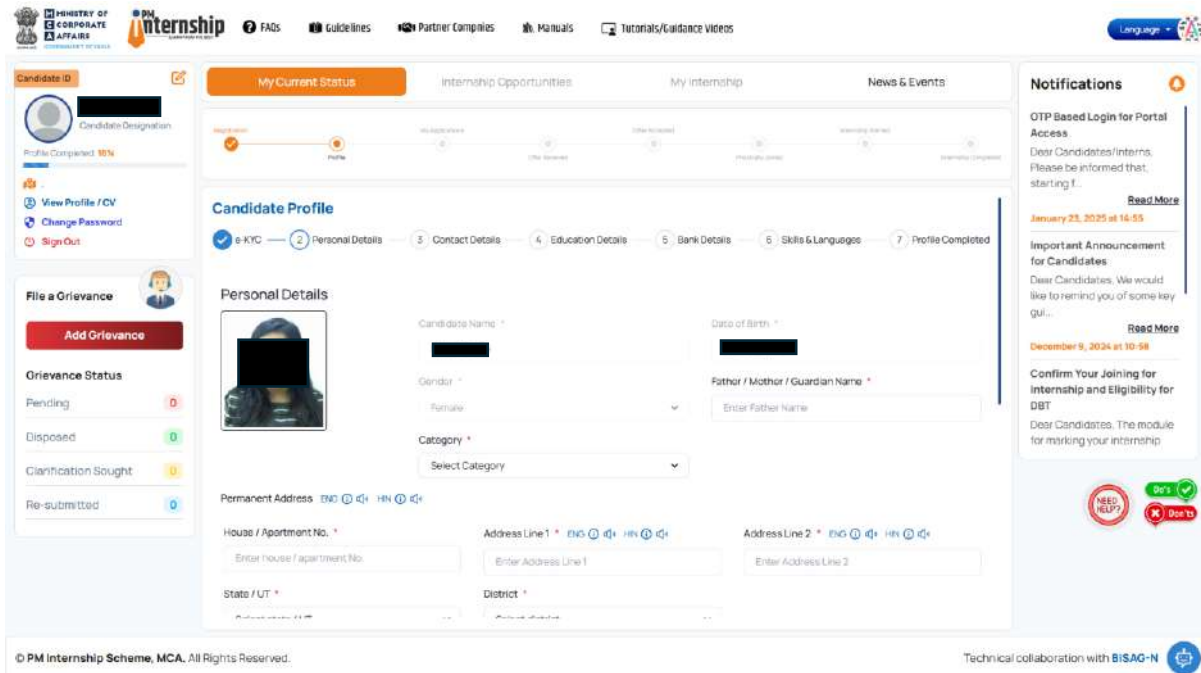
[Resend OTP in 01:57](#)

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.



5.2 Personal Details

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



The screenshot displays the PM Internship portal interface. The main content area is titled 'Personal Details' and contains the following form fields:

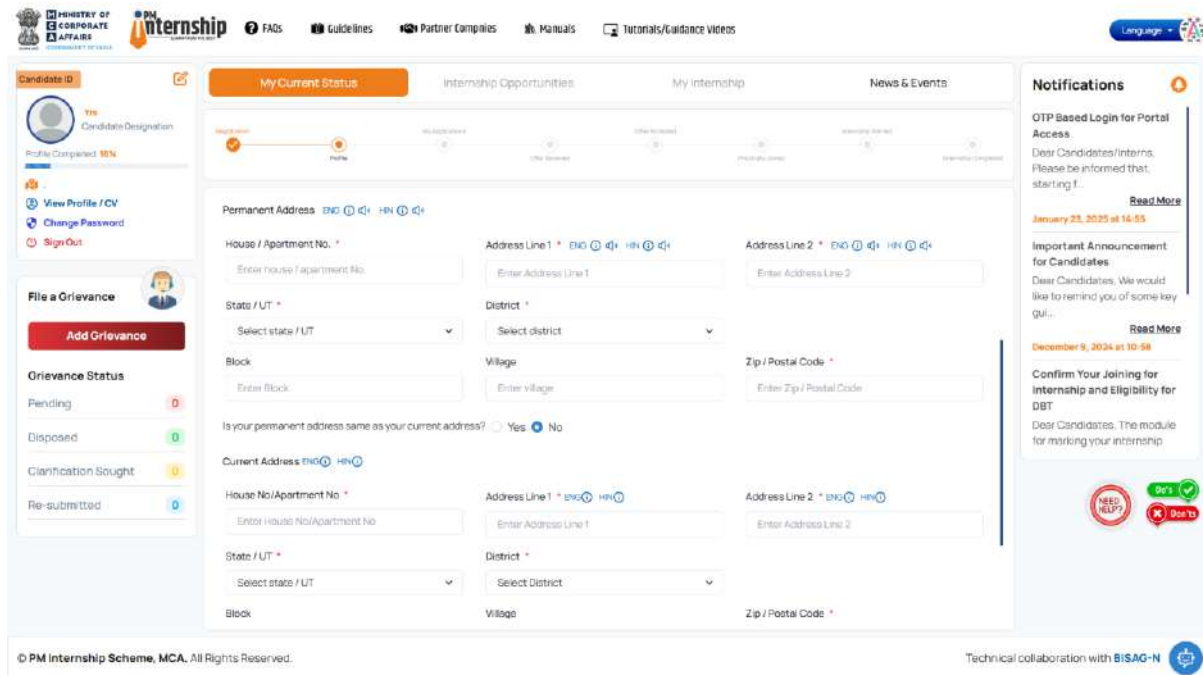
- Candidate Name ***: [Redacted]
- Date of Birth ***: [Redacted]
- Gender ***: Female (selected)
- Father / Mother / Guardian Name ***: Enter Father Name
- Category ***: Select Category
- Permanent Address**: [Redacted]
- House / Apartment No. ***: Enter house / apartment No.
- Address Line 1 ***: Enter Address Line 1
- Address Line 2 ***: Enter Address Line 2
- State / UT ***: [Redacted]
- District ***: [Redacted]

The progress bar at the top indicates the following steps: 1. e-KYC (Completed), 2. Personal Details (Current Step), 3. Contact Details, 4. Education Details, 5. Bank Details, 6. Skills & Languages, 7. Profile Completed.

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

- Father/ Mother/ Guardian Name:** The candidate must enter his/her father's, mother's or guardian's name in this field.
- Category:** The candidate must choose his/ her category from a drop-down list of **SC, ST, OBC** and **General**.

Note: Please note that an information button, labelled with an "i" has been added next to various fields to assist candidates in completing the details with ease. Additionally, voice notes have been provided to offer guidance to candidates as they fill in the necessary information.



The screenshot displays the PM Internship portal interface. At the top, there are navigation links for 'FADS', 'Guidelines', 'Partner Companies', 'Manuals', and 'Tutorials/Guidance Videos'. The main content area is titled 'My Current Status' and shows a progress bar with steps: 'Profile Completed', 'Apply for Internship', 'Interview', 'Selection', 'Onboarding', and 'Internship Completion'. Below the progress bar, there are two address forms. The 'Permanent Address' form includes fields for 'House / Apartment No.', 'Address Line 1', 'Address Line 2', 'State / UT', 'District', 'Block', 'Village', and 'Zip / Postal Code'. A checkbox asks if the permanent address is the same as the current address. The 'Current Address' form has similar fields. On the left sidebar, there is a 'Candidate ID' section with a profile completion indicator and a 'File a Grievance' section with an 'Add Grievance' button and a 'Grievance Status' table. On the right, a 'Notifications' panel shows an 'OTP Based Login for Portal Access' notification and an 'Important Announcement for Candidates' regarding DBT.

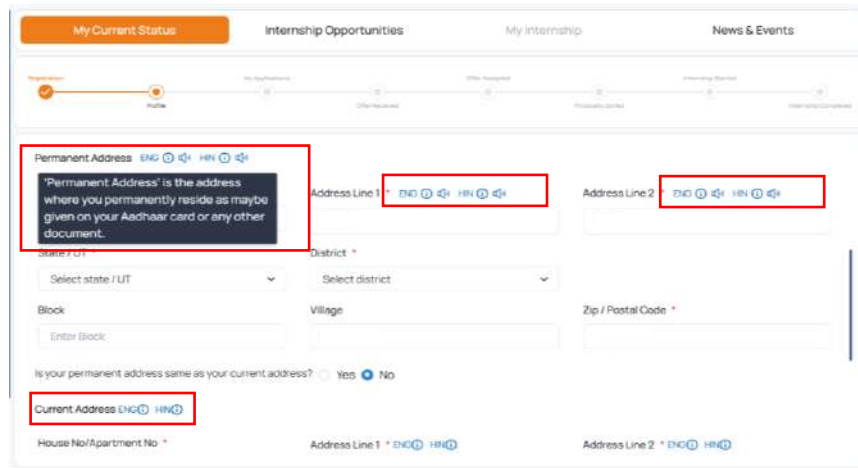
- c. **Permanent Address:** The candidate must fill the following details related to his/ her permanent address.
- Note: ‘Permanent Address’ is the address where you permanently reside as maybe given on your Aadhaar card or any other document. Voice notes have been provided to offer guidance to candidates.**
- i. **House/Apartment No.:** The candidate must mention his/her House/Apartment number.
 - ii. **Address Line 1:** The candidate must enter the primary part of their address, such as house number, building name, area name. Voice notes have been provided to offer guidance to candidates.
 - iii. **Address Line 2:** The candidate must enter additional details of their address, such as landmark, town, city, district, state. Voice notes have been provided to offer guidance to candidates.
 - 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 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. ‘Permanent Address’ is the address where you permanently reside as maybe given on your Aadhaar card or any other document and ‘Current Address’ is where you live right now.

Tooltips and voice notes are added to help the candidates fill the details with ease. Upon clicking the “I” button, candidates can view the tooltips.



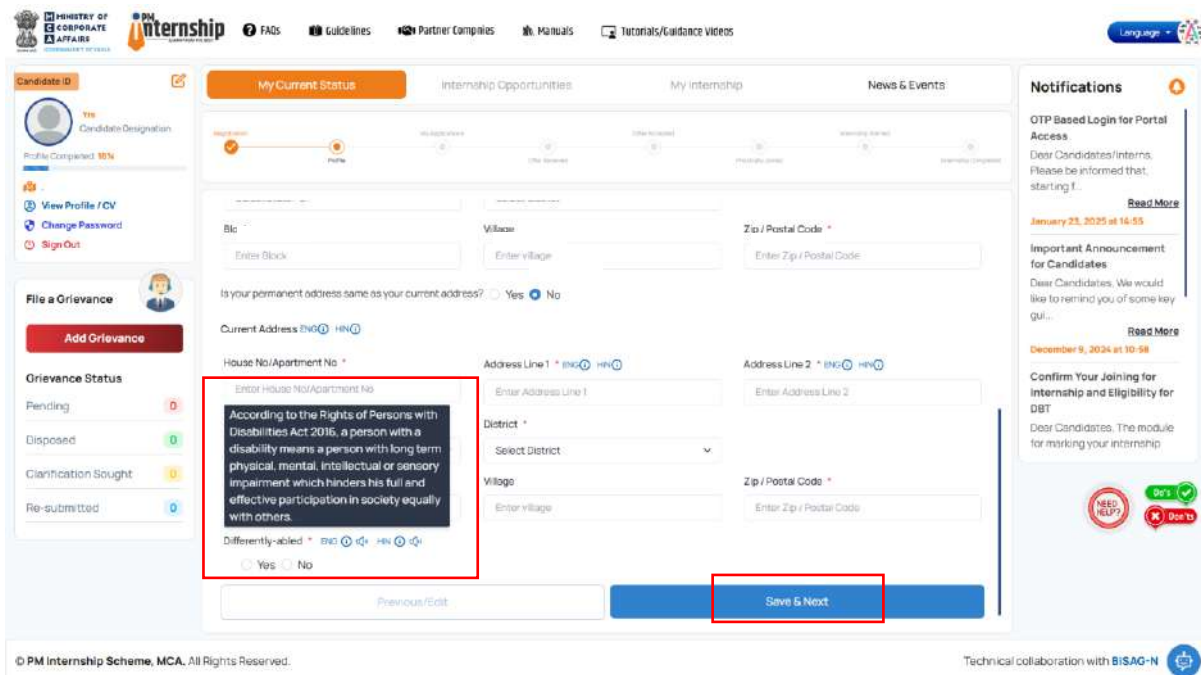
The screenshot shows a web interface for address registration. At the top, there are navigation tabs: 'My Current Status' (highlighted in orange), 'Internship Opportunities', 'My Internship', and 'News & Events'. Below these is a progress bar with steps: Profile, My Applications, Offer Received, Offer Accepted, Interview Details, and Interview Completed. The main form area is titled 'Permanent Address' and includes a tooltip that reads: "Permanent Address" is the address where you permanently reside as maybe given on your Aadhaar card or any other document. The form contains several input fields: 'Address Line 1', 'Address Line 2', 'State / UT' (with a dropdown menu), 'District' (with a dropdown menu), 'Block' (with an 'Enter Block' input), 'Village', and 'Zip / Postal Code'. Below these fields is a question: 'Is your permanent address same as your current address?' with radio buttons for 'Yes' and 'No'. At the bottom, there is a 'Current Address' section with fields for 'House No / Apartment No.', 'Address Line 1', and 'Address Line 2'. Red boxes in the image highlight the tooltip, the 'Permanent Address' label, the 'Address Line 1' and 'Address Line 2' fields, and the 'Current Address' label.

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

Note: ‘Current Address’ is where you live right now. Voice notes have been provided to offer guidance to candidates.

- i. **House/Apartment No.:** The candidate must mention his/her House/Apartment number.
- ii. **Address Line 1:** The candidate must enter the primary part of their address, such as house number, building name, area name. Voice notes have been provided to offer guidance to candidates.
- iii. **Address Line 2:** The candidate must enter additional details of your address, such as landmark, town, city, district, state. Voice notes have been provided to offer guidance to candidates.

- 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. **According to the Rights of Persons with Disabilities Act 2016, a person with a disability means a person with long term physical, mental, intellectual or sensory impairment which hinders his full and effective participation in society equally with others. Voice notes have been provided to offer guidance to candidates.**



The screenshot displays the PM Internship portal interface. The main content area is titled 'My Current Status' and contains a form for entering personal details. The form includes the following fields:

- Block (with a tooltip: 'Enter Block')
- Village (with a tooltip: 'Enter village')
- Zip / Postal Code (with a tooltip: 'Enter Zip / Postal Code')
- Is your permanent address same as your current address? (Yes/No radio buttons)
- Current Address (with a tooltip: 'Enter House No./Apartment No.')
- House No./Apartment No. (with a tooltip: 'Enter House No./Apartment No.')
- Address Line 1 (with a tooltip: 'Enter Address Line 1')
- Address Line 2 (with a tooltip: 'Enter Address Line 2')
- District (with a tooltip: 'Select District')
- Village (with a tooltip: 'Enter village')
- Zip / Postal Code (with a tooltip: 'Enter Zip / Postal Code')
- Differently-abled (Yes/No radio buttons)

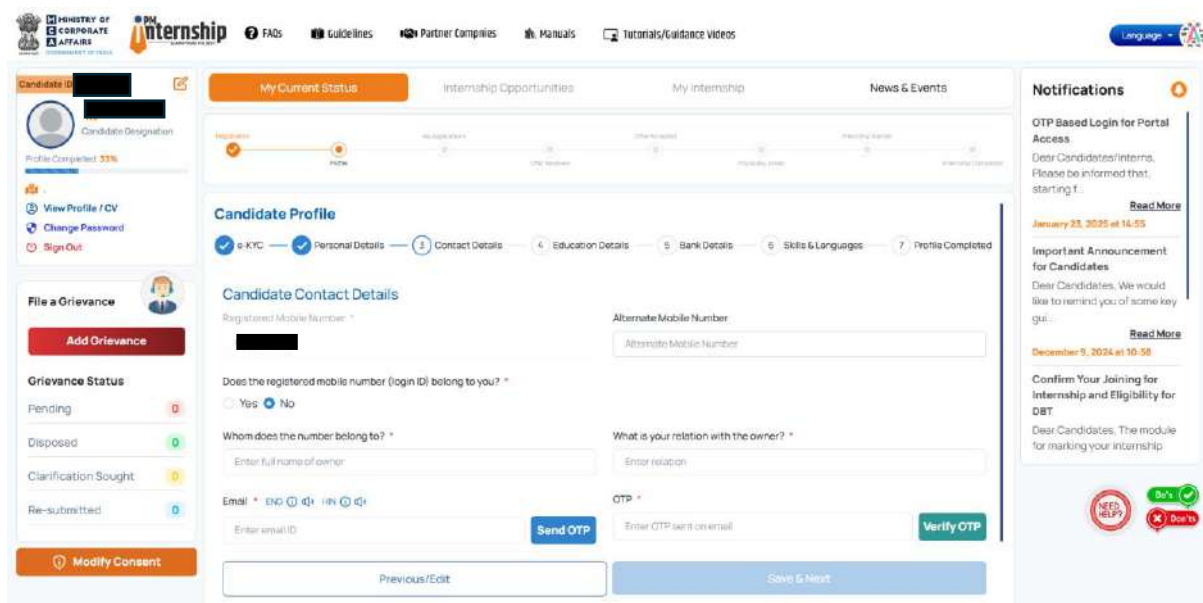
A red box highlights a tooltip that reads: "According to the Rights of Persons with Disabilities Act-2016, a person with a disability means a person with long term physical, mental, intellectual or sensory impairment which hinders his full and effective participation in society equally with others." Another red box highlights the "Save & Next" button at the bottom right of the form.

- g. **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”**.

5.3 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:

- a. **Registered Mobile Number:** The candidate’s registered mobile number auto populates in this field.
- b. **Alternate Mobile Number:** The candidate can enter one additional mobile number as an alternate mobile number in this field.
- c. **“Does the registered mobile number (login ID) belong to you?”:** The candidate must select **Yes** or **No**, depending on whether the registered mobile number belongs to them or not.
If the candidate selects **No**, then they must enter the full name of the owner to whom the number belongs and then enter their relationship with the owner.
- d. **Email ID:** The candidate must enter his/her email id in this field.
- e. **Send OTP:** The candidate needs to click on this button to send an **OTP** on the entered **email id** in step d.



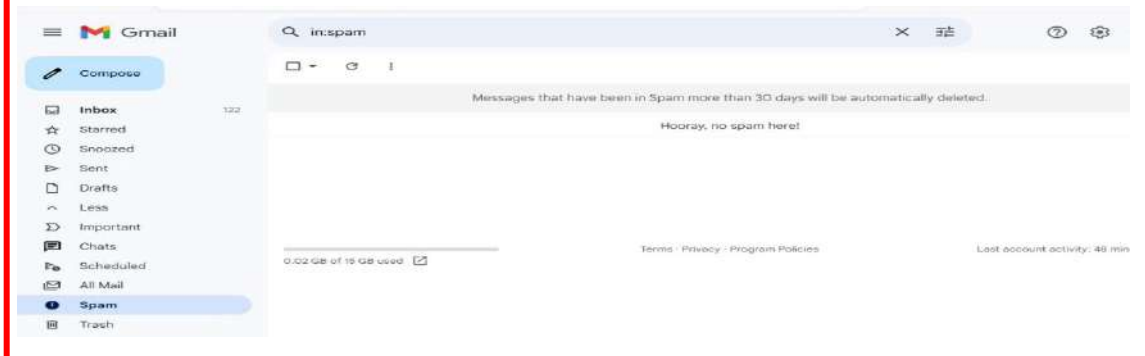
The screenshot displays the PM Internship portal interface. At the top, there are navigation links for 'FAGS', 'Guidelines', 'Partner Companies', 'Manuals', and 'Tutorials/Guidance Videos'. The main content area is titled 'Candidate Profile' and shows a progress bar with steps: 1. KYC, 2. Personal Details, 3. Contact Details (current step), 4. Education Details, 5. Bank Details, 6. Skills & Languages, and 7. Profile Completed. Below the progress bar, the 'Candidate Contact Details' form is visible. It includes the following fields and options:

- Registered Mobile Number:** A text field with a masked number.
- Alternate Mobile Number:** A text field with a placeholder 'Alternate Mobile Number'.
- Does the registered mobile number (login ID) belong to you? *** Radio buttons for 'Yes' and 'No' (selected).
- Whom does the number belong to? *** A text field with the placeholder 'Enter full name of owner'.
- What is your relation with the owner? *** A text field with the placeholder 'Enter relation'.
- Email *** A text field with a placeholder 'Enter email ID'.
- OTP *** A text field with a placeholder 'Enter OTP sent on email'.

Buttons for 'Send OTP' and 'Verify OTP' are located below the email and OTP fields. At the bottom of the form, there are 'Previous/Edit' and 'Save & Next' buttons. On the right side, a 'Notifications' panel shows several messages, including 'OTP Based Login for Portal Access' and 'Important Announcement for Candidates'.

- f. **OTP:** The candidate needs to access his/her mailbox to check for the **OTP** and must enter the **OTP** in this field.
Note: If you have not received the OTP in your inbox, please check your spam/junk folder. Voice notes have been provided to offer guidance to candidates.
- g. **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.

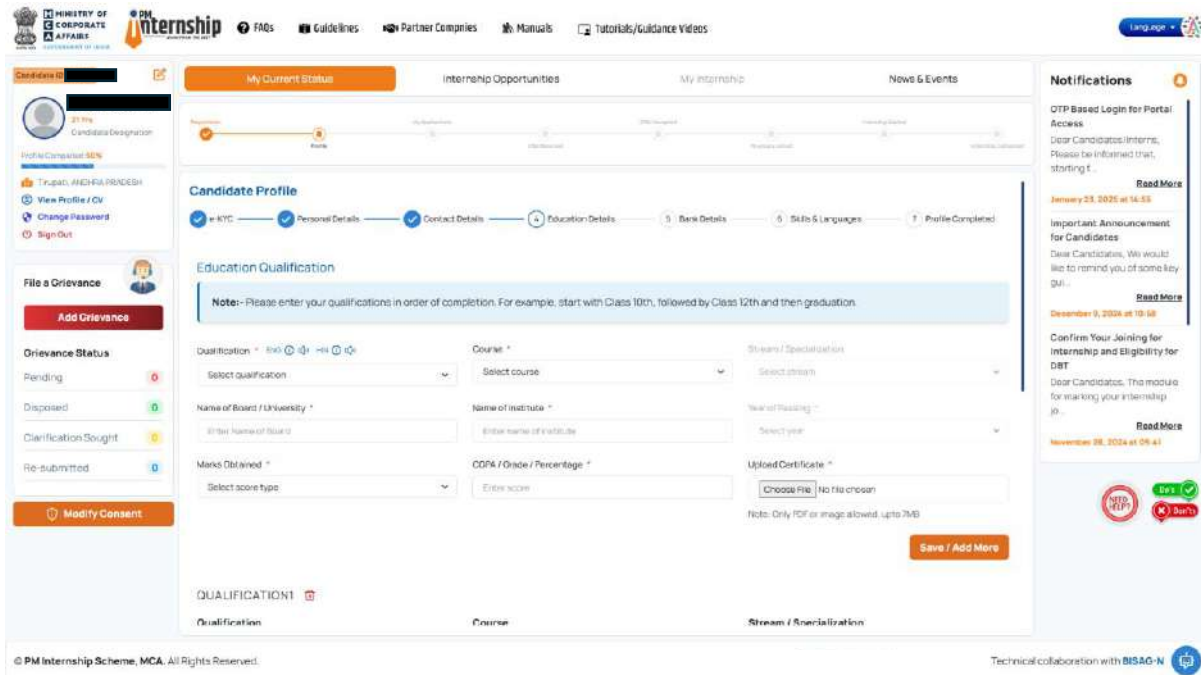


- h. **Previous/Edit:** The candidate can click on this icon to go to previous section of the candidate profile, wherein the user can edit his/her details.
- i. **Save & Next:** After filling up the above-mentioned details the candidate can click on the **“Save & Next” button**, to save the personal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

5.4 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.

Note: Please enter your qualifications in order of completion. For example, start with Class 10, followed by Class 12 and then graduation. After entering your qualifications, click Save/Add More to add more qualifications. Voice notes have been provided to offer guidance to candidates as they fill in the necessary information.



The screenshot shows the 'Education Qualification' form in the PM Internship portal. The form is titled 'Education Qualification' and includes a note: 'Note:- Please enter your qualifications in order of completion. For example, start with Class 10th, followed by Class 12th and then graduation.' The form fields are:

- Qualification: Select qualification (dropdown)
- Course: Select course (dropdown)
- Stream / Specialization: Select stream (dropdown)
- Name of Board / University: Enter Name of Board (text input)
- Name of Institute: Enter name of institute (text input)
- Year of Passing: Select year (dropdown)
- Marks Obtained: Select score type (dropdown)
- CGPA / Grade / Percentage: Enter score (text input)
- Upload Certificate: Choose File (file upload button) or No file chosen

Below the form, there is a table with the following structure:

QUALIFICATION	Course	Stream / Specialization
Qualification	Course	Stream / Specialization

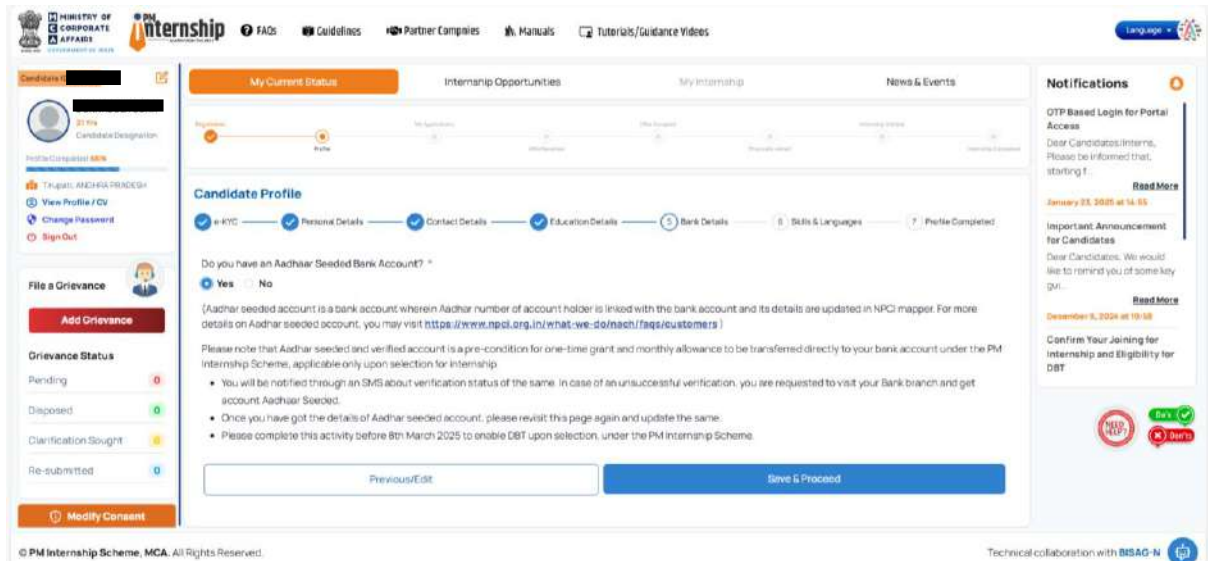
At the bottom of the page, there is a copyright notice: '© PM Internship Scheme, MCA, All Rights Reserved.' and a technical collaboration notice: 'Technical collaboration with BISAG-N'.

- a. The candidate will be required to fill the following details for each educational qualification:
 - i. **Qualification:** The candidate needs to select his/her qualification from a dropdown list of various options like **10th, 12th, ITI and graduation.**
 - 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 7 MB 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.**
- 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 must click on the **“Save & Next”** button, to save the **Education Details** and to move to the next step i.e. **“Bank Details”**.

5.5 Bank Details

In this step of Candidate Profile, the candidate confirms if his/her **Bank Account** is **Aadhaar Seeded**. It is essential for the candidate's bank account to be Aadhaar-seeded to receive the one-time Direct Benefit Transfer (DBT) and the monthly internship allowance.



The screenshot shows the PM Internship Candidate Profile page. The 'Candidate Profile' section is active, with a progress bar indicating the following steps: e-KYC, Personal Details, Contact Details, Education Details, **Bank Details** (current step), Skills & Languages, and Profile Completed. The 'Bank Details' section asks: "Do you have an Aadhaar Seeded Bank Account? *". Below this question are two radio buttons: "Yes" (selected) and "No". A note explains that an Aadhaar seeded account is a bank account where the Aadhaar number of the account holder is linked with the bank account and its details are updated in NPCI mapper. It also provides a link to the NPCI website for more details. Below the note, there are two bullet points: "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." and "Once you have got the details of Aadhaar seeded account, please revisit this page again and update the same." and "Please complete this activity before 8th March 2025 to enable DBT upon selection, under the PM Internship Scheme." At the bottom of the form, there are two buttons: "Previous/Edit" and "Save & Proceed".

- a. **Aadhaar Seeded Bank Account:** The candidate must select the **“Yes”** radio button if his/ her bank account is Aadhaar seeded or the **“No”** 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>)

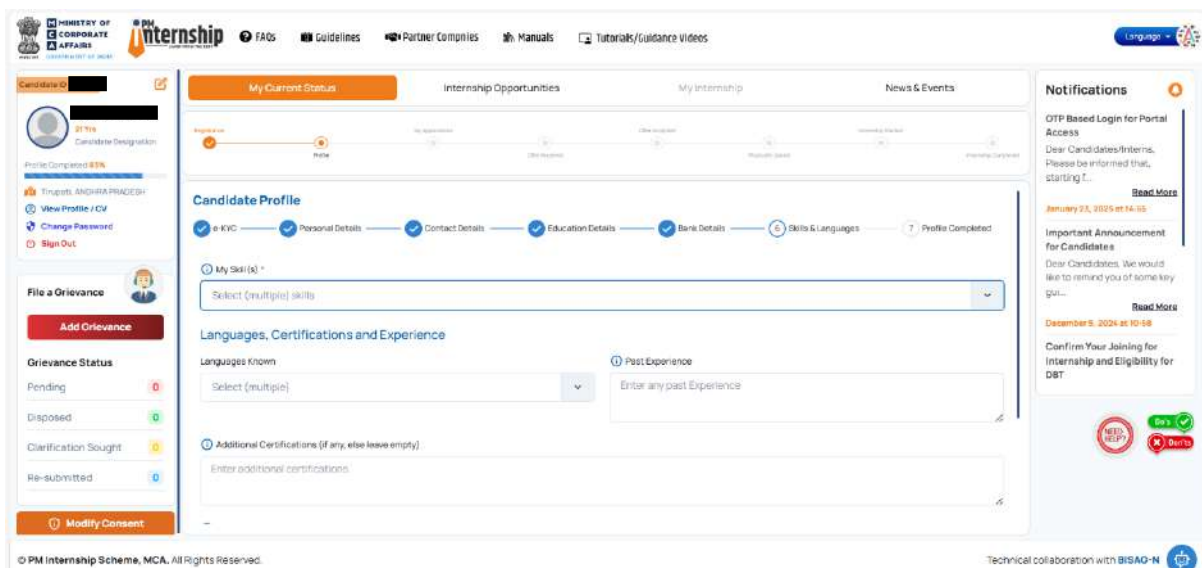
- Please note that Aadhaar seeded and verified account is a pre-condition for one-time grant and monthly allowance to be transferred directly to the intern's bank account under the PM Internship Scheme, applicable only upon selection for internship.
- Candidate will be notified through an SMS about verification 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 to enable initial direct benefit transfer upon selection, under the PM Internship Scheme.

b. **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.

c. **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”**.

5.6 Skills & Languages

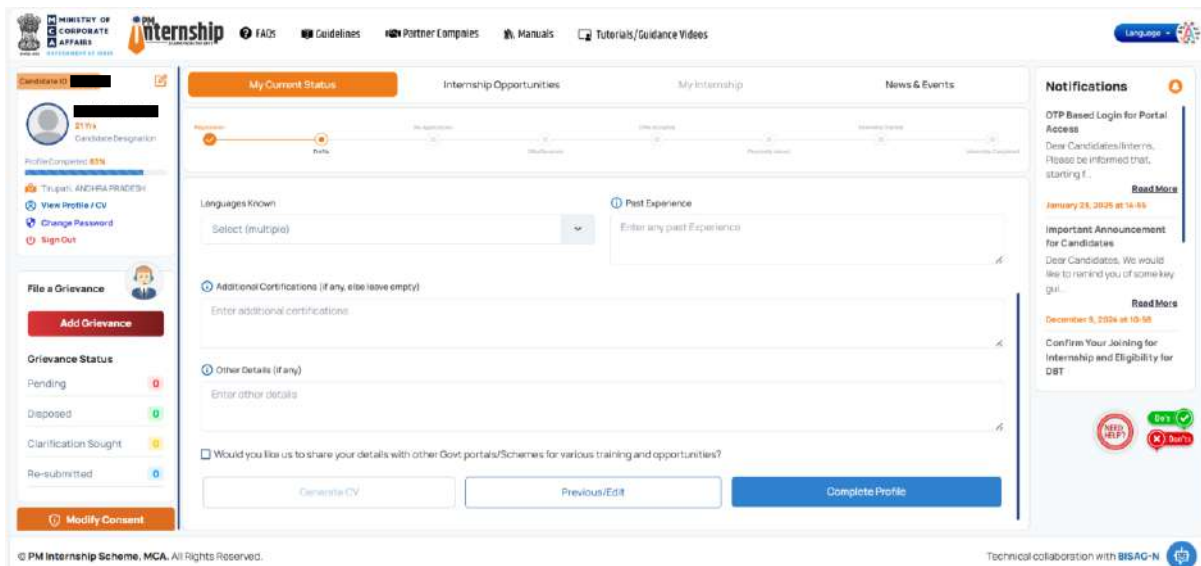
In this step of **Candidate Profile**, the candidate enters his/her **skills** and known **languages**.



The screenshot displays the PM Internship Candidate Profile page. The main content area shows the 'Candidate Profile' section with a progress bar indicating the completion status of various steps: e-KYC, Personal Details, Contact Details, Education Details, Bank Details, Skills & Languages (current step), and Profile Completed. The 'Skills & Languages' section includes a dropdown menu for 'My Skill(s)', a text input for 'Languages Known', and a section for 'Languages, Certifications and Experience' with a 'Past Experience' field. The sidebar on the left contains options for 'File a Grievance', 'Grievance Status', and 'Modify Consent'. The right sidebar features 'Notifications' with messages about OTP-based login and important announcements for candidates.

The candidate needs to provide details regarding the following in this section.

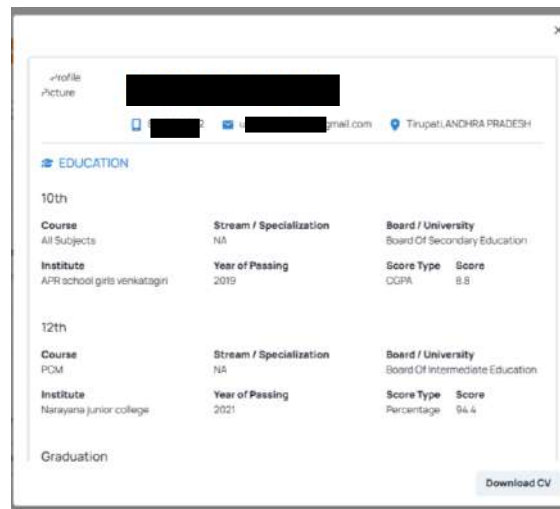
- a. **My Skills:** The candidate needs to select his/her applicable skills from a drop-down list of the skills. The candidate can select multiple skills from the dropdown to accurately reflect their expertise.
- b. **Languages, Certifications and Experience**
 - i. **Languages Know:** The candidate needs to select his/her known languages from a drop-down list of the languages. The candidate can select multiple languages.
 - ii. **Past Experience:** The candidate must enter his/her Past experience in this description field provided. For example, if you have done any internships before, mention the name of the company, your role, skills and the tasks you worked on.
 - iii. **Additional Certifications, if any:** The candidate can enter his/her additional certifications (if any) in this description field.
 - iv. **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.



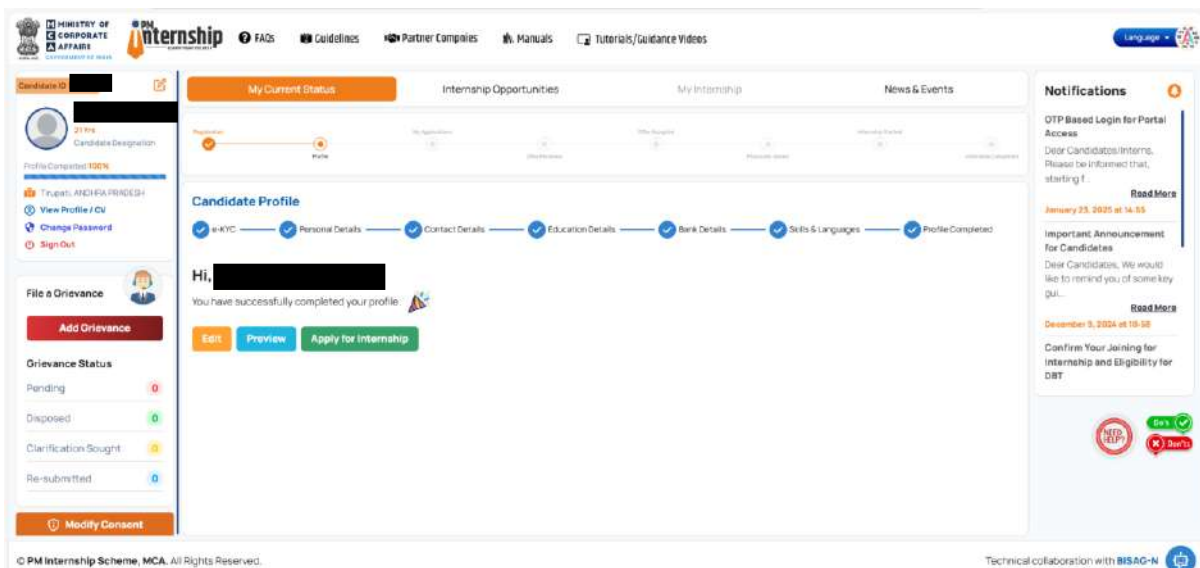
The screenshot displays the PM Internship portal interface. The main content area is titled 'My Current Status' and shows a progress bar for profile completion. Below the progress bar, there are several input fields: 'Languages Known' with a dropdown menu, 'Past Experience' with a text area, 'Additional Certifications (if any, else leave empty)', and 'Other Details (if any)'. At the bottom of the form, there is a checkbox labeled 'Would you like us to share your details with other Govt. portals/Schemes for various training and opportunities?'. Below the checkbox are three buttons: 'Generate CV', 'Previous/Edit', and 'Complete Profile'. The left sidebar contains navigation options like 'File a Grievance', 'Grievance Status', and 'Modify Consent'. The right sidebar shows 'Notifications' with recent alerts and a 'HELP' button.

- c. **Checkbox:** The candidate needs to check this box by clicking on it for providing his/her consent that **“Would you like to 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 CV** 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”**.
- g. **After completing the profile, the candidate will be able to apply for internships once the Application window opens.**



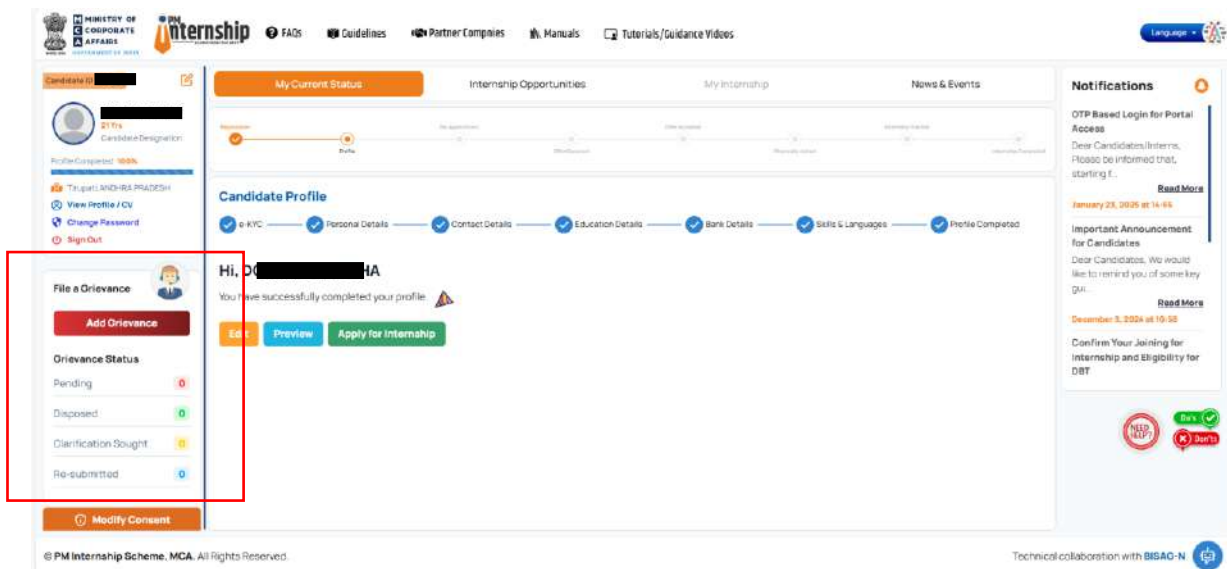
Part 2: Grievance Section

6. Grievance Section

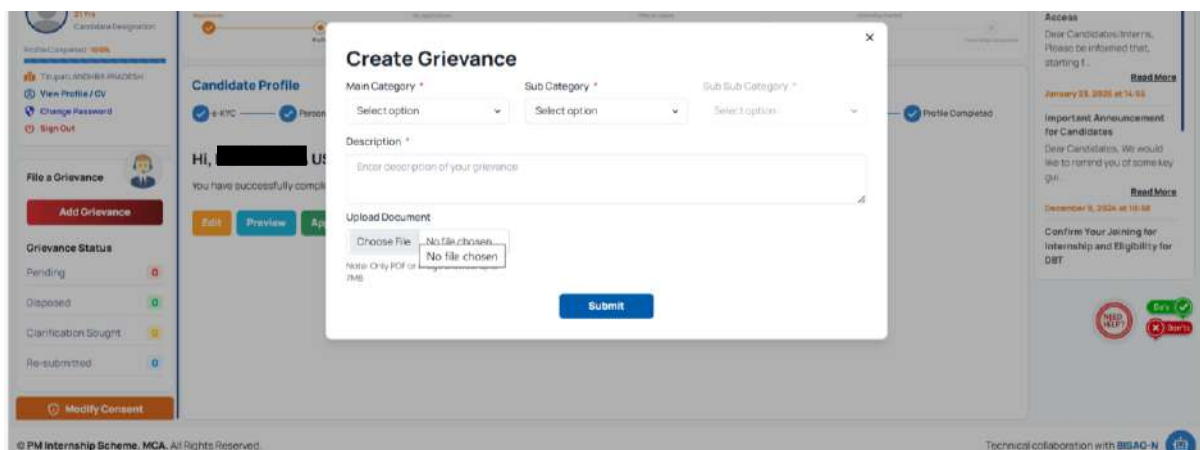
This section helps the **Candidate** to **raise a grievance** that he/she might have at the time of **Candidate profile creation** and **internship application**.

The various step the candidate must follow for raising a grievance are:

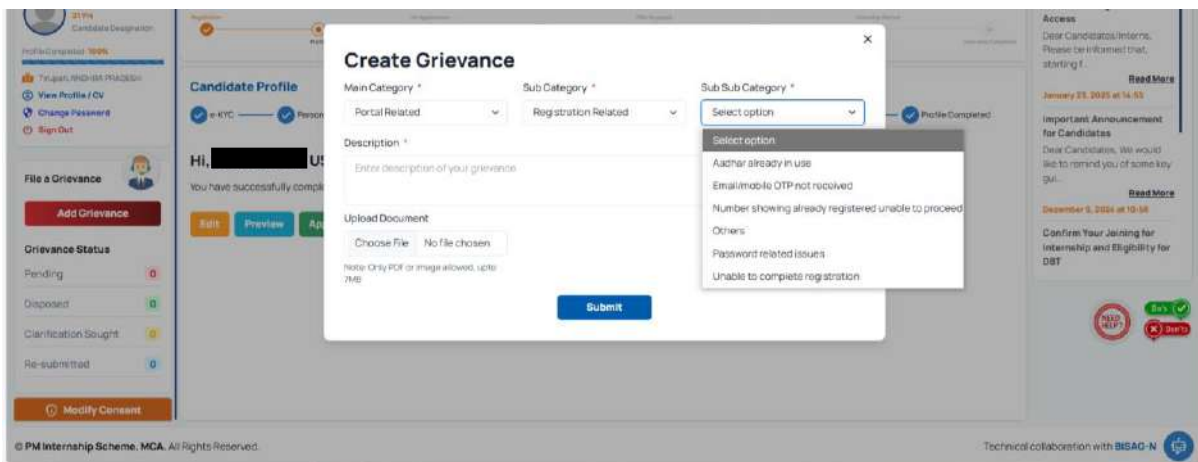
- a. The candidate must click on the **Add Grievance button** in the File a Grievance section. This section allows you to raise grievances and report any issues you may encounter with the portal or the process.



- b. **Add Grievance:** Upon clicking on this field icon, the candidate will access the box for “**Add Grievance**”.



- c. **Main Category:** The candidate can select the category of his grievances from a drop-down list of **Portal Related and Internship Related**.
- d. **Subcategory:** The candidate must select the subcategory of his grievance as per the category selected, by clicking on the drop-down list of Subcategories, like **Portal Related and Others**.
- e. **Sub Subcategory:** The candidate must select the sub subcategory of his grievance as per the subcategory selected, by clicking on the drop-down list of various Subcategories options available.



The screenshot displays the 'Create Grievance' form within the PMIS interface. The form is titled 'Create Grievance' and contains the following elements:

- Main Category:** A dropdown menu with 'Portal Related' selected.
- Sub Category:** A dropdown menu with 'Registration Related' selected.
- Sub Sub Category:** A dropdown menu with 'Select option' selected. A list of options is visible, including 'Aadhar already in use', 'Email/mobile OTP not received', 'Number showing already registered unable to proceed', 'Others', 'Password related issues', and 'Unable to complete registration'.
- Description:** A text area with the placeholder 'Enter description of your grievance'.
- Upload Document:** A section with a 'Choose File' button and the text 'No file chosen'. A note below states 'Note: Only PDF or image allowed, upto 7MB'.
- Submit:** A blue button at the bottom right of the form.

The background shows the candidate's profile section with a 'Candidate Profile' header, a 'Hi, [Name]' greeting, and a 'File a Grievance' button. There is also a 'Grievance Status' section with a table showing 'Pending', 'Disposed', 'Clarification Sought', and 'Re-submitted' counts.

- f. **Description:** The candidate must describe the grievance in detail over this text field.
- g. **Upload Document:** The candidate can upload a **document** pertaining to his grievance by clicking on **Choose File** button. The size of the document should not be greater than **7 mb**.
- h. **Submit:** After filling up the above-mentioned details, the candidate must click on **“submit”**.
- i. The grievance of the candidate is now submitted on the portal.
- j. The candidate can see the status of the grievance submitted on the portal by the following tiles:

- k. **Pending:** This tile indicates that the grievance is under process and not yet resolved.
- l. **Disposed:** This tile indicates that the grievance is resolved, and resolution is given.
- m. **Clarification sought:** This tile indicates that your grievance has been returned to you for clarification. Please review the request and provide a response.
- n. **Re-submitted:** This tile indicates that the grievance has been re-submitted by you after providing the required clarification.

