

PM Internship Scheme

Ministry of Corporate Affairs



User Manual for Youth

Registration and Profile Creation



Content

1. Instructions for using manual.....	3
2. Objective of this manual	3
3. Getting Started	4
3.1 Registration Process	4
4. Creating Candidate Profile	7
4.1 e-KYC	7
4.2 Personal Details	11
4.3 Contact Details	13
4.4 Education Details:	15
4.5 Bank Details	16
4.6 Skills & Languages	17
5. Grievance	20
5.1 Raising a Grievance:	20

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.
- The candidate can edit his/ her profile at any stage of profile creation by clicking on the **“Previous/ Edit”** button.
- 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.

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.



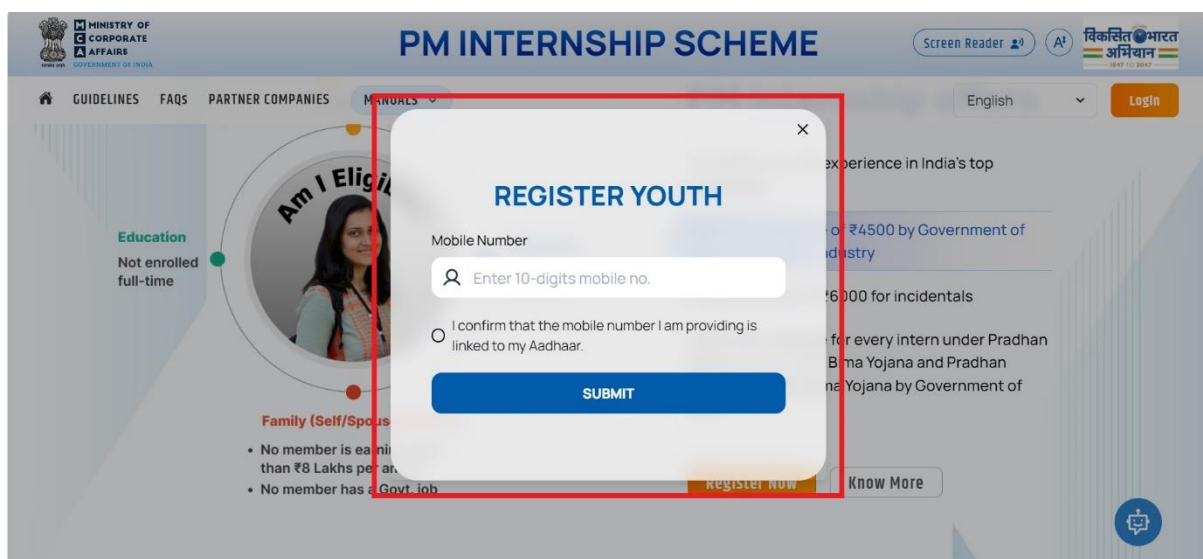
3. Getting Started

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.

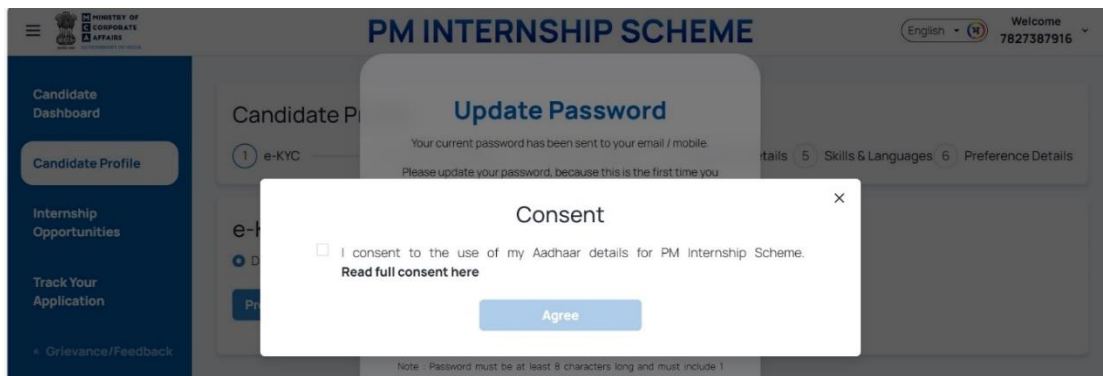


- d. Upon clicking, on the “**Youth Registration**” or “**Register Now**” tab the **candidate** will be prompted to provide his/her mobile number onto the “Register Youth” pop-up.



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.
- f. Upon submitting the “**OTP**” received, the candidate will get a pop-up for the “**Consent**” for Aadhaar on top of the Update Password. The candidate must “**tick**” the “**checkbox**” and press “**Agree**” to proceed further.

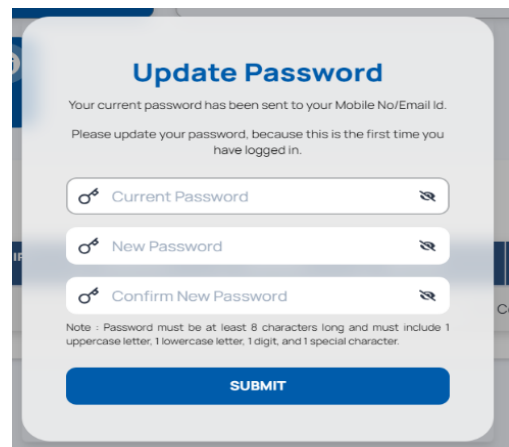


- g. **Update password on first login:** Moving ahead, the candidate will get the Pop-up to “**Update Password**” upon first login. The candidate can create the new password and can access his/her user account page upon successful creation.

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.



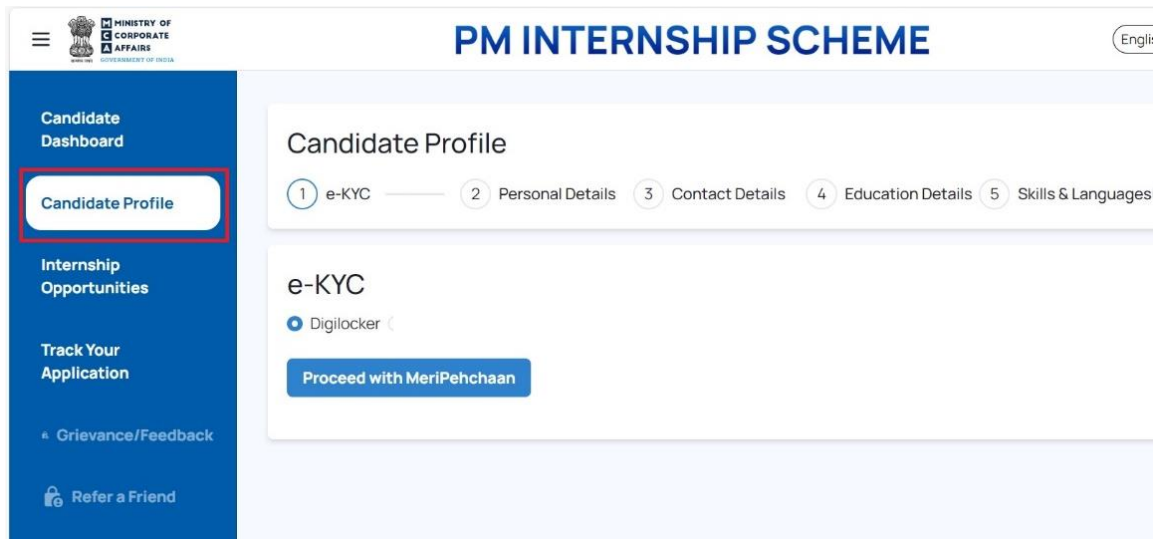
The screenshot shows the 'Update Password' form. It has three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field has a password icon on the right. Below the fields, there is a note: 'Note - Password must be at least 8 characters long and must include 1 uppercase letter, 1 lowercase letter, 1 digit, and 1 special character.' At the bottom, there is a blue 'SUBMIT' button.

- 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. The candidate will have an option of doing KYC through **Digilocker**. The candidate must check in the appropriate checkbox for KYC.

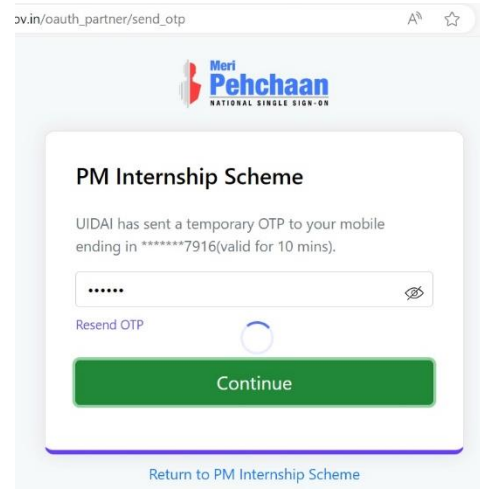
a. e-KYC through Digilocker (MeriPehchaan):

- 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:

- **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.**
- **You will be signed up for DigiLocker account if it does not exist.**

- 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.

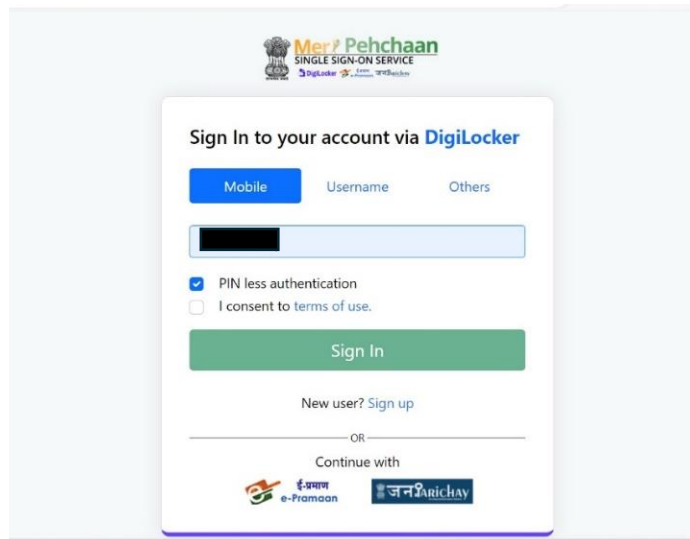


- iii. Once, the candidate enters the OTP, he/ she will get a Pop-Up confirming that he/ she is already registered with DigiLocker (if, registered). The candidate must enter the **Six-digit security PIN** (for accessing the DigiLocker account) and click on Continue to move ahead.

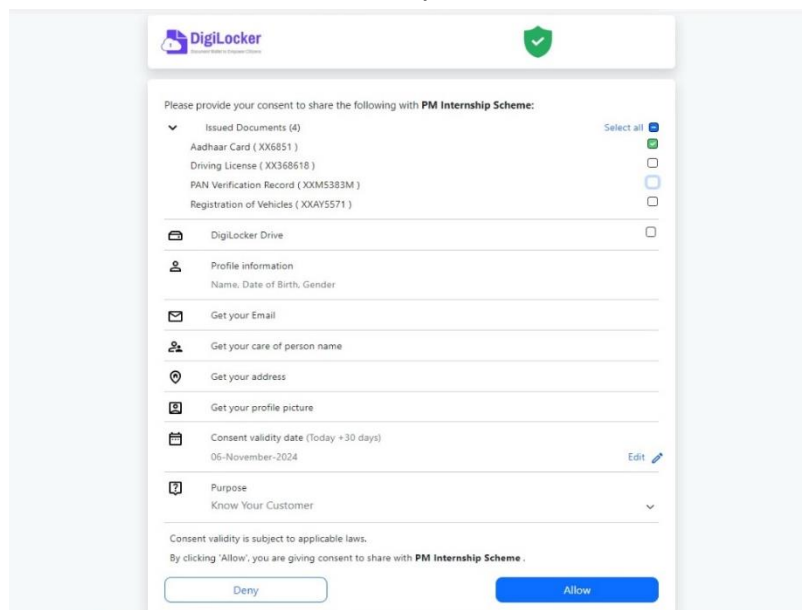


- The **Six-digit security PIN** is the set code used for accessing DigiLocker and is different from the OTP that you receive on the mobile number.
- Six Digit security PIN is your password for login into The DigiLocker account. In case the candidate has forgotten his security PIN they can use Forgot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

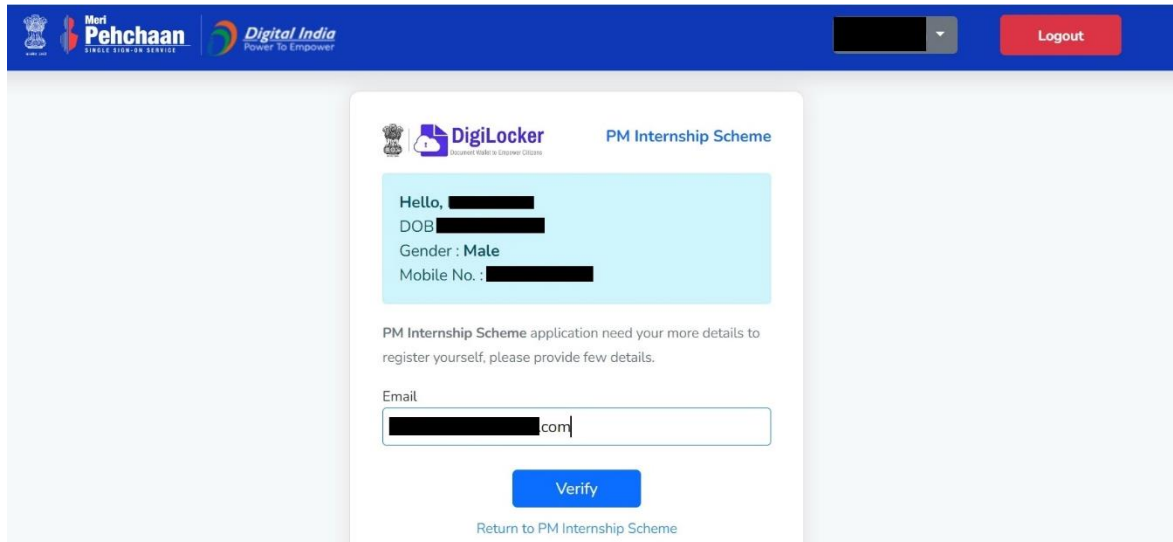
- iv. The candidate will then need to **Signs-in** to the DigiLocker account. The candidate can select Mobile, Username or other modes of authentication to sign-in and continue to the next step. The candidate must tick the consent box to Sign-in.



- 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.

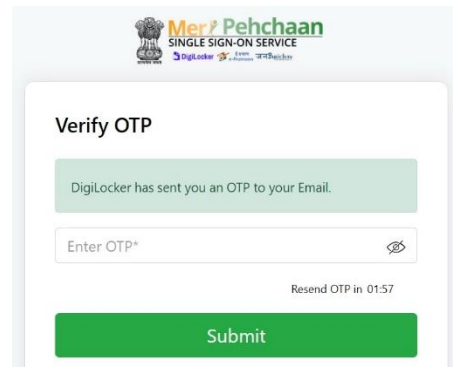


- vi. Once the candidate “allows” for the Aadhaar details, the candidate will get a pop-up for providing his **Email id**, the Candidate can enter the **E-mail id** in the Email field and then click on “**Verify**”.



The screenshot shows the PM Internship Scheme registration page on the DigiLocker platform. The header includes the Meri Pehchaan and Digital India logos. The main content area displays the user's profile information: Hello, [redacted], DOB [redacted], Gender: Male, and Mobile No.: [redacted]. Below this, a message states: "PM Internship Scheme application need your more details to register yourself, please provide few details." An email input field contains [redacted].com. A blue "Verify" button is positioned below the email field, and a link "Return to PM Internship Scheme" is located at the bottom.

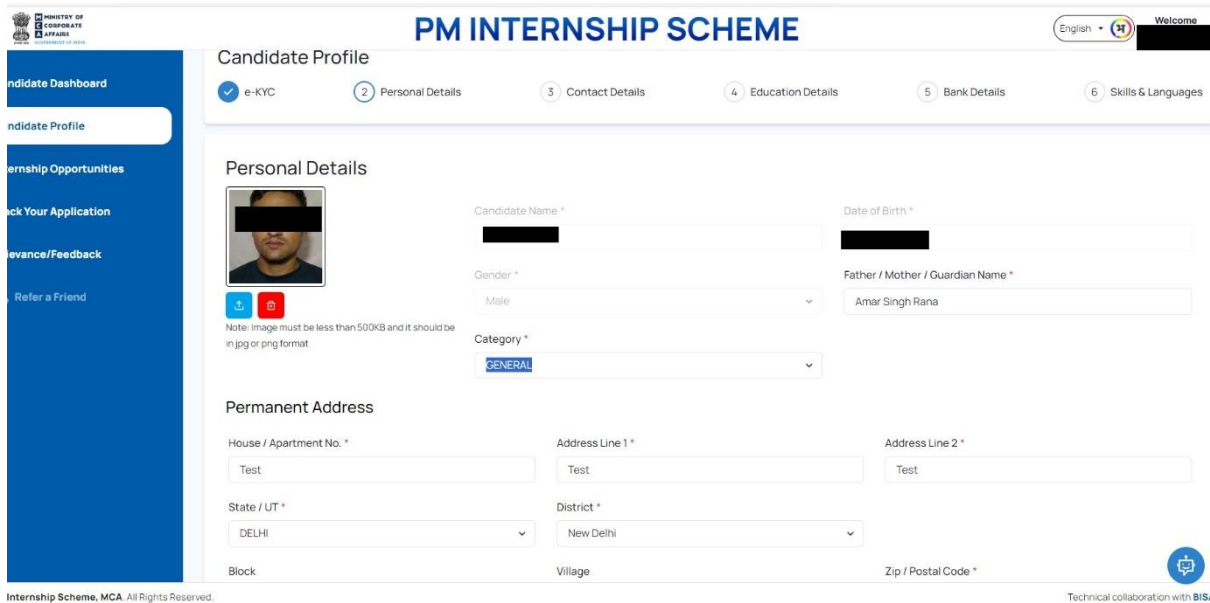
- vii. Upon clicking on **“Verify”** the candidate will get a Pop-up for entering the **OTP** received on the **mail id**. The candidate must enter the **OTP** received in the **OTP field** and then click on **“Submit”** to complete the **e-KYC** through **DigiLocker**.



The screenshot shows a "Verify OTP" pop-up window. At the top, it says "DigiLocker has sent you an OTP to your Email." Below this is an input field labeled "Enter OTP*" with a toggle icon for visibility. A "Resend OTP in 01:57" link is located below the input field. At the bottom, there is a green "Submit" button.

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. If the candidate wants any change in these fields, it has to be done through change in Aadhaar as per process.



PM INTERNSHIP SCHEME

Welcome

Candidate Profile

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

Personal Details

Candidate Name * [Redacted]

Date of Birth * [Redacted]

Gender * Male

Father / Mother / Guardian Name * Amar Singh Rana

Category * GENERAL

Permanent Address

House / Apartment No. * Test

Address Line 1 * Test

Address Line 2 * Test

State / UT * DELHI

District * New Delhi

Block

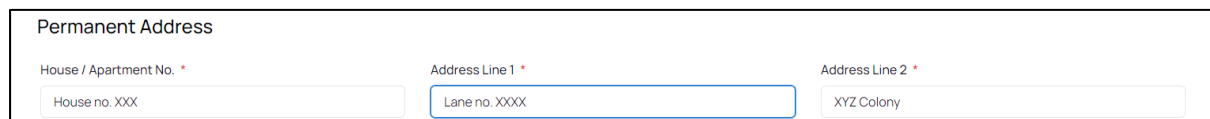
Village

Zip / Postal Code *

Technical collaboration with BIS

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 **General, OBC, SC** and **ST**.
- Permanent Address:** The candidate must fill the following details related to his/ her permanent address.
 - House/Apartment No.:** The candidate must mention his/her address.
 - Address Line 1:** The candidate must mention his/her address.
 - Address Line 2:** The candidate must mention his/her address. Please note that the address should be mentioned across both Address Line 1 and Address Line 2. Please see the illustration below.



Permanent Address

House / Apartment No. * House no. XXX

Address Line 1 * Lane no. XXXX

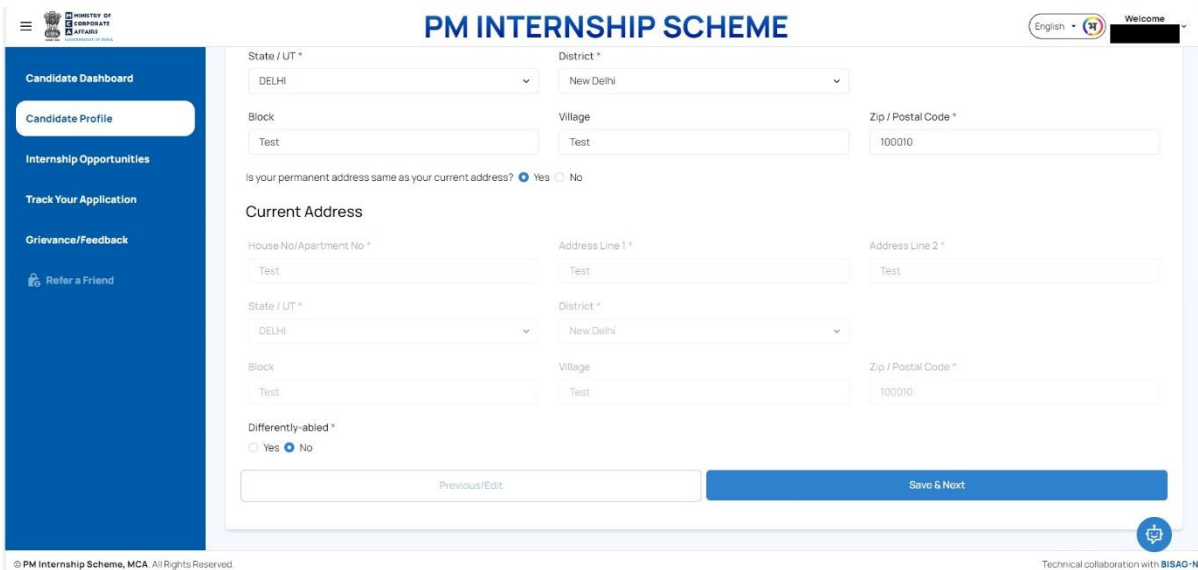
Address Line 2 * XYZ Colony

- 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 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.**



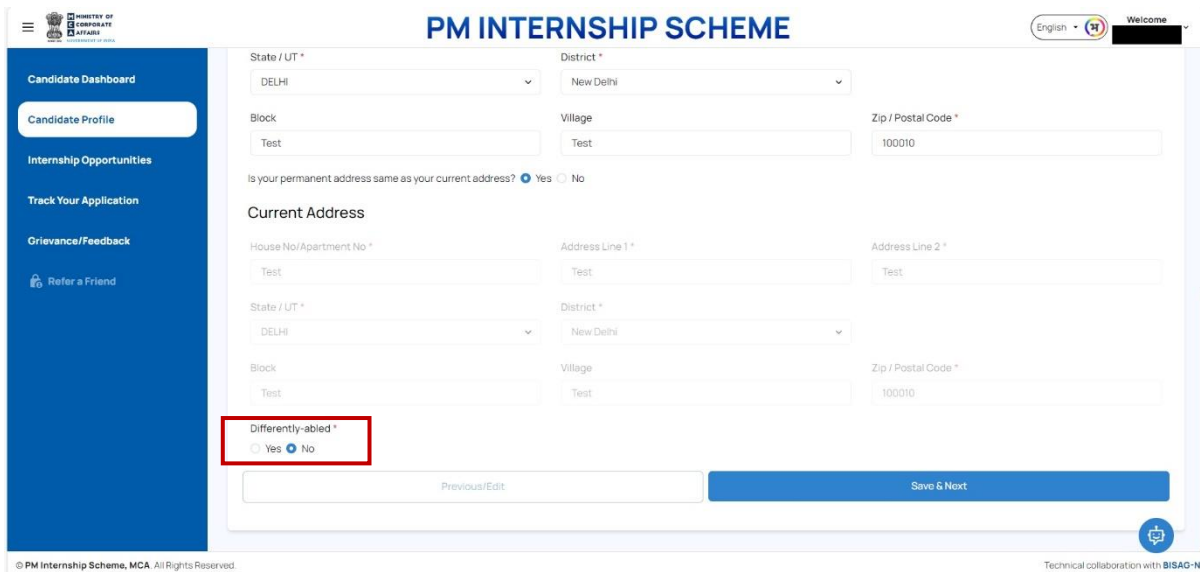
The screenshot displays the 'PM INTERNSHIP SCHEME' registration form. The 'Current Address' section is highlighted, showing the following fields and their values:

- 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
- 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

Navigation buttons at the bottom include 'Previous/Edit' and 'Save & Next'.

- 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 'PM INTERNSHIP SCHEME' registration form. The form is divided into several sections. At the top, there are dropdown menus for 'State / UT' (set to DELHI) and 'District' (set to New Delhi). Below these are input fields for 'Block' (Test), 'Village' (Test), and 'Zip / Postal Code' (100010). A question asks 'Is your permanent address same as your current address?' with radio buttons for 'Yes' and 'No'. The 'Current Address' section includes fields for 'House No/Apartment No' (Test), 'Address Line 1' (Test), and 'Address Line 2' (Test). Below this, there are another set of dropdowns for 'State / UT' (DELHI) and 'District' (New Delhi), followed by 'Block' (Test), 'Village' (Test), and 'Zip / Postal Code' (100010). A 'Differently-abled' section has radio buttons for 'Yes' and 'No', with 'No' selected. At the bottom, there are two buttons: 'Previous/Edit' and 'Save & Next'. The footer of the page includes '© PM Internship Scheme, MCA. All Rights Reserved.' and 'Technical collaboration with BISAG-N'.

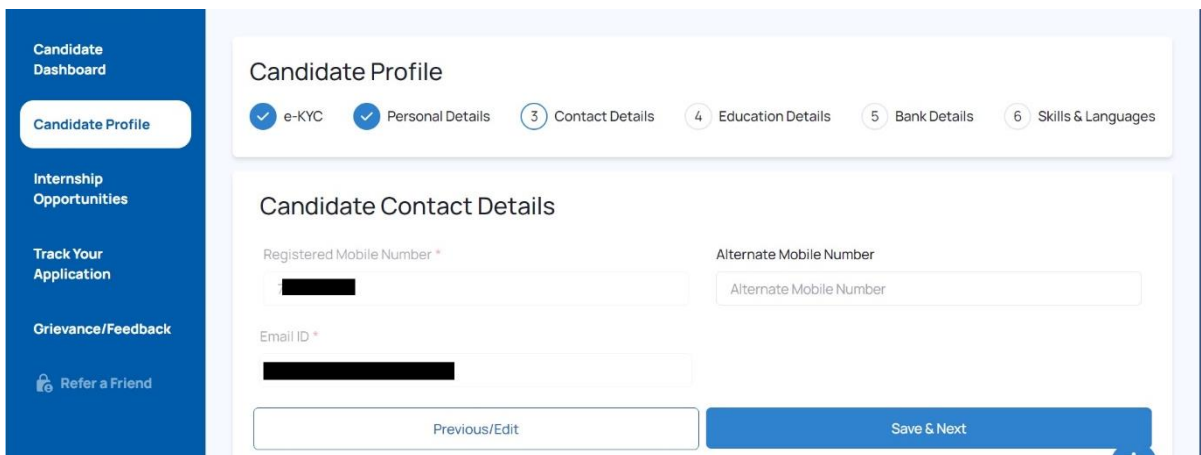
- g. **Previous/Edit:** The candidate can click on this icon, to go to previous section of the candidate profile, wherein the user can edit his/her details.
- h. **Save & Next:** After filling up the above-mentioned details the candidate must **click** on the **“Save & Next”** button, to save the personal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

- a. **Registered Mobile Number:** The candidate needs to enter his/ her Aadhaar registered mobile number in this field.
- b. **Alternate Mobile Number:** The candidate can enter one additional mobile number as an alternate mobile number in this field.

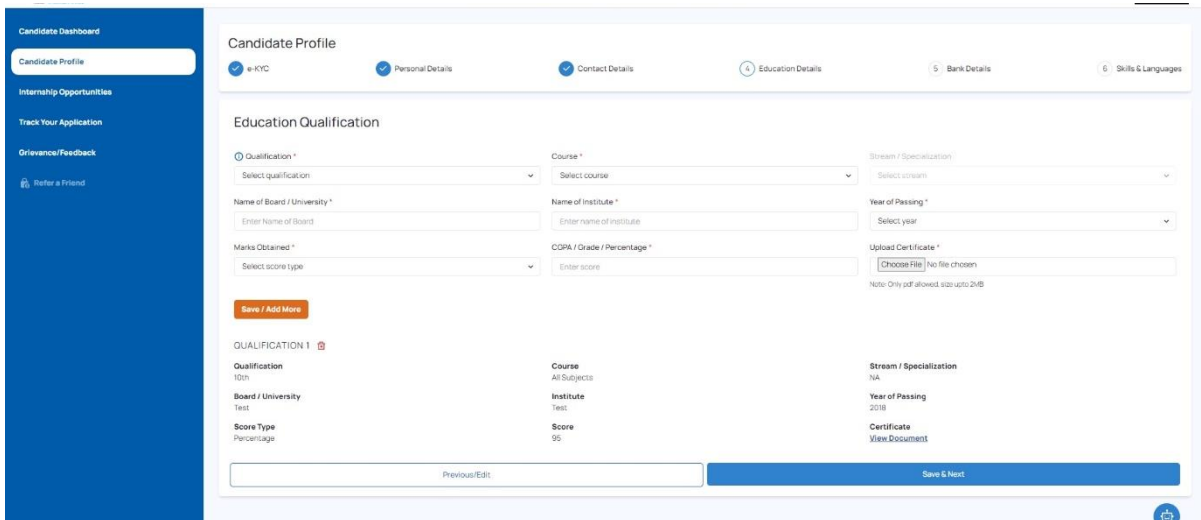
- c. **Email ID:** The candidate must enter his/her **email id** in this field
- d. **Send OTP:** The candidate needs to click on this button to send an **OTP** on the entered **email id** in step c.
- e. **OTP:** The candidate needs to access his/her mailbox to check for the **OTP** and must enter the **OTP** in this field
- f. **Verify OTP:** The candidate needs to click on this button to Verify the OTP.
- 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 displays the 'Candidate Profile' page. On the left is a blue sidebar with navigation options: 'Candidate Dashboard', 'Candidate Profile' (highlighted), 'Internship Opportunities', 'Track Your Application', 'Grievance/Feedback', and 'Refer a Friend'. The main content area is titled 'Candidate Profile' and features a progress bar with six steps: 'e-KYC' (checked), 'Personal Details' (checked), 'Contact Details' (active), 'Education Details', 'Bank Details', and 'Skills & Languages'. Below the progress bar is the 'Candidate Contact Details' section, which includes input fields for 'Registered Mobile Number *', 'Alternate Mobile Number', and 'Email ID *'. The 'Registered Mobile Number' and 'Email ID' fields contain redacted information. At the bottom of the form 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.



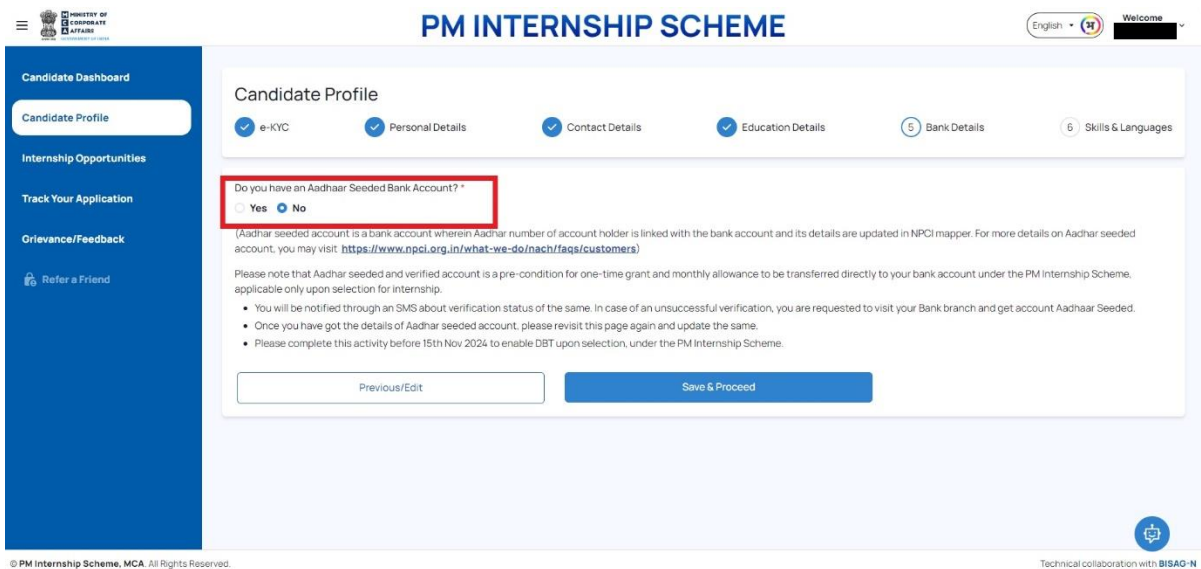
- a. The candidate will be required to fill the following details for each educational qualification:
 - i. **Qualification:** The candidate needs to select his/her qualification from a dropdown list of various options like **10th, 12th, ITI and graduation**. The candidate must enter the qualifications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

English 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.

© PM Internship Scheme, MCA. All Rights Reserved. Technical collaboration with BISAQ-N

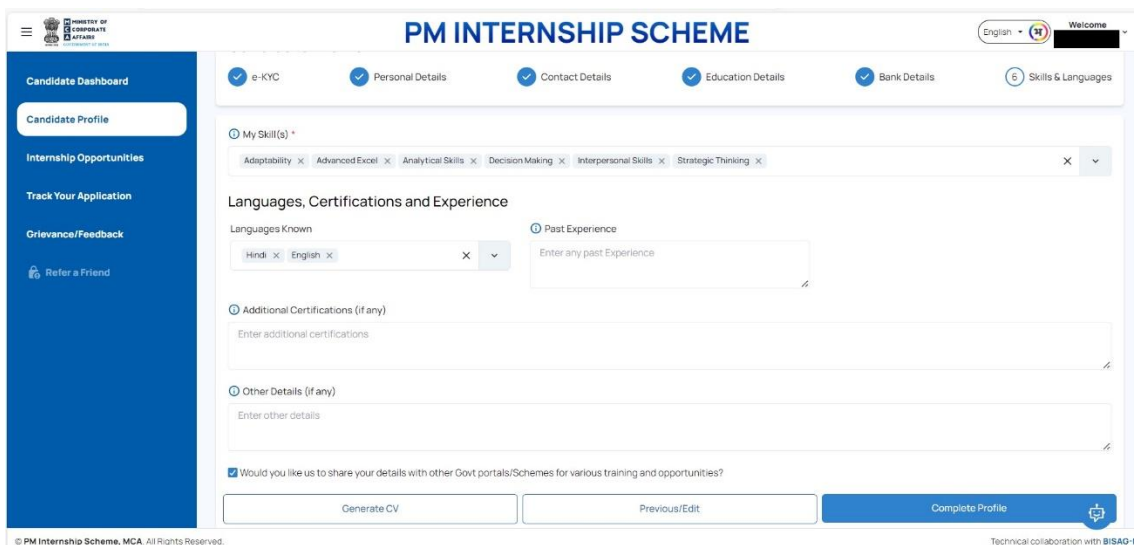
- a. Aadhaar Seeded Bank Account:** The candidate must select the “**Yes radio button**” if his/ her bank account is Aadhaar seeded or the “**No radio button**” if the bank account is not an Aadhaar Seeded Account.
- An **Aadhaar seeded account** is a bank account wherein Aadhaar number of account holder 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.
- 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”.**

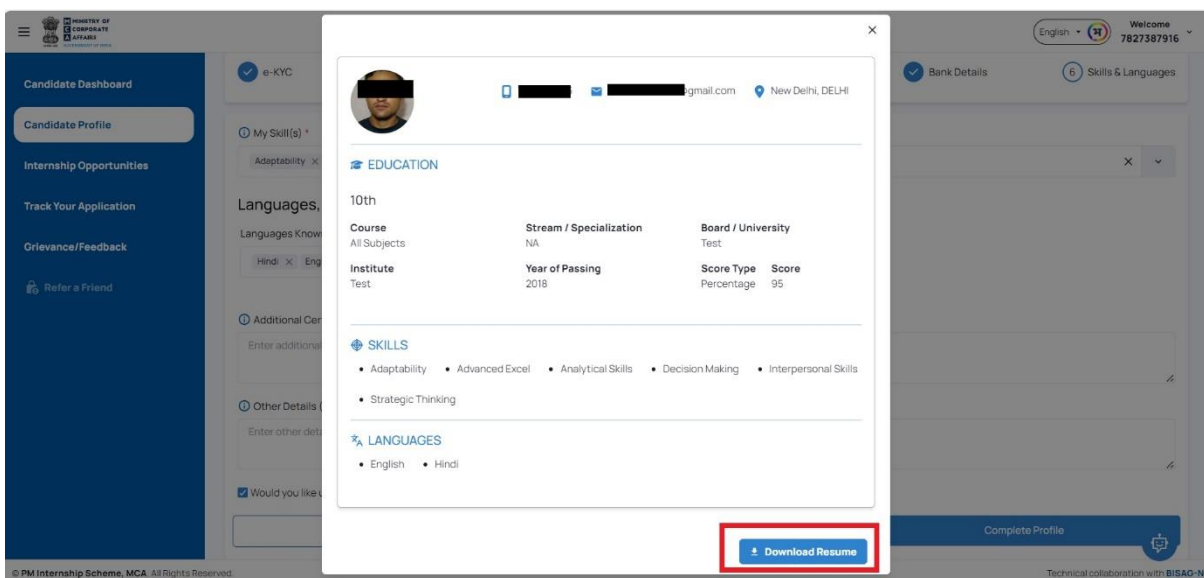
4.6 Skills & Languages

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 'Skills & Languages' section of the PM Internship Scheme candidate profile. The page header includes the Ministry of Corporate Affairs logo and the text 'PM INTERNSHIP SCHEME'. A progress bar at the top indicates completion for e-KYC, Personal Details, Contact Details, Education Details, and Bank Details, with 'Skills & Languages' currently active. The main content area includes a 'My Skill(s)' section with a list of skills like 'Adaptability', 'Advanced Excel', etc. Below this is the 'Languages, Certifications and Experience' section, which has a 'Languages Known' dropdown (showing Hindi and English), a 'Past Experience' text area, and two more text areas for 'Additional Certifications (if any)' and 'Other Details (if any)'. At the bottom, there is a checkbox for sharing details with other government portals and 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**
 - 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.
 - 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.
- c. **Checkbox:** The candidate may 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.



- 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**”.

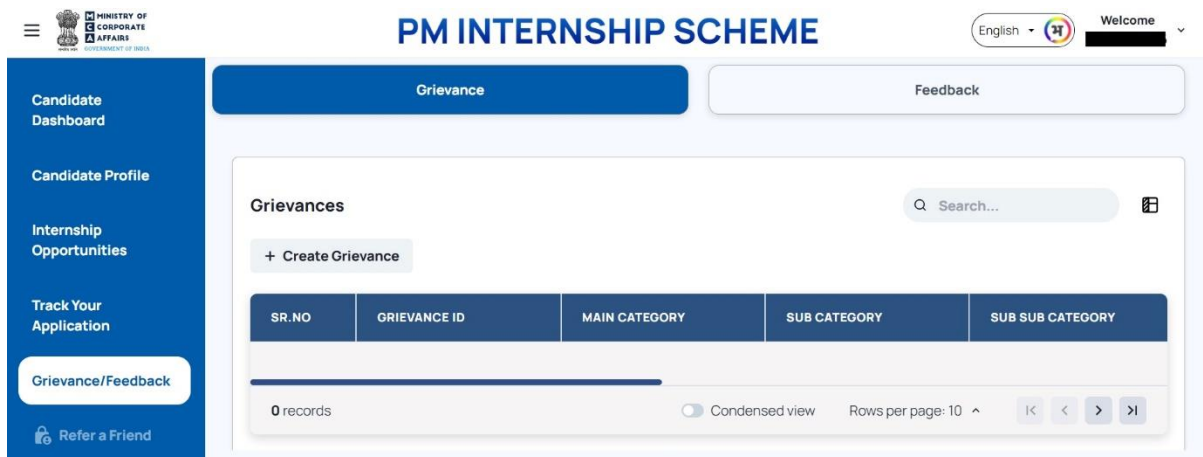
5. Grievance

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

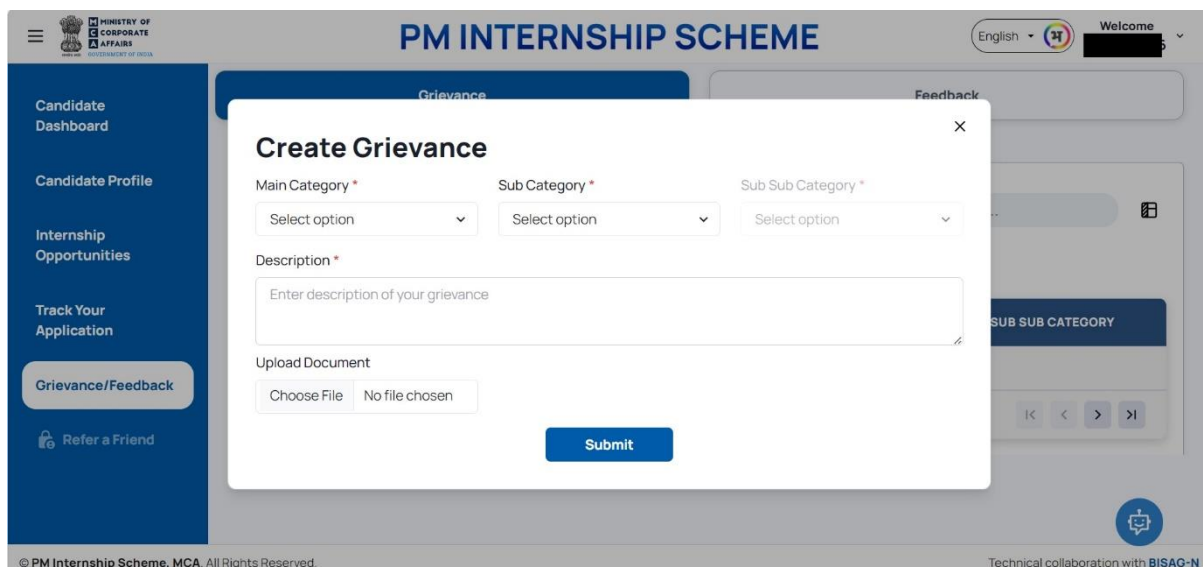
5.1 Raising a Grievance:

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

- a. The candidate must click on the **Grievance** section.



- a. **Create Grievance:** Upon clicking on this field icon, the candidate will access the popup for “**Create Grievance**”.



- b. **Main Category:** The candidate can select the category of his grievances whether it is portal related or otherwise, from a drop-down list of **Application Related and Internship Related**.
- c. **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**.

- d. **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.
- e. **Description:** The candidate must describe the grievance in detail over this text field.
- f. **Upload Document:** The candidate can upload a **document** pertaining to his grievance by clicking on **Choose File** button.
- g. **Submit:** After filling up the above-mentioned details, the candidate must click on **“submit”**.
- h. The grievance of the candidate is now submitted on the portal.