



Prime Minister Internship Scheme

Ministry of Corporate Affairs

**User Manual:
Candidate Journey**

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1. Purpose of the Manual

The Prime Minister Internship Scheme (PMIS) provides young eligible candidates with opportunities to gain hands-on industry experience through internships offered by participating organizations.

Under the Rolling Model, participating companies post internship opportunities regularly on the PMIS portal with defined start and end date. Candidates can explore available opportunities, apply as per portal rules and eligibility criteria, track their applications, and complete joining steps if selected.

This manual explains the complete journey of a candidate, from exploring internships, creating profile and applying to internships.

1.1 Who should use this manual?

- ▶ New candidates who want to register and complete e-KYC and profile creation.
- ▶ Existing/New candidates who want to apply to internships, track applications, manage offers and complete joining steps.

1.2 Before you begin (Recommended)

For ease of navigation, read these instructions before you begin:

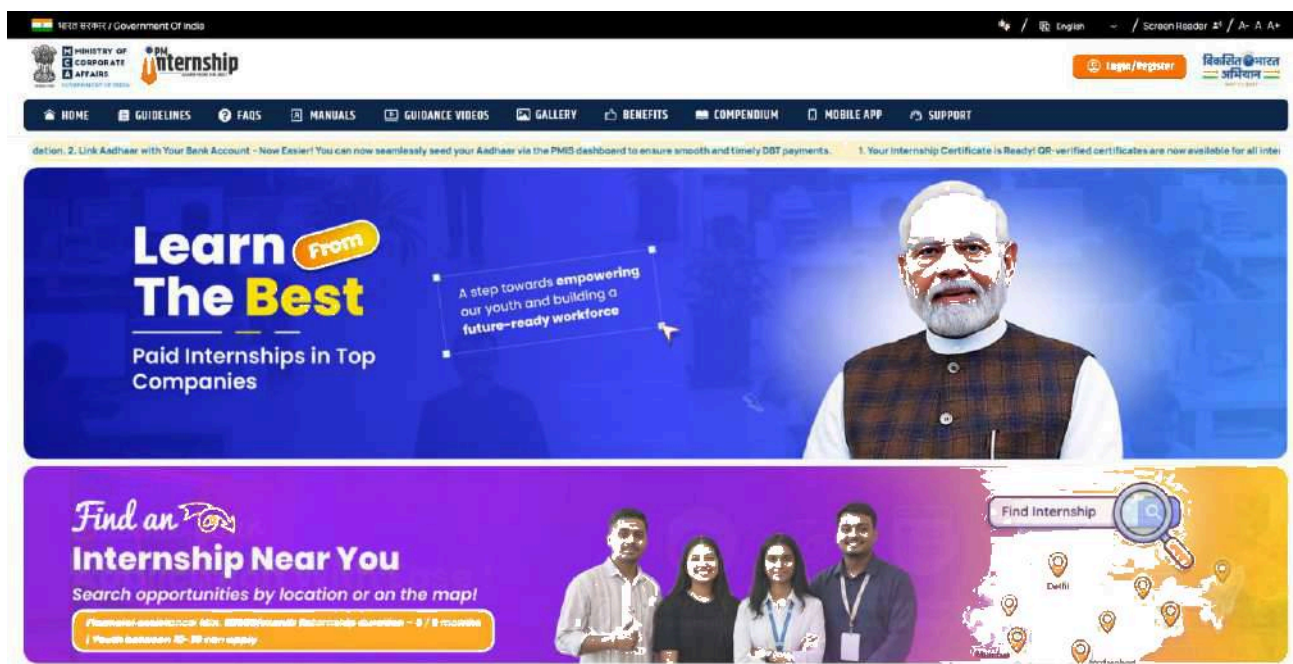
- ▶ There is **no registration or application fee** on the PMIS portal.
- ▶ Keep these documents handy for upload where required: **Aadhaar card, educational certificates/marksheets, and any additional certifications.**
- ▶ You may also refer to **guidance videos/tutorials** available on the portal (where provided).

1.3 Language & accessibility

The portal may be available in multiple languages. Use the language selector to view content in your preferred language. Accessibility features (such as screen reader support or text-size controls) are also available on the portal.

1.4 Support & grievance

If you face issues during registration, e-KYC, profile completion or internship application, use the **Help/Support** or **Complaint** options on the portal **to raise a ticket/request**. If a helpline number is displayed on the portal/manual, you may contact it as applicable for any query.



2. PMIS Rolling Model - Key Features for Users

Under the Rolling Model:

A. Browse and Apply

- ▶ Internship opportunities are published regularly by the participating companies with defined start and end dates.
- ▶ Candidates can browse available internships and apply to opportunities that are currently open.

B. Application Limit (Important)

- ▶ A candidate can apply a **maximum of three active internship applications at one time.**
- ▶ If one of your applications is not shortlisted or rejected, you may apply to more internships, but you can only have up to 3 active applications at a time.

Meaning of "Active" application: An application is active when it is still in progress (for example: Applied by you, Shortlisted, Waitlisted by Company, Selected by Company, Offer Accepted and Joined).

C. Offer Rules and Timelines

- ▶ A candidate can receive a **maximum of two active internship offer letters at one time.** However, he/she **can only accept one offer.**
- ▶ If an internship offer is received, it must be accepted within **14 days**, failing which it will lapse.

- ▶ Once you accept an offer, you cannot apply to more internships (other applications/offers will be blocked).

D. Switching Between Two Offers (Limited Window)

- ▶ If you receive 2 offers and have accepted one, you may withdraw the accepted offer and accept the other offer only within 15 days from your offer acceptance date.
- ▶ All activities on the portal are governed by system-driven rules to ensure fairness, transparency, and equal opportunity for all candidates.

E. Joining Rules

- ▶ You must join on or before the reporting date mentioned in the offer letter.
- ▶ If you do not join by the reporting date, you get a 14-day grace period to join.
- ▶ If you still do not join within the grace period, the system will mark you as Did Not Report (DNR) automatically on the 15th day.

F. Eligibility Rules (Important)

- ▶ If you are terminated by the company during the internship, you are not allowed to participate again in PMIS.
- ▶ If you drop out once, you get only one more chance to join another PMIS internship. If you drop out a second time, you become permanently ineligible to participate in PMIS.

3. Quick Start (End-to-End Journey)

- ▶ Explore internships (limited details are visible before e-KYC).
- ▶ Register with your mobile number and OTP (or log in if already registered).
- ▶ Complete e-KYC (via Aadhaar or DigiLocker) to unlock full internship details and enable applications.
- ▶ Complete your profile (personal, education, skills details) and generate your CV.
- ▶ Search and apply to internships.
- ▶ Track your application status under “Candidate Dashboard”.
- ▶ If selected, manage your offer–accept within 14 days and complete joining steps within timelines.

4. PMIS Landing Page

4.1 Accessing the PMIS Portal

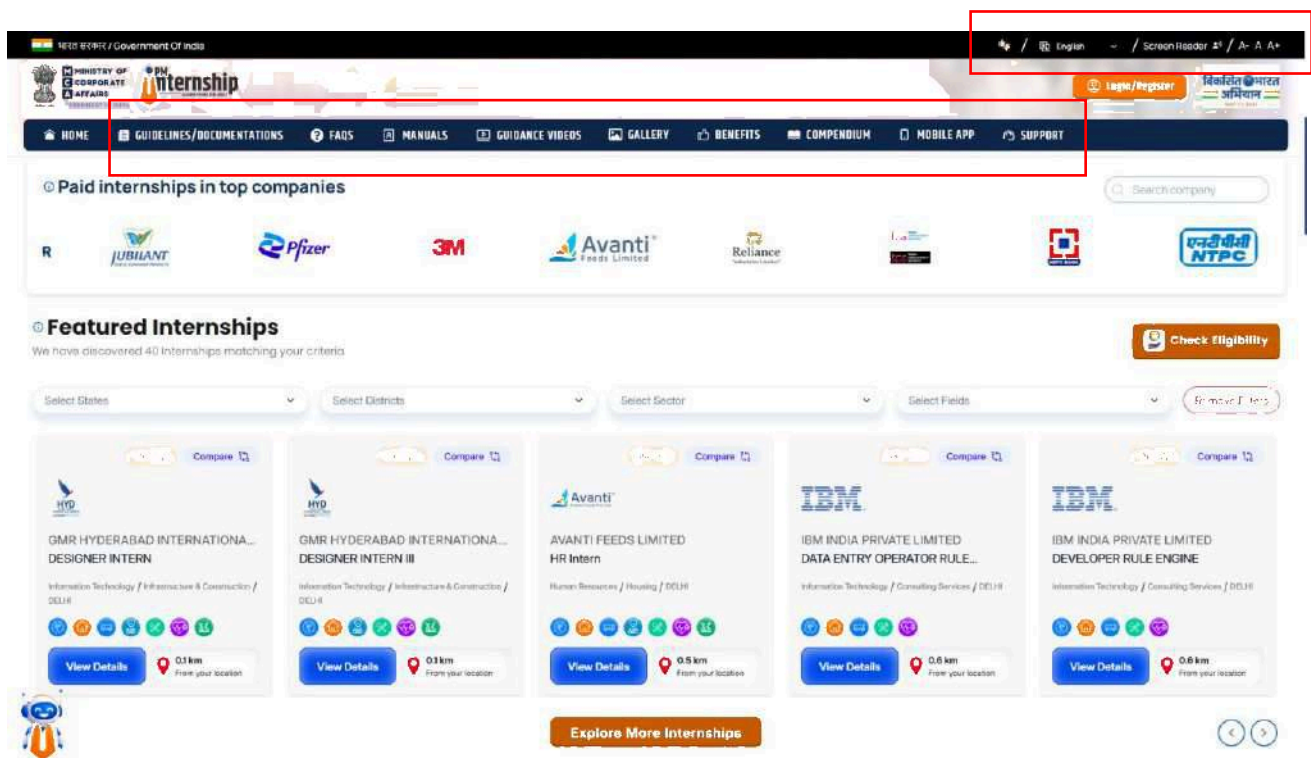
To access the PMIS Portal:

- ▶ Open a web browser (Chrome, Edge, Firefox, etc.).

- ▶ Enter the PM Internship Scheme (PMIS) Portal URL in the address bar. URL: [Prime Minister Internship Scheme](#)
- ▶ The PMIS Home Page will be displayed.

On the Home Page, the candidate can view:

- ▶ Top navigation menu with the following options:
 - a. Home
 - b. Guidelines
 - c. Manuals, FAQs, Videos
 - d. Gallery
 - e. Benefits
 - f. Mobile App
 - g. Support
 - h. Language selection option
 - i. Accessibility options (Screen Reader, Text Size controls)
- ▶ Important scheme-related announcements and notifications
- ▶ **Login / Register** button displayed at the top-right corner



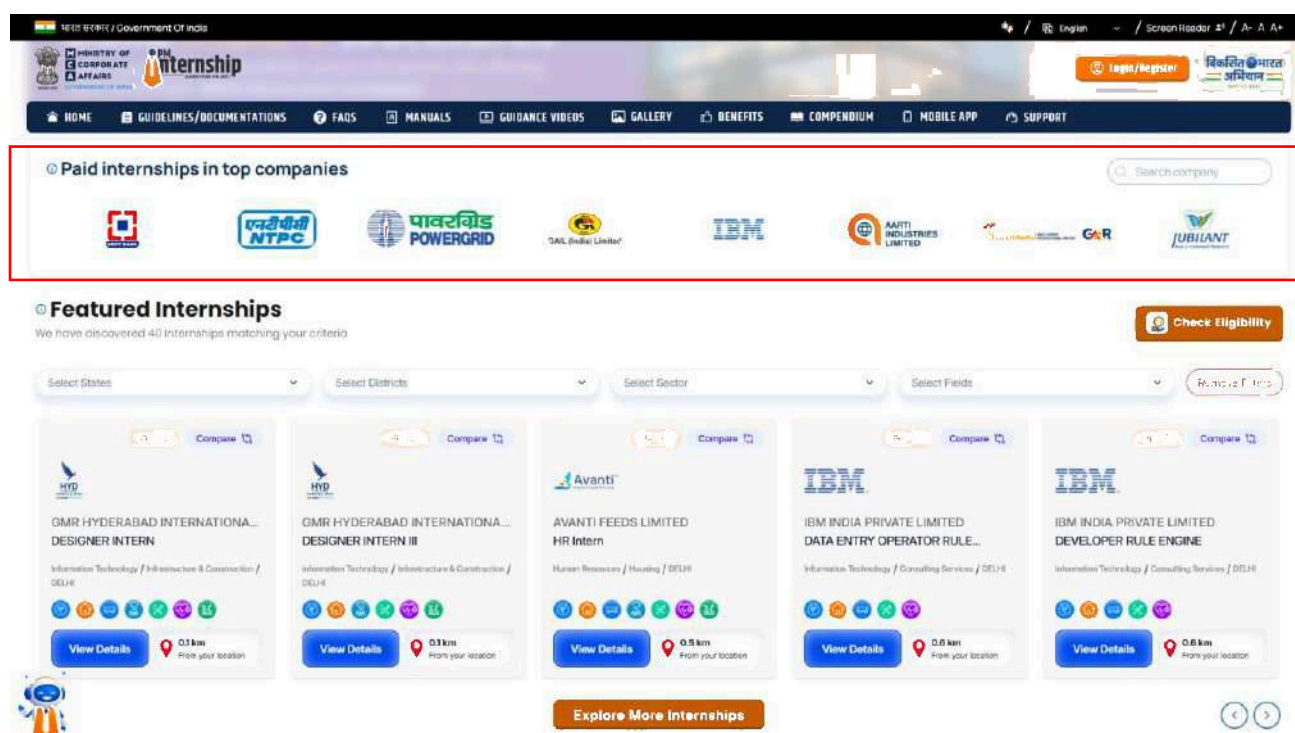
The “Login / Register” button is the common entry point for both:

- ▶ New candidates who want to register and
- ▶ Existing candidates who want to log in

Tip: i-buttons and videos are available across portal for your help.

4.2 Learn More About a Company

When you are exploring internships on PMIS, you can quickly learn more about a company by opening its Company Page.



- ▶ How to open it:
 - a. Go to the section where company logos are shown ("Paid internships in top companies") or wherever logos appear on internship listings.
 - b. Click on the company's logo.
 - c. You will be redirected to the Company Landing Page.
- ▶ What you'll find on the Company Landing Page
 - a. A brief company overview (what the organization does)
 - b. Company values and areas of work
 - c. Internship opportunities available with that company
 - d. Interns who are undergoing/complete internships in that company.
 - e. Virtual tours to get a glimpse of the organization.
- ▶ Why this helps you
 - a. You can understand the organization better before applying
 - b. You can explore all internships from the same company in one place
 - c. You can decide more confidently whether the company and roles match your interests.

Build the Future of Food-Tech with Us

Jubilant FoodWorks Ltd. (JFL) is a leading food-tech company and the master franchisee for Domino's Pizza in India, Nepal, Sri Lanka and Bangladesh, and for Popeyes in India, Bangladesh, Nepal and Bhutan, and Dunkin' in India. Founded in 1995 and headquartered in Noida, JFL combines strong digital-first capabilities with end-to-end operations across multiple brands and markets offering interns hands-on exposure to fast-paced, customer-centric business execution.

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- Build with Purpose**
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- Grow with Mentors**
Guidance, feedback, and skills that make you industry-ready

Featured Internships

Explore Internships across multiple domains including Banking Operations, Digital Transformation, Data Analytics, Marketing, Risk Management, and more. Filter by location, duration, or qualification to find your perfect fit.

Select States | Select Districts | Select Sector | Select Fields | [Reset Filter](#)

Company	Role	Location	Skills
JUBILANT FOODWORKS LIMITED	Admin Associate	Purchase / procurement / Automation / HR/HRMS	Uttar Pradesh
JUBILANT FOODWORKS LIMITED	fgl	Distribution / FMCG (Fast-Moving Consumer Goods) /	JAMMU AND KASHMIR
JUBILANT FOODWORKS LIMITED	manager	Sales & Marketing / Agriculture and allied /	JAMMU AND KASHMIR
JUBILANT FOODWORKS LIMITED	Delivery person	Distribution / Agriculture and allied /	GUJARAT
JUBILANT FOODWORKS LIMITED	Pizza maker	Maintenance / Agriculture and allied /	MADHRA PRADESH

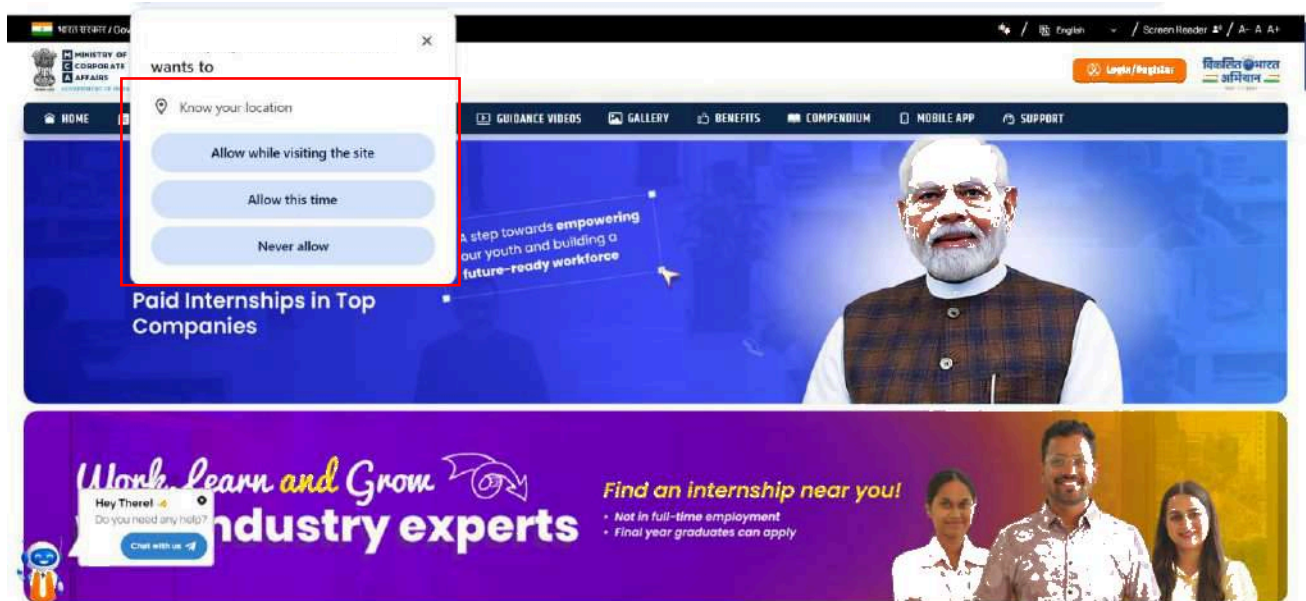
4.3 Explore Internships

4.3.1 View Nearby Internships

When you open the portal for the first time, the portal may request device location permission:

- ▶ If you allow location access, internships nearest to you are shown first and distance is displayed (e.g., "12 km").
- ▶ If you deny location access, you will see a reminder to enable location for nearby internships and listings may appear in a random order.

We recommend enabling the device location to find internships near-by your location.



4.3.2 What you can see before e-KYC

You CAN see:

- ▶ Internship listing tiles/cards and basic filters
- ▶ Basic internship details such as number of opportunities, application start/end dates, location, required qualification, duration, benefits, mode of internship, and interns' gallery.

You CANNOT see (locked until e-KYC):

- ▶ Full internship description (key responsibilities, skills you will acquire, expected learning outcomes), videos/images if any.
- ▶ The Apply button (attempting to apply prompts you to complete e-KYC)

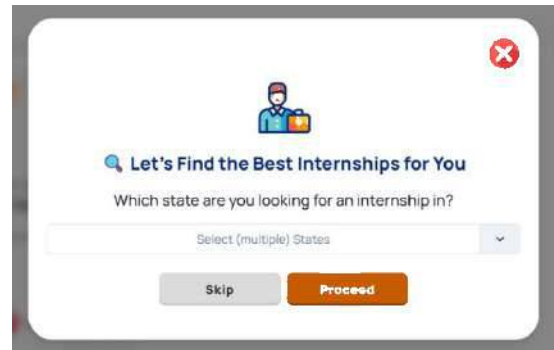
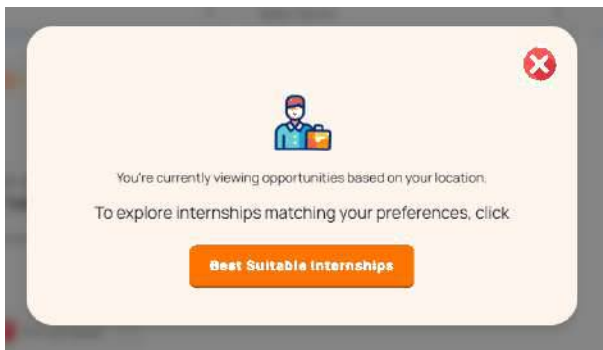
4.3.3 Optional preferences (Best Suitable Internship)

When you select "Explore More Internships", the portal may ask for optional preferences to improve recommendations:

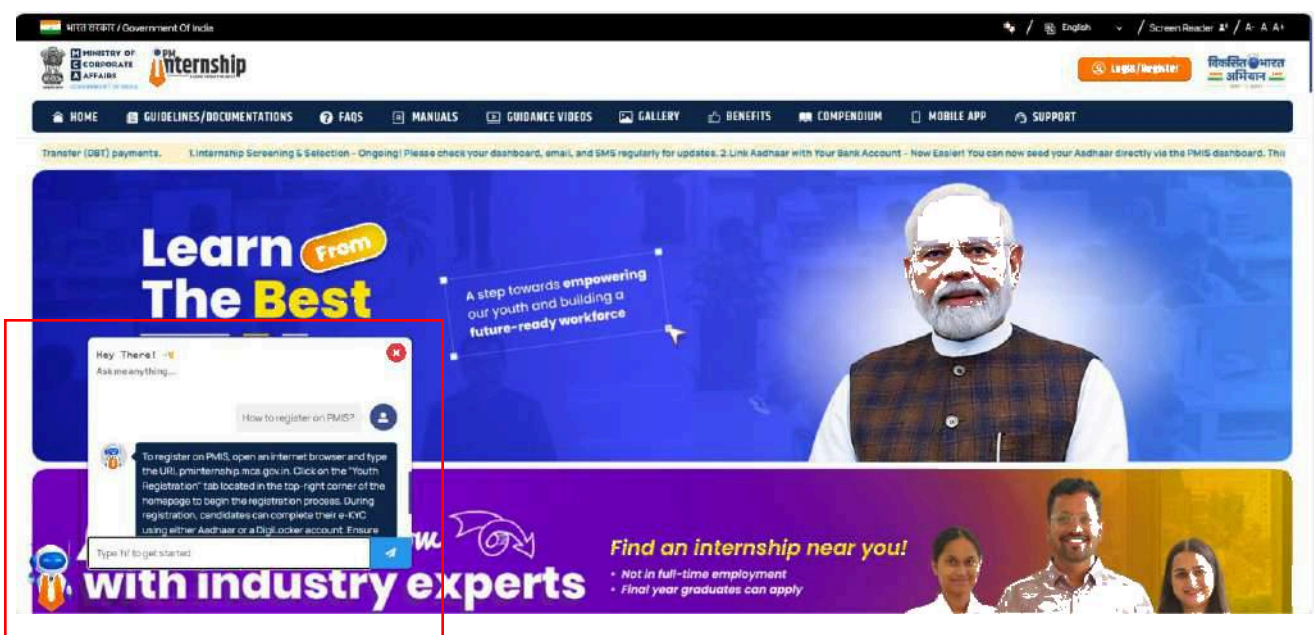
- ▶ State
- ▶ District
- ▶ Course
- ▶ Field

These preferences are optional. You can proceed without selecting them.

Upon entering the preferences, you will be redirected to Featured Internships.



4.4 PMIS Buddy



The **PMIS Buddy** is an in-portal virtual assistant that helps you get quick answers and guidance while using the PMIS platform.

How to use it

- ▶ Click the **chat icon** to open the chatbot window.
- ▶ Type your question (for example, “*How do I complete e-KYC?*”) and follow the on-screen suggestions.
- ▶ Use the chatbot for step-by-step help, common FAQs, and navigation guidance.

What the chatbot can help you with

- ▶ Registration/login support (OTP, password reset, login issues).
- ▶ e-KYC and profile completion guidance.
- ▶ Internship search and application process help.
- ▶ Offer and joining-related queries (timelines, next steps).
- ▶ Directing you to relevant portal sections, manuals, or support options.

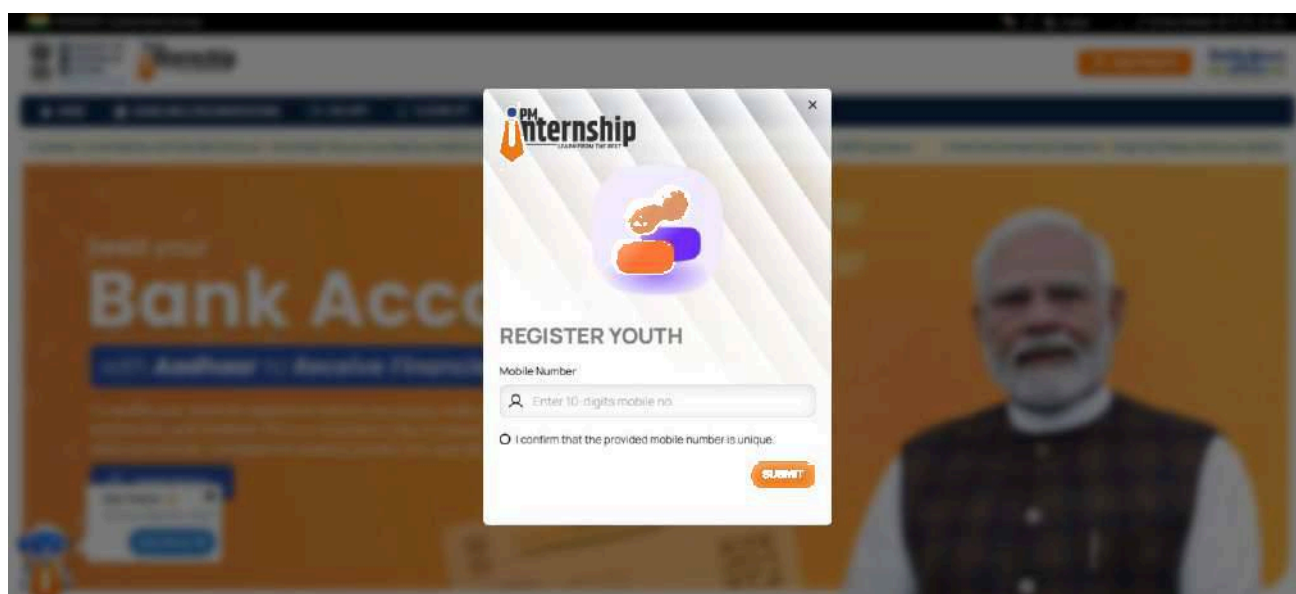
Example questions you can type

- ▶ “*How do I register on PMIS?*”

- “Where can I complete e-KYC?”
- “Why is the Apply button not working?”
- “How do I track my application status?”
- “How long do I have to accept an offer?”

Tip: If your query is not resolved, use the chatbot prompts to reach the **Help/Support/Complaint** option available on the portal.

5. Registration for New Candidates



Candidates who are visiting the PMIS Portal for the **first time** must complete registration to create their account.

Steps to Register:

1. Click on the “**Login / Register**” button available on the Home Page.
2. Select the **New User/Register Now** as indicated above in red box.
3. Enter the Mobile Number and provide the consent.
4. Click on Submit Button
5. Enter the OTP received on your registered mobile number and submit it
6. Create a new password, confirm it, and submit:
 - *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.*
7. On successful authentication, the candidate is redirected to the **Explore Internships**.



PM Internship
LEARN FROM THE BEST

REGISTER YOUTH

Enter the OTP sent to your registered mobile number

OTP input fields: [] [] [] [] [] []

[Resend OTP](#)

SUBMIT



PM Internship
LEARN FROM THE BEST

REGISTER YOUTH

Create the Password

New Password (Ex:Test@123)

Confirm New Password (Ex:Test@123)

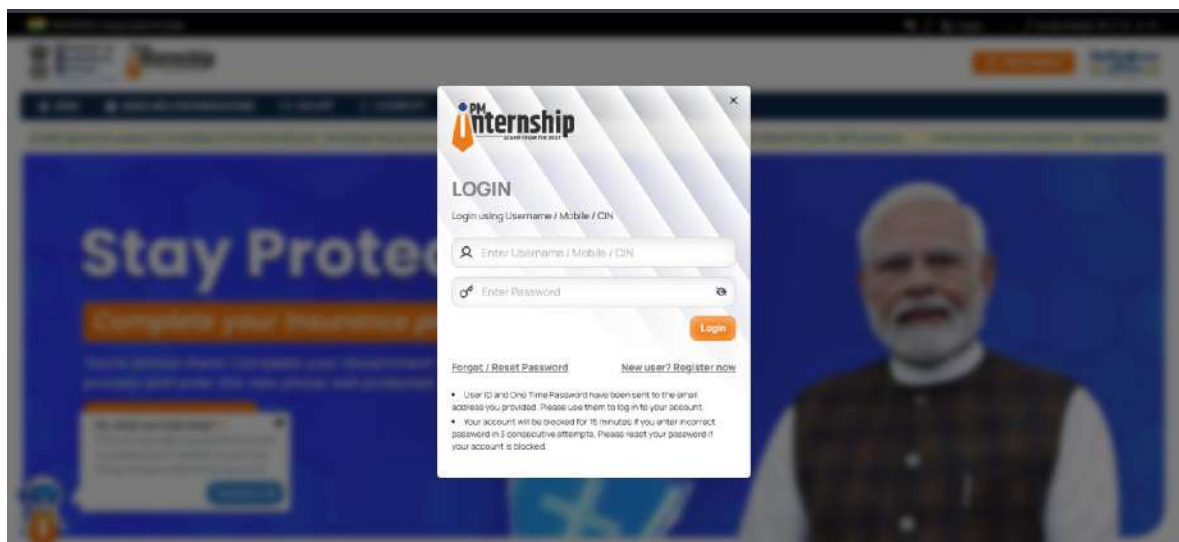
Note: Password must be at least 8 characters long and must include 1 uppercase letter, 1 lowercase letter, 1 digit, and 1 special character.

SUBMIT

Your registration is now complete.

Post Registration, user will be re-directed to **Explore Internships** page.

5.1 Login for Existing Candidates



PM Internship
LEARN FROM THE BEST

LOGIN

Login using Username / Mobile / CIN

Enter Username / Mobile / CIN

Enter Password

Login

[Forgot / Reset Password](#) [New user? Register now](#)

• User ID and One Time Password have been sent to the email address you provided. Please use them to log in to your account.
 • Your account will be blocked for 15 minutes if you enter incorrect password in 3 consecutive attempts. Please reset your password if your account is blocked.

5.1.1 Who can log in?

Candidates who have:

- ▶ Already registered on the PMIS Portal, and
- ▶ Have valid login credentials

Steps to Login:

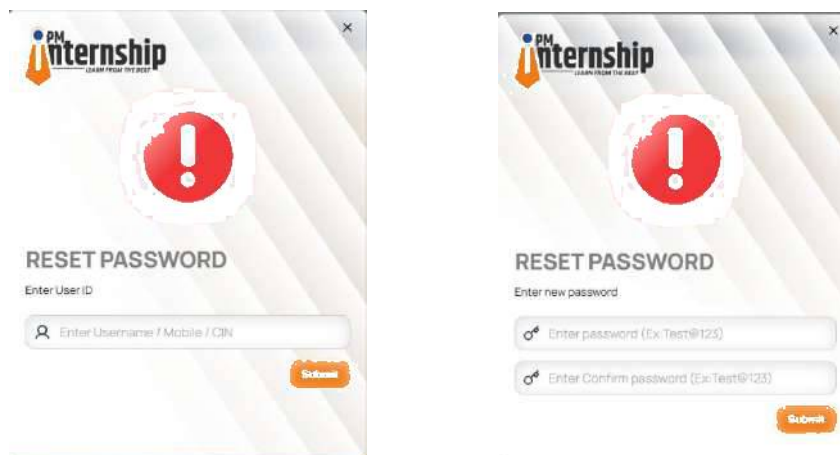
1. Click on the **“Login / Register”** button available on the Home Page.
2. On the Login page, locate the field **“Enter Username / Mobile / CIN”**.
3. Enter the registered Mobile Number.
4. Enter the password in the **“Enter Password”** field.
5. The password can be viewed or hidden using the visibility icon, if required.
6. Click on the **“Login”** button.

7. Enter the captcha as displayed on the screen and click on “Login” Button
8. Enter the OTP shared on the registered phone and click on “Login” Button
9. If the candidate didn't receive the OTP, click on Resend OTP. Upon successful authentication, the candidate will be redirected to the Candidate Dashboard.

If you enter wrong password in 3 consecutive attempts your account will be blocked for 15 minutes. Please reset your password if your account is blocked.

5.1.2 Forgot Password

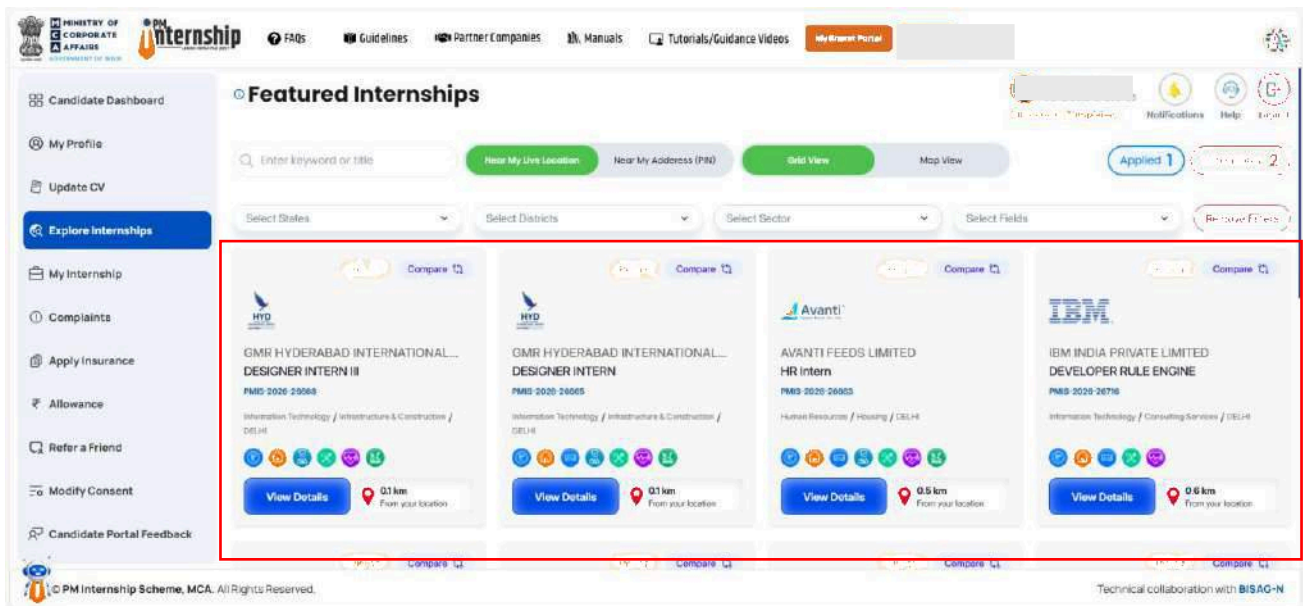
Candidates who have forgotten their password can click on “Forgot / Reset Password” to reset their password.



1. Enter registered mobile number.
2. Enter Captcha
3. Enter OTP (sent to the registered mobile number).
4. Enter New Password & Confirm Password
5. Click Submit

6. Explore Internships - Overview

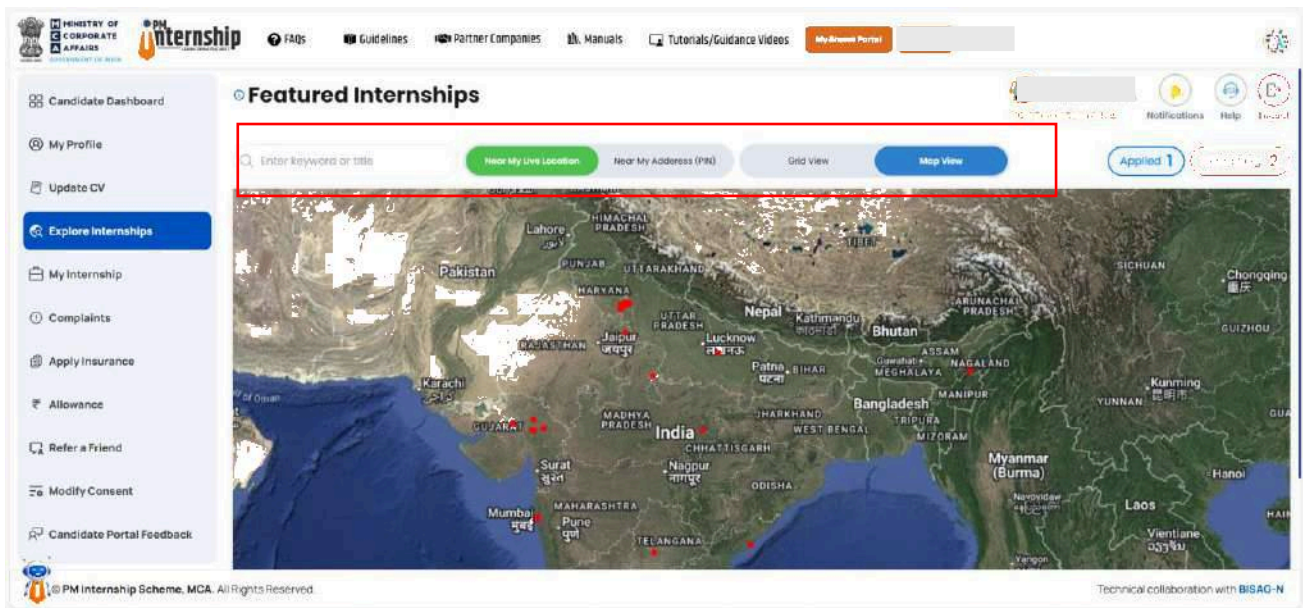
After registration, candidates land on the **Explore Internships** Page, from where candidates can search for suitable internships.



6.1 Filter Internships

The “**Explore Internships**” section displays available internship opportunities published on the portal to the candidate.

1. Candidates can search internships using keywords, such as role, skill, or organization name in the search bar. Enter the keyword in the search bar and view matching results.
2. Candidates can search internships based on location using:
 - a. **Near My Live Location** - Displays internships near the candidate's current device location
 - b. **By My Address (Pin code)** - Displays internships based on candidate's address (Pin code).
3. Map View lets candidates explore internships visually on a map instead of a list. Click **Map View** to see internship locations marked as pins. Select a pin to view the internship and open details.
4. Use **Near My Live Location** or **Near My Address (PIN)** to focus the map around your preferred area, and switch back anytime to the tile view using **Grid View**.

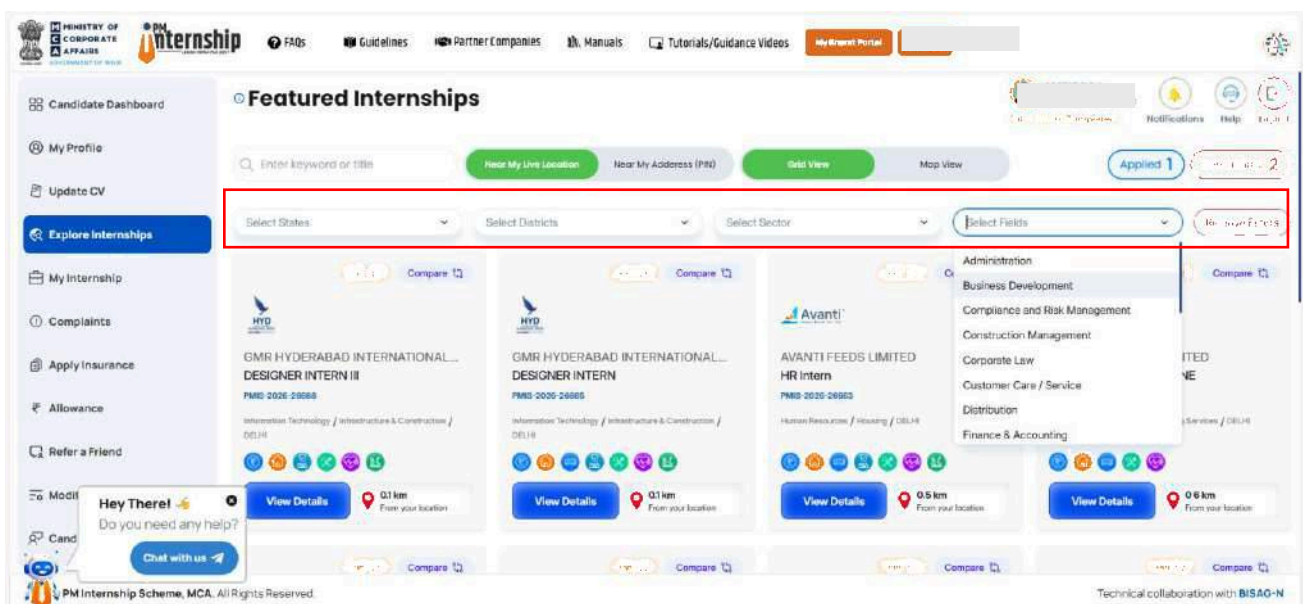


5. Candidates can refine internship results using the following filters:

- a. State
- b. District
- c. Sector
- d. Field

6. After selecting the required filters, the internship list is updated accordingly.

7. Click Remove Filters to clear all selected filters and view all internships again.



6.2 Internship Listing Cards

Each internship is displayed in a card format with key details, such as:

- Organization / Company Name

- Internship role or title
- Internship ID
- Sector and field
- State
- Additional Benefits in this internship
- Distance from candidate's location (if device location is enabled)

From each internship card, candidates can:

- View Details - To see complete internship information
- Wishlist - To save the internship for future reference
- Compare - To compare multiple internships side-by-side

6.3 Viewing Internship Details

1. Click on the View Details button on an internship card.
2. The detailed internship page opens with complete information, including:
 - No. of opportunities
 - Required Qualification
 - Application Start & End Date
 - Duration of Internship
 - Mode of Internship
 - Benefits (if the company is providing any)
 - Complete location of Internship with View on Map feature.
 - a. Internship description (If the candidate's **e-KYC is not completed**, the description is displayed as locked)
 - b. The Gallery section provides additional visual of the interns of the company.
 - c. Apply Now Button (In Right corner of the description)


×

Quality Assurance Intern

[Apply Now](#)

Internship ID PMIS-2026-26719	No of Opportunities 2	Required Qualification 10th
Location Gautam Buddha Nagar, UTTAR PRADESH	Candidates Already Applied 2 Candidate(s)	Application Start Date 06 Mar 2026
Application End Date 22 Mar 2026	Duration of Internship 6 months	Mode of Internship In-Person

Benefits



Total Financial Assistance (per month)
₹14000



Meal Benefits
Subsidized



Transportation Support
₹7002



Recreational Facilities
Park

Internship Location

[View on Map](#)

Address Line 1 HT HOUSE	Address Line 2 BARAKHAMBA ROAD	State DELHI	District NEW DELHI
Block Chanakya Puri	Village NDMC (Part)	Zip / Postal Code 110001	Distance

Qualification Details

Required Qualification Graduation	Course B.Tech/B.E.
Specialization ANY	Preferred Certification -
Preferred Skills -	

Description



Description Locked
Description will be available once your e-KYC is completed.

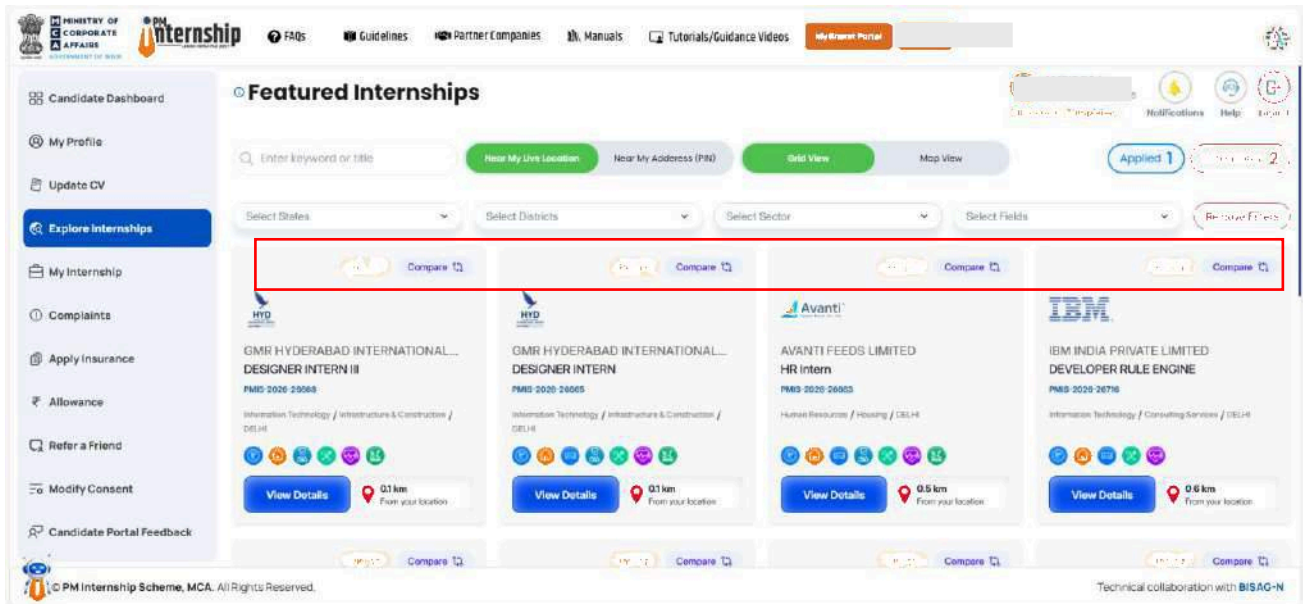
[Complete e-KYC](#)

The internship description will be locked, and user can see only after the e-kyc is completed.

When a candidate clicks on “**Apply Now**” for an internship, the system first verifies whether the candidate’s profile and mandatory verifications are complete.

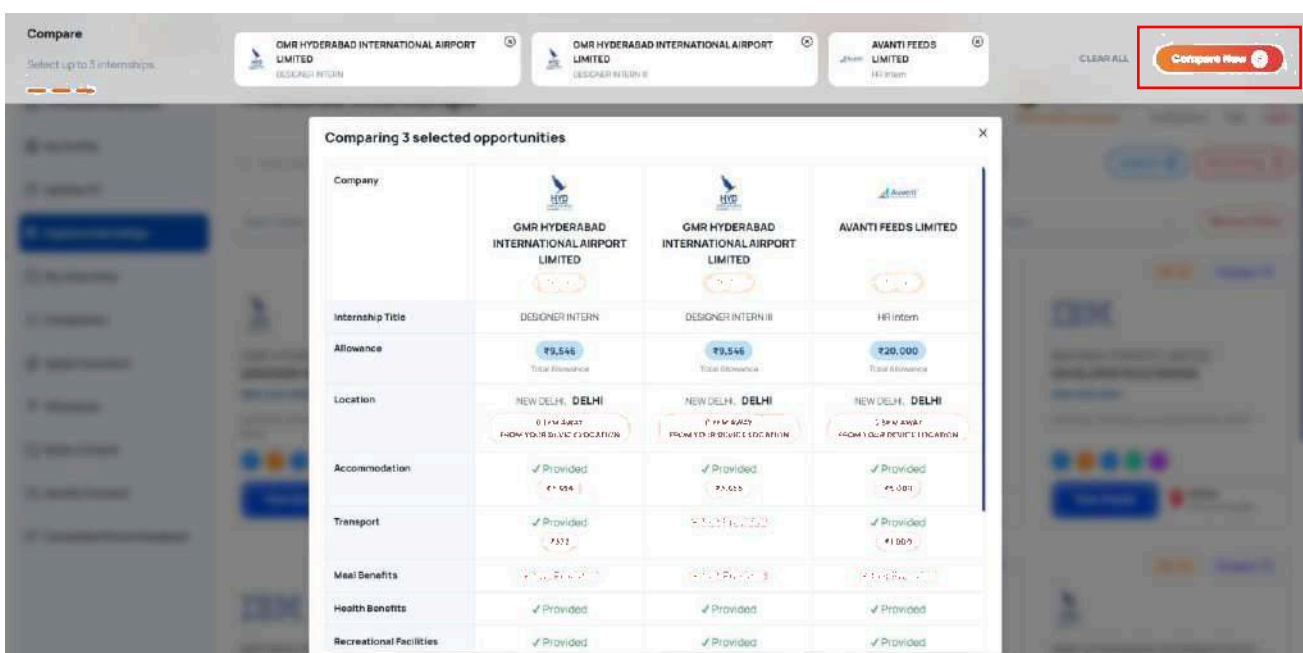
If the profile is incomplete, the candidate needs to complete the e-KYC to proceed further.

6.4 Compare & Pin Internships



A. Compare Internships

- ▶ **Compare Internships** helps you view up to 3 selected opportunities side-by-side so you can make a quicker, informed choice.
- ▶ The comparison highlights key details like **Company**, **Internship Title**, **Allowance**, **Location (with distance)**, **Accommodation**, and **Transport** in one view.
- ▶ You can **add/remove internships**, **clear all selections**, or click **“Compare Now”** to instantly see differences.
- ▶ If you like an option, you can also **add it to your pinned internships** directly from the comparison screen.



B. Pin Internships

- ▶ Pin Internship lets users mark important opportunities to keep them at the top of the list for quick access.
- ▶ Users can click the Pin icon on an internship card to add it to pinned and revisit it anytime.
- ▶ Pinned internships remain visible while browsing, and users can unpin them whenever they're no longer a priority.

7. My Profile

7.1 e-KYC

- ▶ The candidate needs to complete identity verification (e-KYC) to proceed further with application.
- ▶ Candidate will be redirected to My Profile section for Aadhar e-KYC OR Verification through DigiLocker.

7.1.1 e-KYC via Aadhaar

The screenshot displays the 'My Profile' section of the PM Internship Scheme portal. The 'Candidate profile' area is highlighted with a red box, showing the 'Aadhaar e-KYC' status. Below this, the 'Aadhaar Based e-KYC' section is visible, featuring a form to enter the Aadhaar Number/Virtual ID, a consent checkbox, a captcha, and a 'Send OTP' button. The footer includes the PM Internship Scheme logo, MCA, and technical collaboration with BISAG-N.

To complete Aadhaar e-KYC:

1. Enter your Aadhaar Number/Virtual ID.
2. Tick the consent checkbox (read "Read Full Consent Here" if needed).
3. Enter the captcha.
4. Click "Send OTP" to receive an OTP on your Aadhaar-linked mobile number.
5. Enter the OTP and click "Verify OTP".
6. Click "Verify and Proceed" to complete e-KYC.

Aadhaar Based e-KYC

Aadhaar Number/Virtual ID *

☒ I consent to the use of my Aadhaar details for PM Internship Scheme. [Read full consent here](#)

Captcha *

qwerty

OTP has been sent to your:

Mobile: **

Email: NA

Enter OTP *

338487

[Verify OTP](#)

You can resend OTP in 119 mins

[Verify and Proceed](#)

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.

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7.1.2 e-KYC via DigiLocker

My Profile

Candidate profile

[Aadhaar e-KYC](#) [DigiLocker](#)

[Proceed Further](#)

Note:- 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> or you can raise a ticket with DigiLocker at <https://support.digilocker.gov.in/open>.

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.

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You can also complete e-KYC using DigiLocker. Click on Proceed further and it will redirect to the DigiLocker page.

Before you start

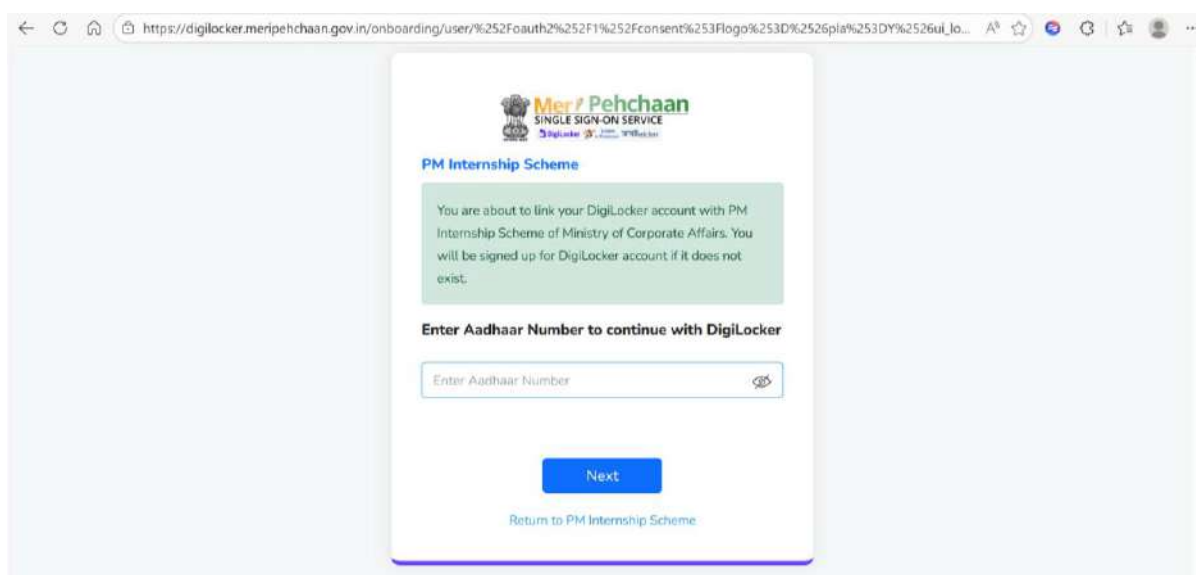
- Ensure your DigiLocker account uses the same mobile number as your PMIS registration, and your Aadhaar is linked to DigiLocker.

Steps:

1. On the **Meri Pehchaan** page, enter your **Aadhaar Number** in the input box. Click **"Next"** to proceed.

Tip: Use the **eye icon** (if visible) to show/hide the Aadhaar number while typing.

2. Enter the **OTP received on your Aadhaar-linked mobile number** in the **"Enter OTP"** field. Click **"Continue."**
3. On the **DigiLocker Consent** page, review the information being requested (e.g., **Issued Documents, Profile Information**, etc.). Select the required items (or use **"Select all"** if enabled and appropriate).
4. Click **"Allow"** to share details and continue e-KYC.



← ↻ 🏠 🔒 https://digilocker.meripehchaan.gov.in/onboarding/user/%252Foauth2%252F1%252Fconsent%253Flogo%253D%2526pla%253DY%2526ul_lo... A🔍 ⚙️ ⭐ 👤 ...

Meri Pehchaan
SINGLE SIGN-ON SERVICE
DigiLocker Aadhaar e-KYC

PM Internship Scheme

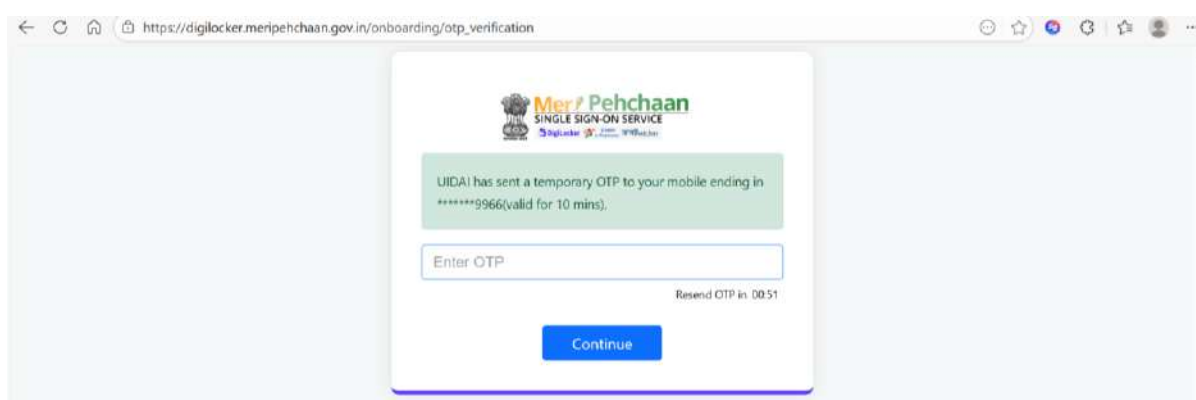
You are about to link your DigiLocker account with PM Internship Scheme of Ministry of Corporate Affairs. You will be signed up for DigiLocker account if it does not exist.

Enter Aadhaar Number to continue with DigiLocker

Enter Aadhaar Number 

Next

[Return to PM Internship Scheme](#)



← ↻ 🏠 🔒 https://digilocker.meripehchaan.gov.in/onboarding/otp_verification ⌚ ⭐ ⚙️ ⭐ 👤 ...

Meri Pehchaan
SINGLE SIGN-ON SERVICE
DigiLocker Aadhaar e-KYC

UIDAI has sent a temporary OTP to your mobile ending in *****9966(valid for 10 mins).

Enter OTP

Continue

Resend OTP in: 00:51

https://consent.digilocker.gov.in/consent-form?app_id=YL5E2CCA4E&jwt=eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiIsImtpZCI6ImR5YXZlMG... A

DigiLocker

Please provide your consent to share the following with **PM Internship Scheme**:

- Issued Documents (3)
 - 1375566 ()
 - As (9026)
 - Class X (100517)
 - Class X Migration (100817)
 - ... View all 3 documents
- DigiLocker Drive ()
- Profile information
 - Name, Date of Birth, Gender
- Get your name of person name
- Get your address
- Get your profile picture
- Consent validity date (Today + 30 days)
 - 29 Mar 2024 23:59:59
 - Edit
- Purpose
 - Know Your Customer

Consent validity is subject to applicable laws.
By clicking 'Allow', you are giving consent to share with **PM Internship Scheme**.

Once Aadhaar e-KYC is completed, the candidate has to complete **Personal Details**.

7.2 Personal Details

After you complete e-KYC, you will move to the **Personal Details** step. Your Name, Gender, and Date of Birth are auto fetched from the e-KYC. Complete the remaining details to proceed.

A. Basic Details

- ▶ **Father/Mother/Guardian Name:** Enter the name of your father, mother, or guardian. A guardian is someone who looks after you.
- ▶ **Category:** Select your category from the dropdown (SC / ST / OBC / General)
- ▶ **Differently Abled** - Select "Yes", otherwise select "No".

PM Internship Scheme

Ministry of Corporate Affairs, Government of India

FAQs Guidelines Partner Companies Manuals Tutorials/Guidance Videos My Shortlist Portal

Personal Details

Candidate name * Date of Birth * Gender * Female

Father / Mother / Guardian Name * Category * Differently-abled * ENG HIN

Enter Father Name Select Category Yes No

Address Details

Note: Enter your current address in the Address line below. Current address is where you live now.

House / Apartment No. * Address Line 1 * City *

Enter House No./Flat no. Enter Building/Street/Area name Enter Landmark/Town/City

State / UT District * Block

Select state / UT Select district Enter Block

Village Zip / Postal Code *

Enter village Enter zip / Postal Code

Contact Details

Note: Check the spam/junk folder for OTP.

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B. Address

Enter your current address. Current Address is where you live right now.

Voice notes/tooltips are available to guide you.

User must enter:

- ▶ House/Apartment No.
- ▶ Address Line 1 - Primary part of your address such as house/building/area name.
- ▶ City- Additional details of your address, such as landmark, town, city.
- ▶ State/UT (select from dropdown)
- ▶ District (select from dropdown)
- ▶ Block (if applicable)
- ▶ Village (if applicable)
- ▶ Zip/Postal/PIN Code - must be a 6-digit code.

The screenshot displays the PM Internship Scheme portal. The top navigation bar includes the Ministry of Corporate Affairs logo, the PM Internship Scheme logo, and links for FAQs, Guidelines, Partner Companies, Manuals, and Tutorials/Guidance Videos. A 'My Account Portal' button is also present. The left sidebar contains a 'Candidate Dashboard' with links to 'My Profile', 'Update CV', 'Explore Internships', 'My Internship', 'Complaints', 'Apply Insurance', 'Allowance', 'Refer a Friend', 'Modify Consent', and 'Candidate Portal Feedback'. The main content area is titled 'Address Details' and includes a note: 'Note: Enter your current address in the Address line below. Current address is where you live now.' The form fields are as follows: 'House / Apartment No.' (text input with 'HT HOUSE'), 'Address Line 1' (text input with 'BARAKHAMBA ROAD'), 'City' (text input with 'DELHI'), 'State / UT' (dropdown menu with 'DELHI'), 'District' (dropdown menu with 'NEW DELHI'), 'Block' (text input with 'DELHI'), 'Village' (text input with 'NDMC'), and 'Zip / Postal Code' (text input with '110001'). Below these fields is a 'Contact Details' section with a note: 'Note: Check the spam/junk folder for OTP'. It includes fields for 'Registered Mobile Number', 'Alternate Mobile Number', and 'Email' (with 'gmail.com' entered). A 'Send OTP' button is next to the email field. Below the contact fields is an 'OTP' section with a text input for 'Enter OTP sent on email' and a 'Verify OTP' button. At the bottom of the form are 'Previous/Edit' and 'Save & Next' buttons. The footer contains the copyright notice '© PM Internship Scheme, MCA. All Rights Reserved.' and the technical collaboration partner 'BISAG-N'.

C. Contact Details

In the Contact Details section, provide and verify your contact information:

- ▶ Registered Mobile Number (Auto-populated).
- ▶ Alternate Mobile Number: Enter if you want to add one alternate mobile number.
- ▶ Email ID: Enter your email address. Click Send OTP to receive an OTP on your email for verification.

Tip: Check your junk/spam for OTP. If you still do not receive OTP, click on resend OTP button.

The screenshot displays the 'My Profile' page of the PM Internship Scheme portal. The user is logged in as 'JOHN DOE' with a 'GENERAL' category. A green notification at the top right states 'OTP verified successfully.' The left sidebar lists various options: Candidate Dashboard, My Profile (selected), Update CV, Explore Internships, My Internship, Complaints, Apply Insurance, Allowance, Refer a Friend, Modify Consent, and Candidate Portal Feedback. The main content area is divided into two sections: 'Address Details' and 'Contact Details'. The 'Address Details' section includes fields for House / Apartment No., Address Line 1, City, State / UT, District, Block, Village, and Zip / Postal Code. The 'Contact Details' section, highlighted with a red box, includes a note to check the spam/junk folder for OTP, fields for Registered Mobile Number, Alternate Mobile Number, and Email, and buttons for 'Previous/Edit' and 'Save & Next'.

7.3 Educational Qualifications & Skills

User must add their education details and upload supporting documents for the academic details. For best results, add your qualifications in the order you completed them. For example,

(In case of Graduation: Start with Class 10, followed by Class 12, ITI/Diploma (if applicable) and then Graduation).

(In case of ITI, Start with Class 10, followed by Class 12 and then ITI).

(In case of Diploma, Start Class 10, followed by Class 12 and then Diploma).

(In case of Postgraduation: Start with Class 10, followed by Class 12, ITI/Diploma (if applicable), Graduation and the postgraduation).

Educational Qualifications:

Steps:

1. In **Qualification**, choose your qualification level from the dropdown (**10th/12th/ITI/Diploma/Graduation/Post Graduation**).
 - 1.1 If you select **Graduation or Post Graduation**, the form will display an extra field: **Education Status**.
 - 1.2 Choose one option:
 - **Final Year (Currently Pursuing)** - chose this option if you are a final year student of graduation or post-graduation.
 - **Course Completed** - chose this option if you have completed the course.
2. In **Course**, select the relevant course.
3. In **Stream/Specialisation**, select your stream/specialisation (if applicable).
4. Enter the **Board/University** name.
5. Enter the **institute name**.
6. Enter the **Year of Passing**.
7. Select the **Score Type**. (CGPA/Percentage/Grade)
8. Enter the **Score**. CGPA must be between 1.0 to 10.00; Grade must be A, A+, B, B+, C etc.; Percentage must be between 0%-100%.

Tip: Make sure your score matches the selected Score Type (e.g., CGPA vs Percentage).
9. Upload the **Certificate(degree/marksheet)**. Click **Choose File** under Upload Certificate/Document. Select the correct file from your device (pdf/jpg).

Confirm the file is within the format/size limits shown on the screen. The file size must be less than 7 mb.
10. Click **Add Qualification** to save the entered qualification.
11. Repeat the same steps to add other qualifications (if required).

For Final year students (Graduates/Postgraduates):

If you are a **final year student of graduation or post-graduation**, fill the following details:

- ▶ Name of Board/University
- ▶ Name of Institute
- ▶ **Expected Year of Completion** - *ensure expected year of completion is the current year or a future year.*
- ▶ Score Type (CGPA / Grade / Percentage)
- ▶ **Last Year / Last Semester Score** - *upload previous semester marksheet/certificate.*

Quick tips:

- ▶ Add qualifications in completion order to keep your profile accurate and easier to review.
- ▶ Double-check Year and Score before saving.
- ▶ If upload fails, verify file size/format and try again.

The screenshot shows the 'Add Your Details' page for the PM Internship Scheme. The 'Education Qualification' section is highlighted. It includes a dropdown for 'Qualification' (set to 'Graduation'), radio buttons for 'Education Status' (with 'Final Year (Currently Pursuing)' selected), and a 'Course' dropdown. Below these are fields for 'Stream / Specialization', 'Name of Board / University', 'Name of Institute', 'Year of Passing', 'Score Type', and 'Enter score'. There is also an 'Upload Certificate' section with a 'Choose File' button and a note: 'Note: Only PDF or Image allowed, upto 7MB'. A green 'Add Qualification' button is at the bottom right of the form.

Skills and Languages:

1. Select your Skills from the dropdown (you can choose multiple skills). Adding relevant skills helps the portal match you with suitable internships.
2. In Languages Known, select the languages you know (multiple selections allowed).

Education Qualification

Note: Enter the qualifications in order of Completion. For instance, enter details of class 10th, followed by class 12th, ITI, Diploma and Graduation (as applicable). Click on Add Qualification option to add qualifications.

Qualification * Course * Stream / Specialization

Select qualification Select course Select stream

Name of Board / University * Name of Institute * Year of Issuing *

Enter Name of Board Enter name of Institute Select year

Score Type * CGPA / Grade / Percentage * Upload Certificate *

Select score type Enter score Choose File No file chosen

Note: Only PDF or image allowed, upto 7MB.

Skills & Languages

My Skill(s) * Languages Known

Select (multiple) skills Select (multiple)

Previous / Edit Save & Next

Add Qualification

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Once the profile is completed, the following options are available on the My Profile page:

A. Edit Profile:

1. Click on the Edit option to modify or update any profile information.
2. You will land to modify the educational details and option to save the details.
3. You can update your profile information only if you do not have any active applications.

B. Preview:

1. Click on the Preview option to view the complete profile.
2. This allows the candidate to review all submitted details before applying for internships.

My Profile

Hi, [Name]

You have successfully completed your profile.

Click here for Aadhaar Seeding

Welcome, [Name]

Details saved successfully

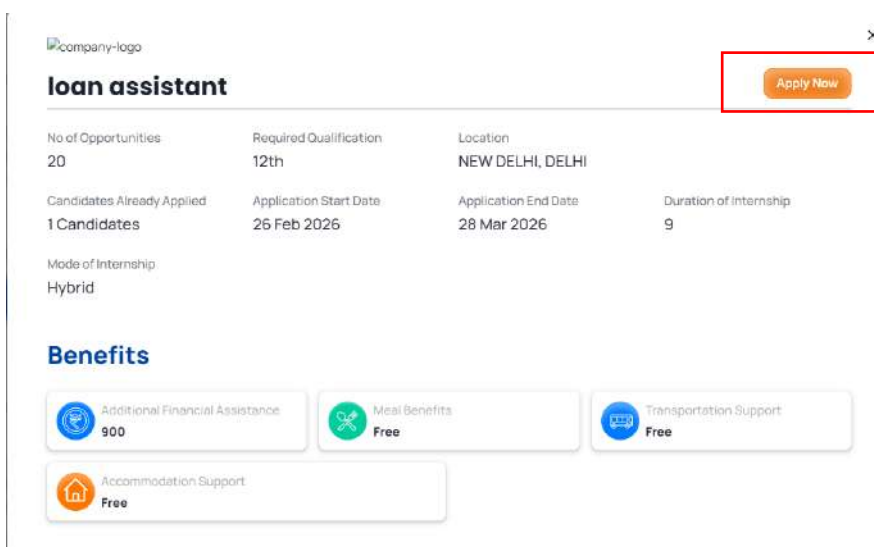
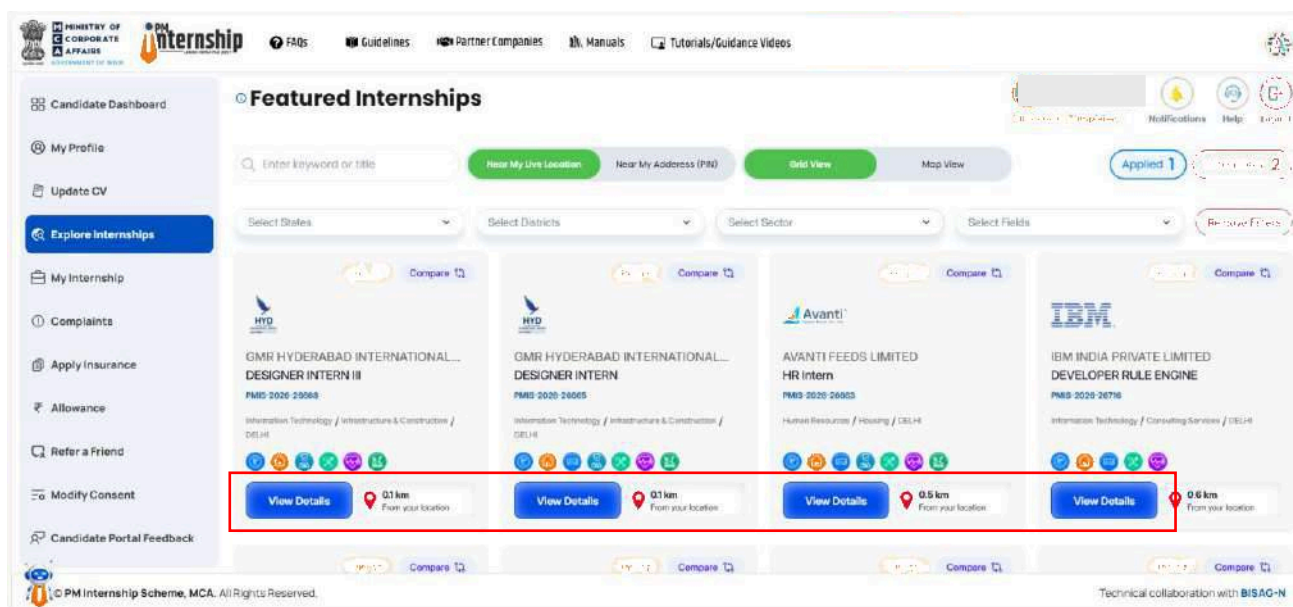
C. Apply for Internships:

1. Click on **Apply for Internship** to proceed with internship applications.
2. The candidate can:
 - a. Browse available internships, and/or
 - b. Continue applying to a selected internship.

The dashboard displays the **Profile Completion Percentage** at the top. Your profile must be 100% complete in order to apply for internships.

8. Application

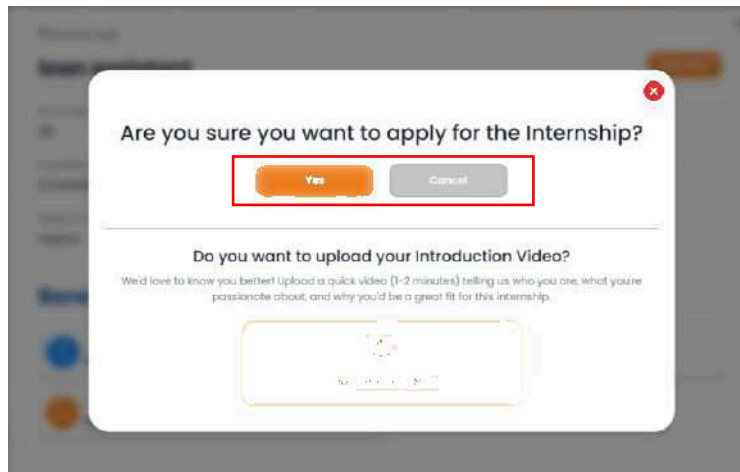
To view any internship, click on the View Details, internship description page will open.



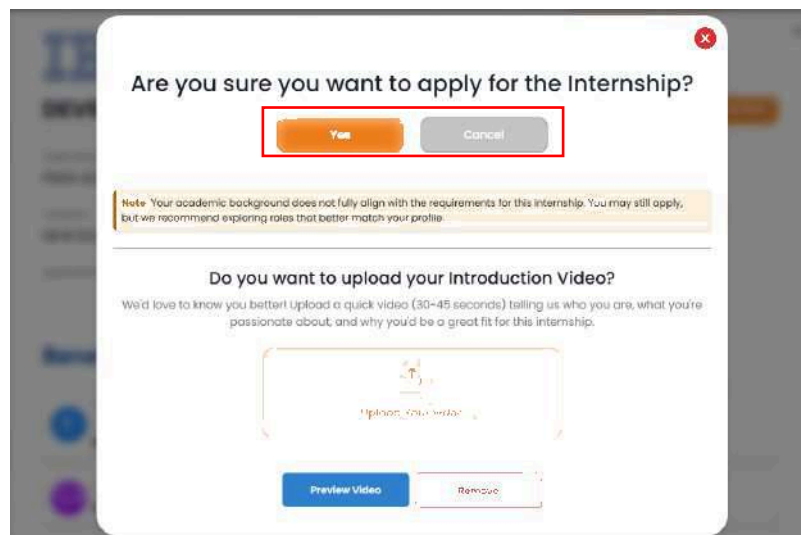
8.1 Internship Application

Once the profile is completed, you can apply in any internship.

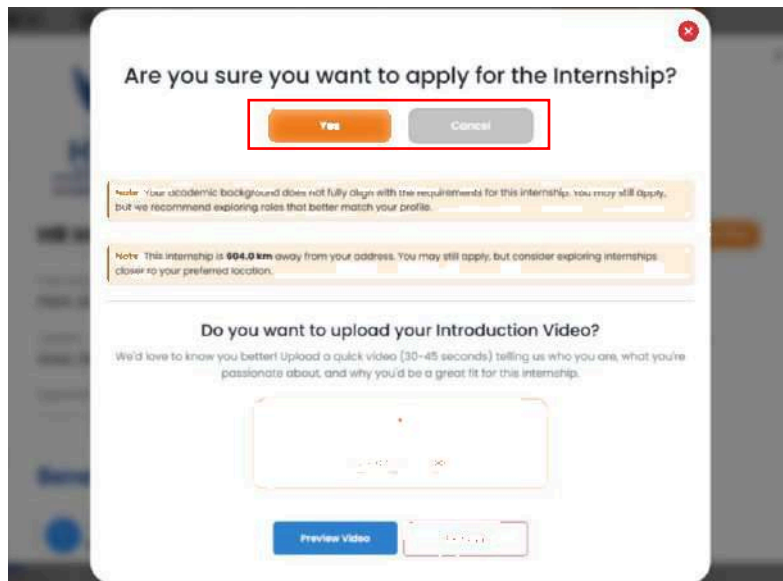
- ▶ When a candidate clicks on “**Apply Now**” for an internship, a confirmation screen is displayed. This screen helps the candidate confirm their action before submitting the application.



- ▶ If your qualification/course/ specialisation does not match the defined internship requirement, you will see a note telling you to apply to internship which will be better fit.
- ▶ *“Your academic background does not fully align with the requirements for this internship. You may still apply, but we recommend exploring roles that better match your profile.”*



- ▶ If your current location is far from the internship location, you will see a note telling you to apply to internship which is closer to you. This helps you to apply to nearby internships.
- ▶ *“This internship is xx km away from your current location. You may still apply but consider exploring internships closer to you.”*



Confirm Internship Application

The confirmation message asks: "Are you sure you want to apply for the Internship?"

1. Available Options:
 - a. Yes- Click **Yes** if you want to proceed with the internship application.
 - b. Cancel- Click **Cancel** if you do not want to apply at this stage
2. After confirming the application, the system asks if the candidate wants to upload an **Introduction Video**. You can upload a video of up to 10 mb.
Tip: Keep the video short (about 30-45 seconds). Start with your name, course, and a brief line on why you want this internship. Mention 2-3 relevant skills and one quick example (project/coursework). End with your availability and a positive closing (e.g., "I'm excited to learn and contribute-thank you.").
3. As the user clicks on Apply Button; candidate will be redirected to submit the declaration.

Declaration

I, declare that

☒ *

1) None of my family members (self, spouse & parents) is a permanent/regular government employee.

☒ *

2) Income of none of my family members (self, spouse & parents) exceeded Rs 12 lakh for FY 2024-25.

☒ *

3) I am not in full-time employment as on date of submitting this application.

☒ *

4) I am not in full-time education as on date of submitting this application(except final year Graduates or Post Graduates).

☒ *

5) I have not graduated from any of the IITs, IIMs, National Law Universities, IISER, NIDs, and IIITs.

☒ *

6) I am not undergoing any skill, apprenticeship, internship or student training programme under Central Government or State Government schemes.

☒ *

7) I do not have any of the following qualifications: CA /CMA/ CS/ MBBS/ BDS/ MBA/ PGDM/PGP.

☒ *

8) I have not completed apprenticeship training under National Apprenticeship Promotion Scheme (NAPS) and/or National Apprenticeship Training Scheme (NATS) at any point.

☒ *

9)I understand that an internship opportunity offered to me under the PM internship programme does not guarantee full time employment or will result in a full-time employment.

☒ *

10) I hereby certify that the information provided in this application and profile is true, complete, and accurate to the best of my knowledge and belief. I understand that any false statements, omissions, or misrepresentations may result in the rejection of my application for internship and action as per the code of conduct policy.

I hereby give my consent to receive information, updates, and notifications through my preferred communication channels (Tick on appropriate boxes).

☒ SMS

☒ WhatsApp

☒

I understand that this information may include newsletters, promotional material, scheme updates and other relevant communications. I acknowledge that I can withdraw this consent at any time by opting out through the available unsubscribe options.

By participating in the **Prime Minister's Internship Scheme (PMIS)** , you acknowledge and consent to the collection and processing of your personal data as outlined in the consent notice below. Your data will be used for registration, eligibility verification, internship facilitation, financial assistance, and monitoring progress during the internship. You have the right to withdraw your consent at any time, and your data will be processed in accordance with the applicable laws and security measures. **Read Notice**

☒

I consent (By toggling this switch, you confirm your consent.)

Submit

4. After submission of the declaration, The message confirms that the internship application has been successfully submitted.

32 | Page

After seeing the successful application message, the candidate can:

1. Click on **Give Feedback** to share feedback about the application experience.
2. Close the confirmation message to return to the dashboard
3. Check application status under Candidate Dashboard.

8.2 Application Tracking

The dashboard shows application-related indicators, such as:

- ▶ **Applied** - Number of internships already applied for
- ▶ **Remaining** - Number of applications remaining, as per scheme rules.
- ▶ **Status of each application** along with Action Buttons.

The screenshot displays the PM Internship Candidate Dashboard. The left sidebar contains navigation links: My Profile, Update CV, Explore Internships, My Internship, Complaints, Apply Insurance, Allowance, Refer a Friend, and Modify Consent. The main content area shows a 'Candidate Dashboard' header with a profile card (100% Profile Completed) and a summary of 'Applied 1' and 'Remaining 2' internships. Below this is a table titled 'Internships Applied' with columns: ACTIONS, STATUS, INTERNSHIP ID, INTERNSHIP TITLE, COMPANY NAME, INTERNSHIP TYPE, STATE / UT, APP START DATE, and APP END DATE. A single record is shown for PMIS-2025-26698, titled 'TWELFTH RULE ENGINE CHECK' at 'GMR HYDERABAD INTERNATIONAL AIRPORT LIMITED'. The table includes action buttons like 'View Details', 'Withdraw', and 'Applied by Candidate'. The footer indicates '© PM Internship Scheme, MCA. All Rights Reserved.' and 'Technical collaboration with BISAG-N'.

ACTIONS	STATUS	INTERNSHIP ID	INTERNSHIP TITLE	COMPANY NAME	INTERNSHIP TYPE	STATE / UT	APP START DATE	APP END DATE
View Details Withdraw Applied by Candidate		PMIS-2025-26698	TWELFTH RULE ENGINE CHECK	GMR HYDERABAD INTERNATIONAL AIRPORT LIMITED	Regular	DELHI	02 Mar 2026	17 Mar 2026

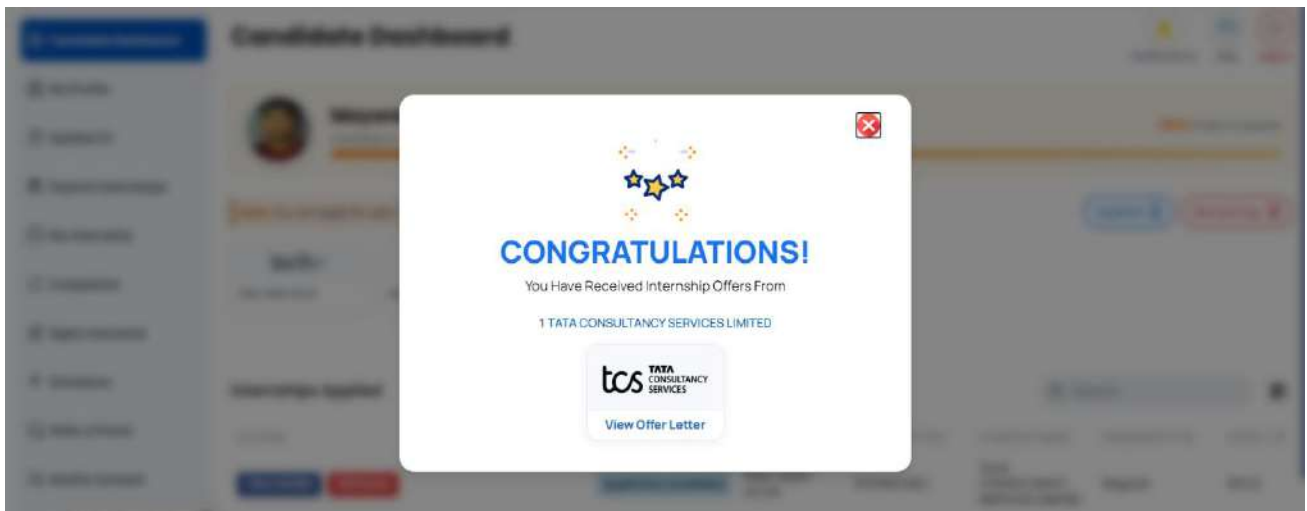
9. View and Accept Offer

When a company selects your application, you will see **offer actions** directly against that internship entry (for example, buttons like **View Letter**, **Accept Offer**, and **Reject Offer**).

Important: You have 14 days to accept the offer. If you do not take any action within 14 days, the offer will automatically lapse.

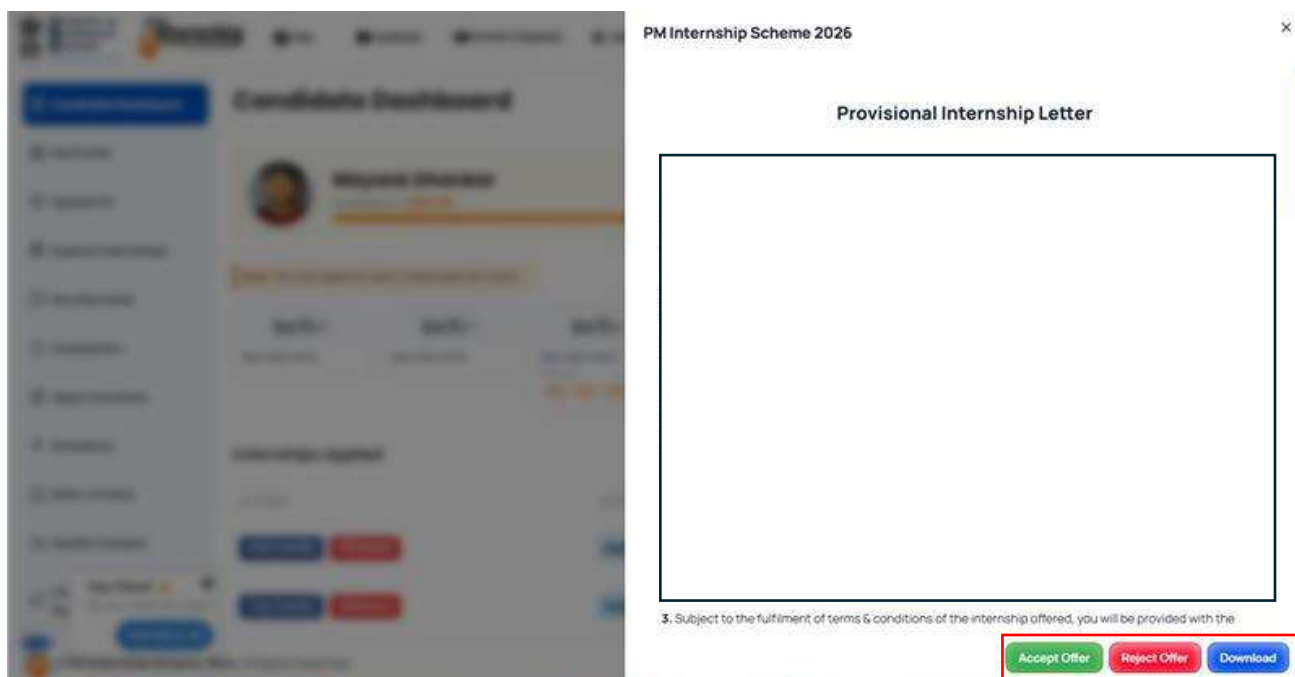
Where you can see the offer:

1. Log in to PMIS and open the **Candidate Dashboard**.
2. Once a company extends offer to you, you will receive a congratulatory pop-up about the selection.



3. In the **Internships Applied** list, look for the internship with a selection status (for example, **Selected by HR**).
4. In the **Actions** column for that internship, you will see:
 - **View Details** - click to view the internship details.
 - **View Letter** - click to view the offer letter.
 - **Accept Offer** - Button to accept the offer.
 - **Reject Offer** - Button to reject offer.

ACTIONS	STATUS	INTERNSHIP ID	INTERNSHIP TITLE	COMPANY NAME	INTERNSHIP TYPE	STATE / UT	AP
View Details View Letter Accept Offer Reject Offer Selected by HR		PMIS-2026-25725	TESTING MD I	TATA CONSULTANCY SERVICES LIMITED	Regular	DELHI	05



View the Offer Letter:

1. Find the internship row where the status indicates you have been selected.
2. Click **View Letter**.
3. Read the offer carefully (role, location, joining/reporting instructions, timelines, and any documents required).
4. Close the letter window/screen and return to the internship row.

Tip: Always read the offer letter before accepting to avoid missing joining timelines or reporting requirements.

Accept the Offer:

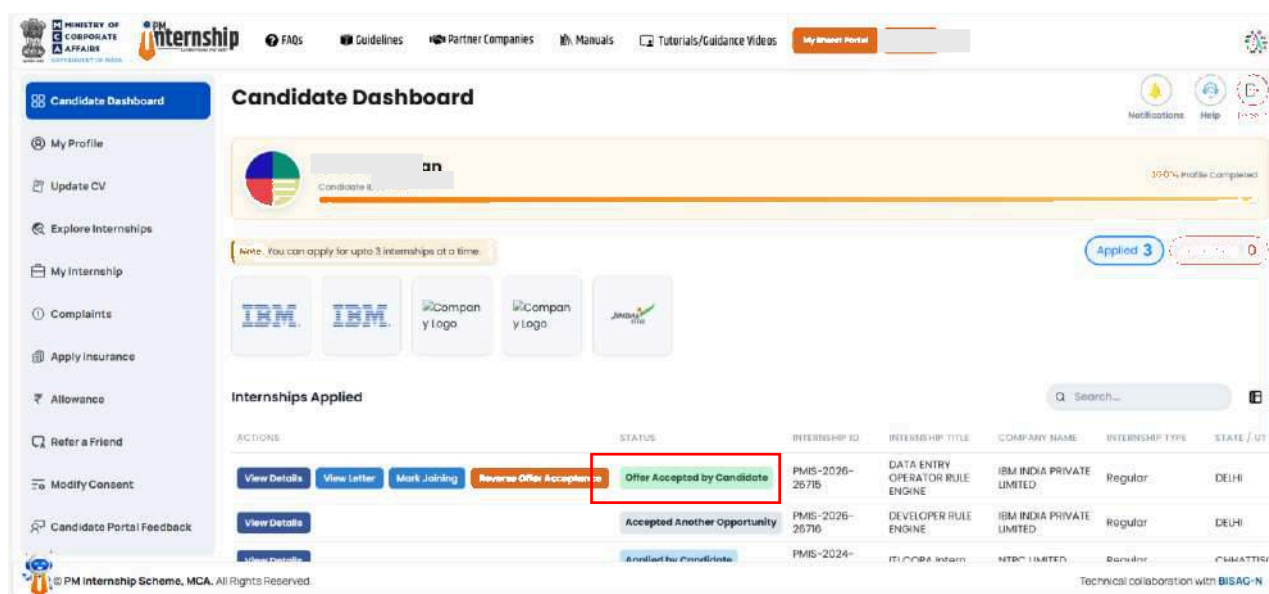
1. In the same internship row, click **Accept Offer**.
2. A confirmation message will appear ("Are you sure you want to accept this offer?").
3. Click **Confirm/Yes** to proceed.
4. After successful acceptance:
 - ▶ The offer status will update to Offer Accepted by Candidate.
5. The portal will guide you to the next steps for joining (as applicable).

Offer Acceptance Reversal (Switch Accepted Offer):

- ▶ If you receive two offers and have already accepted one, you can withdraw the accepted offer and accept the other offer instead.

- ▶ This reversal is allowed only within 15 days from the date you accepted the first offer.

Tip: Make sure you accept the offer where you are sure about joining the internship.



10. Dashboard Layout

The top navigation bar provides direct access to the following sections:

- ▶ **FAQs**
A dedicated space for commonly asked questions to help candidates get instant clarity on eligibility, application steps, timelines, and common issues—reducing the need for support escalation.
- ▶ **Guidelines**
Contains official guidelines of PMIS scheme.
- ▶ **List of Partner Companies**
Displays participating/partner organizations so candidates can understand available opportunities, explore options, and make informed choices while applying.
- ▶ **User Manuals**
Step-by-step documentation that explains how to use each feature of the portal (registration, profile setup, application submission, tracking status, etc.) in a structured and easy-to-follow format.
- ▶ **Tutorials / Guidance Videos**
Video-based walkthroughs that help candidates learn faster through visual guidance, especially useful for first-time users or those needing extra support.

- ▶ **Notifications**
A centralized section for important updates such as announcements, deadlines, application status changes, and scheme-related communication—keeping candidates informed in real time.
- ▶ **Help (Support Hub)**
Provides multiple support channels such as:
 - **Helpline Number** for urgent assistance.
 - **Email Support** for detailed queries or document-related issues.
 - **YouTube Videos** for self-help learning and troubleshooting.
- ▶ **Logout**
Allows users to safely exit the portal.

The **left navigation panel** displays the main candidate service options:

- ▶ **Candidate Dashboard** - Use this section to view all applications submitted, check status updates, and access key actions from a single place.
- ▶ **My Profile** - Use this section to view, verify, and complete personal, academic, and contact information. Ensure all details are accurate before applying.
- ▶ **Update CV** - Use this section to create or update the CV using the resume builder. Save the latest version for internship applications.
- ▶ **Explore Internships** - Use this section to browse available internships. Apply filters to shortlist opportunities based on preference and eligibility.
- ▶ **My Internship** - Use this section to track internship details including joining information, progress updates, and related communications.
- ▶ **Complaints** - Use this section to raise a complaint and track resolution status for issues related to the internship or portal experience.
- ▶ **Apply Insurance** - Use this section to avail and track insurance benefits under PMIS, when applicable after your internship journey has started.
- ▶ **Allowance**- Use this section to check allowance details, payment status, and any related updates or remarks.
- ▶ **Refer a Friend** - Use this section to invite others to join the portal, explore internships, and earn rewards as per the referral policy.
- ▶ **Modify Consent** - Use this section to manage consent preferences for data sharing and communication settings.
- ▶ **Candidate Portal Feedback** - Use this section to submit feedback and suggestions to help improve the overall portal experience.

Candidates can click on any option to navigate to the respective section.

11. Complaints

Use the **Complaints** section to report any issue and track its progress until it is resolved.

The screenshot displays the 'Complaints' section of the PM Internship portal. The top navigation bar includes the Ministry of Corporate Affairs logo, the PM Internship logo, and links to FAQs, Guidelines, Partner Companies, Manuals, and Tutorials/Guidance Videos. A 'My Internship Portal' button is also present. The left sidebar contains a menu with options: Candidate Dashboard, My Profile, Update CV, Explore Internships, My Internship, **Complaints** (highlighted), Apply Insurance, Allowance, Refer a Friend, Modify Consent, and Candidate Portal Feedback. The main content area is titled 'Complaints' and features a dashboard with eight cards showing complaint statuses: All Complaints, Pending for action, Complaints resolved, Action needed from you, Temporary update, Resubmitted by you, Appeal raised by you, and Final resolution. Below the dashboard is the 'File a Complaint' form, which includes dropdown menus for Main Category, Sub Category, and Sub Sub Category, a text area for Description, and an Upload Document section with a 'Choose File' button. A 'Submit Complaint' button is located at the bottom right of the form.

11.1 Raise a complaint

Steps:

1. Go to the **Complaints Section**

- ▶ From the left menu, click **Complaints**.
- ▶ The Complaints page opens with a quick summary of complaint statuses at the top.

2. File a New Complaint (Raise a new Issue)

3. Fill in the Complaint Details

Under **File a Complaint**, complete the following fields:

i. **Main Category**

Choose the type of issue (options shown):

- a. **DBT Related**
- b. **Internship Related**
- c. **Portal Related**

ii. **Subcategory**

Select the relevant sub-category (*mandatory field*).

iii. **Sub Subcategory***

Select the relevant sub-subcategory (*mandatory field*).

iv. **Description***

In the description box, clearly explain your issue.

File a Complaint

Main Category: Portal Related (selected)
Sub Category *: Select option (selected)
Sub Sub Category *: Select option (selected)

Upload Document: Choose File (No file chosen)
Note: Only PDF or image allowed, upto 7MB

Submit Complaint

5. Upload a Supporting Document (Optional)

- ▶ Click Choose File to attach proof (if required).
- ▶ Allowed file types: **PDF or Image**
- ▶ File size limit: **Up to 7 MB**

Tip: Attach screenshots or documents if available–this helps quicker resolution.

6. Submit the Complaint. Click **Submit Complaint**.

- ▶ After submission, you can track your complaint status using the tiles at the top of the page.

11.2 Check complaint status

At the top of the page, you can see tiles showing complaint counts such as:

- **All Complaints** - Count of all complaints raised by you till date.
- **Pending for action** - Implies your complaint is under process and not yet resolved.
- **Complaints resolved** - Implies your complaint has been resolved.
- **Action needed from you** - Implies your complaint has been returned to you for clarification/document. Please provide required details.
- **Temporary update** - Implies temporary update has been provided. Further updates/resolution to follow.

- **Resubmitted by you** - Implies your complaint has been re-submitted after your action. Further updates/resolution to follow.
- **Appeal raised by you** - Appeal raised by you on the previously submitted complaint. Further updates/resolution to follow.
- **Final resolution** - Your complaint has been resolved, and no further action is required.

Tip: If you see “Action needed from you”, open that complaint and provide the required details to avoid delays.

Good Practices:

- ▶ Choose the **correct category** (DBT/Internship/Portal) to route the issue correctly.
- ▶ Keep the **description clear and specific**.
- ▶ Upload supporting files wherever possible.

12. Update CV

Follow the steps below to access and update your CV:

1. Log in to the PMIS Portal using your registered mobile number and password.
2. After you log in, you will arrive at the **Candidate Dashboard**.
3. From the left-side menu, click on **Update CV**.

The screenshot shows the 'Update CV' interface of the PM Internship Scheme portal. The left sidebar contains a 'Candidate Dashboard' menu with 'Update CV' selected. The main area is titled 'Update CV' and contains a 'SUMMARY' section with tabs for 'EXPERIENCE', 'SKILLS', 'EDUCATION', 'CERTIFICATIONS', and 'LANGUAGES KNOWN'. To the right is the 'Personal Details' form, which includes fields for 'Candidate Name' (Kanshika Malik), 'Date of Birth' (28-10-2002), and 'Gender' (Female). A 'Next' button is at the bottom right of this section. At the bottom of the form, there are 'Cancel' and 'Download CV' buttons. The footer of the page displays the PM Internship Scheme logo, 'MCA. All Rights Reserved.', and 'Technical collaboration with BISAG-N'.

4. The **Update CV** page will open. Here, you can view your automatically generated CV based on your profile information.
5. On this page, you will see:
 - a. Your basic profile details (Name, Mobile Number, Email, Location)
 - b. CV sections such as: Summary, Skills, Education, Experience (if any), Certificates (if added)
 - c. Action buttons: **Edit CV** and **Download CV**

This page allows you to review how your information appears in your CV and make updates whenever needed.

12.1 Edit, Update & Download CV

Step-by-Step: How to Edit Your CV

1. Click on the **Edit CV** button.

The screenshot displays the 'Update CV' interface of the PM Internship Scheme. The top navigation bar includes the Ministry of Corporate Affairs logo, the PM Internship Scheme logo, and links to FAQs, Guidelines, Partner Companies, Manuals, and Tutorials/Guidance Videos. A 'My Internship Portal' button is also present. The left sidebar contains a 'Candidate Dashboard' with links to My Profile, Update CV (highlighted), Explore Internships, My Internship, Complaints, Apply Insurance, Allowance, Refer a Friend, Modify Consent, and Candidate Portal Feedback. The main content area shows the 'Update CV' form with a header containing the candidate's name, email (02@gmail.com), and location (NEW DELHI, DELHI). The form includes sections for Summary, Experience, Skills, and Education. The 'Edit CV' button is highlighted with a red box, and the 'Download CV' button is also visible. The footer contains the PM Internship Scheme logo, MCA logo, and copyright notice, along with a technical collaboration note with BISAG-N.

2. Your CV will open in an editable format.
3. You can modify or update the following sections:
 - a. **Summary:** This is a short introduction about yourself.
If you are not sure what to write, you may add a simple statement like: *“Motivated student looking for internship opportunities to learn new skills and gain work experience.”*

The screenshot shows a CV builder interface with a progress bar at the top indicating five steps, with the fifth step being the current one. The main form is titled "My Skill(s) *" and contains the following sections:

- Skills:** A list of skills with "1. Analytical Skills 2. Communication Skills", basic computer know..." as the first entry.
- Languages Known:** A section with "Hindi" and "English" listed as known languages.
- CV Summary:** A text area containing the summary: "I is a senior program management professional with strong experience in leading large scale government and digital ... transformation initiatives".
- Certifications (if any):** A text area containing "EY AI ENGINEERING".

At the bottom of the form are two buttons: "Add Experience" (green) and "Save CV" (blue). Below the form, it says "Technical collaboration with BISAG-N".

b. **Skills:** Add skills you have learned in school, college, or through your hobbies.

Examples:

- MS Office
- Communication Skills
- Basic Computer Knowledge
- Sales & Customer Service
- HTML, Excel, AutoCAD (if applicable)

Tip: Add only the skills you are confident about.

c. **Experience (If Any):** If you have done any previous internships, part-time jobs, or volunteer work, you can add it here. If you have no work experience, leave this section blank – that is perfectly fine for students.

d. **Additional Information**

4. You may also update:

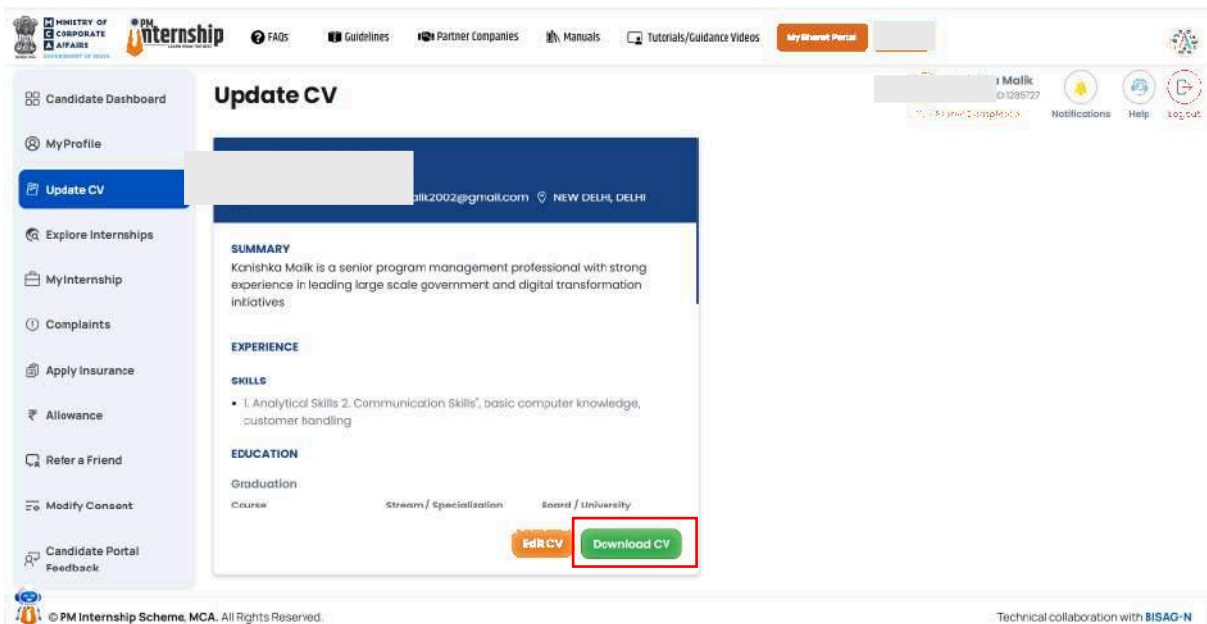
- Certifications (e.g., computer courses, language courses)
- Achievements (e.g., competitions, awards)
- Languages you speak

5. After you make your edits, click **Save**.

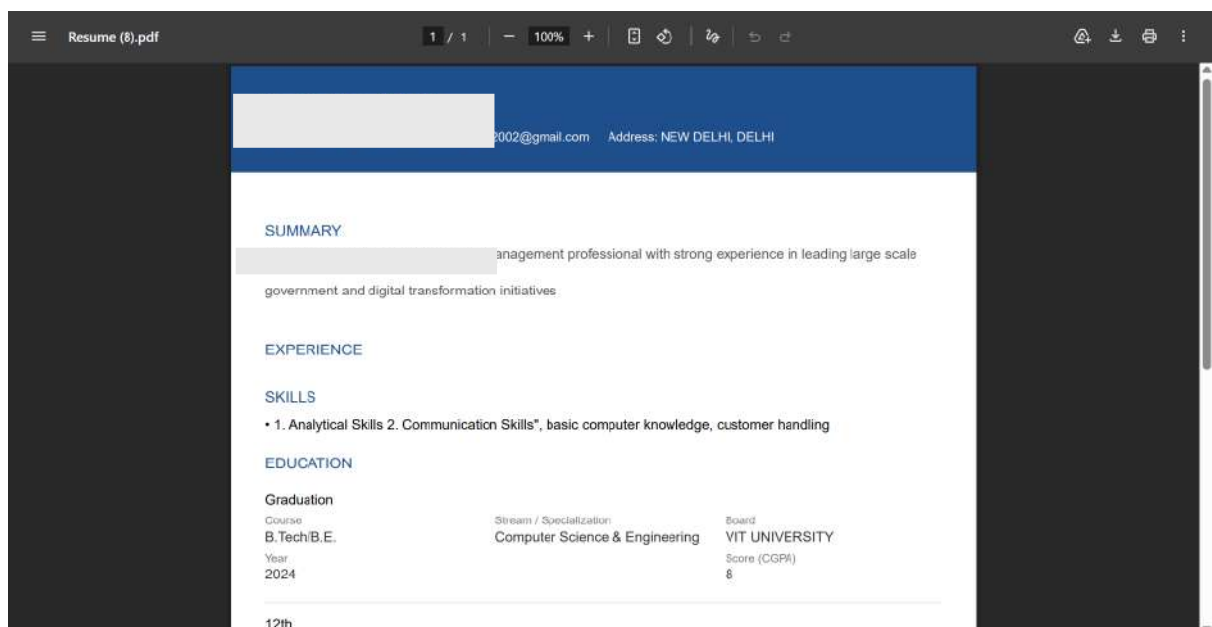
6. The system will confirm that your CV has been updated successfully.

12.2 How to Download Your CV

1. After saving your changes, click on the **Download CV** button.



2. Your CV will be downloaded automatically in the available format (PDF).



3. You can share this CV with companies, mentors, or keep it for your personal records.

12.3 Tips for a Good CV (Especially for First-Time Users)

- ▶ Keep sentences short and simple.
- ▶ Use clear skill names (Example: "Basic Excel" instead of "Proficient in MS tools").
- ▶ Do not add false information – companies may verify details.
- ▶ If you have no experience, focus on skills, education, and certifications.
- ▶ Update your CV regularly as you complete courses or learn new skills.

Why the PMIS CV Builder Helps You?

- ▶ You don't need to format a CV manually – the system does it for you.

- ▶ Your CV looks clean and professional even if you are creating a CV for the first time.
- ▶ All the information you enter in your profile automatically reflects here.
- ▶ Helps you apply faster and more confidently to internships.

13. Refer a Friend

The Refer a Friend feature allows candidates to:

- ▶ Refer the PM Internship Scheme to friends
- ▶ Help others apply for internships on the PMIS Portal
- ▶ Track referrals and points earned (if applicable)

How to Refer a Friend?

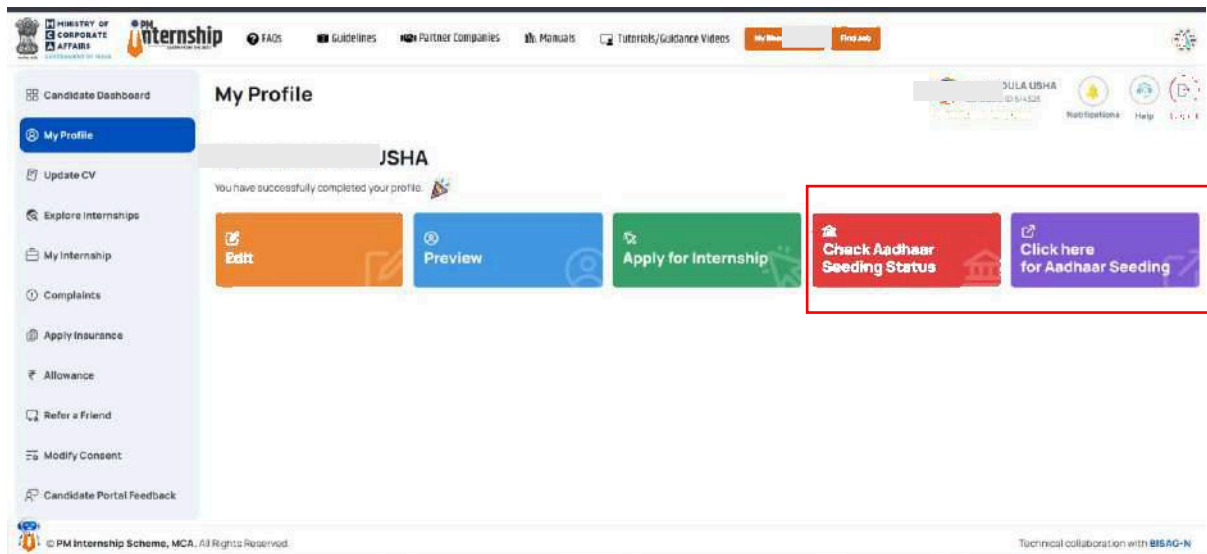
1. In the field “**Mobile No.**”, enter your friend’s valid mobile number.
2. Click on the **Refer Friend** button.
3. The referral is sent successfully to the entered mobile number.
4. The referred user must register and apply for internships on the PMIS portal.
5. Upon successful application, you will earn points.

The page displays a summary of your referrals, including:

1. **Total Referrals Made**-Shows the total number of friends you have referred.
2. **Number of Successful Applications by Referred Candidates**-Shows how many referred candidates have successfully applied.
3. **Total Points Earned**-Displays points earned through referrals, if applicable under the scheme.

14. Aadhaar Seeding

Aadhaar seeding is necessary to receive the benefits of this scheme. It seeds your Aadhaar number with your bank account so eligible monthly allowances can be transferred smoothly.



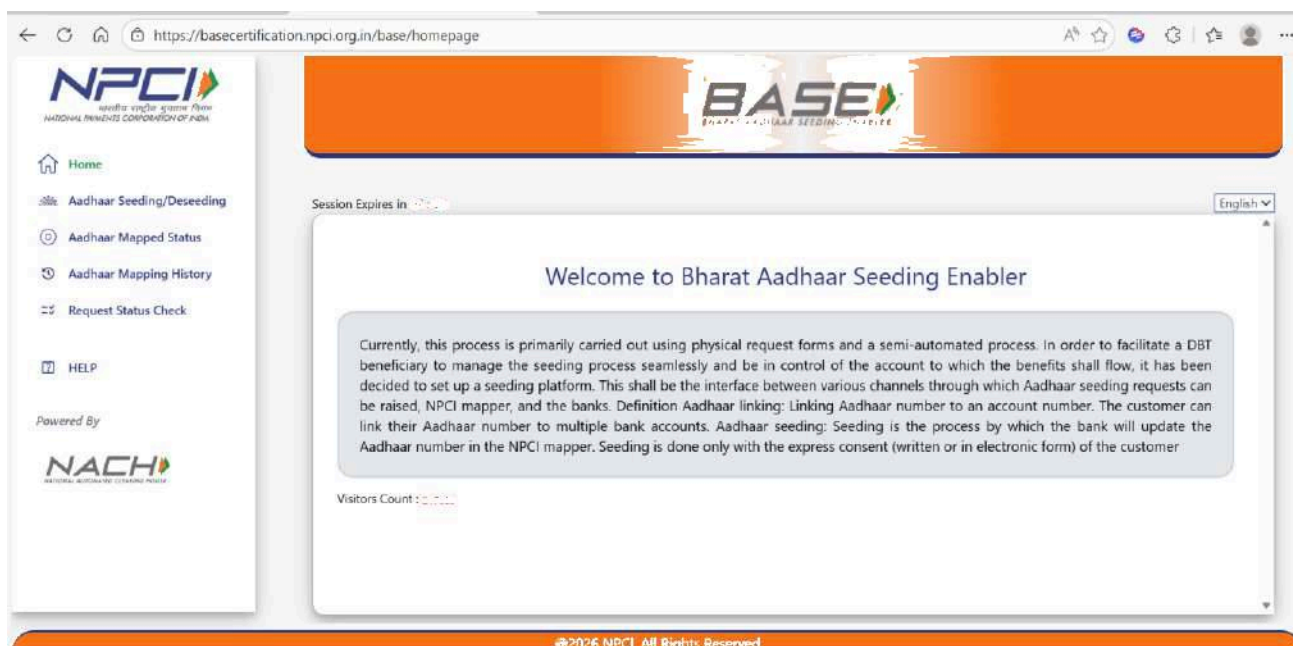
14.1 Check Aadhaar Seeding Status

- ▶ Click on “**Check Aadhaar Seeding Status**” in the “**My Profile**” to view the Aadhaar seeding status with the bank account.
- ▶ Upon clicking the status will be reflected to the candidate.

14.2 Aadhaar Seeding via Portal

Steps for Aadhaar Seeding:

- ▶ Click on “**Click here for Aadhaar Seeding**” under “**My Profile**” to initiate or complete the Aadhaar seeding process.
- ▶ You will be redirected to the **NPCI BASE (Bharat Aadhaar Seeding Enabler)** website (external page).



- ▶ Open the seeding request page on NPCI.
- ▶ On the left menu, click **Aadhaar Seeding/Deseeding**.
- ▶ Fill the seeding request form:
 - Enter your **Aadhaar number**.
 - Under Request for Aadhaar, select Seeding.
 - Select your **Bank** from the dropdown.
 - Enter your **Account Number** and re-enter it in **Confirm Account Number**.
- ▶ Provide consent and complete verification.
 - Read the consent text and tick the **consent checkbox**.
 - Enter the characters shown in the **captcha field** (as displayed on your screen).
(Always type the captcha yourself exactly as shown.)
- ▶ Click the **Submit/Continue** button shown on the NPCI page to submit your Aadhaar seeding request.
- ▶ Return to PMIS and verify status
 - Go back to PMIS → My Profile.
- ▶ - Click **Check Aadhaar Seeding Status** to confirm whether your seeding is updated.

NPCI
NATIONAL PAYMENT CORPORATION OF INDIA

BASE
BANK ACCOUNT SEEDING PLATFORM

Session Expires in: 00:00:00

Request for Aadhaar Seeding/De seeding

Enter your Aadhaar: [Input Field]

Request for Aadhaar: ☐ Seeding ☐ De-Seeding

Select Your Bank :
[Dropdown Menu: Select Bank]

Account Number: [Input Field]

Confirm Account Number: [Input Field]

☐ By submitting my Aadhaar number, bank account number and other details ((aadhaarNumber)/(accountNumber)) on this Platform, I voluntarily and with my own free will, agree and give my consent for the use of Information, including my Aadhaar number, for the purpose of authentication from UIDAI and for carrying out seeding enquiry or seeding it with the bank of my choosing (BANK). I agree with and understand that, for the purpose of such authentication and Aadhaar seeding, the details submitted by me shall be sent to UIDAI and the Bank, to confirm the authenticity of my Aadhaar number and link the Aadhaar number with the bank account held with the Bank as per the Information submitted by me, respectively. I agree with and acknowledge that I shall not hold NPCI responsible for the Bank rejecting my request due any reason whatsoever, and I agree that NPCI shall not be held liable for any loss resulting therefrom. I wish to seed my Aadhaar number with NPCI mapper to enable me to receive Direct Benefit Transfer (DBT) including LPG Subsidy from Govt. of India (GOI) in my above account. I understand that if more than one Benefit transfer is due to me, I will receive all the benefit transfers in the same account. (only for customer who have not so far seeded account with NPCI Mapper).

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Helpful tips:

- ▶ The NPCI page shows a session timer. If the session expires, restart the process from PMIS and try again.
- ▶ If your status does not update immediately, check again later. If it still doesn't update, raise a ticket via PMIS Help/Support.
- ▶ Follow the on-screen instructions to complete the seeding.

NPCI
NATIONAL PAYMENT CORPORATION OF INDIA

BASE
BANK ACCOUNT SEEDING PLATFORM

Session Expires in: 00:00:00

☐ By submitting my Aadhaar number, bank account number and other details ((aadhaarNumber)/(accountNumber)) on this Platform, I voluntarily and with my own free will, agree and give my consent for the use of Information, including my Aadhaar number, for the purpose of authentication from UIDAI and for carrying out seeding enquiry or seeding it with the bank of my choosing (BANK). I agree with and understand that, for the purpose of such authentication and Aadhaar seeding, the details submitted by me shall be sent to UIDAI and the Bank, to confirm the authenticity of my Aadhaar number and link the Aadhaar number with the bank account held with the Bank as per the Information submitted by me, respectively. I agree with and acknowledge that I shall not hold NPCI responsible for the Bank rejecting my request due any reason whatsoever, and I agree that NPCI shall not be held liable for any loss resulting therefrom. I wish to seed my Aadhaar number with NPCI mapper to enable me to receive Direct Benefit Transfer (DBT) including LPG Subsidy from Govt. of India (GOI) in my above account. I understand that if more than one Benefit transfer is due to me, I will receive all the benefit transfers in the same account. (only for customer who have not so far seeded account with NPCI Mapper).

2 5 3 2 0 1

Enter above captcha

Submit Reset

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