Dear Alumni,

The Government of India has launched PM Internship Scheme for Alumni/passed out students.

The candidate has to follow three simple steps:

1. For eligibility criteria and registration please visit the website: <u>https://pminternship.mca.gov.in/</u>

2. Please find attached the user manual brochure for registration.

3. After the registration, candidate has to fill the Google form <u>https://tinyurl.com/mvac3enu</u>

Prim P.G. Govt. College for Girls Sector-42, Chandigarh

PM Internship Scheme

Ministry of Corporate Affairs



User Manual for Youth





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PART – I

Registration and Profile Creation



PMIS User Manual for Youth (Candidate)

1. Instructions for using manual

- Candidates should read the instructions carefully before registering on the portal for ease of navigation through the portal.
- Candidates can also refer to an Instructional Video of portal navigation, available on the portal website in addition to this manual.
- There is no registration or application fee.
- The user manual is also available in Hindi and can be accessed on the portal.
- 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.
 - o Aadhaar Card
 - o All Educational Qualification Certificates and
 - Other additional certification, if any.
- For any support during the registration and profile completion process, the candidate can raise a ticket on the homepage or post login. Detailed instruction for the same are available in section 5 of this manual. Alternatively, candidates can also call portal helpline No. 1800-116-090.

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CORDORATE	PM INTERNSHIP SCHEME	Screen Reader 10 (A) विकसित अभारत
GUIDELINES • FAQS • PARTNER COMPANIES MANUALS •	SUPPORT -	English v Voorth Registration Legis
I for further updates. The Portal is now open for Partner Companies a	nd for Youth registration and profile creation. Please stay connected for further updates. The Portal is now open for Part	ner Companies and for Youth registration and profile creation. Please
Learn and Intern with		
TOP COMPANIES		
or BHARAT		
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• The names and the logos of the companies will not be visible in the internship opportunities, to ensure objective and transparent selection process.



2. Objective of this manual

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

	PM INTERNSHIP SCHEME	Scree	en Reader 10 (A) विकसित अभारत
fill GUIDELINES ~ FADS ~ PARTNER COMPANIES MANUA the youth. Please stay connected for further updates. The Portal is now open for P	NS v	English -	Youth Registration Login Partner companies. The portal will soon be c
Learn and Intern with		Assamese Bengali	
TOP COMPANIES		English Gujarati Hindi	
or BHARAT		Karinada Malayalam Marathi	
	it Hero 🛞	Oriya Punjabi	
Search Location (2), Search Sectors Search		Telugu Tamil	+



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.

WINISTRY OF CORPORATE AFFAIRS COVERNMENT OF INDIA	PM INTERNSHIP	SCHEME
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	TElig A REGISTER YO	erience in India's top
Education	Mobile Number	oo ₹4500 by Government of id istry
full-time	R Enter 10-digits mobile no.	6 100 for incidentals for every intern under Pradhan B ma Yojana and Pradhan
Fa • No	SUBMIT mily (Self/Spous member is ea nii	na Yojana by Government of
• No	member has a Govt. job	Register Now More



The essential fields on the "Register Youth" for the candidates are as follows:

- i. **Mobile Number:** It is an identification that enables the individuals to access the online services of the portal for registration. **Please note that** a candidate must provide the mobile number linked to his/ her Aadhaar number.
- ii. **Confirmation checkbox**: The candidate must confirm that "the mobile number I am providing is linked to my Aadhaar".
- iii. **Submit:** After entering the mandatory details, the individual will have to press the "Submit" button.

e. **OTP:** The candidate will get an OTP on his/ her entered mobile number and must enter it to verify the mobile number. The OTP message template would look like as shown in the below screenshot.



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



2:05 PM

Dear candidate, Vawmv@773 is your OTP for the PM Internship Scheme registration. Valid for 5 mins. Please do not share this with anybody else. PMIS. MCA21 Administrator



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

The Various fields required for Update Password are as follows:

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

our c	urrent password has been sent to your Mobile	No/Email Id.
leas	e update your password, because this is the f have logged in.	irst time you
್	Current Password	8
್	New Password	8
್	Confirm New Password	8
ote : perci	Password must be at least 8 characters long and ase letter, 1 lowercase letter, 1 digit, and 1 special char	must include 1 acter.
	SUBMIT	

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

- iii. **Confirm New Password:** In this field candidate needs to confirm and enter the new password entered in the previous step.
- iv. **Submit:** Candidate should click on the Submit button to update the password.

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

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

	PM	INTERNSHIP S	CHEME	Engli	welcome 916
Candidate Dashboard	Му Арр	lication		My Internship	16 CANDIDATE
Candidate Profile	1 6	0 0	O	0 0	요 My Profile & Change Password
Internship Opportunities	Internship Applied	Offers Received	Offers Accepted	Waiths	E+ Sign Out
Track Your					

PMIS User Manual for Candidate



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.

	PM INTERNSHIP SCHEME	Englis
Candidate Dashboard Candidate Profile	Candidate Profile 1 e-KYC 2 Personal Details 3 Contact Details 4 Education Details 5 Skil	lls & Languages
Internship Opportunities	e-KYC	
Track Your Application	Digilocker Aadhaar e-KYC Proceed with MeriPehchaan	
6 Grievance/Feedback		
Refer a Friend		

4.1 e-KYC

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

a. e-KYC through Digilocker (MeriPehchaan):

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



MCA

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

nternship

- 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.

PM Internsh	nip Scheme	
UIDAI has sent a te	emporary OTP to your mobile	
ending in ******79	916(valid for 10 mins).	
•••••		Ø
Resend OTP	\bigcirc	
	Continue	



- 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.

Aadhaar Card (XX6851) Driving License (XX68518) PAN Verification Record (XXMX333M) Registration of Vehicles (XXMX3571) DigiLocker Drive Profile information Name. Date of Birth. Gender Get your Email Get your care of person name Get your address	Issued Documents (4)	Select all
Driving License (XX366618) PAN Verification Record (XXX458383M) Registration of Vehicles (XXX45571) DiglLocker Drive DiglLocker Drive Profile information Name. Date of Birth, Gender Get your Email Get your care of person name Get your care of person name Get your address	Aadhaar Card (XX6851)	
PAN Verification Record (XXMS383M) Registration of Vehicles (XXMS571) DigiLocker Drive Profile information Name, Date of Birth, Gender Get your Email Get your care of person name Get your care of person name Get your address	Driving License (XX368618)	
Registration of Vehicles (XXXY5571) DiglLocker Drive Profile information Name, Date of Birth, Gender Get your £mail Get your care of person name Get your address	PAN Verification Record (XXM5383M)	0
Digilocker Drive Digilocker Drive Profile information Name. Date of Birth, Gender Get your Email Get your care of person name Get your care of person name Get your address	Registration of Vehicles (XXAY5571)	
Profile information Name, Date of Birth, Gender Get your Email Get your care of person name Get your address	DigiLocker Drive	0
Name. Date of Birth, Gender Get your Email Set your care of person name Get your address	Profile information	
Get your Email Get your care of person name Get your address	Name, Date of Birth, Gender	
Get your care of person name Get your address	Get your Email	
Get your address	Get your care of person name	
	Get your address	
Get your profile picture	Get your profile picture	
Consent validity date (Today + 30 days)	Consent validity date (Today +30 days)	
06-November-2024 Edit	06-November-2024	Edit 0*
Purpose	Purpose	
Know Your Customer	Know Your Customer	~

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

PMIS User Manual for Candidate



Image: Second state Digital India Image: Second state Image: Second state	
	MInternship Scheme
	Hello, Hannahan DOB Gender : Male Mobile No. :
	PM Internship Scheme application need your more details to register yourself, please provide few details. Email
	Verify Return to PM Internship Scheme

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



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



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

\equiv	M Gmail	Q in:spam		×	표	0	1
0	Compose	□ • ♂ i					
	Inbox 122		Messages that have been in Spam more than 30 days will be automa	nticall	y delet	ed.	
\$	Starred		Hooray, no spam here!				
0	Snoozed						
⊳	Sent						
	Drafts						
^	Less						
D	Important						
P	Chats		Terms · Privacy · Program Policies			Last account activ	ity: 48 min
Fo	Scheduled	0.02 GB of 15 GB used 🛛					
	All Mail						
0	Spam						
Ū	Trash						
• 🗅	Categories						
1 93	Manage labels						



b. e-KYC through Aadhaar Number

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

	PM INTERNSHIP SCHEME
Candidate Dashboard	Image: Califordial Profile Image:
Candidate Profile	
View & Apply Internships	Aadhar based e-KYC
Grievance	Digilocker 🕢 🗯 Aadhaar e-KYC
🔓 Refer a Friend	Aadhaar Number/Virtual ID *
	Enter your Aadhaar Number/Nirtual ID
	I consent to the use of my Aadhear details for PM Internship Scheme. Read full consent here
	Captcha *
	Enter captcha
	Verify and Proceed
	Note1:- If you are facing issues in completing your e-KYC with Digliocker or if you need to update your profile information, please refer to Digliocker FAQ at <u>https://www.digliocker.gov.in/about/faq</u>
© PM Internship Scheme, MCA. All Righ	ts Reserved. Technical collaboration with BISAC-N

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

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



	PMINTERNSHIP SCHEME Velcome ×
Candidate Dashboard Candidate Profile	I consent to the use of my Aadhaar details for PM Internship Scheme. Read full consent here
View & Apply Internships	Captcha * raPxbw C Send OTT
Grievance	OTP has been sent to your: Mobile: ******8856 Email: vi******@gmail.com
🏠 Refer a Friend	Enter OTP * 759808 Verify OTP You can resend OTP in 1:25 mins
	Verify and Proceed
© PM Internship Scheme, M	A. All Rights Reserved. Technical collaboration with BISAG-N 🤢

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

	P	M INTERNSHIP SCHEME	A
		Category *	
date oard		Select Category 👻	
date Profile	Permanent Addre	255	
	House / Apartment No. *	Address Line 1 *	Address Line 2 *
Apply ships	Enter house / apartme	Eligibility	Enter Address Line 2
nce	State / UT *	Regrettably, you do not meet the eligibility criteria for this scheme, as your age (36 years 3 months and 27	
	Select state / UT	days) is outside the required range of 21 to 24 years.	
ifer a Friend	Block	Village	Zip / Postal Code *
	Enter Block	Enter village	Enter Zip / Postal Code
	ls your permanent addres	s same as your current address? 🦳 Yes 🗿 No	



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.

CORPORATE	PM	INTER	RNSHIP S	CHEME		English • (1) Welcome
AND N TOTAL CONTRACT OF THE OWN	Candidate Profile					
didate Dashboard	e-KYC 2 Personal Detail	ls (3 Contact Details	4 Education Details	5 Bank Details	6 Skills & Language
didate Profile						
rnship Opportunities	Personal Details					
k Your Application		Candidate Nan	ie *		Date of Birth *	
evance/Feedback	No.					
Refer a Friend		Gender *		~	Father / Mother / Guardian Name * Amar Singh Rana	
	Note: Image must be less than 500KB and it should be in jpg or png format	Category *				
		GENERAL		~		
	Permanent Address					
	House / Apartment No. *		Address Line 1*		Address Line 2 *	
	Test		Test		Test	
	State / UT *		District *			
	DELHI	Ŷ	New Delhi		¥	
	Block		Village		Zip / Postal Code *	(¢)
nternship Scheme, MCA. All Rights F	Reserved.					Technical collaboration with

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

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



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

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

and an application of proce	State / UT *	District *	
ndidate Dashboard	DELHI	 New Delhi 	~
Indidate Profile	Block	Village	Zip / Postal Code *
	Test	Test	100010
ernship Opportunities	le vour narmanant addrass sama as vour n	want addrace?	
ack Your Application	Current Address	inentaduress: Vires Viru	
ievance/Feedback	House No/Apartment No *	Address Line 1 *	Address Line 2 *
Refer a Friend	Test	Test	Test
	State / UT *	District *	
	DELHI	✓ New Delhí	~
	Block	Village	Zip / Postal Code *
	Test	Test	
	Differently-abled *		
	🔿 Yes 🗿 No		
	F	revious/Edit	Save & Noxt
	S		
Internship Scheme MCA All Rights F	20-served		Technical collaboration

- 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.

		WINTERNOTIF SCH	
	State / UT *	District *	
ndidate Dashboard	DELHI	✓ New Delhi	v
ndidate Profile	Block	Village	Zip / Postal Code *
	Test	Test	100010
ernship Opportunities	ls your permanent address same as your cu	irrent address? 🗿 Yes 🔘 No	
ack Your Application	Current Address		
ievance/Feedback	House No/Apartment No *	Address Line 1 *	Address Line 2 *
, Refer a Friend	Test	Test	Test
	State / UT *	District *	
	DELHI	✓ New Delhi	×
	Block	Village	Zip / Postal Code *
	Test	Test	
	Differently-abled *		
	🔿 Yes 🗿 No		
	F	rrevious/Edit	Savo & Next
	<u></u>		

- 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's registered mobile number auto populates in this field.
- b. **Alternate Mobile Number:** The candidate can enter one additional mobile number as an alternate mobile number in this field.
- c. 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.

	PM INTERN	SHIP SCHEME	Le Welcome			
Candidate Dashboard	e-KYC Personal Details 3 Contact	t Details (4) Education Details (5) Bank Details	6 Skills & Languages			
Candidate Profile						
View & Apply Internships	Candidate Contact Details					
	Registered Mobile Number *	Alternate Mobile Number				
Grievance	6395166940	Alternate Mobile Number				
🔓 Refer a Friend	Email ID *	OTP *				
	Enter email ID	Send OTP Enter OTP sent on email	Verify OTP			
	Previous/Edit	Save & Next				
	Note:- If you are not able to see your email OTP in your inbox fi bar. You may have to scroll down to find the spam folder depen working, then please resend the OTP from the portal.	blder, please check the spam folder. You can see the spam folder in your ding on the email service provider. If you are able to locate the OTP in you	mail box in the left-hand navigation Ir spam folder and the OTP is not			
© PM Internship Scheme, MCA. All	Rights Reserved.	т	echnical collaboration with BISAG-N			

- 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.

N id	NOTE: If the candidate is unable to find the OTP in the inbox of the mail- id, they must check in their Spam Folder to find the OTP.																		
≡	M Gmail		Q in:s	pam											×			?	()
0	Compose		•	G	1														
_	Jahan (100				Mess	ages th	nat have	e been	in Spa	m more	than 30) days v	vill be a	utomatic	ally dele	ted.		
~	Starred	22								Но	ooray, no	o spam	here!						
M ()	Snoozed																		
⊳	Sent																		
٥	Drafts																		
^	Less																		
Σ	Important																		
F	Chats									Terms	· Privacy	• Progra	m Policie	S			Last ac	count activ	ity: 48 min
Eo	Scheduled		0.02 GB o	of 15 GB	used 🗹														
\square	All Mail																		
0	Spam																		
Ū	Trash																		
	Categories																		
ŵ	Manage labels																		
· ·																			



- 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"**.

Candidate Dashboard	Candidate Profile			
Candidate Profile	e-KYC Personal Details 3 Contact Details 4 Education Details 5 Bank Details	6 Skills & Languages		
Internship Opportunities	Candidate Contact Details			
Track Your Application	Registered Mobile Number * Alternate Mobile Number	Number		
	Alternate Mobile Number			
Grievance/Feedback	Email ID *			
🔓 Refer a Friend				
	Previous/Edit Save & Next			
	Previous/Edit 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.

Candidate Profile					
очнанален топо о е-күс	Personal Details	Contact Details	(4) Education Details	5 Bank Details	6 Skills & Language
Education Qualificati	on				
O Qualification *		Course *		Stream / Specialization	
Select qualification		Select course	v	Select stream	
Name of Board / University *		Name of Institute *		Year of Passing *	
Enter Name of Board		Enter name of institute		Select year	
Marks Obtained *		CGPA / Grade / Percentage *		Upload Certificate *	
Select score type		Enterscore		Choose File No file chosen	
GUALIFICATION 1 @ Oublification 10th Board / University Test		Course All Subjects Institute Test		Stream / Specialization NA Year of Passing 2011	
Score Type Percentage		Score 95		Certificate View Document	

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



(i.e. first 10th, then 12th and lastly, Graduation), to save and move to the next qualification.

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

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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 Dashboard	Candidate Profile	
Candidate Profile	Contact Details Contact Details Education Details (5) Bank Details	6 Skills & Languages
Internship Opportunities		
Track Your Application	Do you have an Aadhaar Seeded Bank Account? * Yes No	
Grievance/Feedback	(Aadhar seeded account is a bank account wherein Aadhar number of account holder is linked with the bank account and its details are updated in NPCI mapper. Fi account, you may visit https://www.npci.org.in/what-we-do/nach/fags/customers)	or more details on Aadhar seeded
🔓 Refer a Friend	Please note that Aadhar seeded and verified account is a pre-condition for one-time grant and monthly allowance to be transferred directly to your bank account to 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 a • Once you have got the details of Aadhar 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.	inder the PM Internship Scheme, ind get account Aadhaar Seeded.
	Previous/Edit Save & Proceed	
		(
M Internship Scheme, MCA. All Rights R	eserved.	Technical collaboration with BISA

- 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 <u>https://www.npci.org.in/what-wedo/nach/faqs/customers</u>)
 - Please note that Aadhaar seeded and verified account is a precondition for one-time grant and monthly allowance to be transferred directly to your bank account under the PM Internship Scheme, applicable only upon selection for internship.
 - Candidate will be notified through an SMS about verification status of the same. In case of an unsuccessful verification, candidate is requested to visit his/ her Bank branch and get account Aadhaar Seeded.
 - Once candidate has got the details of Aadhaar seeded account, he/ she must revisit this page again and update the same.
 - Please complete this activity before 15th Nov 2024 to enable DBT upon selection, under the PM Internship Scheme.

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



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

4.6 Skills & Languages

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

		PM IN	TERNSHIP S	CHEME	Eng	Welcome ~
Candidate Dashboard	🕑 е-КҮС	Personal Details	Contact Details	Education Details	Bank Details	6 Skills & Languages
Candidate Profile	My Skill(s) *					
Internship Opportunities	Adaptability × A	dvanced Excel × Analytical Skills ×	Decision Making × Interpersonal Sk	IIs × Strategic Thinking ×		× •
Track Your Application	Languages, C	ertifications and Experier	nce			
Grievance/Feedback	Languages Known		Past Experience			
🔓 Refer a Friend	Hindi x English	× X	Enter any past Experien	ce //		
	 Additional Certifie 	cations (if any)				
	Enter additional ce	rtifications				ĥ
	() Other Details (if a	ny)				
	Enter other details					
	Vould you like us t	o share your details with other Govt po	ortals/Schemes for various training a	ind opportunities?		6
		Generate CV		Previous/Edit	Complete Profi	le 🤠
© PM Internship Scheme, MCA. All Rights Rese	rved.				Te	chnical collaboration with BISAG-N

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.
- Checkbox: The candidate needs to check this box by clicking on it for providing his/her consent that "MCA can share your details with other Govt. portals/Schemes for various training and opportunities".



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

					×		English • (9) 78	Welcome 27387916
Candidate Dashboard	🕑 е-КҮС			pgmail.com 📀 New Delhi, DELH	ei	Bank Details	6 Skills & La	inguages
Candidate Profile	My Skill(s) *	8						
Internship Opportunities	Adaptability ×	EDUCATION					×	~
Track Your Application	Languages,	10th						
Grievance/Feedback	Languages Know	Course All Subjects	Stream / Specialization	Board / University Test				
Refer a Friend	Hindi × Eng	Institute Test	Year of Passing 2018	Score Type Score Percentage 95				
	Additional Cer				- 1			
	Enter additional	SKILLS Adaptability • Adv	anced Excel • Analytical Skills • D	ecision Making • Interpersonal Si	ills			
	Other Details (Strategic Thinking						
	Enter other deta	*A LANGUAGES						
	Would vou like	• English • Hindi						6
					_			
				* Download Resu	ne	Comple	o Profile	
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- 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".



PART – II Update Profile



5. Update Profile

A candidate can update his/her profile in the Candidate Profile Section.

- a) To **edit/update** the profile the candidate can click on the **Previous/Edit** button available at the bottom of each step of the profile creation.
- b) The candidate can go to the previous step and edit the details in each step by clicking on the Previous/Edit button.

		PM INTERNSHIP SCHEME				
andidate Dashboard	🕑 е-КҮС	Personal Details	Contact Details	Education Details	Bank Details	6 Skills & Languag
indidate Profile	My Skill(s) *					
ernship Opportunities	Adsptability X Advanced Excel X Analytical Skills X Decision Making X Interpersonal Skills X Strategic Thinking X					
ck Your Application	Languages, Ce	rtifications and Experie	ence			
evance/Feedback	Languages Known		Past Experience			
Refer a Friend	Hindi × English :	× ×	Enter any past Experie	nce //		
	Additional Certification	ations (if any)				
	Enter additional cert					
	 Other Details (if and 					
	Enter other details					
	Would you like us to	share your details with other Govt	portals Schemes for various training	and opportunities?		
		Generate CV		Previous/Edit	Complete Pro	file
temetic Patrana MCA Millionto	Descend					

c) The candidate can move to the next step by clicking on the Save & Proceed / Save & Next button available at the bottom on each step of the profile creation process.



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Candidate Profile	Personal Details					
📀 е-КҮС	Personal Details					
		Contact Details	(4) Education Details	5 Bank Details	6 Skills & Langua	
Education Qualif	ication					
Oualification *	Qualification *		Course *		Stream / Specialization	
Select qualification	Select qualification		Select course			
Name of Board / University *		Name of institute *		Year of Passing *		
Enter Name of Board		Enter nome of institute	Enter nome of institute			
Marks Obtained *	Marks Obtained * Select score type			Upload Certificate *		
Select score type				Choose File No file chosen		
Swe / Add More OUALIFICATION 1 @ Gualification Ton: Boad / University		Course All Subjects Institute		Streem / Specialization NA Year of Passing		
Test		Test		2018		
Score Type Percentage		95		Certificate		
	Previous/Edit				Save & Next	
	Outilication* Select qualification Mane of Board University* Crief Name of Board Marks Obtained* Select score type OutILFICATION 1 OutILFICATION 1 Date of tokensity Tes Sece Type Percentage	Cualification * Select qualification Name of Board / University * Describance of Board Mans Obtained * Select score type Cere / Add More OutALLFICATION 1 Cualification Doad / University Test Board / University Test Select Spee Periodus/Edit.	Curve* Select qualification* Curve* Select qualification Name of back University* Correr have of loads Correr Ander of back Correr Select coore type Correr Select coore type Correr C	© Qualification * Course * Select qualification Name of Deads / University * Select score type Course Course Course Course Course Select Sole (Course Select Sole	Outlination* Caure* Bream / Specialization* Select quarification Select course Select course Name of basis/ue* Vee of Passing * Select course Data for basis Datar random of helds data Select course Marks Obtained* Oth / Ander of helds data Select course Marks Obtained* Oth / Ander of helds data Select course Marks Obtained* Oth / Ander of helds data Oth / Ander of helds data Marks Obtained* Oth / Ander of helds data Select course Marks Obtained* Oth / Ander / Ander of helds data Select course type Select course type Oth / Ander / Ander of helds data Select course type OULAUFICATION 1 Out Select course Select course Dualification Course Al Stoppets Select course Select course Not Select Course Al Stoppets Select course Course course Select Species Select Course Course Al Stoppets Select course Course Course Course Select course Select Species Select Course Course Course Select course Course Course Course Select course	

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

Candidate Dashboard	Candidate Profile			
Candidate Profile	e-KYC Personal Details (3) Contact Details	Education Details 5 Bank Details 6 Skills & Languages		
Internship Opportunities	Candidate Contact Details			
Track Your	Registered Mobile Number *	Alternate Mobile Number		
Application		Alternate Mobile Number		
Grievance/Feedback	Email ID *			
🔓 Refer a Friend				
	Previous/Edit	Save & Next		
	L	200		