

PM Internship Scheme

Ministry of Corporate Affairs



**User Manual for Industry Users for
Internship Posting**



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1. About PMIS

PM Internship Scheme, announced in the Budget 2024-25, is a comprehensive scheme for providing internship opportunities to 1 crore youth in top companies over a period of 5 years with an objective of improving employability skills of the youth. To kick-start this ambitious initiative, a pilot phase of the scheme targeting 1.25 lakh interns is announced for 2024-25.

2. PM Internship Scheme User Manual for Industry Users

Introduction:

The **PM Internship Scheme Portal** is designed to simplify and streamline the internship management process for industry partners. It enables you to post internships, manage applications, and track interns' journeys within your organization. This user guide will help industry stakeholders, including Company Admins, Nodal Officers, and HRs, to navigate the portal with ease. 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 online in their own language.

User types and hierarchy for Company Users:

1. Company Admin: Responsible for setting up the company profile and assigning Nodal Officer for his company and network entities.

- a) The company Admin will be a senior person of the designation of **CHRO or equivalent**. Single point of contact for the Ministry of Corporate Affairs (MCA).
- b) The **Company Admin** will act as a **Super Admin** for the organization and will receive his/her credentials through E-mail from **MCA**. **The Company Admin is responsible for creating the Company's profile page** on the portal. This profile page is important since it will be seen by candidates while applying for internships and may influence their decision making.
- c) Without the profile page, the company HR will not be able to post/edit internship opportunities.
- d) The **Company Admin** will be responsible to add its **Network Entities**. The **company admin** will also create and nominate **one or more Nodal Officers**.

2. Nodal Officer

Manages company's internship plan, assigns HRs, and acts as the appellate authority for grievances.

3. HR: The HR users manage posting internships, overseeing applications, and assigning supervisors.

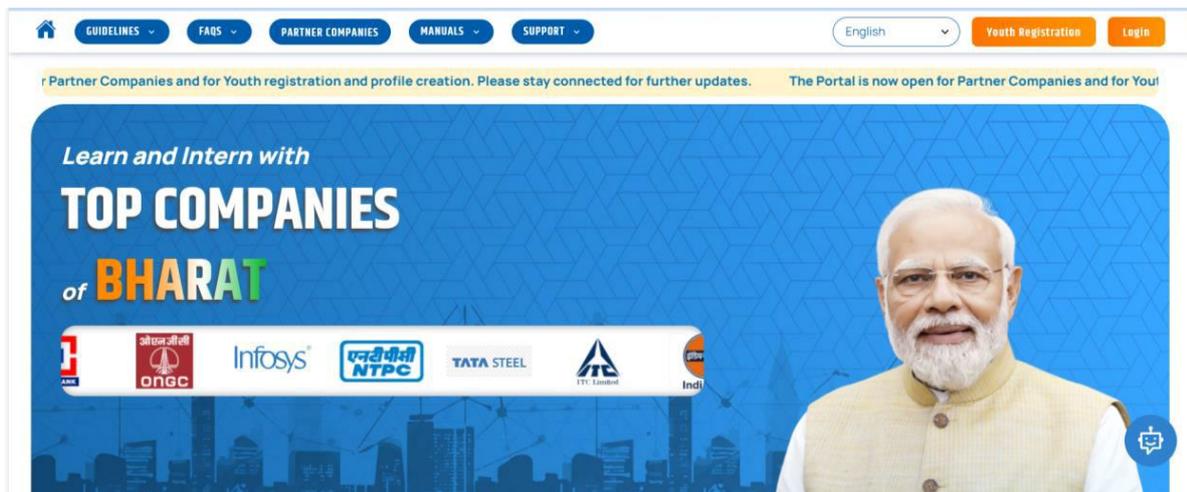
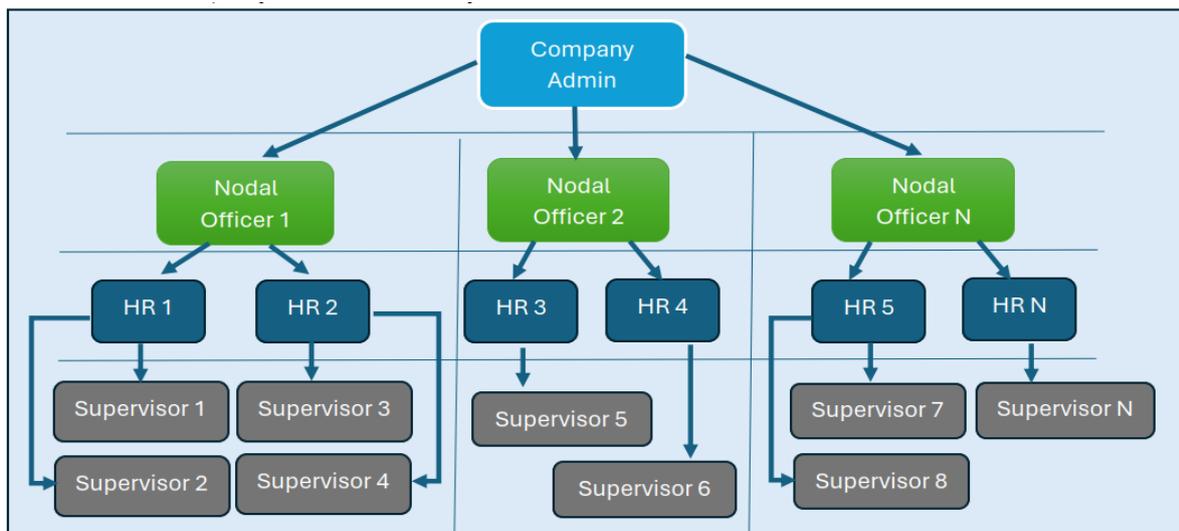
4. Supervisors: The supervisors are created and assigned by HR for the Interns, who will act as Mentors/Guide for the interns at the actual location of the internship. He will be responsible for assigning tasks to interns, manage their internship trainings and report their performance.

2.1 Company Users hierarchy

Login Process steps - For Company Admin

1. MCA will provide User ID and Password to the **Company Admin** via email. The Company Admin must subsequently generate the credentials for Nodal Officers who in turn will generate credentials for HR who in turn will generate the credentials for Supervisors.

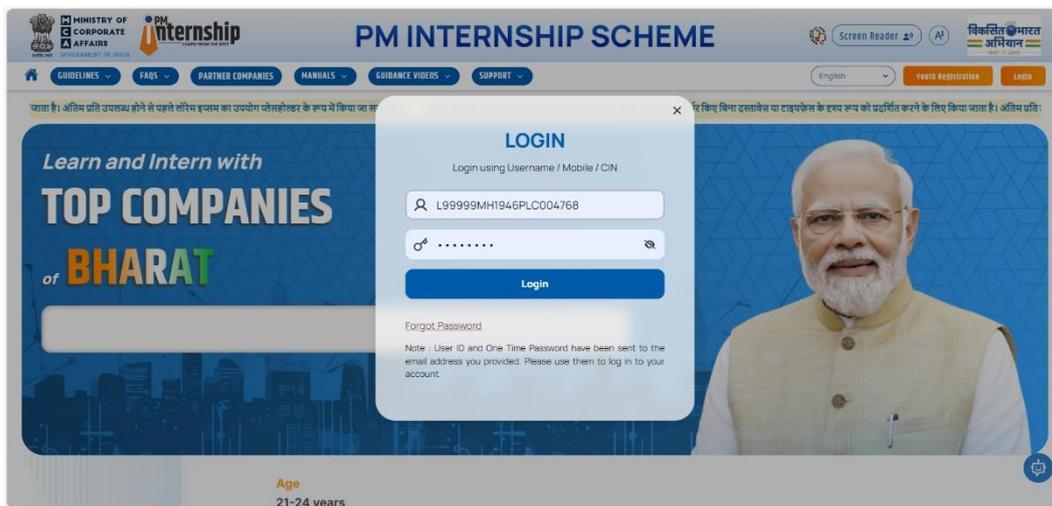
MCA provides credentials to Company Admin → Company Admin provides credentials to Nodal Officers → Nodal Officers provides credentials to HR → HR provides credentials to Supervisors.



2. The users must type the URL pminternship.mca.gov.in, in an internet browser to access the application.

3. On the home page of the website, the user must click on “**Company Login**” tab to login into their company’s account.

4. Upon clicking on “Login” tab the user will see the login pop-up.
5. The user can enter the credentials received from MCA.



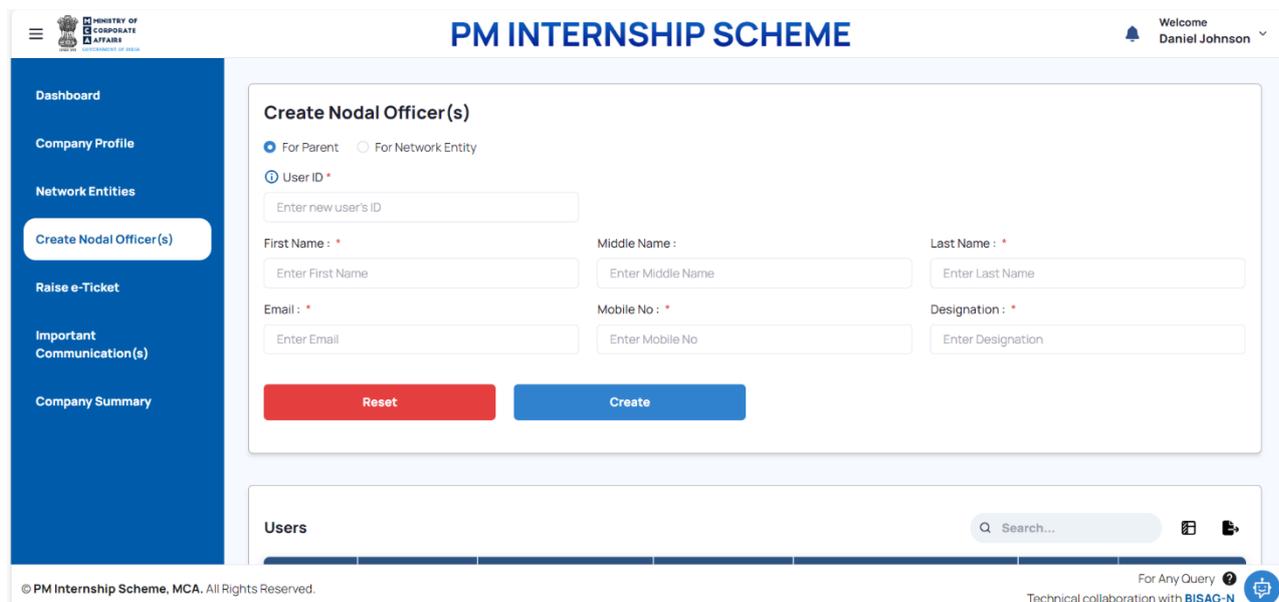
The essential fields on the “Login” Pop-up for the users are as follows:

- **Username (CIN):** It is an identification that enables the individuals to access the online services of the portal for their respective company.
- **Password:** It is a combination of secret words or phrases that are used to gain access to the portal and are shared with the user by MCA.
- **Captcha Code:** It is a portal enabled feature designed to determine that the user is real, not a bot.
- **Enter Security Code:** In this field, the individual will have to enter the desired “Captcha Code”.
- **Login:** After entering the mandatory details, the individual will have to press the “Login” button to access the dashboard.
- **Forgot Password:** This link helps the users to set up new password in case the user has forgotten the old password.

*** The user will be prompted to change the password upon first login. The user can reset the new password and can access his/her user account page upon successful reset.**

CREATE NODAL OFFICER(S) SECTION: Company Admin Functionality

This section provides the functionality of assigning Nodal Officer and to Create User ID for the nodal officers as per the Parent Company and for a particular “**Network Entity**”.



The screenshot displays the 'PM INTERNSHIP SCHEME' web application interface. On the left is a blue sidebar with navigation options: Dashboard, Company Profile, Network Entities, Create Nodal Officer(s) (highlighted), Raise e-Ticket, Important Communication(s), and Company Summary. The main content area is titled 'Create Nodal Officer(s)' and includes a form with the following fields and controls:

- Radio buttons for 'For Parent' (selected) and 'For Network Entity'.
- 'User ID *' field with a placeholder 'Enter new user's ID'.
- 'First Name *' field with placeholder 'Enter First Name'.
- 'Middle Name' field with placeholder 'Enter Middle Name'.
- 'Last Name *' field with placeholder 'Enter Last Name'.
- 'Email *' field with placeholder 'Enter Email'.
- 'Mobile No *' field with placeholder 'Enter Mobile No'.
- 'Designation *' field with placeholder 'Enter Designation'.
- 'Reset' button (red) and 'Create' button (blue).

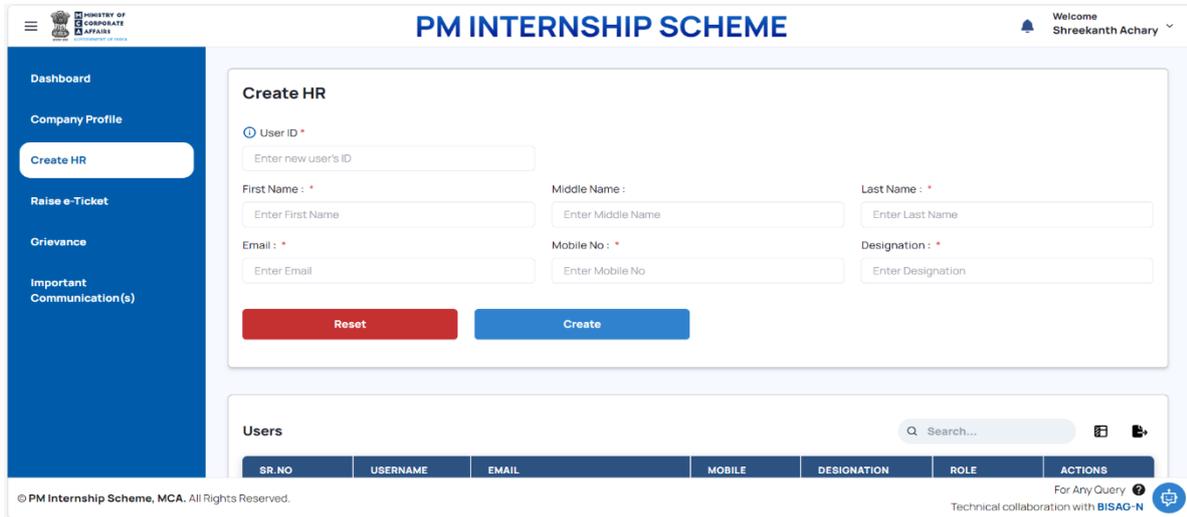
Below the form is a 'Users' section with a search bar and icons for grid and list views. The footer contains copyright information: '© PM Internship Scheme, MCA. All Rights Reserved.' and 'For Any Query Technical collaboration with BISAG-N'.

The various fields that the Admin User needs to fill up are as follows:

- **For Parent:** The admin user needs to select if he wants to create the Nodal officer for the Parent Company.
- **For Network Entity:** This field lets the admin to select if he wants to create the nodal Officer for the Network Entity.
- **User Id:** This field prompts the user to enter a Unique Id for the User creation of Nodal Officer.
- **Select Network Entity:** The admin user can select the Network Entity name from the drop-down list of added Entities to create a nodal user for the Entity.
- **First Name:** The user will enter the name of the nodal officer whose id is getting created.
- **Middle Name:** The user will enter Middle Name of the nodal officer whose id is getting created.
- **Last Name:** The user will enter Last Name of the nodal officer whose id is getting created.
- **Email:** The user will enter Email Id of the nodal officer whose id is getting created.
- **Mobile No.:** The user will enter Mobile phone number of the nodal officer whose id is getting created.
- **Reset:** Using this tab, the nodal officer can reset the Nodal Officer details in case the person leaves the organization and a new one joins in his/her place.
- **Create:** This field helps the user to create the Nodal officer user for the company in the system.
- **Users search:** The various nodal user in a company can be ascertained through this field.
- **Export File:** This field helps to export the file in CSV/Excel format.

CREATE HR SECTION- Nodal Officer Functionality

After login to his profile, the Nodal Officer can move to the “**Create HR**” Section. Upon clicking on this section, the **Nodal Officer** can create a new HR account.



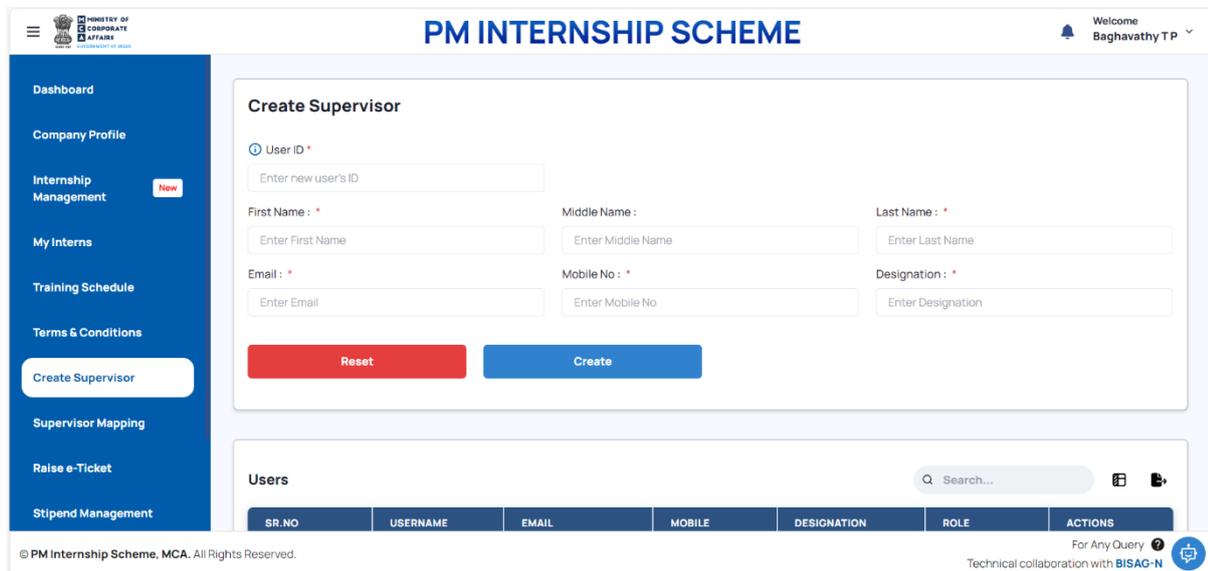
The screenshot displays the 'PM INTERNSHIP SCHEME' dashboard. On the left is a blue sidebar with navigation options: Dashboard, Company Profile, Create HR (highlighted), Raise e-Ticket, Grievance, and Important Communication(s). The main content area is titled 'Create HR' and contains a form with the following fields: User ID (with a hint 'Enter new user's ID'), First Name, Middle Name, Last Name, Email, Mobile No., and Designation. Below the form are 'Reset' and 'Create' buttons. At the bottom, there is a 'Users' table with columns: SR.NO, USERNAME, EMAIL, MOBILE, DESIGNATION, ROLE, and ACTIONS. A search bar is located above the table. The footer includes copyright information for MCA and technical collaboration with BISAG-N.

The various essential fields for creating a **HR** in the system are as follows:

- **User ID:** In this field the HR user will enter a unique user id that he wants to create for a supervisor.
 - **First Name:** The Nodal Officer needs to enter the HR’s first name in this field.
 - **Middle Name:** The Nodal Officer needs to enter the HR’s middle name in this field, if any.
 - **E-mail:** The Nodal Officer needs to enter the HR’s Email in this field.
 - **Mobile No.:** The Nodal Officer needs to enter the HR’s mobile number in this field.
 - **Designation:** The Nodal Officer needs to enter the HR’s designation as per his organization’s hierarchy, in this field.
 - **Reset:** This field will help the Nodal Officers to reset the HR user credentials, if the current HR leaves the organization and a new one joins in his/her place.
 - **Create:** After filling up the above-mentioned fields, the Nodal Officer can create a new HR user by clicking on this tab. MCA recommends 1 HR for every 100 interns.
-
- The “**Users**” fields will get populated automatically once the HRs are created in the system. The User can Search and track a **HR** under this section through the “**Search**” field, on the upper right corner.
 - The User can export the Table-list based on the search, in **CSV/EXCEL** formats.
 - The users can also select and turn on the “**Columns**” filter through a drop-down list of all columns, to create “**Custom Reports**” for export.

CREATE SUPERVISOR SECTION- HR User Functionality

Upon clicking on this section, the **HR user** can create a new **Supervisor** account.



The screenshot shows the 'PM INTERNSHIP SCHEME' web application interface. On the left is a blue sidebar menu with options: Dashboard, Company Profile, Internship Management (marked 'New'), My Interns, Training Schedule, Terms & Conditions, Create Supervisor (highlighted), Supervisor Mapping, Raise e-Ticket, and Stipend Management. The main content area is titled 'Create Supervisor' and contains a form with the following fields: User ID (with a refresh icon), First Name, Middle Name, Last Name, Email, Mobile No., and Designation. Below the form are 'Reset' and 'Create' buttons. At the bottom, there is a 'Users' table with a search bar and a table with columns: SR.NO, USERNAME, EMAIL, MOBILE, DESIGNATION, ROLE, and ACTIONS. The table contains one record for a supervisor.

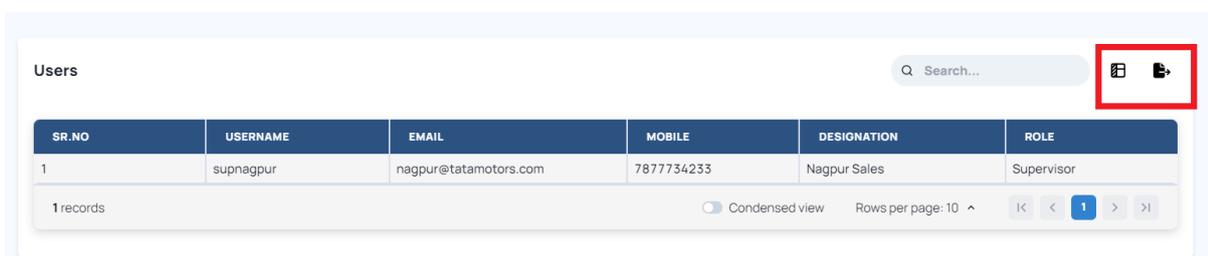
SR.NO	USERNAME	EMAIL	MOBILE	DESIGNATION	ROLE	ACTIONS
1	supnagpur	nagpur@tatamotors.com	7877734233	Nagpur Sales	Supervisor	

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The various essential fields for creating a supervisor in the system are as follows:

- **User ID:** The HR user needs to enter a User Id for the supervisor.
- **First Name:** The HR user needs to enter the Supervisor's first name in this field.
- **Middle Name:** The HR user needs to enter the supervisor's middle name in this field, if any.
- **E-mail:** The HR user needs to enter the supervisor's Email in this field.
- **Mobile No.:** The HR user needs to enter the supervisor's mobile number in this field.
- **Designation:** The HR user needs to enter the supervisor's designation as per his organization's hierarchy, in this field.
- **Reset:** This field will help the **HR user** to reset the **Supervisor** user credentials, if the current **Supervisor** leaves the organization and a new one joins in his/her place.
- **Create:** After filling up the above-mentioned fields, the **HR user** can create a new **HR** user by clicking on this tab.

The "**Users**" fields will get populated automatically once the supervisors are created in the system.



The screenshot shows the 'Users' table with a search bar and a table with columns: SR.NO, USERNAME, EMAIL, MOBILE, DESIGNATION, ROLE, and ACTIONS. The table contains one record for a supervisor. A red box highlights the 'ACTIONS' column header and the first row's actions icons.

SR.NO	USERNAME	EMAIL	MOBILE	DESIGNATION	ROLE	ACTIONS
1	supnagpur	nagpur@tatamotors.com	7877734233	Nagpur Sales	Supervisor	

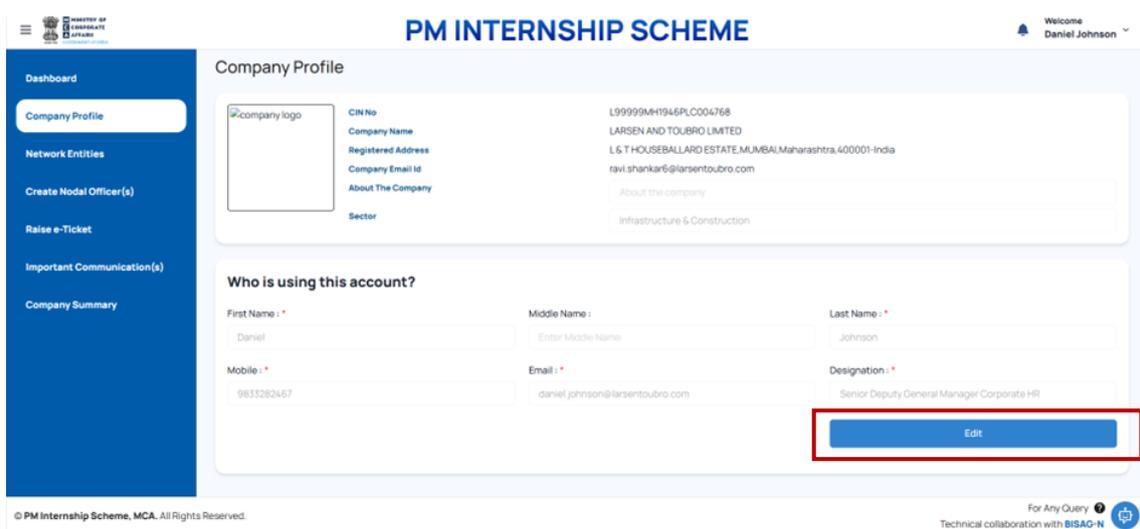
1 records Condensed view Rows per page: 10

- The User can Search and track a **supervisor** under this section through the “**Search**” field, on the upper right corner.
- The User can export the Table-list based on the search, in **CSV/EXCEL** formats.
- The users can also select and turn on the “**Columns**” filter through a drop-down list of all columns, to create “**Custom Reports**” for export.

3. Company Admin Functionality

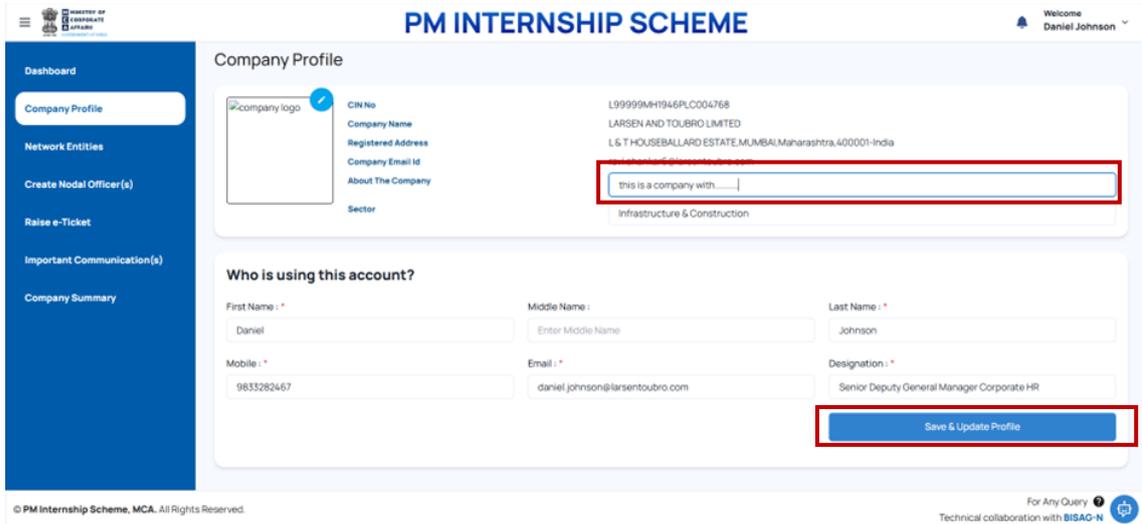
- The Company Admin User can enter his credentials in the “Login Page” and will get the access of the portal.
- After logging in, the user will be directed to complete the “Company Profile” section.
- The user must fill in the necessary information. Some fields will be pre-filled based on MCA records and can only be updated by MCA.

3.1 Completing the Company Profile page



The screenshot displays the 'Company Profile' page within the PM Internship Scheme portal. The page is divided into a sidebar and a main content area. The sidebar on the left contains navigation links: Dashboard, Company Profile (highlighted), Network Entities, Create Nodal Officer(s), Raise e-Ticket, Important Communication(s), and Company Summary. The main content area is titled 'Company Profile' and includes a 'Company Profile' section with fields for CIN No (L99999MH1946PLC004768), Company Name (LARSEN AND TOUBRO LIMITED), Registered Address (L & T HOUSEBALLARD ESTATE, MUMBAI, Maharashtra, 400001-India), Company Email Id (ravi.shankar6@larsentoubro.com), About The Company (text area), and Sector (Infrastructure & Construction). Below this is a 'Who is using this account?' section with fields for First Name (Daniel), Middle Name (text area), Last Name (Johnson), Mobile (9833282467), Email (daniel.johnson@larsentoubro.com), and Designation (Senior Deputy General Manager Corporate HR). A blue 'Edit' button is highlighted with a red box at the bottom right of the 'Who is using this account?' section. The footer contains the text '© PM Internship Scheme, MCA. All Rights Reserved.' and 'For Any Query Technical collaboration with BISAG-N'.

- Upon clicking on the “Edit” button the admin can edit the details of the Company.
- **About the Company Field:** In this field, the Company Admin must add a detailed description of the company, its operations, its mission, vision and values along with the sector it is operating in. Please ensure that the company description is elaborate and easy to understand for potential applicants. **Please note that this is a mandatory requirement, and the Company Admin has to complete this field.**



The screenshot shows the 'Company Profile' page in the PM Internship Scheme. The page is divided into two main sections: 'Company Profile' and 'Who is using this account?'. The 'Company Profile' section includes fields for CIN No, Company Name, Registered Address, Company Email Id, About The Company, and Sector. The 'Who is using this account?' section includes fields for First Name, Middle Name, Last Name, Mobile, Email, and Designation. A red box highlights the 'About The Company' field, which contains the text 'this is a company with...'. Another red box highlights the 'Save & Update Profile' button at the bottom right of the 'Who is using this account?' section.

PM INTERNSHIP SCHEME

Welcome Daniel Johnson

Dashboard

Company Profile

Network Entities

Create Nodal Officer(s)

Raise e-Ticket

Important Communication(s)

Company Summary

Company Profile

company logo

CIN No: L99999MH1946PLC004768

Company Name: LARSEN AND TOUBRO LIMITED

Registered Address: L & T HOUSEBALLARO ESTATE,MUMBAI,Maharashtra,400001-India

Company Email Id

About The Company: this is a company with...

Sector: Infrastructure & Construction

Who is using this account?

First Name: * Daniel

Middle Name: Enter Middle Name

Last Name: * Johnson

Mobile: * 9833282467

Email: * daniel.johnson@larsentoubro.com

Designation: * Senior Deputy General Manager Corporate HR

Save & Update Profile

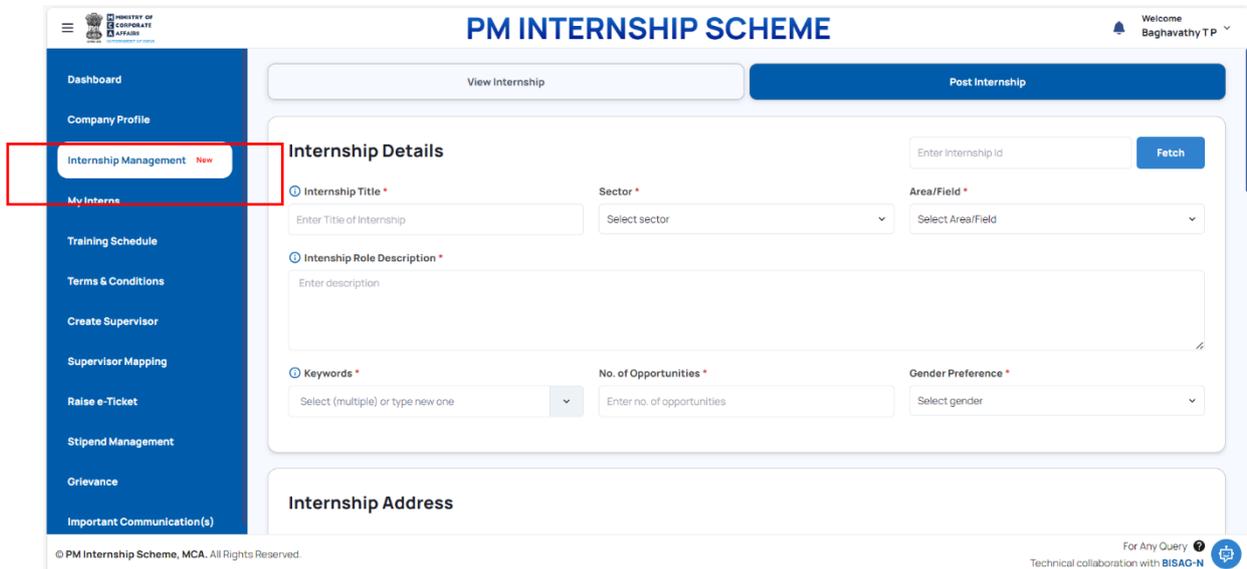
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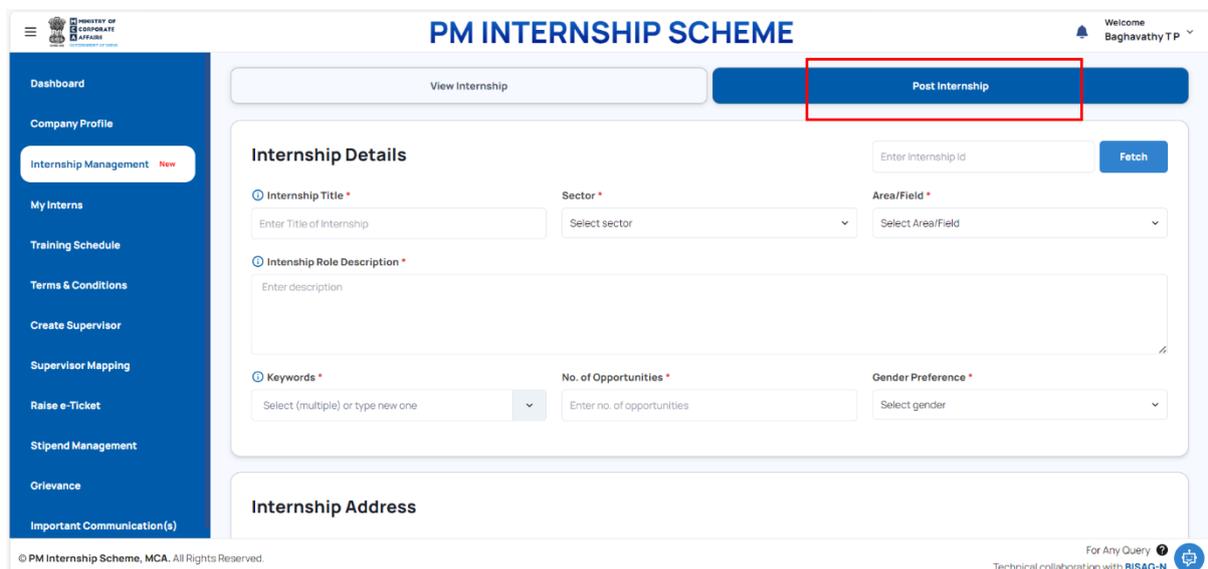
- After filling the necessary details, the Company admin must click on “**Save & Update Profile**” button to save the changes.

4. Internship Posting: HR User Functionality

1. In the “Internship Management” section, the HR User can post new internship opportunities on behalf of his/her company. The HR User can either post new internship opportunities or edit the existing internship opportunities.


 The screenshot shows the PM Internship Scheme portal interface. On the left, a blue sidebar contains navigation options: Dashboard, Company Profile, Internship Management (highlighted with a red box and marked as 'New'), My Interns, Training Schedule, Terms & Conditions, Create Supervisor, Supervisor Mapping, Raise e-Ticket, Stipend Management, Grievance, and Important Communication(s). The main content area is titled 'PM INTERNSHIP SCHEME' and includes a 'View Internship' button and a 'Post Internship' button. Below these is the 'Internship Details' form with fields for Internship Title, Sector, Area/Field, Internship Role Description, Keywords, No. of Opportunities, and Gender Preference. An 'Internship Address' section is also visible at the bottom.

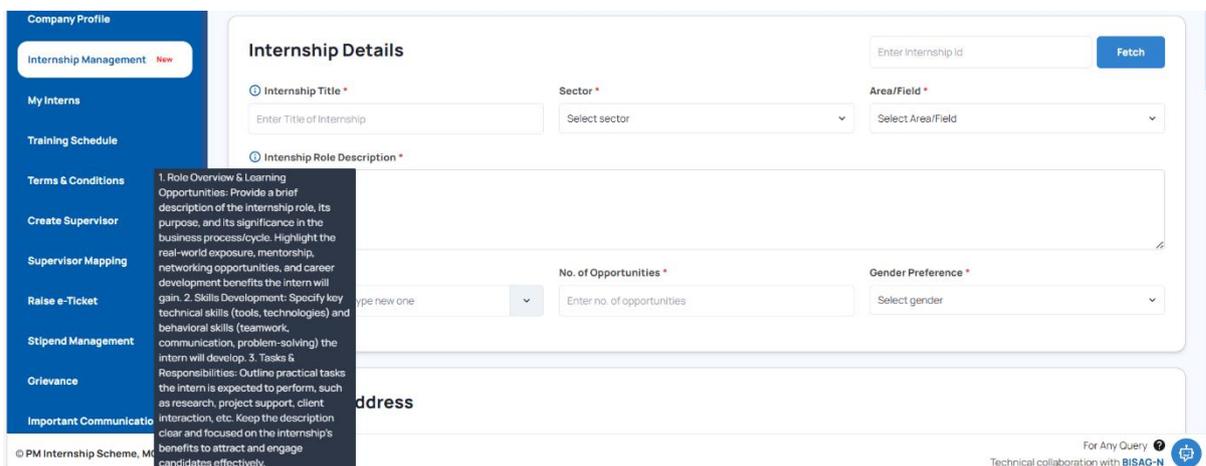
2. To post a **new internship opportunity**, the HR must select **the post internship tile** and fill the mandatory fields.


 This screenshot is similar to the previous one but highlights the 'Post Internship' button in the top navigation bar with a red box. The 'Internship Management' option in the sidebar is no longer highlighted. The rest of the interface, including the 'Internship Details' form and 'Internship Address' section, remains the same.

3. The various essential fields for posting a new Internship opportunity on the portal under Internship Details are as follows:

- a) **Internship title:** Under this field the HR user can add a suitable internship title for the internship opportunity. HR must ensure that the internship title, such as ‘Sales Executive’ or ‘Data Analyst Intern’ is indicative of the opportunity on offer.

- b) **Sector:** Under this field the HR user can select the sector of the internship that they are posting. The user can select a relevant sector by clicking on the drop-down list and selecting the applicable sector.
- c) **Area/Field:** The HR user needs to enter the Area/Field of internship this field. The user can pick and select the relevant area/field from the drop-down list of all options.
- d) **Internship Role Description:** The HR user needs to enter the description about the internship in this field covering the purpose and its significance. Please ensure clear and simple language that can be easily understood by potential applicants.
- **Role Overview & Learning Opportunities:** Provide a brief description of the internship role, its purpose, and its significance in the business process/cycle. Highlight the real-world exposure, mentorship, networking opportunities, and career development benefits the intern will gain.
 - **Skills Development:** Specify key technical skills (tools, technologies) and behavioural skills (teamwork, communication, problem-solving) the intern will develop.
 - **Tasks & Responsibilities:** Outline practical tasks the intern is expected to perform, such as research, project support, client interaction, etc. Keep the description clear and focused on the internship's benefits to attract and engage candidates effectively
- e) **Keywords:** The HR user needs to enter the applicable keywords, related to the internship. List important terms that describe the role (e.g., "data analysis," "marketing," or "project management") to help candidates find this internship easily. The user can select the applicable keywords from the drop-down list of the keywords for this field. The user can also add new keywords to the list by typing it in the textbox.
- f) **No. of Opportunities:** The HR user needs to enter the number of opportunities for this internship.
- g) **Gender Preferences:** This field will help the HR user to select the gender preferences if any for the internship. The user can select the options from the drop-down list of available options.
- h) **The information button “i”** is available at different fields to help the HR user to fill up all the details in better way. Information button next to the description will provide guidance of what a comprehensive internship description should include.



Company Profile

Internship Management New

My Interns

Training Schedule

Terms & Conditions

Create Supervisor

Supervisor Mapping

Raise e-Ticket

Stipend Management

Grievance

Important Communication

© PM Internship Scheme, MCA

Internship Details

Enter Internship ID Fetch

Internship Title *

Sector *

Area/Field *

Internship Role Description *

1. Role Overview & Learning Opportunities: Provide a brief description of the internship role, its purpose, and its significance in the business process/cycle. Highlight the real-world exposure, mentorship, networking opportunities, and career development benefits the intern will gain. 2. Skills Development: Specify key technical skills (tools, technologies) and behavioral skills (teamwork, communication, problem-solving) the intern will develop. 3. Tasks & Responsibilities: Outline practical tasks the intern is expected to perform, such as research, project support, client interaction, etc. Keep the description clear and focused on the internship's benefits to attract and engage candidates effectively.

No. of Opportunities *

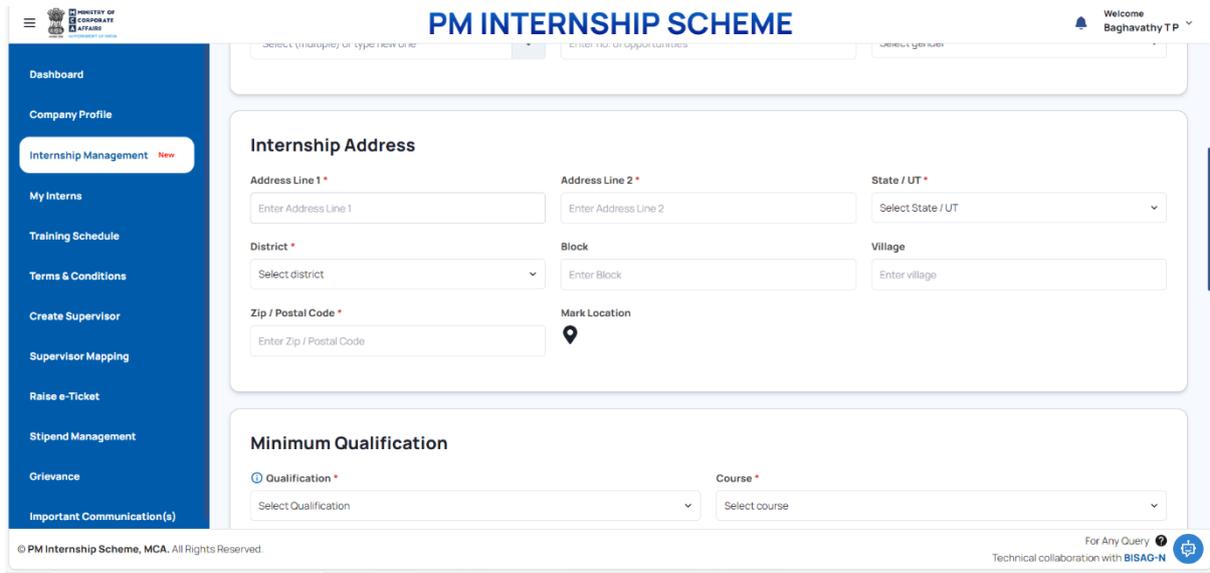
Gender Preference *

Address

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4. The various essential fields under **the Locations details** are as follows:



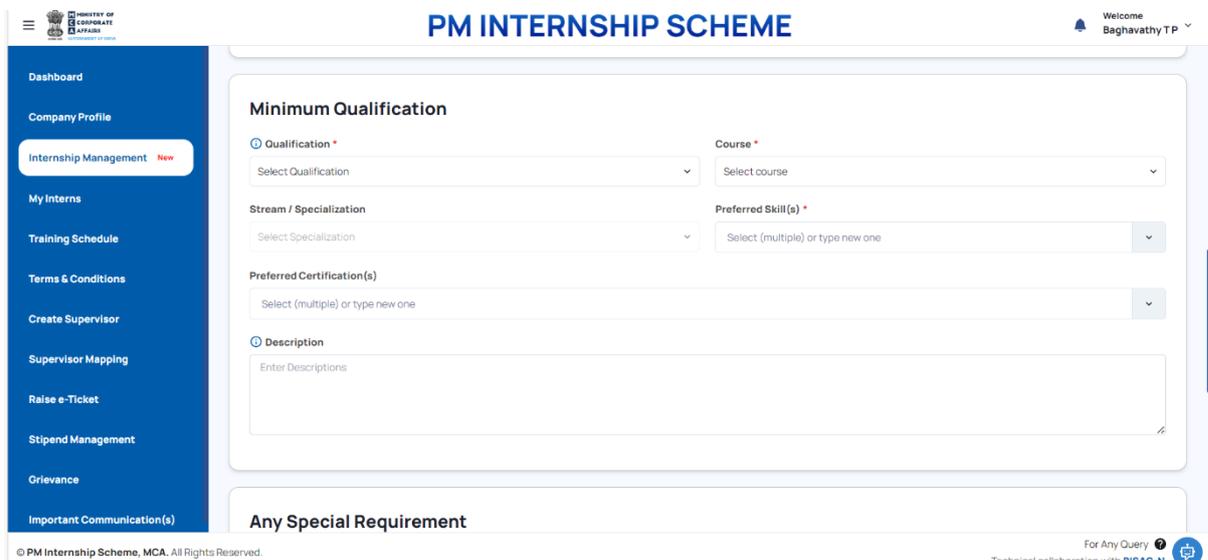
The screenshot displays the PM Internship Scheme web application interface. The main heading is "PM INTERNSHIP SCHEME". The user is logged in as "Welcome Baghavathy T.P.". The left sidebar contains navigation options: Dashboard, Company Profile, Internship Management (highlighted with a "New" badge), My Interns, Training Schedule, Terms & Conditions, Create Supervisor, Supervisor Mapping, Raise e-Ticket, Stipend Management, Grievance, and Important Communication(s). The main content area is divided into two sections:

- Internship Address:** This section contains several input fields:
 - Address Line 1 * (text input)
 - Address Line 2 * (text input)
 - State / UT * (dropdown menu)
 - District * (dropdown menu)
 - Block (text input)
 - Village (text input)
 - Zip / Postal Code * (text input)
 - Mark Location (location pin icon)
- Minimum Qualification:** This section contains two dropdown menus:
 - Qualification * (with a radio button icon)
 - Course * (with a radio button icon)

At the bottom of the page, there is a footer with the text "© PM Internship Scheme, MCA. All Rights Reserved." and "For Any Query Technical collaboration with BISAG-N".

- a) **Address Line1:** This field will help the HR user to write the address for the internship that is getting posted. This is a compulsory field.
- b) **Address Line 2:** This field will help the HR user to write more detailed address for the internship that is getting posted. This is a compulsory field.
- c) **State/UT:** This field will help the HR user to select the State/UT for the internship that is getting posted. The user can select the State/UT from the drop-down list of available options.
- d) **District:** The HR user can select the district for the internship from the drop-down list of available options for the above selected State/UT.
- e) **Block:** The HR user can enter the block for the internship in case required.
- f) **Village:** The HR user can enter the village for the internship in case required.
- g) **Zip/Postal Code:** The HR user must add the Zip/Postal code for the internship location.
- h) **Mark Location:** The HR User can add the exact location of the internship using this Mark location feature. It will capture the precise location of the internship. This is an optional field.

5. The various essential fields under **the Minimum Qualification** details are as follows:

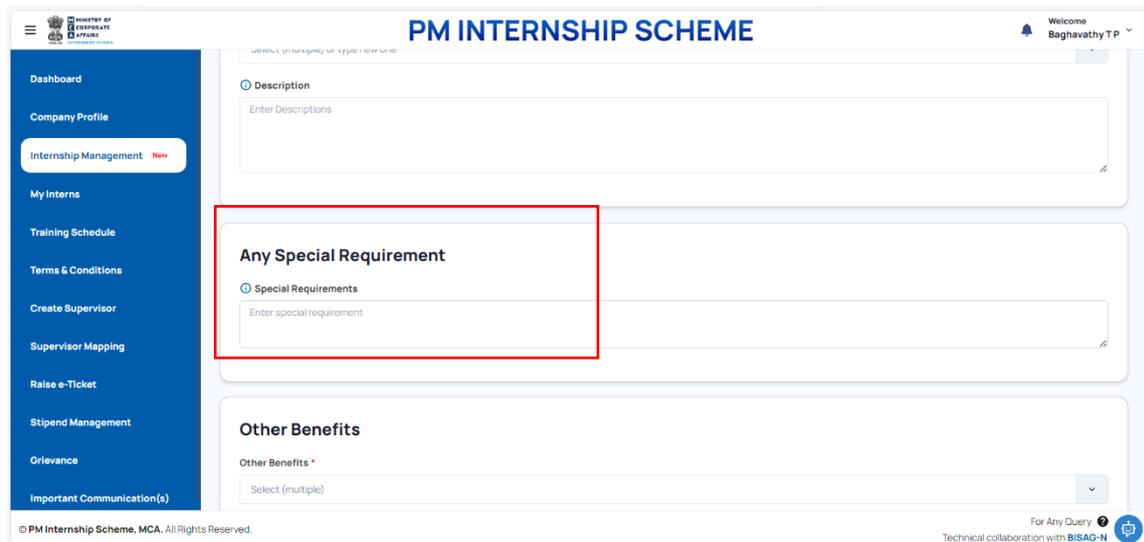


The screenshot displays the 'PM INTERNSHIP SCHEME' web interface. On the left is a blue sidebar menu with options: Dashboard, Company Profile, Internship Management (highlighted with a 'New' tag), My Interns, Training Schedule, Terms & Conditions, Create Supervisor, Supervisor Mapping, Raise e-Ticket, Stipend Management, Grievance, and Important Communication(s). The main content area is titled 'Minimum Qualification' and contains several form fields: 'Qualification' (dropdown), 'Course' (dropdown), 'Stream / Specialization' (dropdown), 'Preferred Skill(s)' (dropdown with a plus icon), 'Preferred Certification(s)' (dropdown with a plus icon), and 'Description' (text area). Below these fields is a section for 'Any Special Requirement'. The footer includes copyright information for PM Internship Scheme, MCA, and a contact link for RISAG-N.

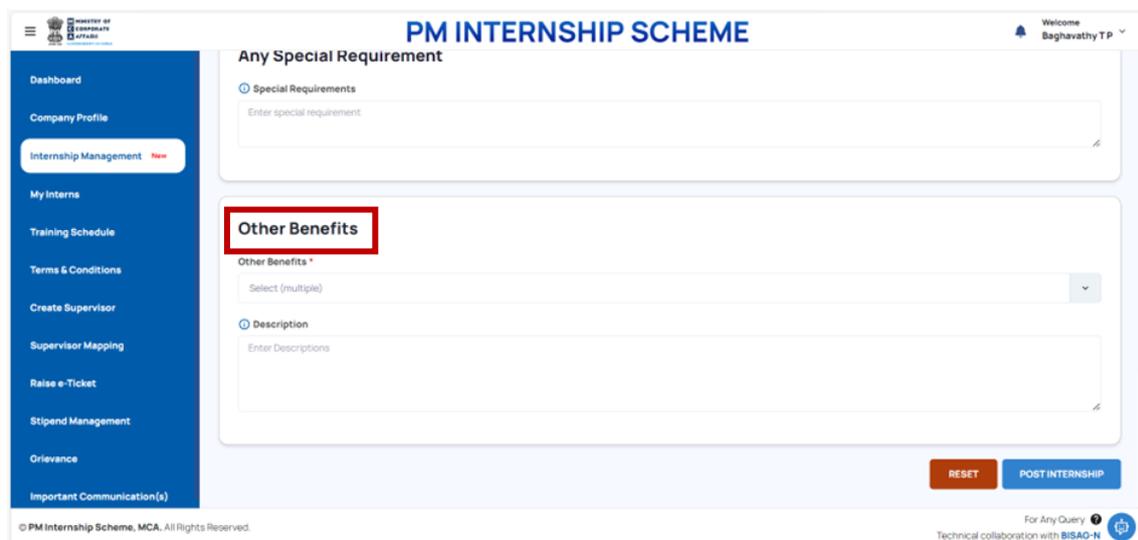
- a) **Qualification:** This field will help the HR user to select the qualification required for the internship. The user can select the applicable qualification from the drop-down list of available options. Choose the minimum education level or degree required for this internship (e.g. Bachelor's degree, Diploma etc).
- b) **Course:** This field will help the HR user to select a particular course that may be required for the internship. The user can select the applicable courses from the drop-down list of available options.
- c) **Stream/Specialization:** In this field the HR user needs to select the stream/qualification required for the internship. The user can select the applicable specialization from the drop-down list of available options.
- d) **Preferred Skills:** In this field the HR user needs to select the preferred skills that are required for the internship. The user can select the applicable skills from the drop-down list of available options. The user can also add new skills to the list by typing it in the textbox. (e.g., technical skills, soft skills).
- e) **Preferred Certification:** In this field the HR user needs to select the preferred certification that are required for the internship. The user can select the applicable certification from the drop-down list of available options. The user can also add new certifications to the list by typing it in the textbox
- f) **Description:** Here the HR user can mention any other details related to Minimum Qualifications. Provide details about the qualifications, such as specific fields of study or relevant academic background required for this role.

6. The various essential fields under the **Any Special Requirement details** are as follows:

Any Special Requirement: Mention any special requirements for the internship, such as background checks, police verification, or a medical fitness test etc, if applicable

A screenshot of the PM Internship Scheme web application. The page title is 'PM INTERNSHIP SCHEME'. On the left is a blue sidebar menu with options like 'Dashboard', 'Company Profile', 'Internship Management', 'My Interns', 'Training Schedule', 'Terms & Conditions', 'Create Supervisor', 'Supervisor Mapping', 'Raise e-Ticket', 'Stipend Management', 'Grievance', and 'Important Communication(s)'. The main content area has three sections: 'Description' with a text input field, 'Any Special Requirement' with a 'Special Requirements' sub-section and a text input field (highlighted with a red box), and 'Other Benefits' with a 'Select (multiple)' dropdown menu. At the bottom right, there are 'RESET' and 'POST INTERNSHIP' buttons, and a footer with '© PM Internship Scheme, MCA. All Rights Reserved.' and 'Technical collaboration with BISAG-N'.

7. The various essential fields under **the Other Benefits** details:

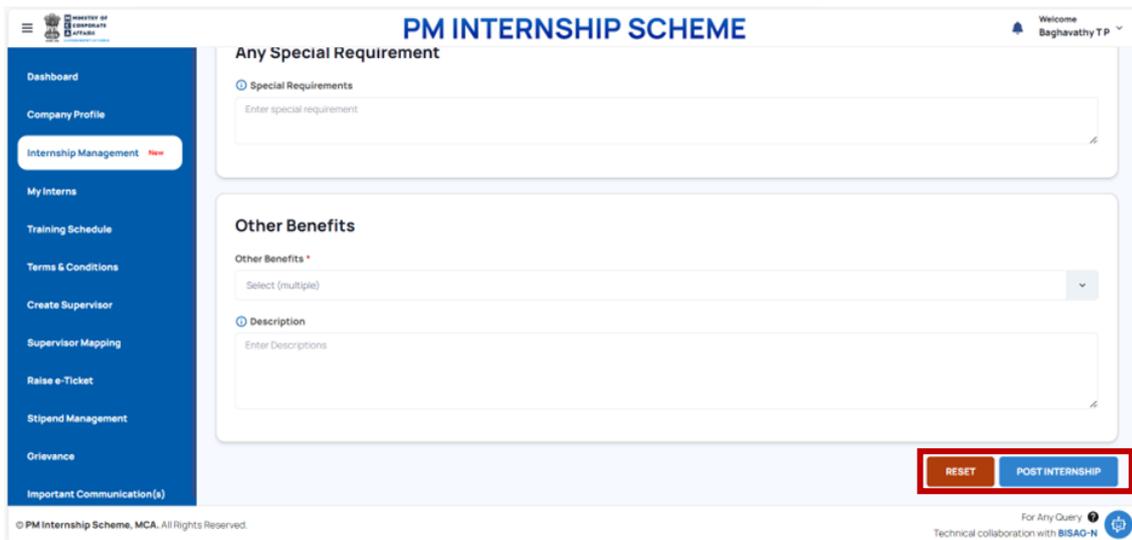
A screenshot of the PM Internship Scheme web application, similar to the previous one but with the 'Other Benefits' section highlighted by a red box. The 'Any Special Requirement' section is now above the 'Other Benefits' section. The 'Other Benefits' section includes a 'Select (multiple)' dropdown menu and a 'Description' sub-section with a text input field. The 'RESET' and 'POST INTERNSHIP' buttons are visible at the bottom right.

This field will help the HR user to select other benefits associated with the internship. Please ensure that all benefits being provided are mentioned.

- In this field the HR user can describe the benefits and can detail out the conditions of the benefits, as required.

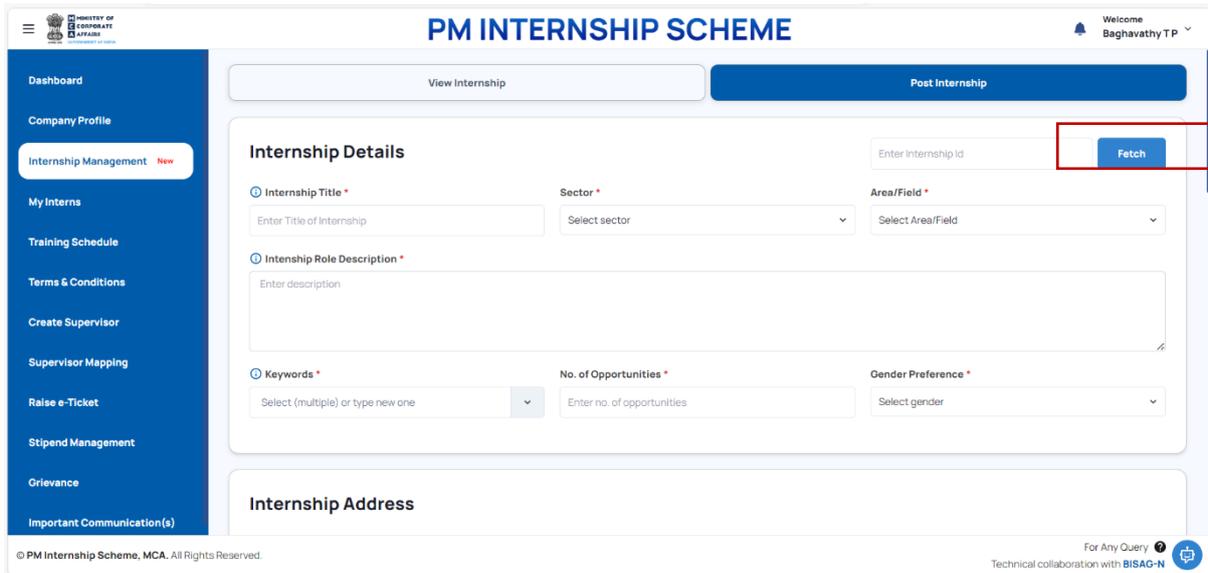
- List any extra benefits that come with the internship, such as additional financial assistance, additional insurance, accommodation, travel allowance, canteen facility etc.

- 8. Reset:** After filling up the above-mentioned fields, the HR user can reset a current internship detail and can fill in new requirements.
- 9. Post Internship:** After filling up the essential fields for creating an internship, the user can click on the Post Internship to create the internship in the system.

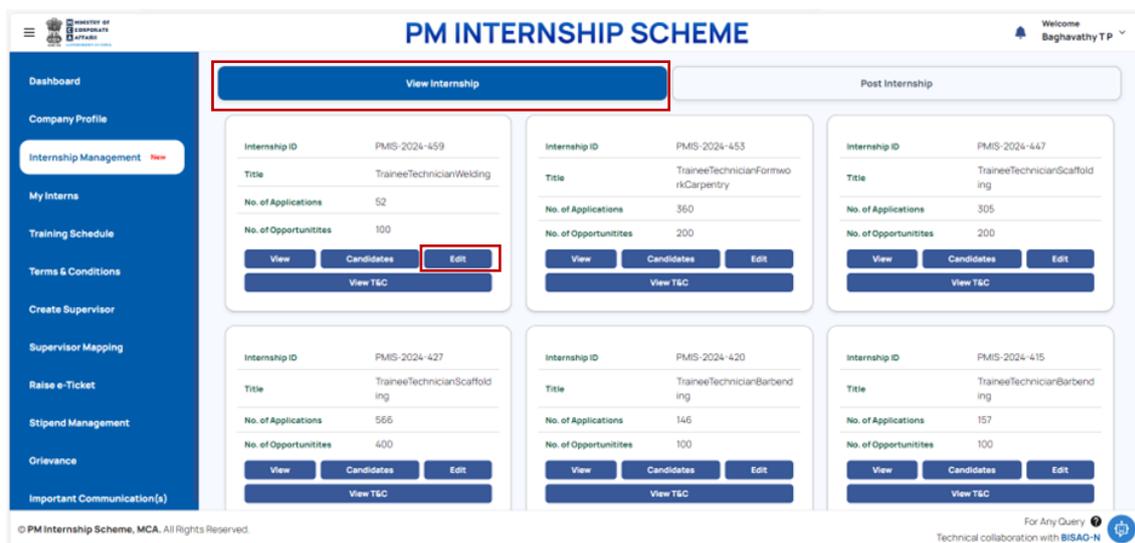


- 9. Fetch:** Using this feature, the HR User can search for previous posted internship opportunities. This will enable HR User to Auto-fill previously entered details (like internship descriptions, titles) for all internship IDs (new and existing). HR User will be able to duplicate details of internships created by another HR.

The 'Fetch' option can be used for existing as well as new Internship IDs. The only pre-requisite to use the 'Fetch' feature is the creation of one Internship ID.



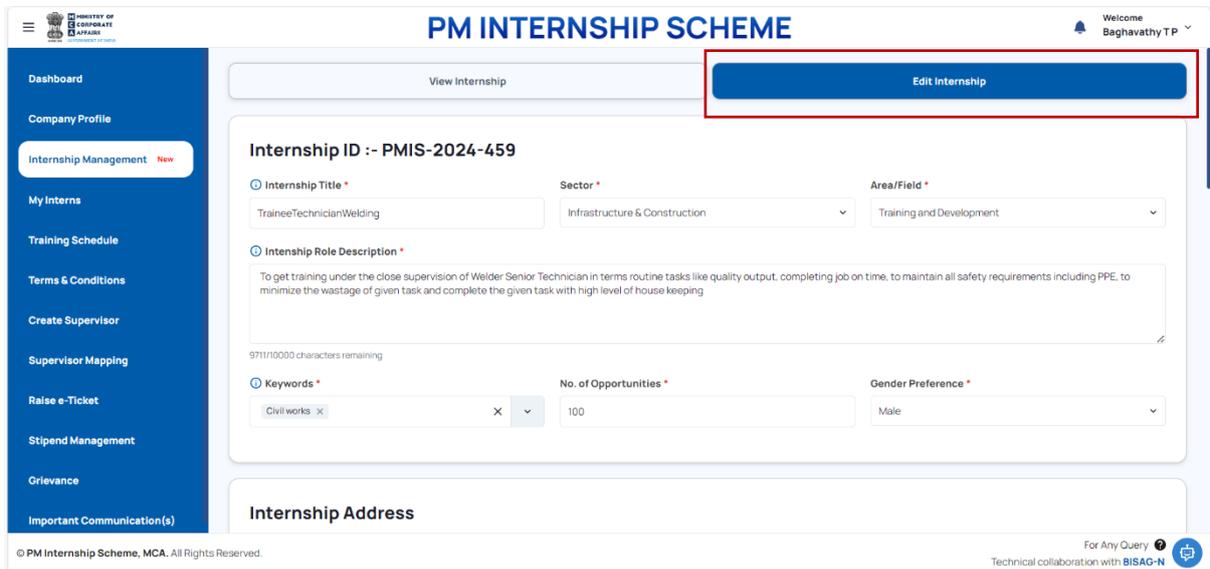
10. Edit Existing Internship Opportunities: The HR User can edit the existing Internship Opportunities using the View Internship tab. The HR user can use this tab, to view internships being posted online on the portal. The HR can view and edit an internship detail.



The various fields are as follows:

- Internship ID
- Title
- Number of applications
- Number of opportunities
- View
- Edit
- Candidates
- View T&C

Upon clicking on edit, the HR user can see the internship details and can modify them as per the preferences.



PM INTERNSHIP SCHEME

Welcome Baghavathy TP

View Internship **Edit Internship**

Internship ID :- PMIS-2024-459

Internship Title * TraineeTechnicianWelding
 Sector * Infrastructure & Construction
 Area/Field * Training and Development

Internship Role Description *
 To get training under the close supervision of Welder Senior Technician in terms routine tasks like quality output, completing job on time, to maintain all safety requirements including PPE, to minimize the wastage of given task and complete the given task with high level of house keeping

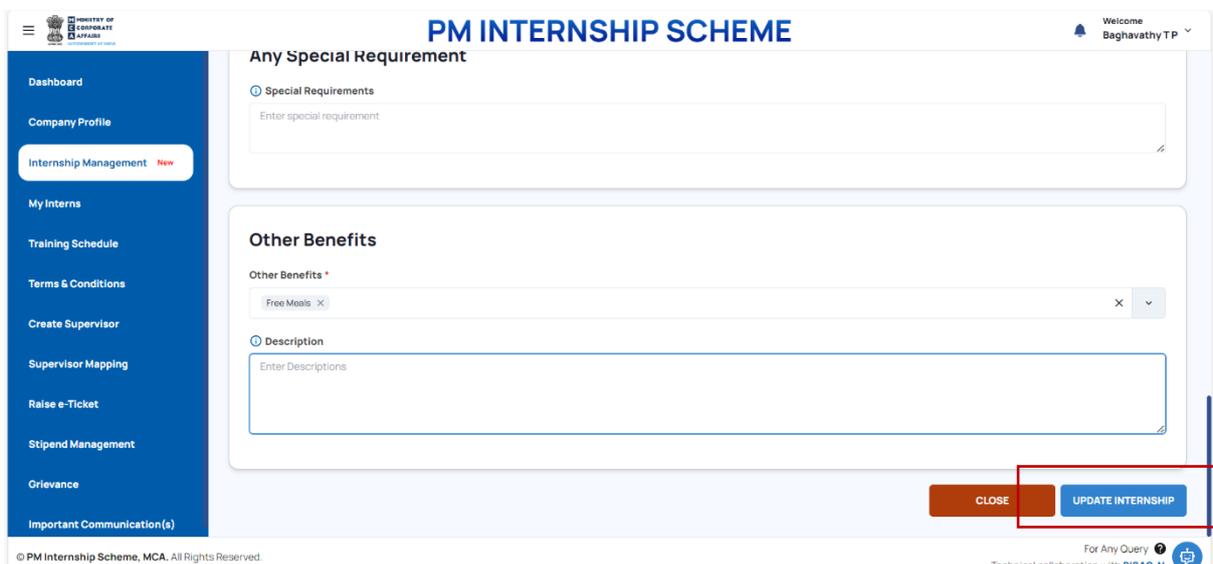
9711/10000 characters remaining

Keywords * Civil works
 No. of Opportunities * 100
 Gender Preference * Male

Internship Address

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After making the changes the HR User must click on “**Update Internship**” button to save the changes.



PM INTERNSHIP SCHEME

Welcome Baghavathy TP

Any Special Requirement

Special Requirements
 Enter special requirement

Other Benefits

Other Benefits * Free Meals
 Description
 Enter Descriptions

CLOSE UPDATE INTERNSHIP

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Please note that it is mandatory to edit all existing Internship IDs where opportunities are still vacant. The edit must consider multiple factors including:

- Mention complete address of internship location:
Each Internship ID must include the full and precise address of the location where the internship will take place.
- Detailed description of internship role:

The role description must comprehensively outline the responsibilities, tasks, and expectations associated with the internship.

c) Detailed company profile linked to each internship ID:

Each Internship ID should include a thorough profile description of the organization offering the internship. This profile must highlight the company's mission, vision, areas of operation, achievements etc. The Company Admin must ensure that the detailed description about the company is added in the Company Profile.

It is crucial to update all existing Internship IDs for opportunities that are still vacant. This process ensures that the information provided to applicants is complete, transparent, and accurate, enhancing the overall user experience.