

PM Internship Scheme

Ministry of Corporate Affairs



User Manual for Youth (Registration & Profile Creation)



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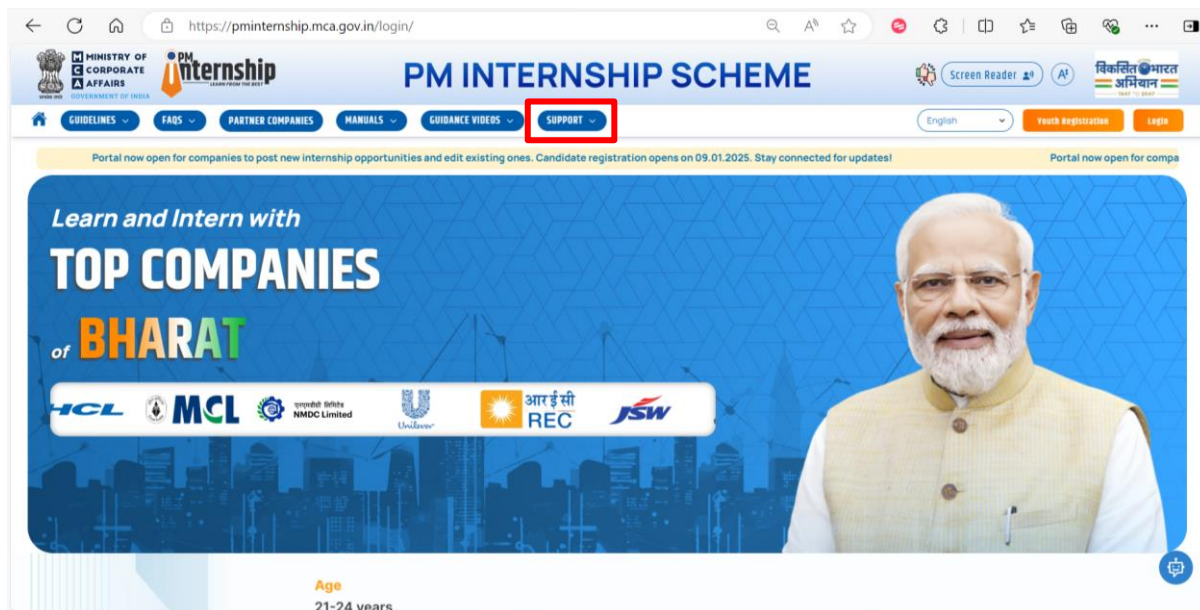
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Registration and Profile Creation

PMIS User Manual for Youth (Candidate)

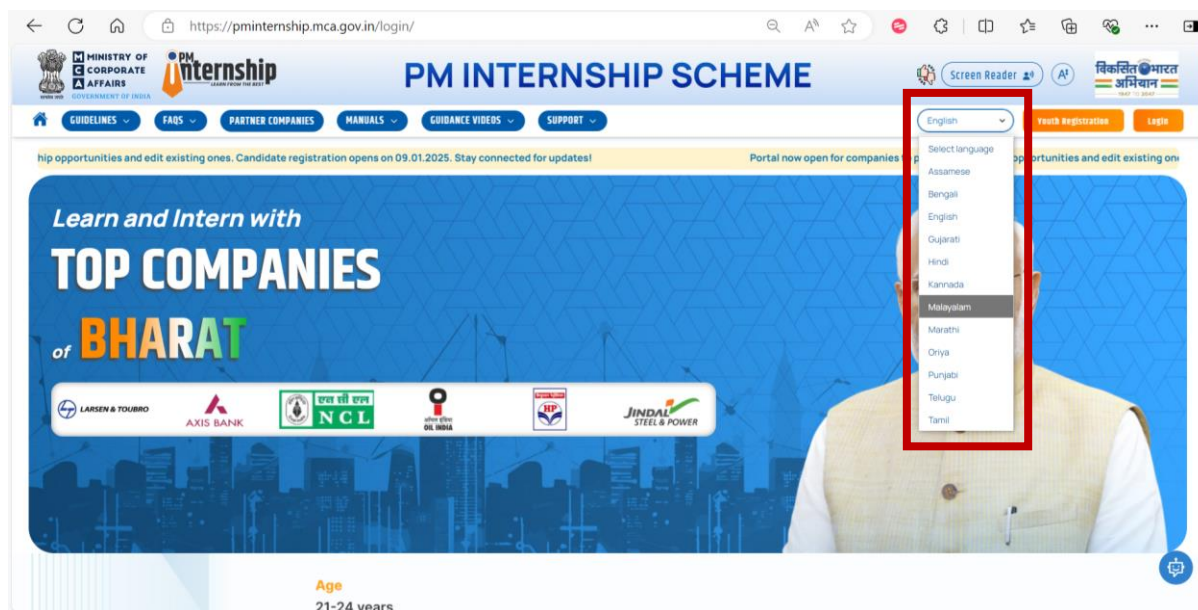
1. Instructions for using manual

- 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.
 - Aadhaar Card
 - All Educational Qualification Certificates and
 - Other additional certification, if any.
- For any support during the registration and profile completion process, the candidate can raise a ticket on the homepage or post login. Detailed instruction for the same are available in section 5 of this manual. Alternatively, candidates can also call portal helpline No. 1800-116-090.



2. Objective of this manual

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



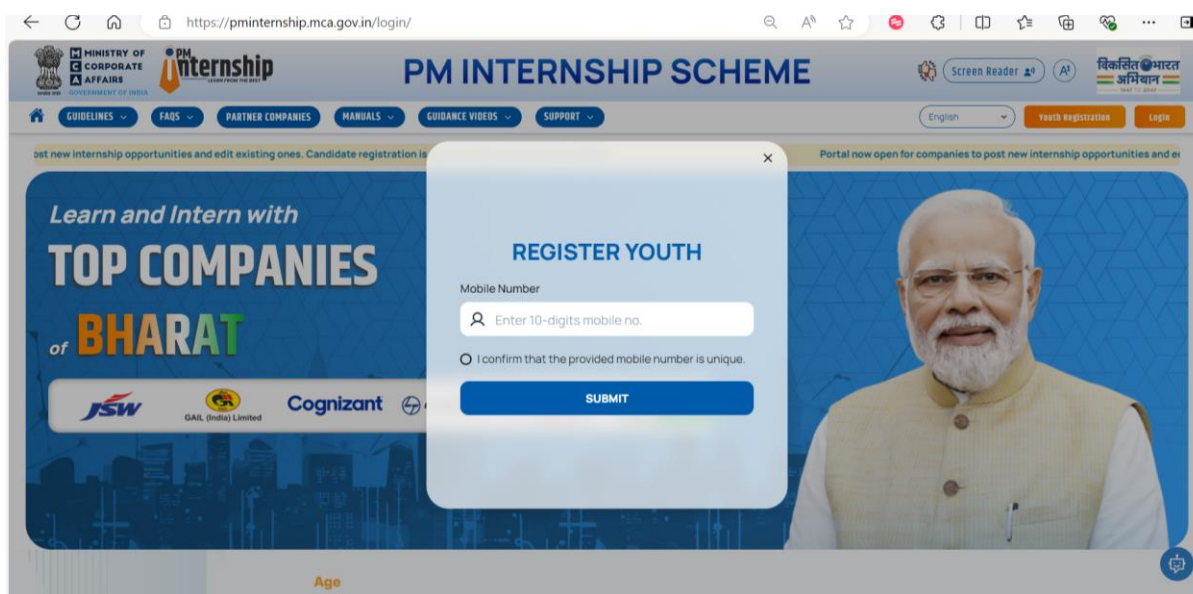
3. Getting Started

3.1 Registration Process

- a. The candidate must type the URL pminternship.mca.gov.in, in an internet browser to access the portal application.
- b. On the home page of the website, the **candidate** must click on “**Youth Registration**” tab (highlighted with red rectangular box) on the right top corner, to start the registration process for the PMIS portal.
- c. Candidates can also access “**Register Now**” tab (highlighted with red rectangular box) by scrolling down to the **PM Internship Offers** section on the home page.



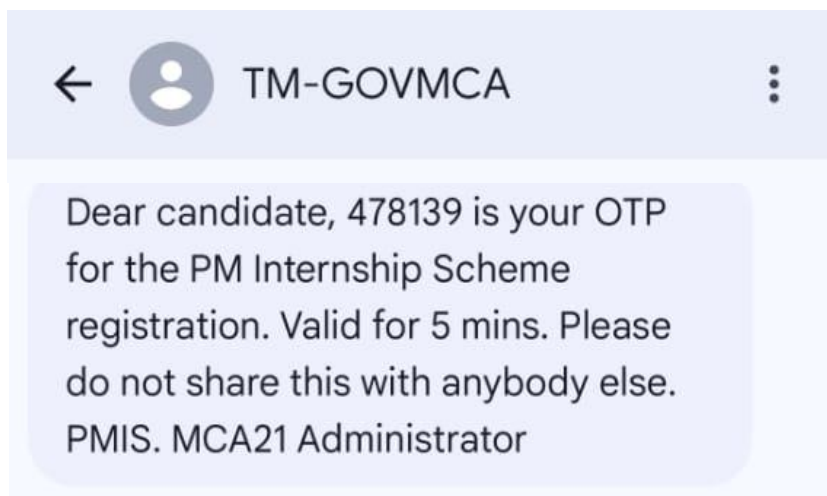
d. Upon clicking, on the “**Youth Registration**” or “**Register Now**” tab the **candidate** will be prompted to provide his/her mobile number onto the “**Register Youth**” pop-up.



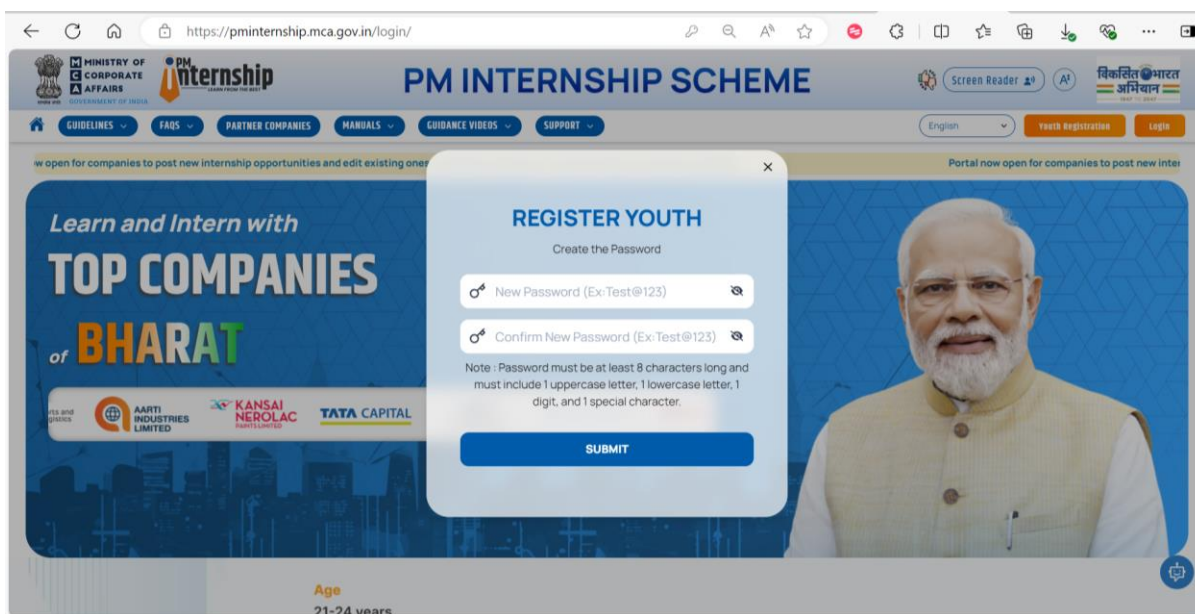
The essential fields on the “**Register Youth**” for the candidates are as follows:

- i. **Mobile Number:** It is an identification that enables the individuals to access the online services of the portal for registration.
- ii. **Confirmation checkbox:** The candidate must confirm that “**the mobile number he is providing is unique**”.
- 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.

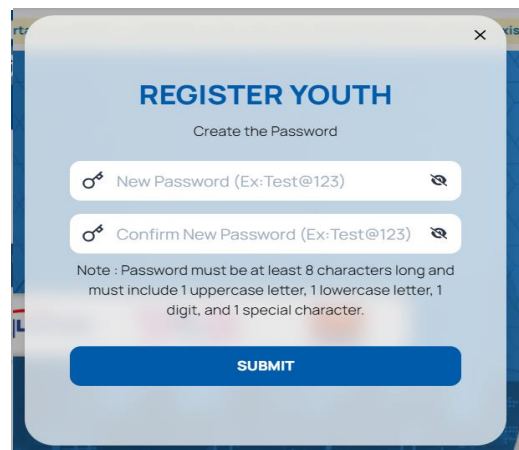


- f. Upon submitting the “**OTP**” received, the candidate will move into the next step to create the password.
- g. **Create password on first login:** Moving ahead, the candidate will get the Pop-up to “**Create Password**” upon first login. The candidate can create the new password and can access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



The Various fields required for **Create Password** are as follows:

- i. **New Password:** Here the candidate should enter his/ her new password. ***The password must be at least 8 Characters long and must include 1 Uppercase letter, 1 lowercase letter, 1 Digit and 1 Special Character. Example: Password@12, passWord@1, password@1 etc.***



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

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

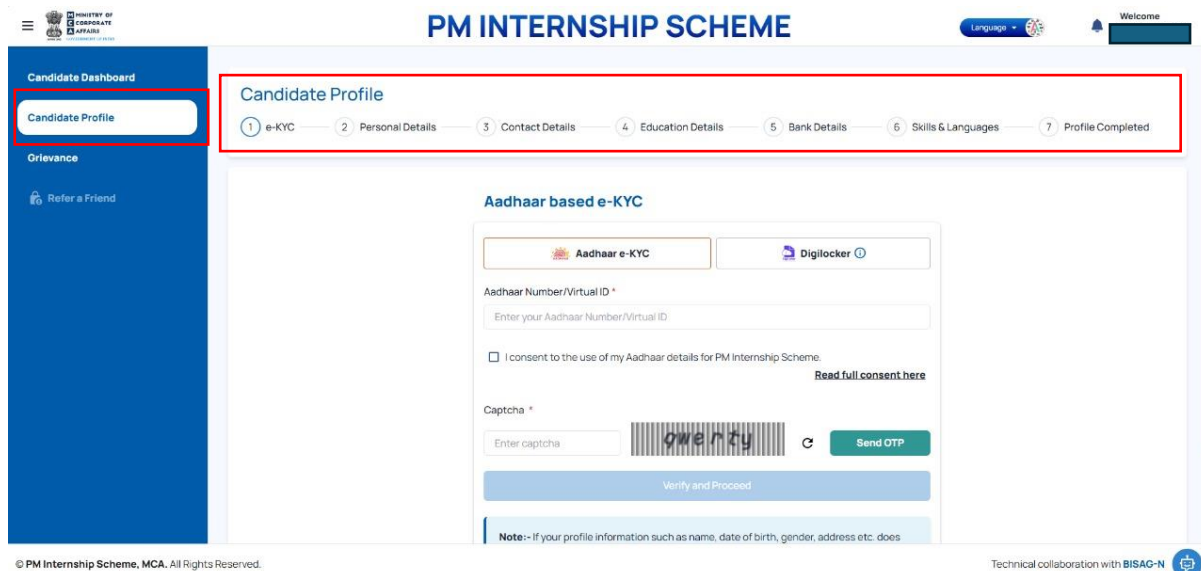
h. After password update, the candidate gets access of the portal and lands to the User account homepage under the “**Candidate Profile**” section.

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




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

Language:  Welcome

Candidate Dashboard

Candidate Profile

Grievance

Refer a Friend

Candidate Profile

1 e-KYC — 2 Personal Details — 3 Contact Details — 4 Education Details — 5 Bank Details — 6 Skills & Languages — 7 Profile Completed

Aadhaar based e-KYC



Aadhaar e-KYC **Digilocker**

Aadhaar Number/Virtual ID *

Enter your Aadhaar Number/Virtual ID

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

Captcha *

Enter captcha   **Send OTP**

Verify and Proceed

Note:- If your profile information such as name, date of birth, gender, address etc. does

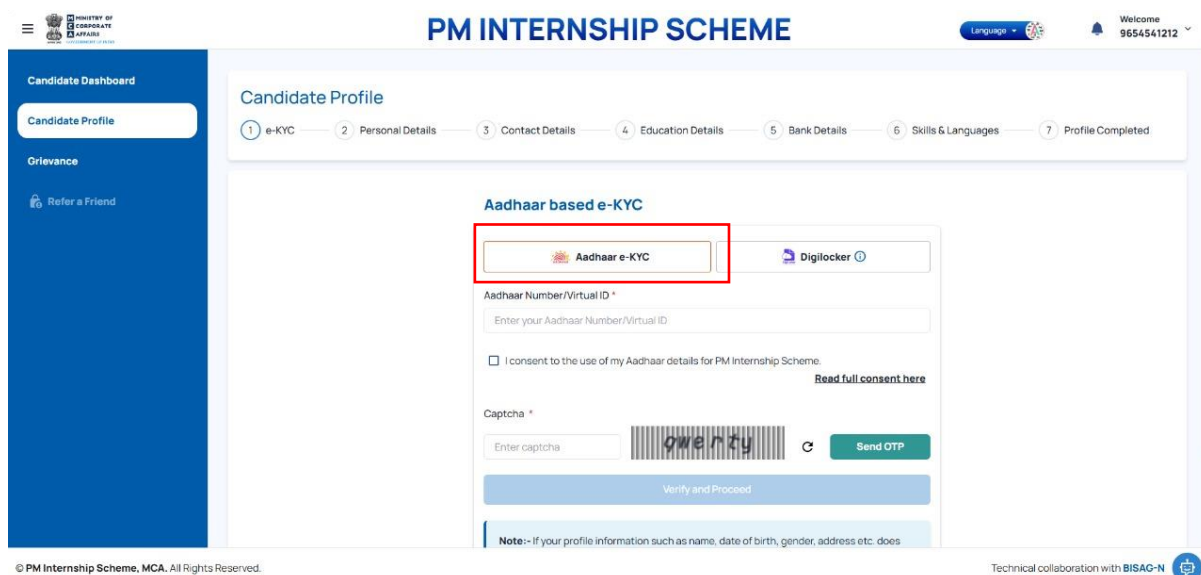
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4.1 e-KYC


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 **Aadhaar Number or Digilocker**. The candidate must check in the appropriate checkbox for e-KYC.

a. 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

Language:  Welcome 9654541212

Candidate Dashboard

Candidate Profile

Grievance

Refer a Friend

Candidate Profile

1 e-KYC — 2 Personal Details — 3 Contact Details — 4 Education Details — 5 Bank Details — 6 Skills & Languages — 7 Profile Completed

Aadhaar based e-KYC



Aadhaar e-KYC **Digilocker**

Aadhaar Number/Virtual ID *

Enter your Aadhaar Number/Virtual ID

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

Captcha *

Enter captcha   **Send OTP**

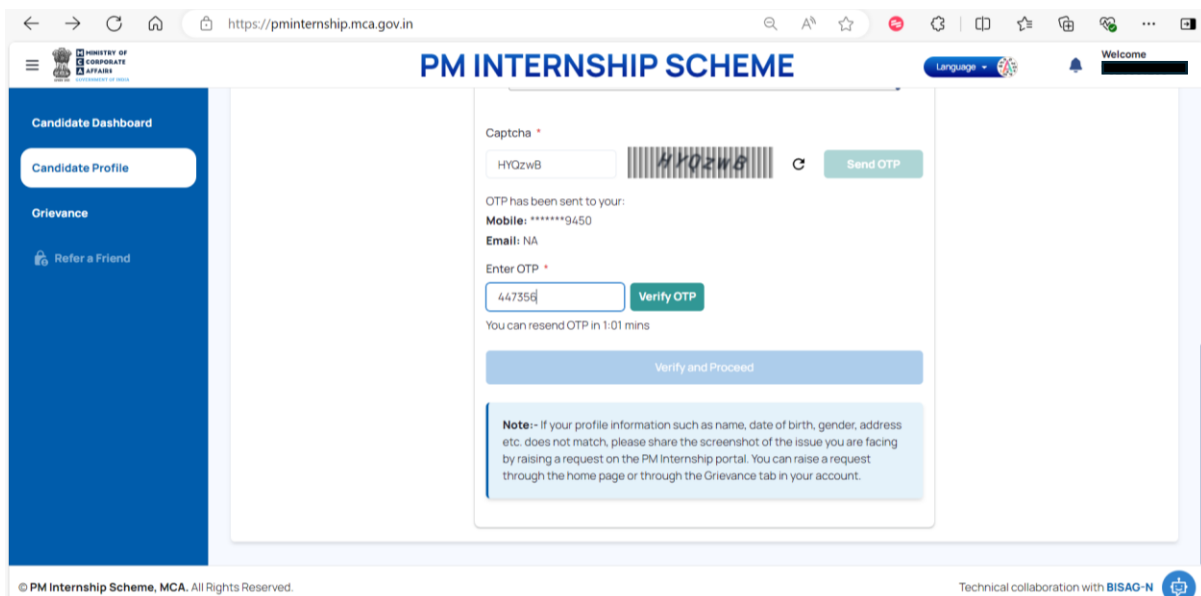
Verify and Proceed

Note:- If your profile information such as name, date of birth, gender, address etc. does

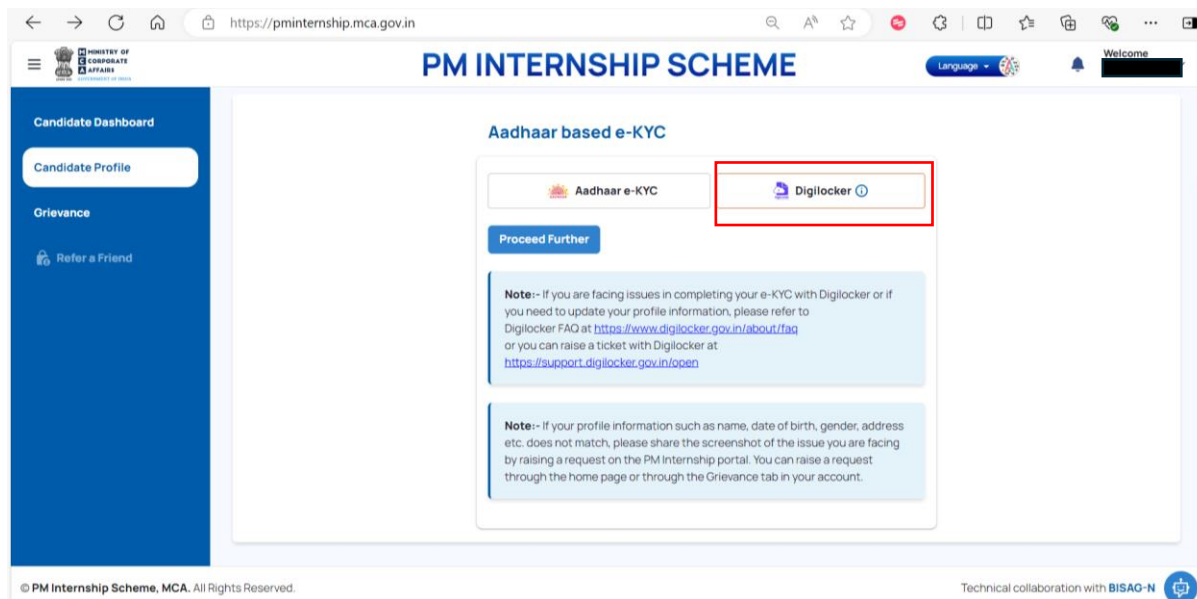
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The various steps to be taken to complete Aadhaar e-KYC are as follows:

- 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. **Enter Captcha:** The candidate must enter captcha displayed on the screen.
- d. **Send OTP:** The candidate must enter the **OTP** received on his/ her mobile number in this field and click on Verify OTP button.
- e. **Verify and Proceed:** The candidate must click on this field to verify the Aadhaar details



The screenshot shows the PM Internship Scheme website at <https://pminternship.mca.gov.in>. The page is titled "PM INTERNSHIP SCHEME" and features a blue sidebar with navigation links: "Candidate Dashboard", "Candidate Profile", "Grievance", and "Refer a Friend". The main content area is for Aadhaar e-KYC verification. It includes a "Captcha" field with the text "HYQzwB" and a "Send OTP" button. Below this, it states "OTP has been sent to your:" followed by "Mobile: *****9450" and "Email: NA". There is an "Enter OTP" field with the text "447356" and a "Verify OTP" button. A "Verify and Proceed" button is located at the bottom of the form. A note at the bottom of the form states: "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." The footer of the page includes the copyright notice "© PM Internship Scheme, MCA. All Rights Reserved." and the text "Technical collaboration with BISAG-N".

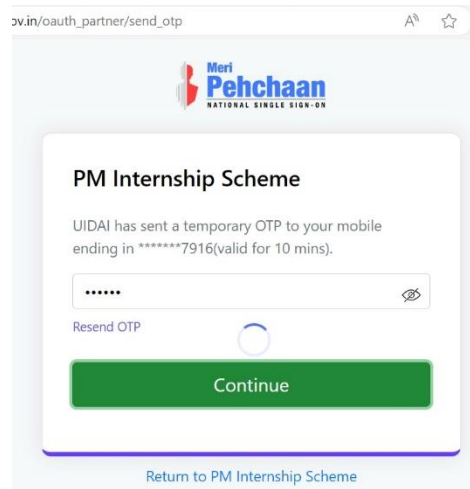
b. e-KYC through Digilocker (MeriPehchaan):


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

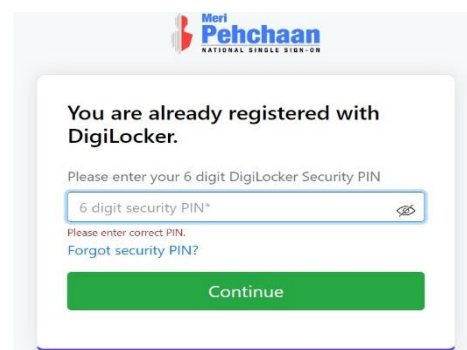
- i. For the **e-KYC** through the “MeriPehchan” interface the candidate must check in the Digilocker checkbox and should click “Proceed Further”. **Please note that your Digilocker account must be set up with the mobile number that you are using for registration. Your Aadhaar should be attached with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

ii. Upon clicking, the candidate will be taken to Digilocker Process and will have to follow the following steps:

- Aadhaar Number: The candidate must enter his Aadhaar number.
- Request OTP: The candidate can request for the OTP by clicking on the Request OTP button.
- OTP: The candidate must enter the OTP and then click on “**Continue**” to move ahead.

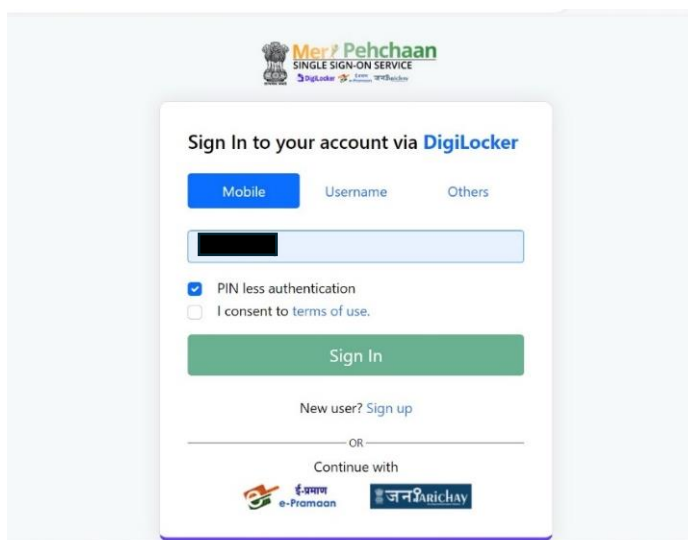


iii. Once, the candidate enters the OTP, he/ she will get a Pop-Up confirming that he/ she is already registered with DigiLocker (if, registered). The candidate must enter the **Six-digit security PIN** (for accessing the DigiLocker account) and click on Continue to move ahead.



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

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



Mer Pehchaan
SINGLE SIGN-ON SERVICE

Sign In to your account via **DigiLocker**

Mobile Username Others



☒ PIN less authentication
☐ I consent to terms of use.

Sign In

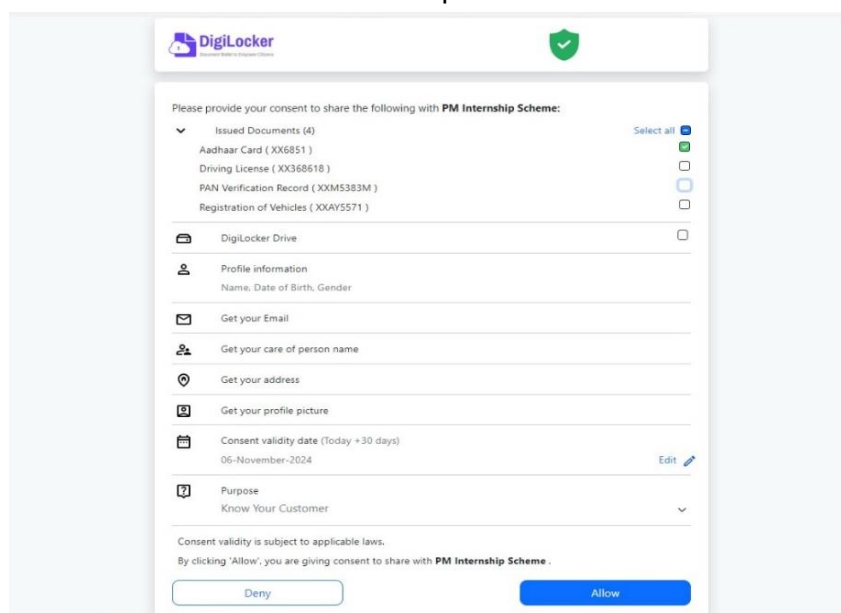
New user? [Sign up](#)

OR

Continue with

- 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.



DigiLocker

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

Issued Documents (4) Select all

Aadhaar Card (XX6851) ☒

Driving License (XX368618) ☐

PAN Verification Record (XXM5383M) ☐

Registration of Vehicles (XXAY5571) ☐

DigiLocker Drive ☐

Profile information
Name, Date of Birth, Gender

Get your Email

Get your care of person name

Get your address

Get your profile picture

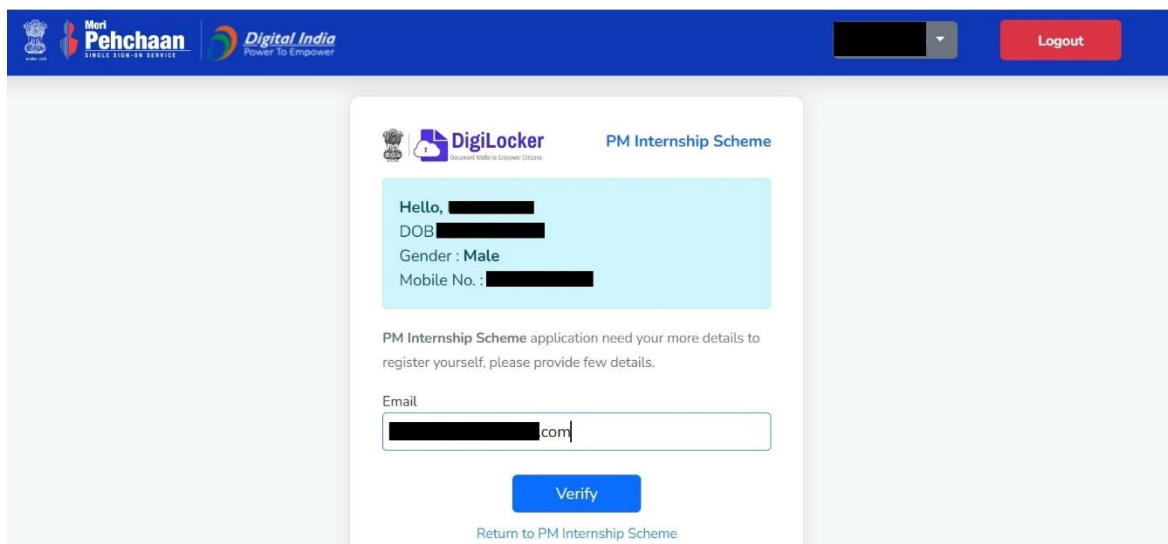
Consent validity date (Today + 30 days)
06-November-2024 Edit

Purpose
Know Your Customer

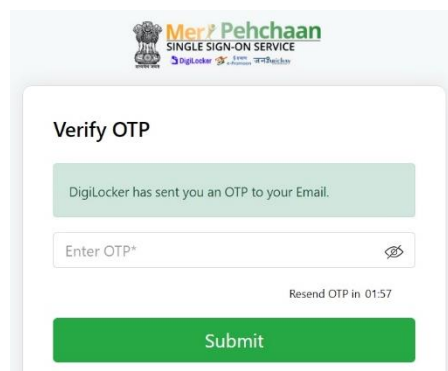
Consent validity is subject to applicable laws.
By clicking 'Allow', you are giving consent to share with **PM Internship Scheme**.

Deny Allow

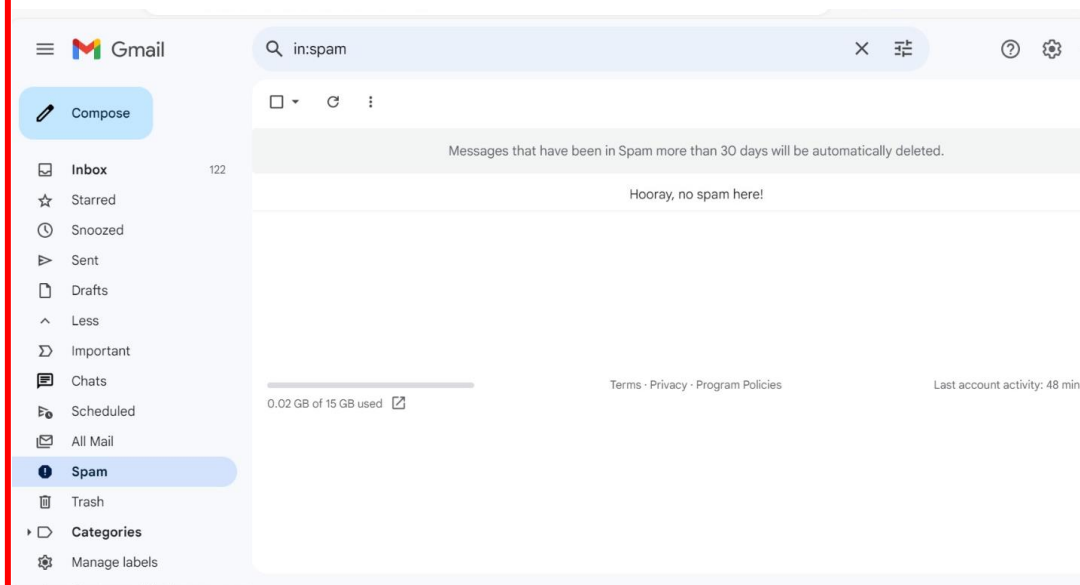
- vi. Once the candidate “allows” for the Aadhaar details, the candidate will get a pop-up for providing his **Email id**, the Candidate can enter the **E-mail id** in the Email field and then click on “**Verify**”.



- 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**.

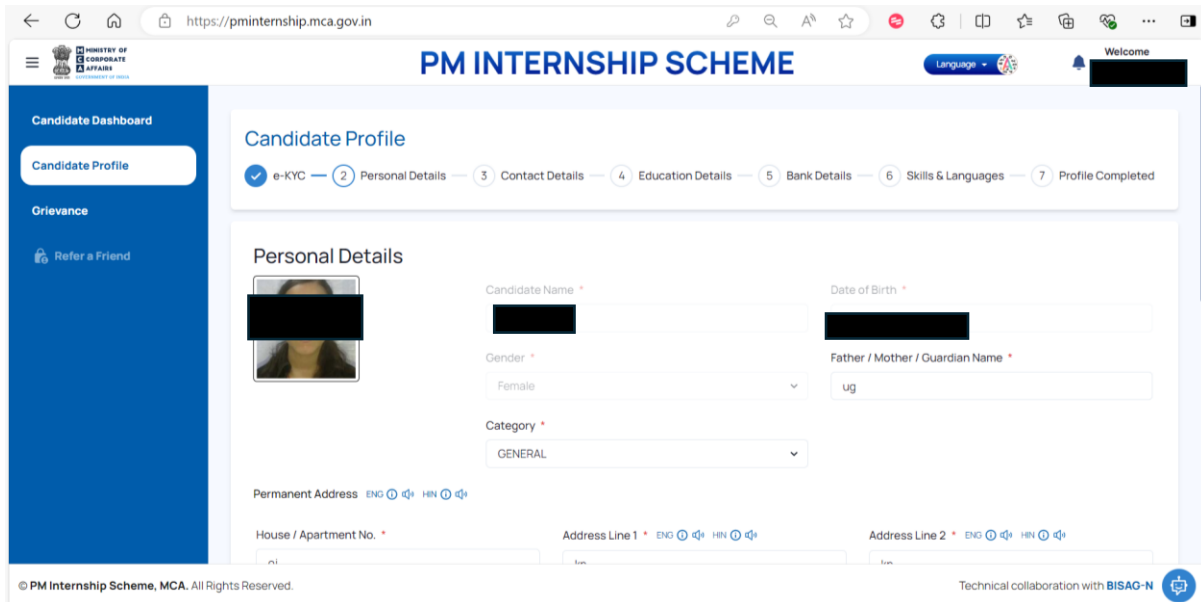


NOTE: If the candidate is unable to find the OTP in the inbox of the mail-id, they must check in their Spam Folder to find the OTP.



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.

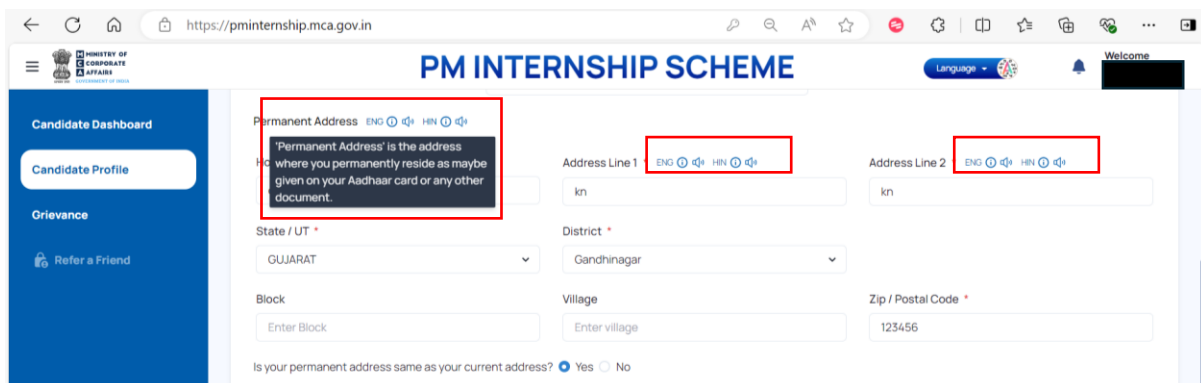


The screenshot shows the 'Candidate Profile' page of the PM Internship Scheme. The 'Personal Details' section is active, showing fields for Candidate Name, Date of Birth, Gender (set to Female), Father / Mother / Guardian Name (set to 'ug'), and Category (set to GENERAL). There are also fields for Permanent Address, House / Apartment No., Address Line 1, and Address Line 2. Each field has a small icon for assistance. The page includes a sidebar with 'Candidate Dashboard', 'Candidate Profile', 'Orievance', and 'Refer a Friend'. The footer mentions '© PM Internship Scheme, MCA. All Rights Reserved.' and 'Technical collaboration with BISAG-N'.

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

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

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



This screenshot shows the 'Address' section of the 'Candidate Profile' page. A red box highlights the 'Permanent Address' field, which includes a tooltip explaining that it is the address where the candidate permanently resides. Another red box highlights the 'Address Line 1' field, and a third red box highlights the 'Address Line 2' field. The page also shows fields for State / UT (set to GUJARAT), District (set to Gandhinagar), Block, Village, and Zip / Postal Code (set to 123456). A checkbox at the bottom asks 'Is your permanent address same as your current address?' with 'Yes' selected.

← ↻ 🏠 https://pminternship.mca.gov.in

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🏠 🇮🇳 MINISTRY OF CORPORATE AFFAIRS

PM INTERNSHIP SCHEME

Language 🇮🇳 🌐 📧 Welcome

Candidate Dashboard

Candidate Profile

Grievance

👤 Refer a Friend

Permanent Address ENG 🇮🇳 🌐 HIN 🇮🇳 🌐

House No/Apartment No * ENG 🇮🇳 🌐 HIN 🇮🇳 🌐

State / UT * GUJARAT

Block Enter Block

District * Gandhinagar

Village Enter village

Zip / Postal Code * 123456

Address Line 1 * ENG 🇮🇳 🌐 HIN 🇮🇳 🌐

Address Line 2 * ENG 🇮🇳 🌐 HIN 🇮🇳 🌐

Current Address ENG 🇮🇳 🌐 HIN 🇮🇳 🌐

House No/Apartment No * oj

State / UT * GUJARAT

District * Gandhinagar

Address Line 1 * ENG 🇮🇳 🌐 HIN 🇮🇳 🌐

Address Line 2 * ENG 🇮🇳 🌐 HIN 🇮🇳 🌐

Is your permanent address same as your current address? ☒ Yes ☐ No

Permanent Address is the address where you permanently reside as maybe given on your Aadhaar card or any other document.

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- c. **Permanent Address:** The candidate must fill the following details related to his/ her permanent address.

Note: 'Permanent Address' is the address where you permanently reside as maybe given on your Aadhaar card or any other document.

- i. **House/Apartment No.:** The candidate must mention his/her address.
- ii. **Address Line1:** The candidate must mention his/her address.

Note: Enter the primary part of your address, such as house number, building name, area name. Voice notes have been provided to offer guidance to candidates as they fill in the necessary information.

- iii. **Address Line 2:** The candidate must mention his/her address.

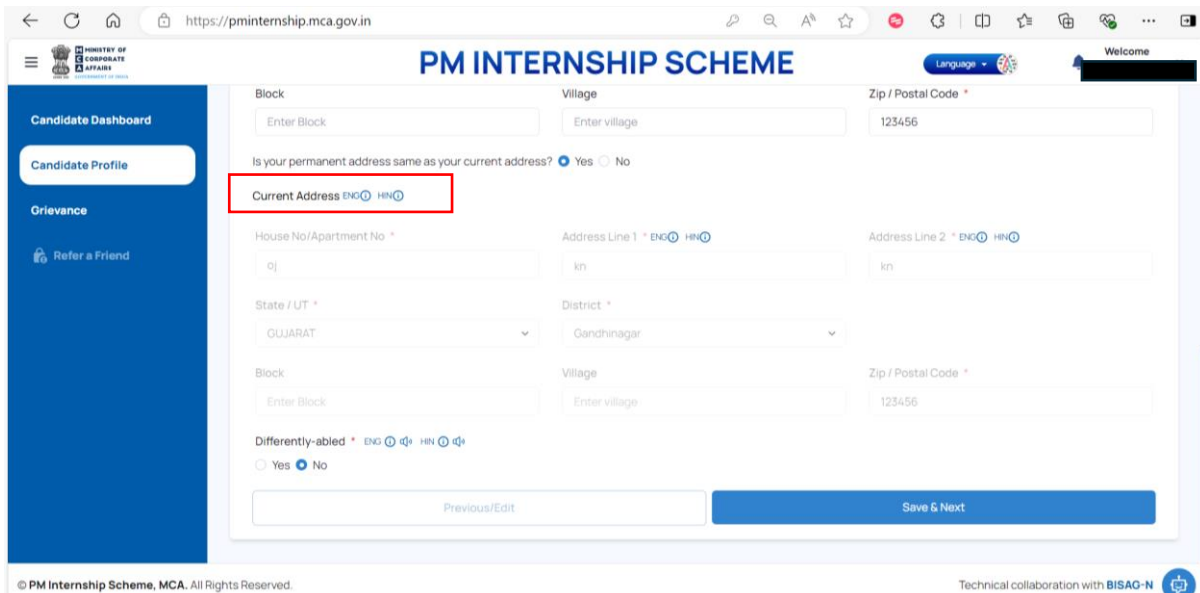
Note: Enter additional details of your address, such as landmark, town, city, district, state. Voice notes have been provided to offer guidance to candidates as they fill in the necessary information.

- iv. **State/UT:** The candidate must select his/her state from the drop-down list.
- v. **District:** The candidate must select his/her district from the drop-down list.
- vi. **Block (Optional):** The candidate must enter his/her block name in this field.
- vii. **Village (Optional):** The candidate must enter his/her village name in this field.
- viii. **Zip/Postal/Pin Code:** The candidate must enter his/her Zip/Postal/Pin Code in this field.

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

The candidate must check in **Yes/No** fields for this field, depending upon if the permanent and current address are same. If selected Yes, the current address fields will be auto populated. Else, the candidate will be required to fill the current address details as demonstrated in the next step.

Please note that the candidate must complete all mandatory fields of the Permanent Address before clicking on this option. 'Permanent Address' is the address where you permanently reside as maybe given on your Aadhaar card or any other document and 'Current Address' is where you live right now.



The screenshot shows the 'PM INTERNSHIP SCHEME' web portal. On the left is a 'Candidate Dashboard' menu with options: 'Candidate Profile', 'Grievance', and 'Refer a Friend'. The main form area is titled 'Current Address' and contains the following fields:

- Block: Enter Block
- Village: Enter village
- Zip / Postal Code: 123456
- Is your permanent address same as your current address? ☒ Yes ☐ No
- House No/Apartment No. *: 01
- Address Line 1 *: kn
- Address Line 2 *: kn
- State / UT *: GUJARAT
- District *: Gandhinagar
- Block: Enter Block
- Village: Enter village
- Zip / Postal Code: 123456
- Differently-abled *: ☐ Yes ☒ No

At the bottom, there are two buttons: 'Previous/Edit' and 'Save & Next'.

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

Note: 'Current Address' is where you live right now.

- i. **House/Apartment No.:** The candidate must mention his/her address.
- ii. **Address Line1:** The candidate must mention his/her address.

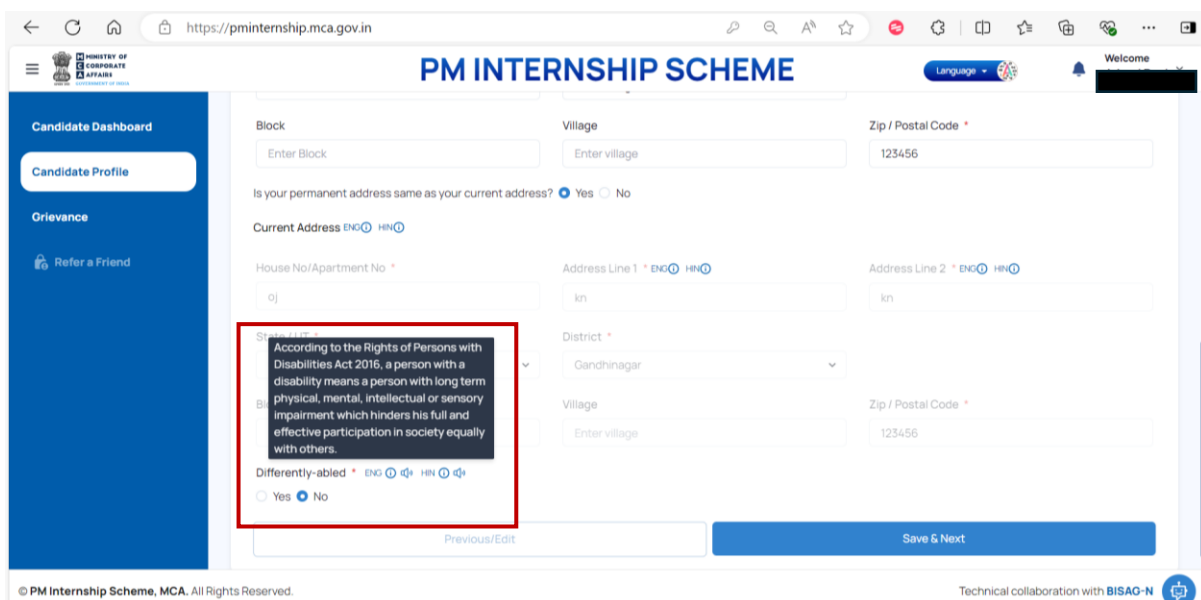
Note: Enter the primary part of your address, such as house number, building name, area name.

- iii. **Address Line 2:** The candidate must mention his/her address.

Note: Enter additional details of your address, such as landmark, town, city, district, state.

- iv. **State/UT:** The candidate must select his/her state from the drop-down list.
 - v. **District:** The candidate must select his/her district from the drop-down list.
 - vi. **Block (Optional):** The candidate must enter his/her block name in this field.
 - vii. **Village (Optional):** The candidate must enter his/her village name in this field.
 - viii. **Zip/Postal/Pin Code:** The candidate must enter his/her Zip/Postal/Pin Code name in this field.
- f. **Differently abled:** The candidates must select **Yes** radio button if they are differently abled and select appropriate option from the drop-down menu. Else select the **No** radio button. **According to the Rights of Persons with Disabilities Act 2016, a person with a disability means a person with long term physical, mental, intellectual or sensory impairment which hinders his full and effective participation in society equally with others.**

Note: Voice notes have been provided to offer guidance to candidates as they fill in the necessary information.



The screenshot shows the PM Internship Scheme registration form. The form includes fields for Block, Village, Zip/Postal Code, and a section for 'Differently-abled' with a definition of disability highlighted in a red box. The 'Differently-abled' section has 'Yes' and 'No' radio buttons, with 'No' selected. The form also has 'Previous/Edit' and 'Save & Next' buttons at the bottom.

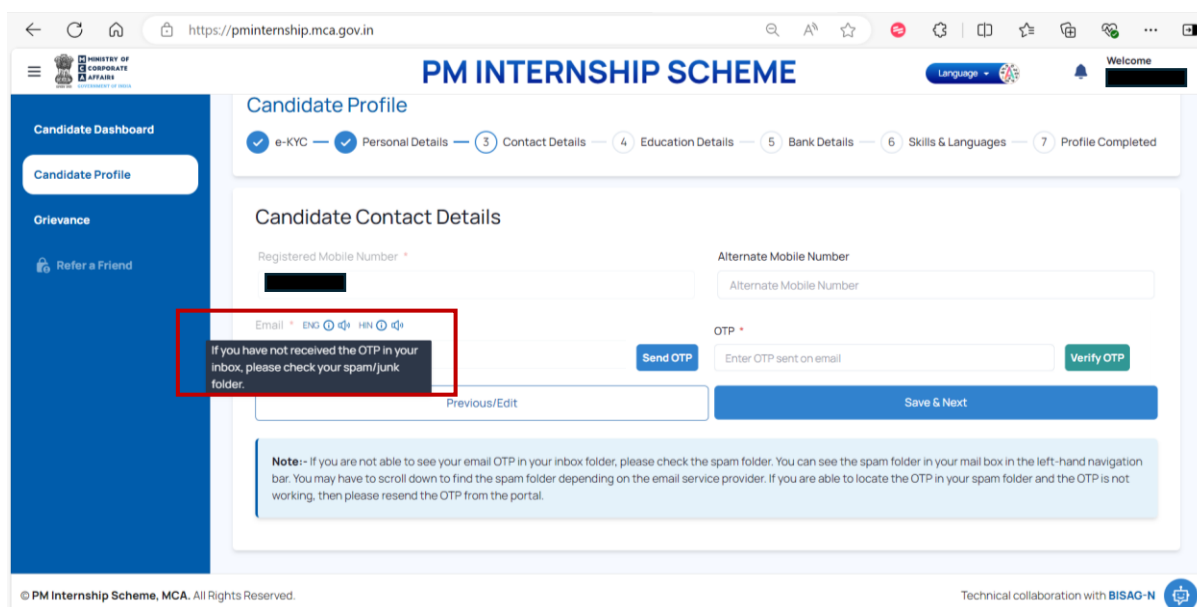
- g. **Previous/Edit:** The candidate can click on this icon, to go to previous section of the candidate profile, wherein the user can edit his/her details.

- 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:

- Registered Mobile Number:** The candidate’s registered mobile number auto populates in this field.
- Alternate Mobile Number:** The candidate can enter one additional mobile number as an alternate mobile number in this field.
- Email ID:** The candidate must enter his/her **email id** in this field
- Send OTP:** The candidate needs to click on this button to send an **OTP** on the entered **email id** in step c.



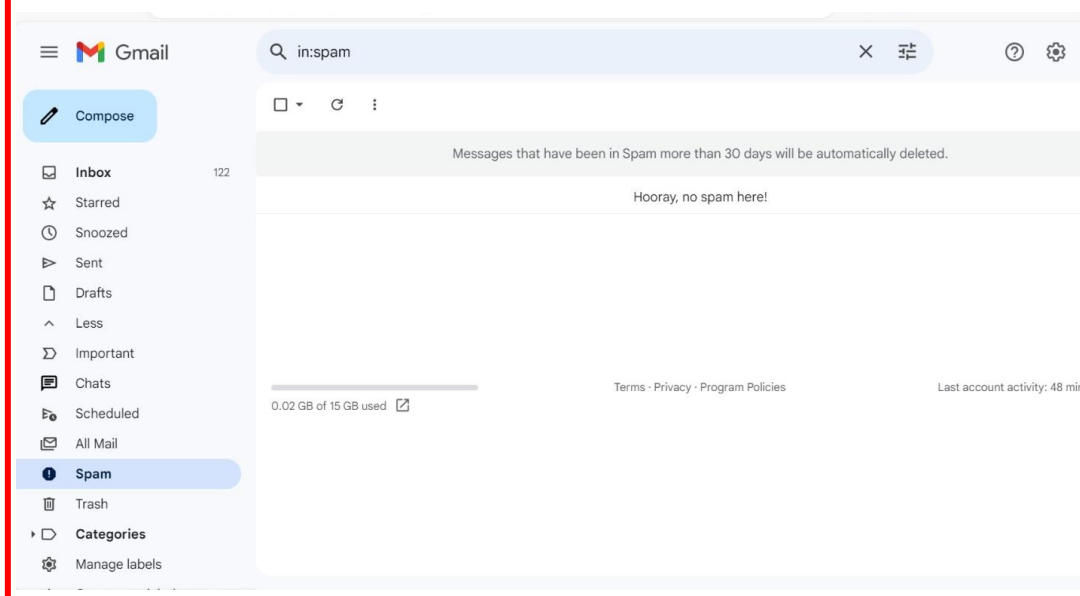
The screenshot displays the 'Candidate Contact Details' form within the PM Internship Scheme portal. The form includes fields for 'Registered Mobile Number', 'Alternate Mobile Number', and 'Email'. A red box highlights the 'Email' field, which contains a message: 'If you have not received the OTP in your inbox, please check your spam/junk folder.' Below the 'Email' field is a 'Send OTP' button. To the right of the 'Email' field is an 'OTP' field with a 'Verify OTP' button. At the bottom of the form is a 'Save & Next' button. A note at the bottom of the page states: 'Note:- If you are not able to see your email OTP in your inbox folder, please check the spam folder. You can see the spam folder in your mail box in the left-hand navigation bar. You may have to scroll down to find the spam folder depending on the email service provider. If you are able to locate the OTP in your spam folder and the OTP is not working, then please resend the OTP from the portal.'

- e. **OTP:** The candidate needs to access his/her mailbox to check for the **OTP** and must enter the **OTP** in this field.

Note: *If you have not received the OTP in your inbox, please check your spam/junk folder. Voice notes have been provided to offer guidance to candidates as they fill in the necessary information.*

- f. **Verify OTP:** The candidate needs to click on this button to Verify the OTP.

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



- 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
Internship Opportunities
Track Your Application
Orie Vance/Feedback
Refer a Friend

Candidate Profile

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

Candidate Contact Details

Registered Mobile Number *

Alternate Mobile Number

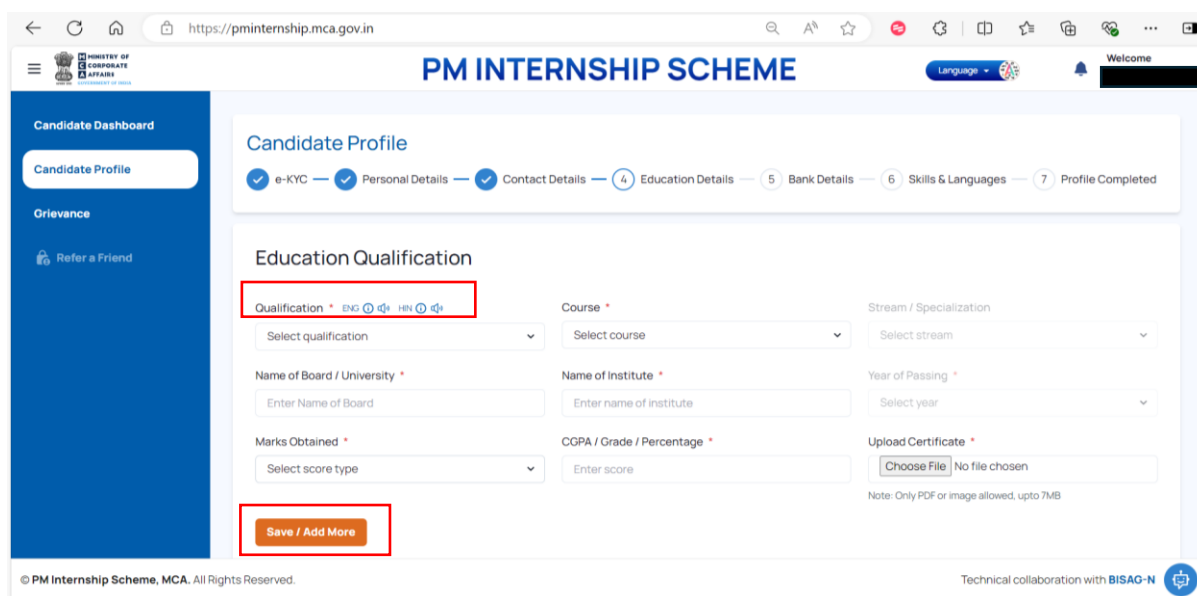
Email ID *

Note:- If you are not able to see your email OTP in your inbox folder, please check the spam folder. You can see the spam folder in your mail box in the left-hand navigation bar. You may have to scroll down to find the spam folder depending on the email service provider. If you are able to locate the OTP in your spam folder and the OTP is not working, then please resend the OTP from the portal.

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4.4 Education Details:

In this step the candidate needs to provide his/her “**education details**”. The candidate must enter all his/ her educational qualification details in this section.



a. The candidate will be required to fill the following details for each educational qualification:

- i. **Qualification:** The candidate needs to select his/her qualification from a dropdown list of various options like **10th, 12th, ITI and graduation**.

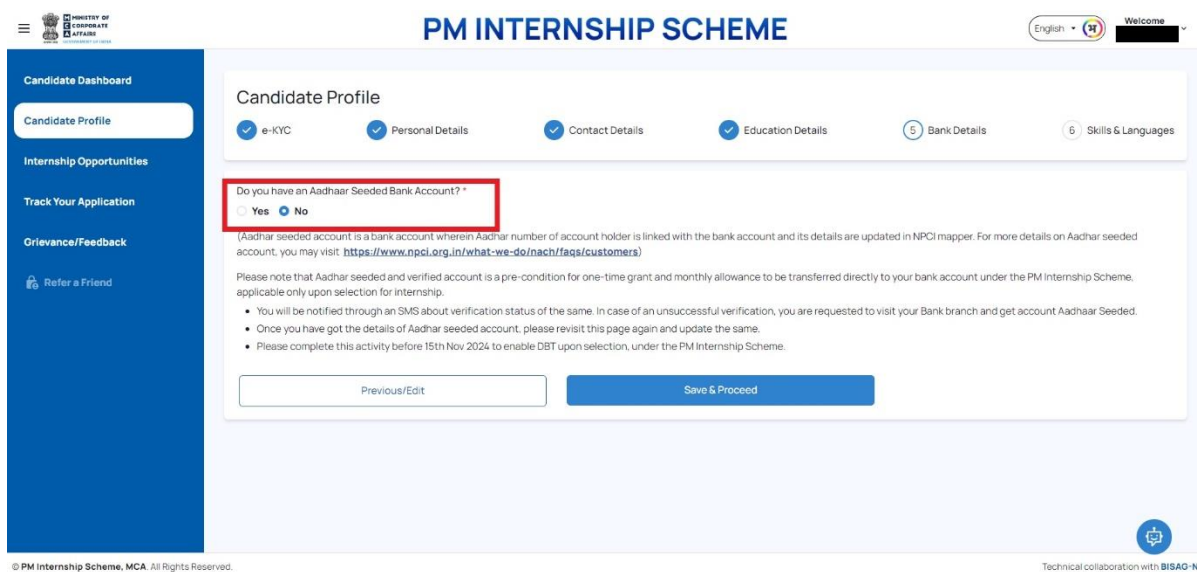
Note: Please enter your qualifications in order of completion. For example, start with Class 10, followed by Class 12 and then graduation. After entering your qualifications, click Save/Add More to add more qualifications. Voice notes have been provided to offer guidance to candidates as they fill in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

- ii. **Course:** The candidate needs to select his/her qualification course from a dropdown list of various relevant applicable options.
- iii. **Stream/Specialization:** The candidate needs to select his/her course **stream or applicable specialization (if any)**, from a dropdown list of various options.
- iv. **Name of Board/University:** The candidate must enter his/her **Board or University** name in this field.
- v. **Name of Institute:** The candidate must enter his/her **Institution name (School/College/Others)** in this field.

- vi. **Year of Passing:** The candidate needs to select his/her year of passing of the course, from a dropdown list of various applicable options.
 - vii. **Marks Obtained:** The candidate needs to select his/her score type as applicable for the course being mentioned, from a dropdown list of various applicable options like CGPA/Grades/Percentage.
 - viii. **CGPA/Grades/Percentage:** The candidate must enter his/her **CGPA/Grade/Percentage** in this field based on their selection for field No. vii.
 - ix. **Upload Certificate:** The candidate must upload his/her qualification “certificate” in this field. The candidate must “**click**” on “**Choose File**” and can upload the PDF certificate from his/her device. **Note:** The candidate can upload a **PDF** file up to **7 MB** in size.
- b. **Save/Add More:** The candidate can save the above current qualification and can add more by clicking on this button. **The candidate must enter the qualifications in the order of their achievements (i.e. first 10th, then 12th and lastly, Graduation), to save and move to the next qualification.**
 - c. **Previous/Edit:** The candidate can click on this icon to go to previous section of the candidate profile, wherein the user can edit his/her details.
 - d. **Save & Next:** After filling up the above-mentioned details the candidate can “**click**” on the “**Save & Next**” button, to save the **Education Details** and to move to the next step i.e. “**Bank Details**”.

4.5 Bank Details

In this step of **Candidate Profile**, the candidate confirms if his/her **Bank Account is Aadhaar Seeded**.



PM INTERNSHIP SCHEME

English Welcome

Candidate Profile

☒ e-KYC
 ☒ Personal Details
 ☒ Contact Details
 ☒ Education Details
 ☒ **Bank Details**
☐ Skills & Languages

Do you have an Aadhaar Seeded Bank Account? *

☐ Yes
 ☒ No

(Aadhaar seeded account is a bank account wherein Aadhaar number of account holder is linked with the bank account and its details are updated in NPCI mapper. For more details on Aadhaar seeded account, you may visit <https://www.npci.org.in/what-we-do/nach/faqs/customers>)

Please note that Aadhaar seeded and verified account is a pre-condition for one-time grant and monthly allowance to be transferred directly to your bank account under the PM Internship Scheme, applicable only upon selection for internship.

- You will be notified through an SMS about verification status of the same. In case of an unsuccessful verification, you are requested to visit your Bank branch and get account Aadhaar Seeded.
- Once you have got the details of Aadhaar seeded account, please revisit this page again and update the same.
- Please complete this activity before 15th Nov 2024 to enable DBT upon selection, under the PM Internship Scheme.

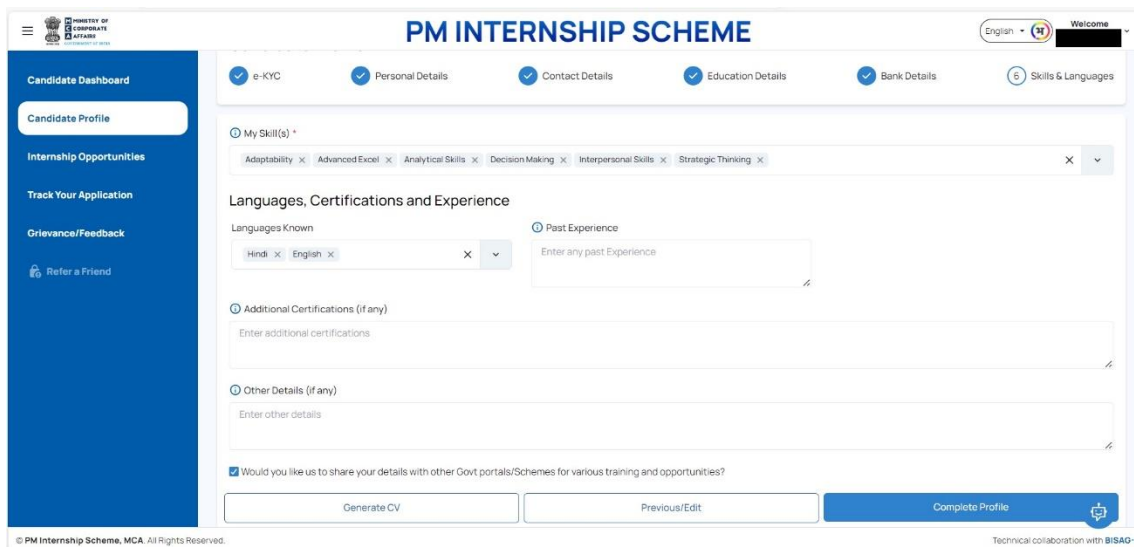
Previous/Edit Save & Proceed

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- a. **Aadhaar Seeded Bank Account:** The candidate must select the “**Yes**” radio button if his/ her bank account is Aadhaar seeded or the “**No**” if the bank account is not an Aadhaar Seeded Account.
- An **Aadhaar seeded account** is a bank account wherein Aadhaar number of account holder is linked with the bank account and its details are updated in **NPCI** mapper. For more details on **Aadhaar seeded account**, you may visit <https://www.npci.org.in/what-we-do/nach/faqs/customers>)
 - Please note that Aadhaar seeded and verified account is a pre-condition for one-time grant and monthly allowance to be transferred directly to 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 to enable **DBT** upon selection, under the PM Internship Scheme.
- b. **Previous/Edit:** The candidate can click on this icon to go to previous section of the candidate profile, wherein the user can edit his/her details.
- c. **Save and Proceed:** By clicking on this icon the candidate can save the **Aadhaar Seeded Bank Account** details and can move to the next step of the **Candidate Profile** section, i.e. “**Skills and Languages**”.

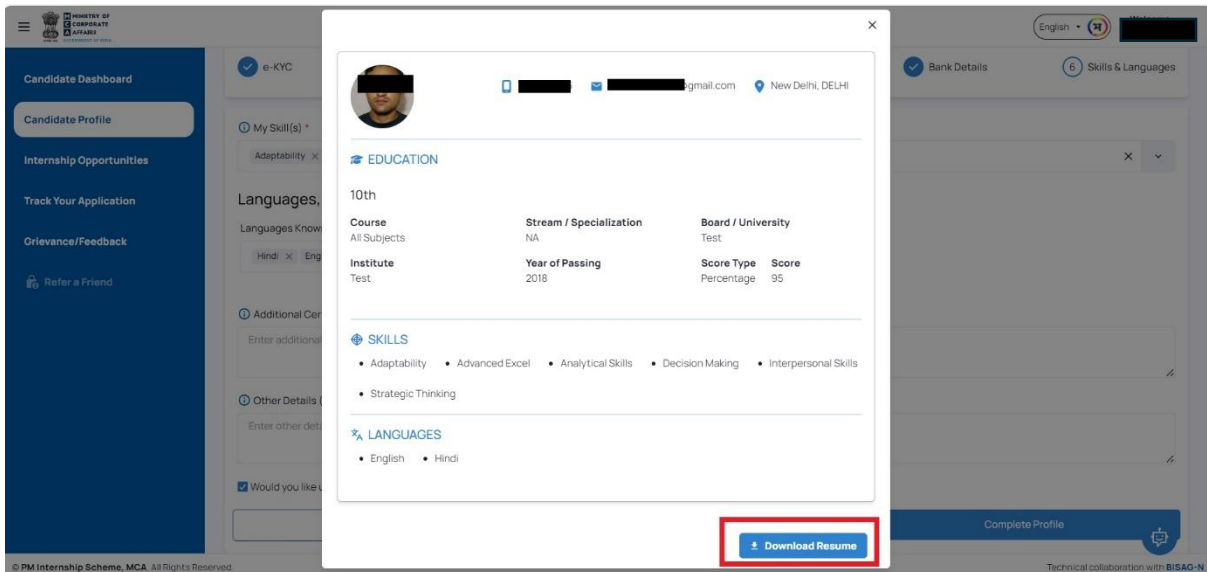
4.6 Skills & Languages

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



The screenshot shows the 'PM INTERNSHIP SCHEME' candidate profile page. The left sidebar contains links: Candidate Dashboard, Candidate Profile (active), Internship Opportunities, Track Your Application, Grievance/Feedback, and Refer a Friend. The main content area has a progress bar with steps: e-KYC, Personal Details, Contact Details, Education Details, Bank Details, and Skills & Languages (active). Below the progress bar, the 'My Skill(s)' section shows a list of skills: Adaptability, Advanced Excel, Analytical Skills, Decision Making, Interpersonal Skills, and Strategic Thinking. The 'Languages, Certifications and Experience' section includes: 'Languages Known' with a dropdown showing Hindi and English; 'Past Experience' with a text input field; 'Additional Certifications (if any)' with a text input field; and 'Other Details (if any)' with a text input field. At the bottom, there is a checkbox for 'Would you like us to share your details with other Govt portals/Schemes for various training and opportunities?' and three buttons: 'Generate CV', 'Previous/Edit', and 'Complete Profile'.

- a. **My Skills:** The candidate needs to select his/her applicable skills from a drop-down list of the skills. The candidate can select multiple skills.
- b. **Languages, Certifications and Experience**
 - i. **Languages Know:** The candidate needs to select his/her known languages from a drop-down list of the languages. The candidate can select multiple languages.
 - ii. **Past Experience:** The candidate must enter his/her **Past experience** in this description field.
 - iii. **Additional Certifications, if any:** The candidate can enter his/her additional certifications (if any) in this description field.
 - iv. **Other Details, if any:** The candidate can add any other details that he/she wishes to highlight in their profile. This can include any hobbies, awards etc.
- c. **Checkbox:** The candidate 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”**.
- d. **Generate CV:** After filling up the above-mentioned details the candidate can **“click”** on the **“Generate CV”** button, to generate the CV and review his/her CV. The candidate can download a copy of CV by clicking on the **Download Resume** button available at lower right bottom. Please ensure that you have filled all sections of your profile and saved them before generating the CV. In case you still do not see your CV, raise a ticket with the screenshot for resolution.



The screenshot displays the PMIS Candidate Profile page. A modal window is open, showing the following details:

- Profile Summary:** Includes a profile picture, a mobile number, an email address ending in @gmail.com, and a location in New Delhi, Delhi.
- EDUCATION:** A table showing the candidate's 10th grade education.
- SKILLS:** A list of skills including Adaptability, Advanced Excel, Analytical Skills, Decision Making, Interpersonal Skills, and Strategic Thinking.
- LANGUAGES:** A list of languages including English and Hindi.
- Download Resume:** A button at the bottom right of the modal window, highlighted with a red box.

The background page shows the 'Candidate Profile' section with tabs for 'My Skill(s)', 'Languages', 'Additional Certifications', and 'Other Details'. A 'Complete Profile' button is visible at the bottom right of the page.

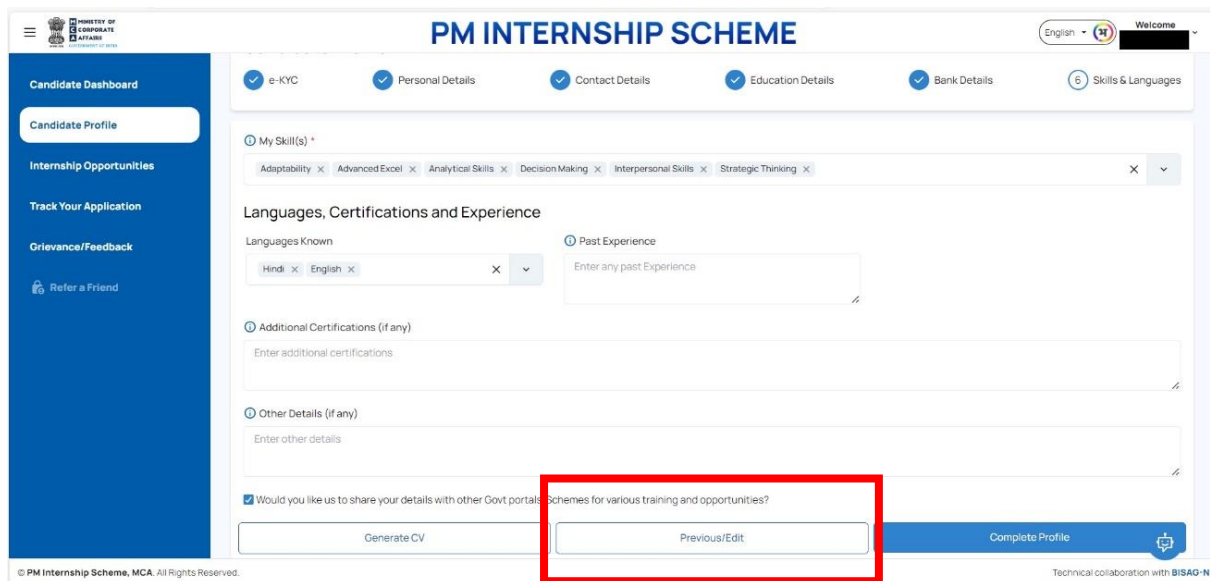
- e. **Previous/Edit:** The candidate can click on this icon to go to previous section of the candidate profile, wherein the user can edit his/her details.
- f. **Complete Profile:** After filling up the all the details, the candidate must “click” on the “**Complete Profile**” button, to save the **Skills and Certification Details** and to complete the “**Candidate Profile**”.

Update Profile

5. Update Profile

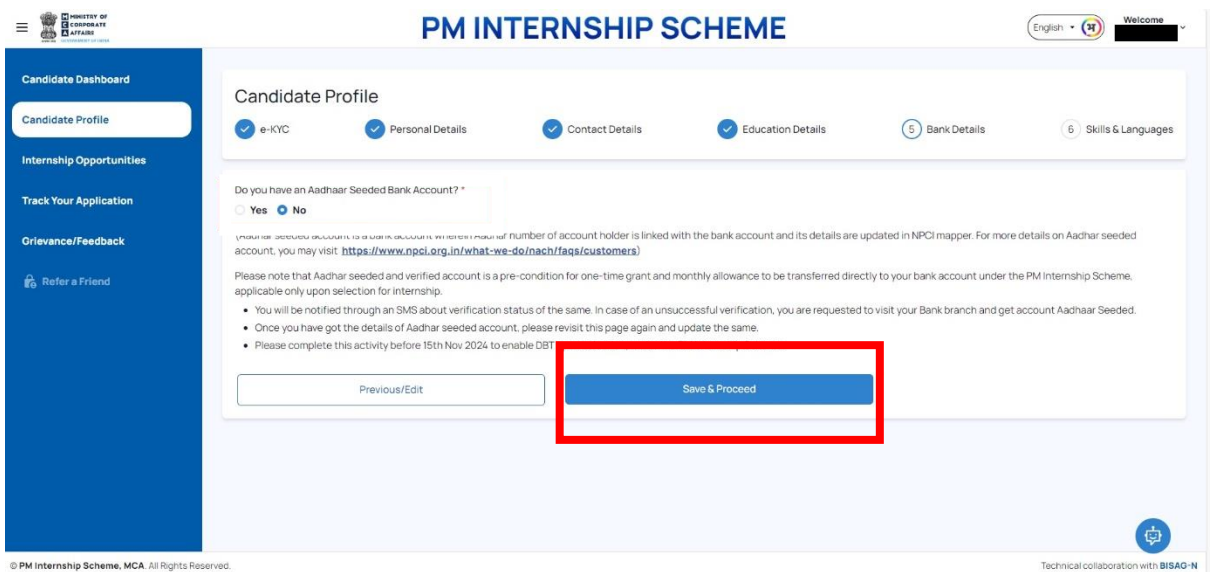
A candidate can update his/her profile in the **Candidate Profile Section**.

- 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.
- The candidate can go to the previous step and edit the details in each step by clicking on the Previous/Edit button.



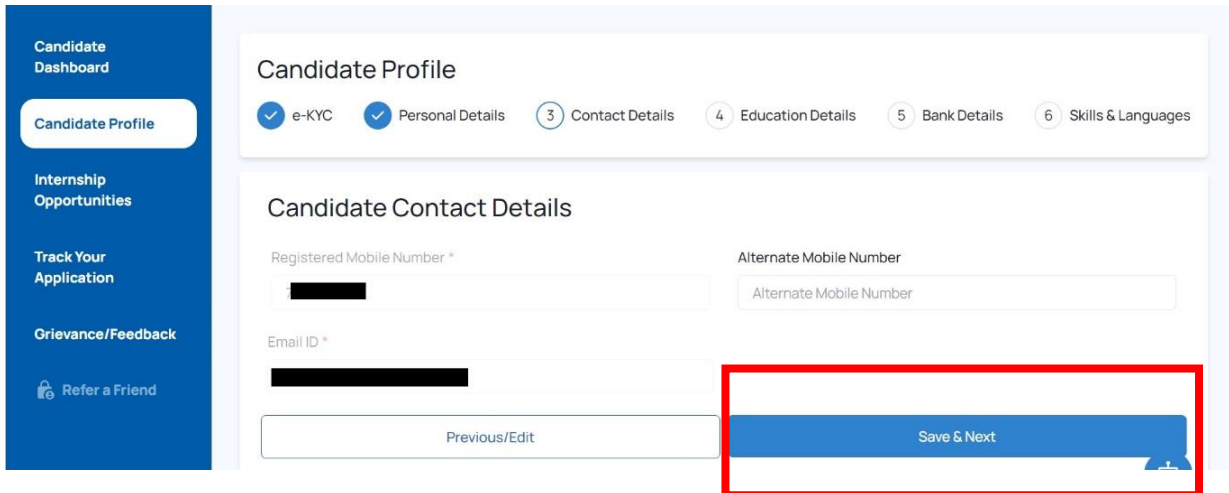
The screenshot shows the 'PM INTERNSHIP SCHEME' interface. The left sidebar contains links for 'Candidate Dashboard', 'Candidate Profile', 'Internship Opportunities', 'Track Your Application', 'Grievance/Feedback', and 'Refer a Friend'. The main content area displays progress steps: e-KYC, Personal Details, Contact Details, Education Details, Bank Details, and Skills & Languages. The 'Skills & Languages' section is active, showing 'My Skill(s)' and 'Languages, Certifications and Experience'. At the bottom, the 'Previous/Edit' button is highlighted with a red box.

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



The screenshot shows the 'PM INTERNSHIP SCHEME' interface. The left sidebar is the same as the previous screenshot. The main content area displays progress steps: e-KYC, Personal Details, Contact Details, Education Details, Bank Details, and Skills & Languages. The 'Bank Details' section is active, asking 'Do you have an Aadhaar Seeded Bank Account?'. Below the question, there is a 'Yes' radio button and a selected 'No' radio button. A 'Save & Proceed' button is highlighted with a red box at the bottom right.

- 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.



The screenshot displays the 'Candidate Profile' page. On the left is a blue sidebar with navigation links: 'Candidate Dashboard', 'Candidate Profile' (highlighted), 'Internship Opportunities', 'Track Your Application', 'Grievance/Feedback', and 'Refer a Friend'. The main content area is titled 'Candidate Profile' and shows a progress bar with six steps: e-KYC (checked), Personal Details (checked), Contact Details (3), Education Details (4), Bank Details (5), and Skills & Languages (6). Below the progress bar is the 'Candidate Contact Details' section, which includes input fields for 'Registered Mobile Number *', 'Alternate Mobile Number', and 'Email ID *'. At the bottom of this section are two buttons: 'Previous/Edit' and 'Save & Next'. The 'Save & Next' button is highlighted with a red rectangular box.