Internship Scheme

Ministry of Corporate Affairs

User Manual for Youth (Internship Application)

Content

Internship Application

1. Internship Opportunities Section

The **Internship Opportunity** section will showcase all the internship opportunities available to the candidates. This section of the manual will explain how the candidates can apply for those opportunities.

The names and the logos of the companies will be visible in the internship opportunities.

a. In this section the candidate gets the opportunity to **select and apply** for **up to 3 preferred internships** and every preference will get equal weightage. Refer to screenshot attached below highlighted with 1.

b. The candidate can **filter** the internships based on the different filters available such as: **State, District, Sector, Field and filter by distance** option to get a result of his/her preference. Refer to screenshot attached below highlighted with 2.

c. **Filter by Distance: This feature can be used by the candidates to search internship opportunities close to their place of residence**. The distance Search feature works based on the candidate's current address location. If they like to apply to other locations, please use the filters or the normal search option for more flexibility. Refer to screenshot attached below highlighted with 3.

d. The candidate can select up to 3 internships as per various combination of filters for the internship search.

e. **Search:** The candidate can also search for any internship, by using key words like name of place, company etc., using the **search option** available. Refer to screenshot attached below highlighted with 4.

f. The candidate can view the count of how many internships they have applied and the remaining opportunities available for application at the top-right corner of the screen. Refer to screenshot attached below highlighted with 5.
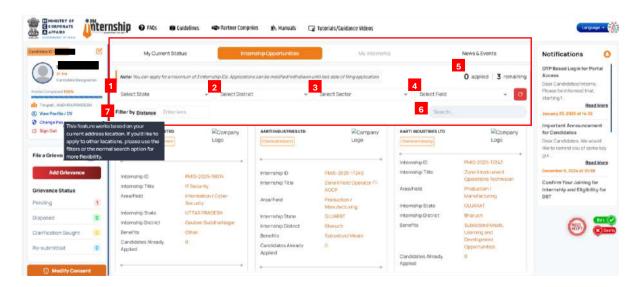
g. **Following options are available to the candidates to segregate personalized Internship Opportunities:**

1. **State/UT:** The candidate can select his/her **preferred state** from the drop-down list, where he/she wants to take up an internship. A candidate can select all states by clicking on the **Select States** in drop down list and can explore all opportunities. Refer to screenshot attached below highlighted with 1.

2. **District:** The candidate can select his/her **preferred district** from the drop-down list, where he/she wants to take up an internship. A candidate can select all districts by clicking on the **Select District** in drop down list and can explore all opportunities. Refer to screenshot attached below highlighted with 2.

3. **Sector:** The candidate can select his/her **preferred sector** from the drop-down list, where he/she wants to take up an internship. **A sector refers to a specific segment that encompasses businesses and organizations involved in similar activities or functions. Examples of sectors include Automotive, Banking and Financial Services, FMCG, Healthcare, Infrastructure and Construction, IT and Software Development, Oil Gas & Energy, etc.** A candidate can select all sectors by clicking on the **Select Sector** in drop down list and can explore all opportunities. Refer to screenshot attached below highlighted with 3.
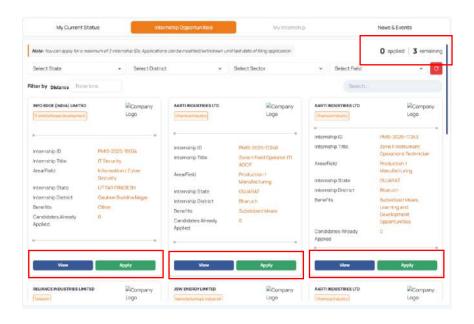
4. **Area/Field:** The candidate can select his/her preferred **Area/Field** from the drop-down list, where he/she wants to take up an internship. **An Area/Field is a specific area where organizations focus on particular functions or services. For example, Human Resources, Law, Sales & Marketing, Finance & Accounting etc.** A candidate can select all Areas/Field by clicking on the **Select Area/Field** in drop down list and can explore all opportunities. Refer to screenshot attached below highlighted with 4.

5. **Applied Count:** This field shows the candidate, the count of his applied internships out of 3 available options. Refer to screenshot attached below highlighted with 5.

6. **Remaining Count:** This field shows the candidate, the count figure of his remaining applications for an internship out of 3 available options. Refer to screenshot attached below highlighted with 5.

7. **Search**: This option lets the candidate to **search** for an internship based on the **Keywords** being entered by the user. *These keywords can be anything related to what the candidate wishes to search for. For example, locations like Mumbai, Delhi, Chennai or companies name, etc.* Refer to screenshot attached below highlighted with 6.

8. **Filter by Distance:** The candidate can view the Internship opportunities based on the distance (radius) from their current location. The distance search feature works based on candidate current address location to filter out the opportunities. Refer to screenshot attached below highlighted with 7. Tooltip has been added for the candidates to have more clarity.
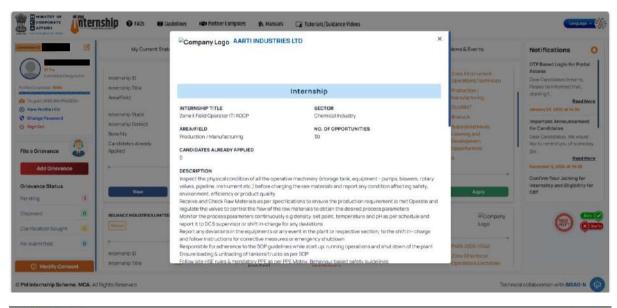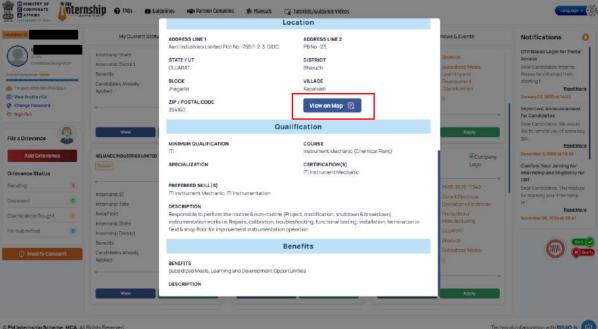
h. The **Internship Opportunities** will be listed as **Tile View** and each internship opportunity will have various details of posted internship like: Company Name, Company Logo, Company nature of business, Internship Id, Internship Title, Area/Field, State/UT, District and benefits provided by company and count of candidates already applied. **Each Internship Opportunity Tile will have the options' "View" and "Apply" to view the internship opportunity and apply.**

i. When candidate clicks on **"View"** of any Internship opportunity, the detailed view of posted internship will be displayed. The section has details like **Internships Title, Sector, Area/Field, Number of opportunities, Candidates already applied, Internship Description, Location Details, Qualifications Required and Additional Benefits (if applicable).**

a. **View**: The candidate can click on the **"View"** button to see the details of the internship which will display as a pop-up as shown in the below screenshot. The candidate can view the complete details by scrolling down. Refer to screenshot attached below.
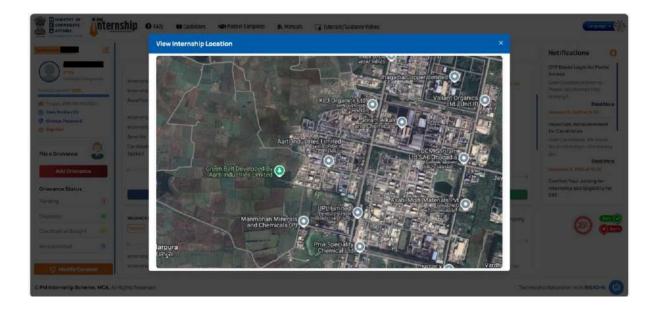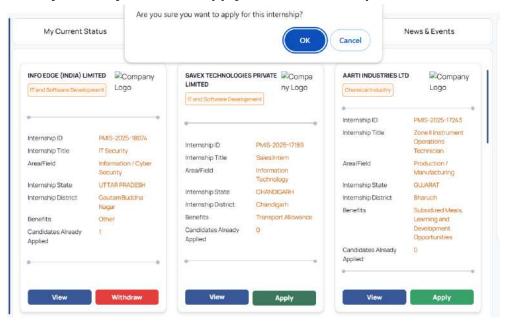
- Upon clicking the View on Map button, the exact location of the internship will be displayed to the candidate.
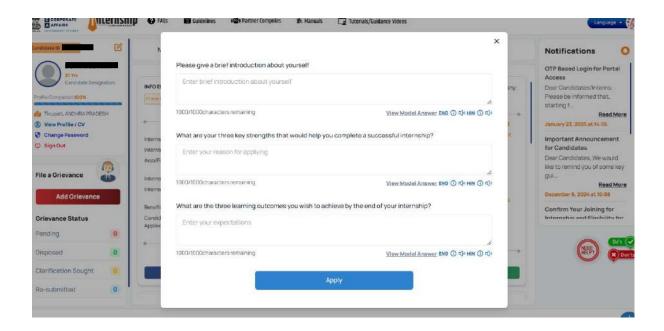
b. **Apply:** After going through the details of the internship the candidate needs to click on the **"Apply"** button if he/she finds a particular internship opportunity suitable to him/her.

c. After clicking on the Apply button, the candidate will get a pop-up with question **"Are you sure you want to apply for this internship".**

d. Candidate can either select **"OK"** or "**Cancel**" the request to procced further with Internship application

e. Once candidate clicks on "OK" the pop-up will appear with 3 questions. The candidate shall enter the answer in the text field below the questions before proceeding for the selected internship opportunity.

f. For the candidate's ease, model answers for these questions can be accessed **by clicking on the View Model Answer** icon below the text field. While answering these questions is optional, it is encouraged that the candidates should provide their original answer to these questions to aid the selection process. **Voice notes have been added to help the candidates complete the answers.**
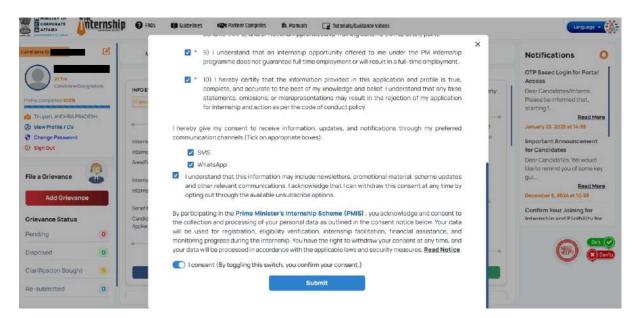

g. Candidates should enter their own thoughts based on the model answers provided on the portal.

h. **Final Apply Confirmation**: The candidate shall click on the **Apply** icon after answering the questions, to confirm his application for the internship opportunity.

i. After clicking on **Apply**, the **candidate** will then see a pop-up for the **Declaration** and **Consent. The candidate must tick all the checkboxes after**

reading the declaration points thoroughly. It is mandatory for the candidates to checkmark all the points before proceeding.

j. The candidate can also check mark for his/her consent for **SMS** and **WhatsApp** notifications, if interested. This will enable the candidate to be receive the latest notification in their SMS and WhatsApp.

k. The candidate must checkmark other consents after carefully reading the **Full consent**. Candidate must read, understood, and agree to the processing of their personal data for the purposes outlined in the consent and declaration form.

l. The candidate must click on the **Submit** icon, to complete his application for the internship.
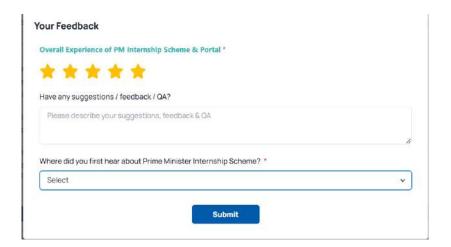
You have successfully applied for PMIS-2025-17189 internship

Note: In case the internship opportunities offered do not suit your preferences, or you do not receive offers that meet your expectations, please apply again in the next round.
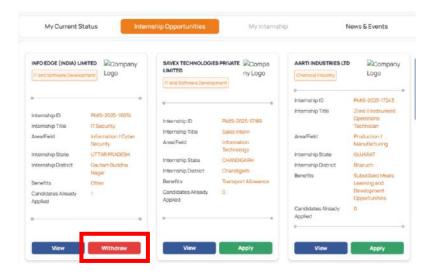
Give Feedback

m. The candidate can **Give Feedback** for his application by clicking on the Give Feedback Pop-Up, once he/she completes the internship application.
   i. The candidate must select the stars as per their liking and can write **Any suggestions /Feedback /QA** in the text box.
   ii. The candidate has to mandatory select an option from the dropdown list available for the asked question "**Where did you first hear about Prime Minister Internship Scheme?**" and click on **Submit** to share their feedback.
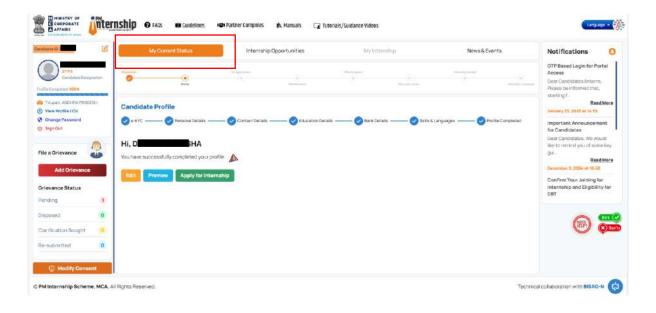
n. **Withdraw**: The candidates can modify or withdraw applications until last date of filing application. The candidate can withdraw an application, by clicking on the withdraw button in the Internship Tile. However, once the application deadline closes, candidates will not be able to make any changes.

2. Track Your Application

a. The candidate can track his/her application status after the application process has been completed under **My Current Status** section.

b. The internships that the candidate has applied will be listed with additional details for track like **Internship Applied, Offer Received, Offer Accepted** and **Waitlisted.**

c. The candidate can check if he/she has been awarded an offer, whether an offer is accepted by the candidate or if the candidate is waitlisted.

(Currently "My Internship" tab is disabled. This functionality will come into picture once the candidate joins and starts his/her internship)

Grievance Section
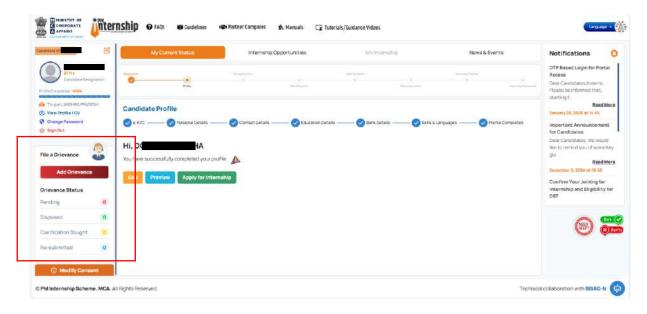
3. Grievance Section

This section helps the **Candidate** to **raise a grievance** that he/she might have at the time of **Candidate profile creation** and **internship application**.
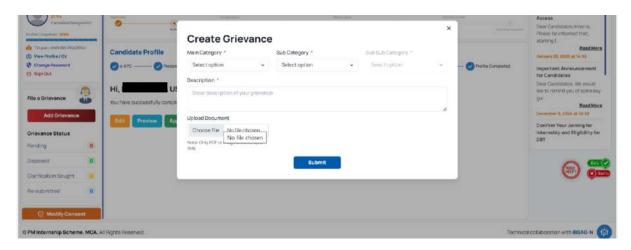
The various step the candidate must follow for raising a grievance are:

a. The candidate must click on the **Add Grievance button** in the File a Grievance section. This section allows you to raise grievances and report any issues you may encounter with the portal or the process.
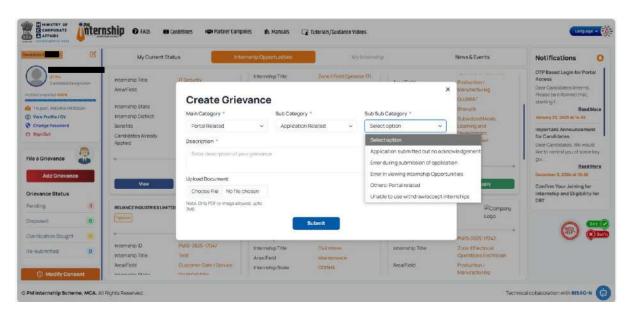
b. **Add Grievance:** Upon clicking on this field icon, the candidate will access the box for "**Add Grievance**".
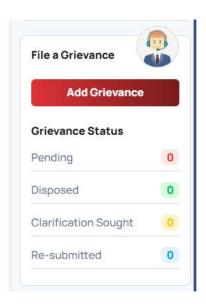
c. **Main Category:** The candidate can select the category of his grievances from a drop-down list of **Portal Related and Internship Related**.

d. **Subcategory:** The candidate must select the subcategory of his grievance as per the category selected, by clicking on the drop-down list of Subcategories, like **Portal Related** and **Others**.

e. **Sub Subcategory**: The candidate must select the sub subcategory of his grievance as per the subcategory selected, by clicking on the drop-down list of various Subcategories options available.
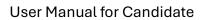
Description: The candidate must describe the grievance in detail over this text field.

    f. **Upload Document:** The candidate can upload a **document** pertaining to his grievance by clicking on **Choose File** button. The size of the document should not be greater than **7 mb**.

    g. **Submit:** After filling up the above-mentioned details, the candidate must click on **"submit".**

    h. The grievance of the candidate is now submitted on the portal.

    i. The candidate can see the status of the grievance submitted on the portal by the following tiles:

    j. **Pending**: This tile indicates that the grievance is under process and not yet resolved.

    k. **Disposed:** This tile indicates that the grievance is resolved, and resolution is given.

    l. **Clarification sought**: This tile indicates that your grievance has been returned to you for clarification. Please review the request and provide a response.

    m. **Re-submitted:** This tile indicates that the grievance has been re-submitted by you after providing the required clarification.