PM Internship Scheme

Ministry of Corporate Affairs

User Manual for Youth (Registration & Profile Creation)

Content

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.
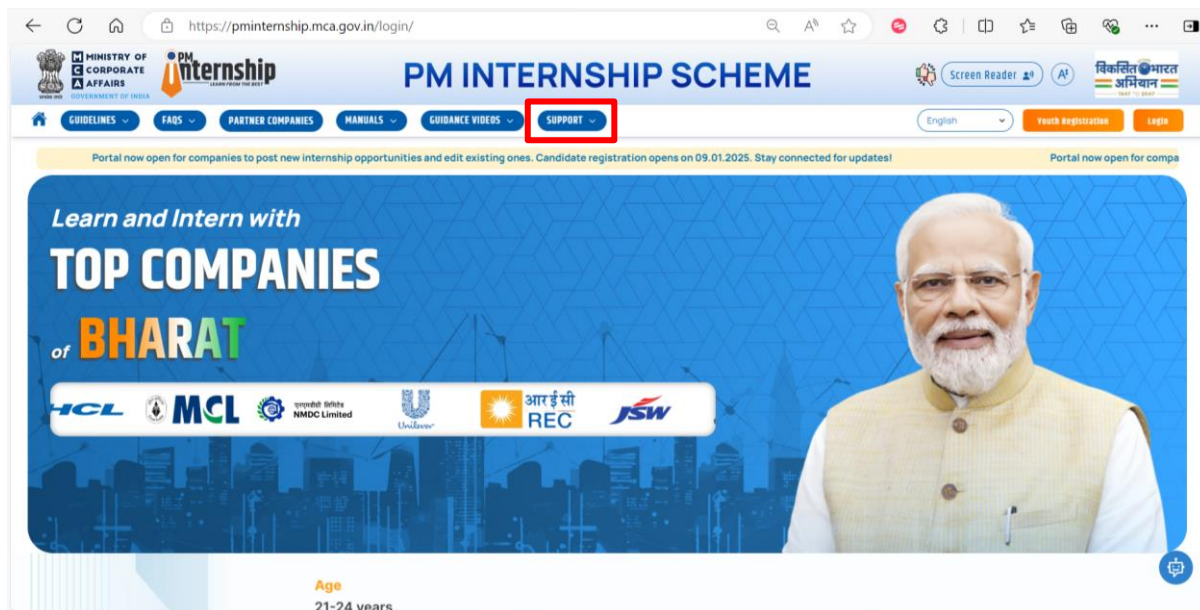
2. Objective of this manual

- 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.
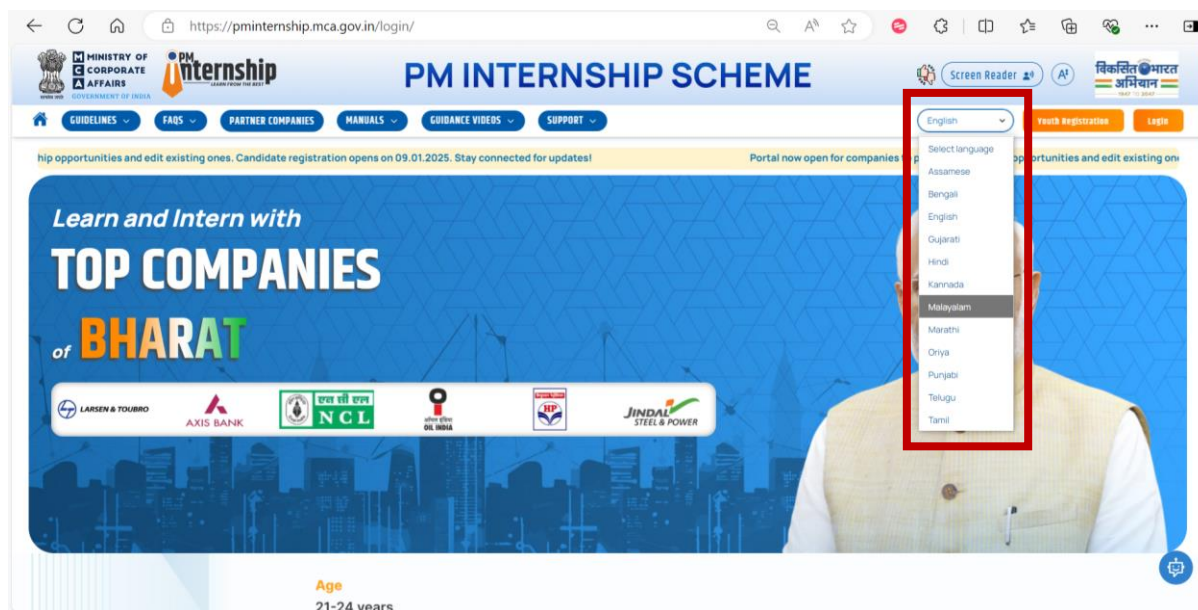

3. Getting Started

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.
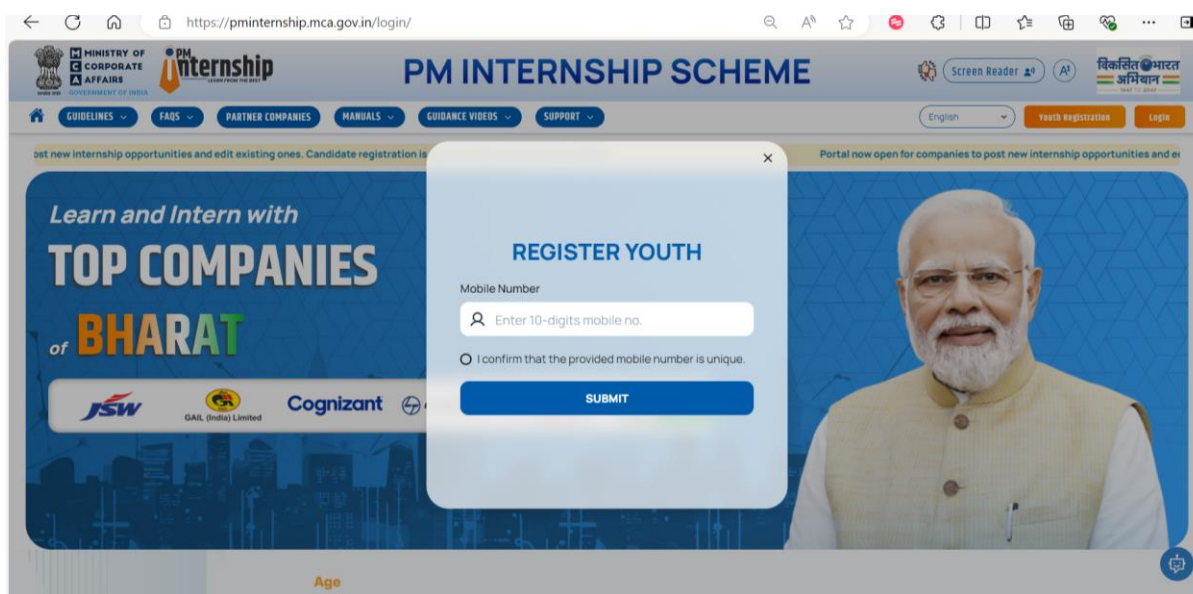

The essential fields on the **"Register Youth"** for the candidates are as follows:

   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.
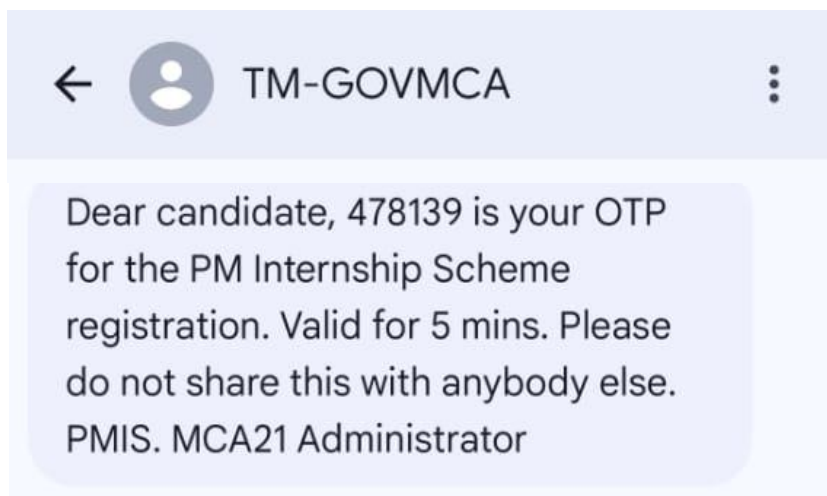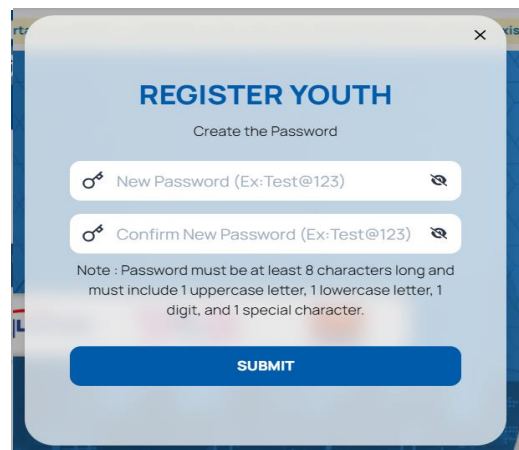
f.   Upon submitting the "**OTP**" received, the candidate will move into the next step to create the password.

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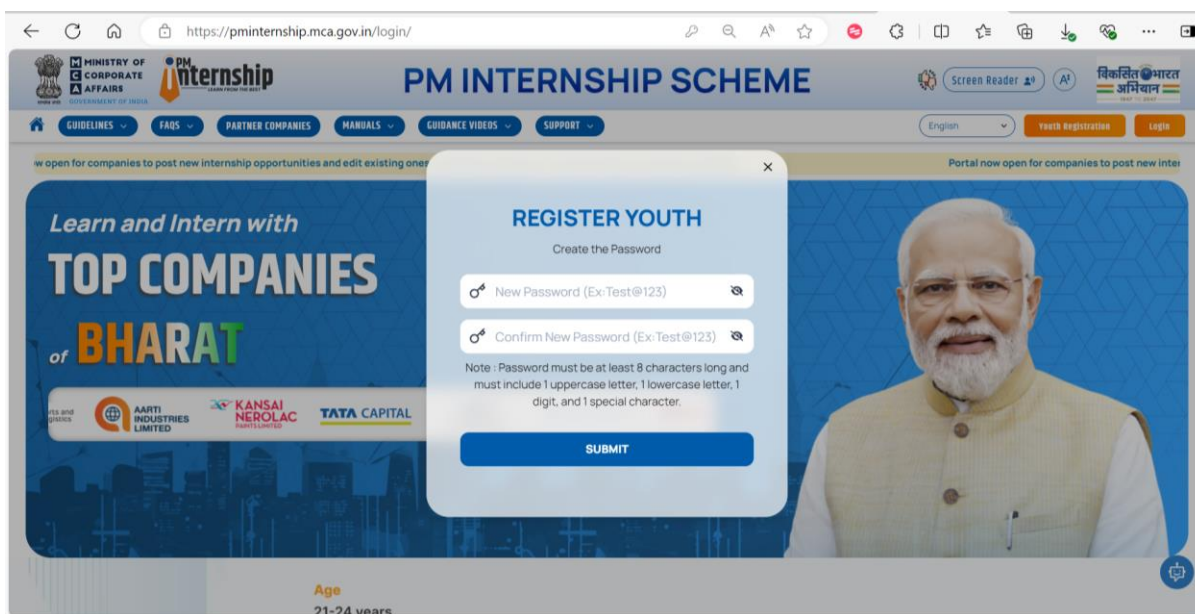
The Various fields required for **Create Password** are as follows:

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.***

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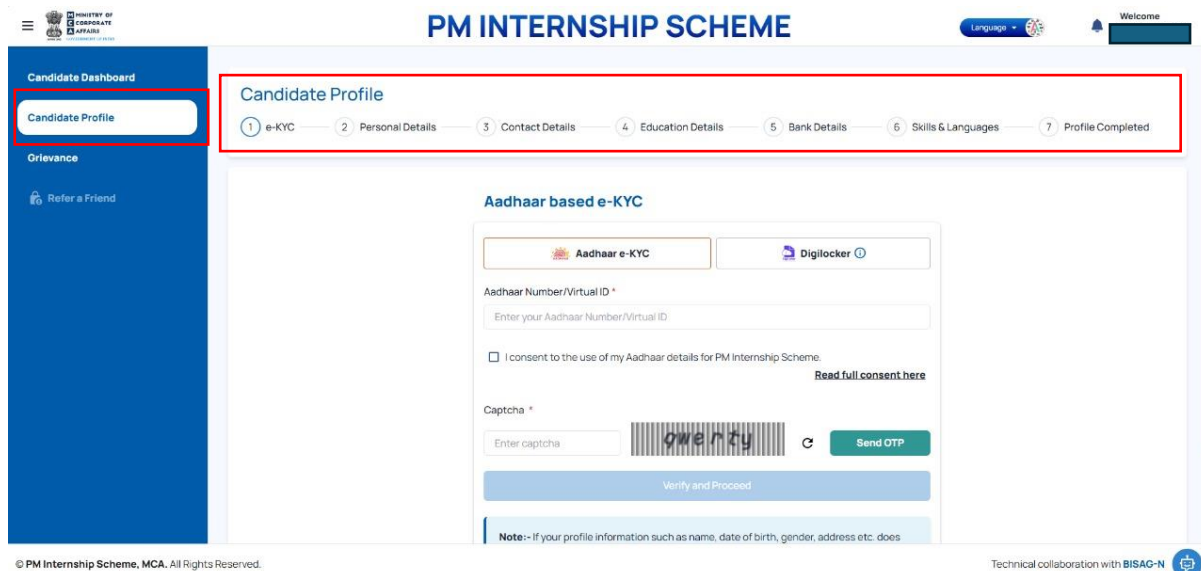
h.   After password update, the candidate gets access of the portal and lands to the User account homepage under the "**Candidate Profile**" section.

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.

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.

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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
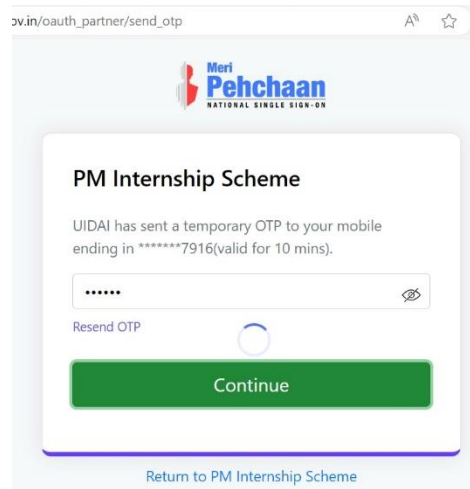
b.   **e-KYC through Digilocker (MeriPehchaan):**
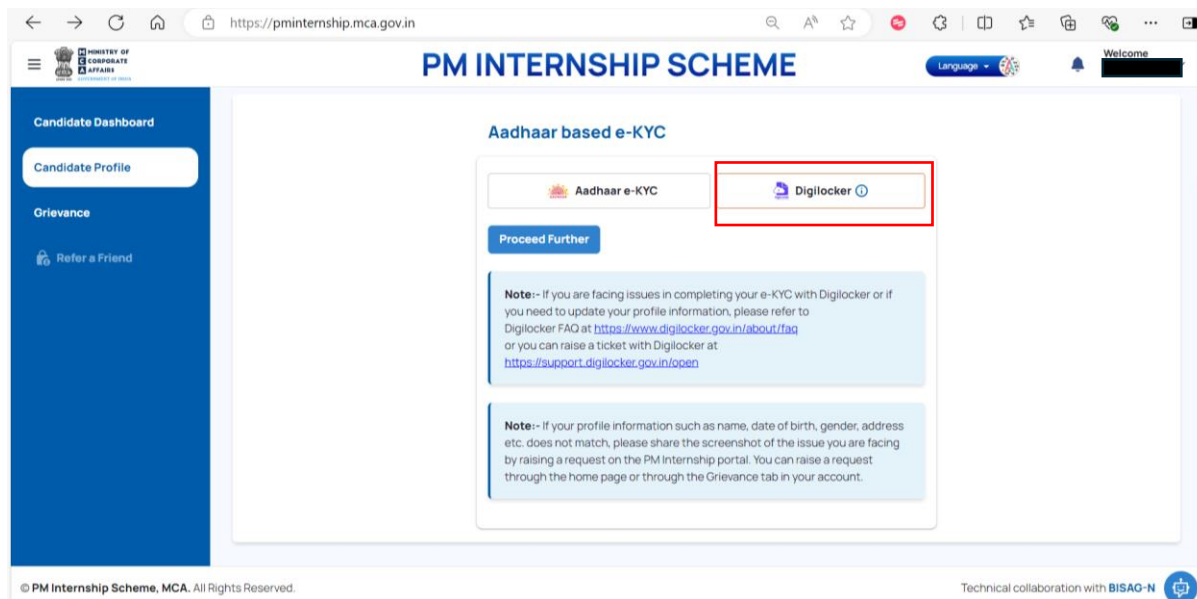
- The e-KYC can also be carried out using Digilocker. If you do not have a DigiLocker account, you can download the DigiLocker app from Play Store (android)/App Store (iOS).

- 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
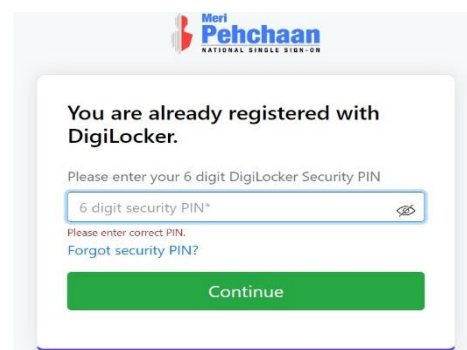
i.   For the **e-KYC** through the "M**eriPehchan"** interface the candidate must check in the Digilocker checkbox and should click "Proceed Further". *Please note that your Digilocker account must be set up with the mobile number that you are using for registration. Your Aadhaar should be attached with 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.
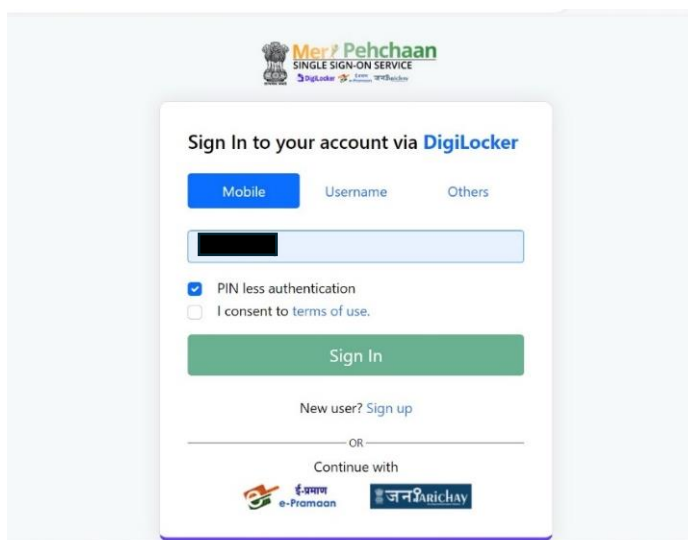
iii. Once, the candidate enters the OTP, he/ she will get a Pop-Up confirming that he/ she is already registered with DigiLocker (if, registered). The candidate must enter the **Six-digit security PIN** (for accessing the DigiLocker account) and click on Continue to move ahead.

- 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.
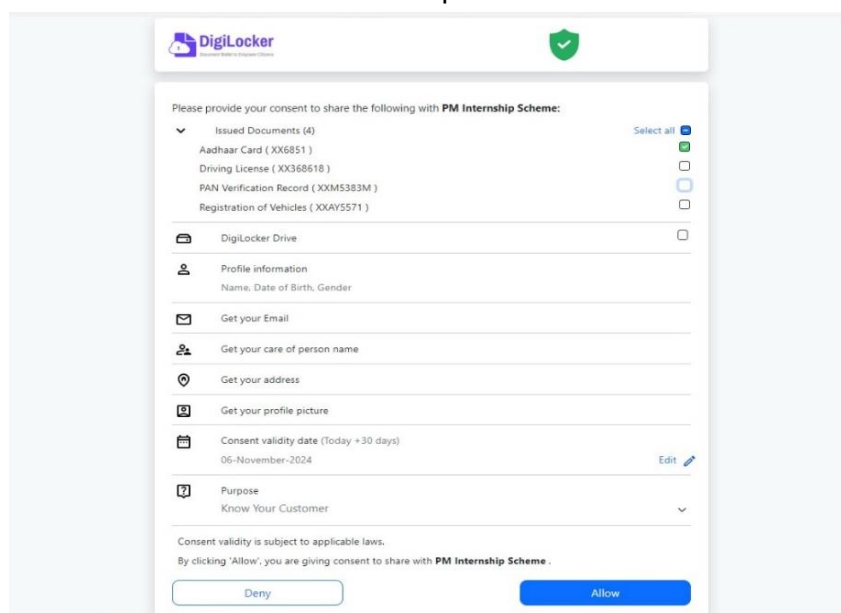
v.   After signing-in to the DigiLocker account, the candidate will be prompted to provide his/her consent to share the Aadhaar Card details with PM Internship Scheme. The candidate must check in Aadhaar checkbox and click on Allow to move to the next step.

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.**
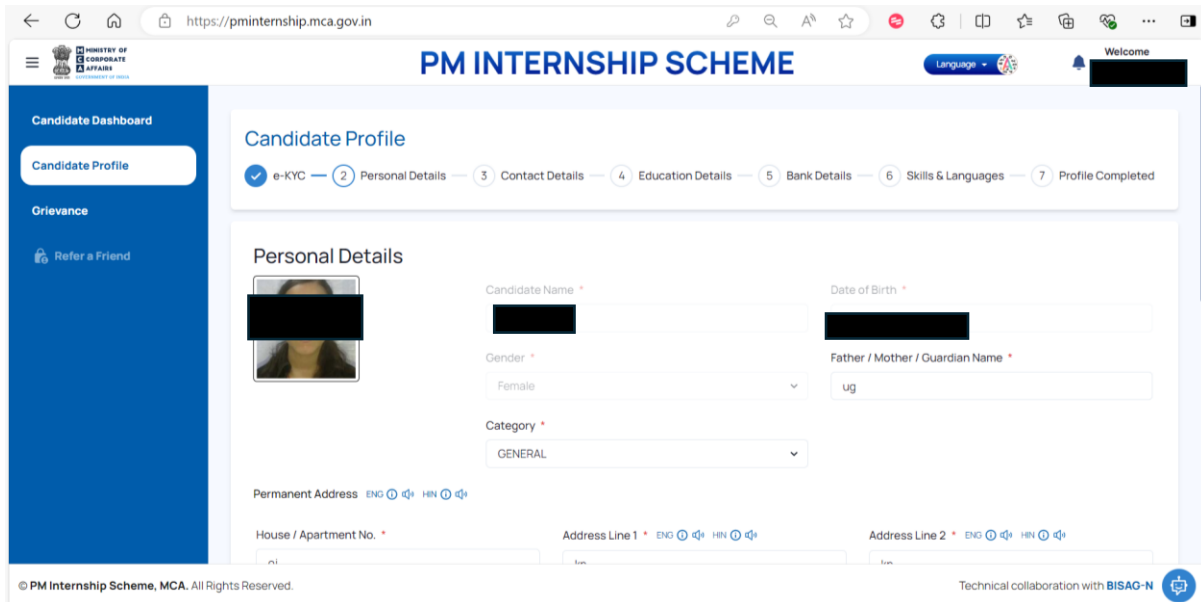

> **NOTE:** *If the candidate is unable to find the OTP in the inbox of the mail-id, they must check in their Spam Folder to find the OTP.*
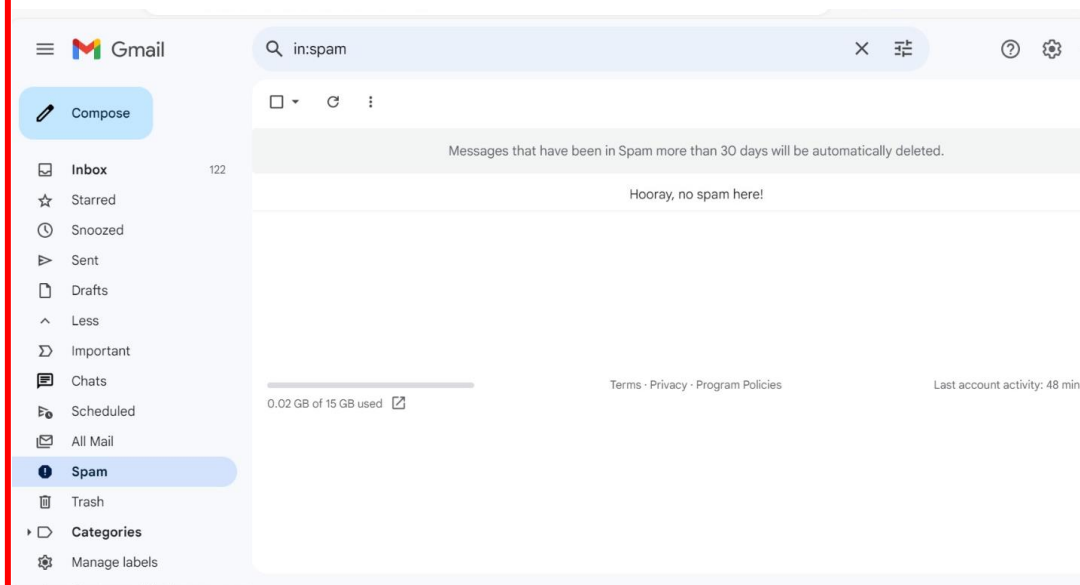
4.2   Personal Details

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.
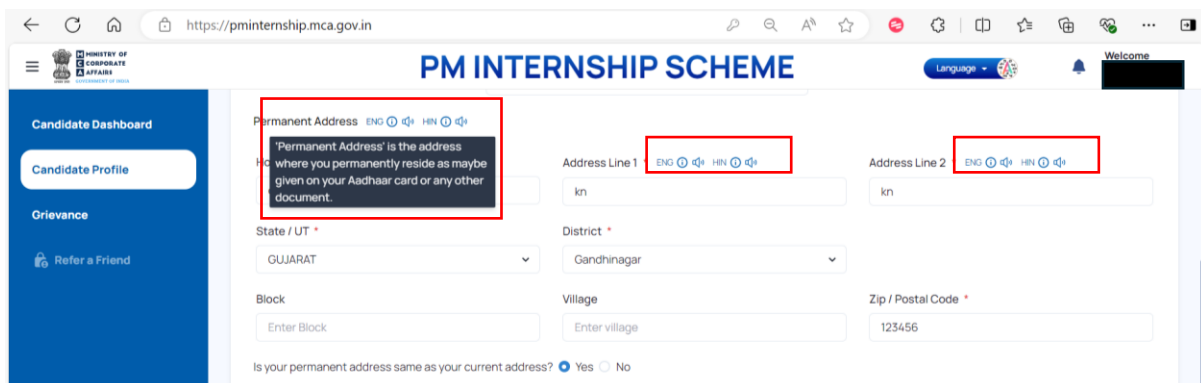

The candidate is required to fill the following details on this page to proceed further.

    a.   **Father/ Mother/ Guardian Name:** The candidate must enter his/her father's, mother's or guardian's name in this field.

    b.   **Category:** The candidate must choose his/ her category from a drop-down list of **SC, ST, OBC** and **General.**

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.

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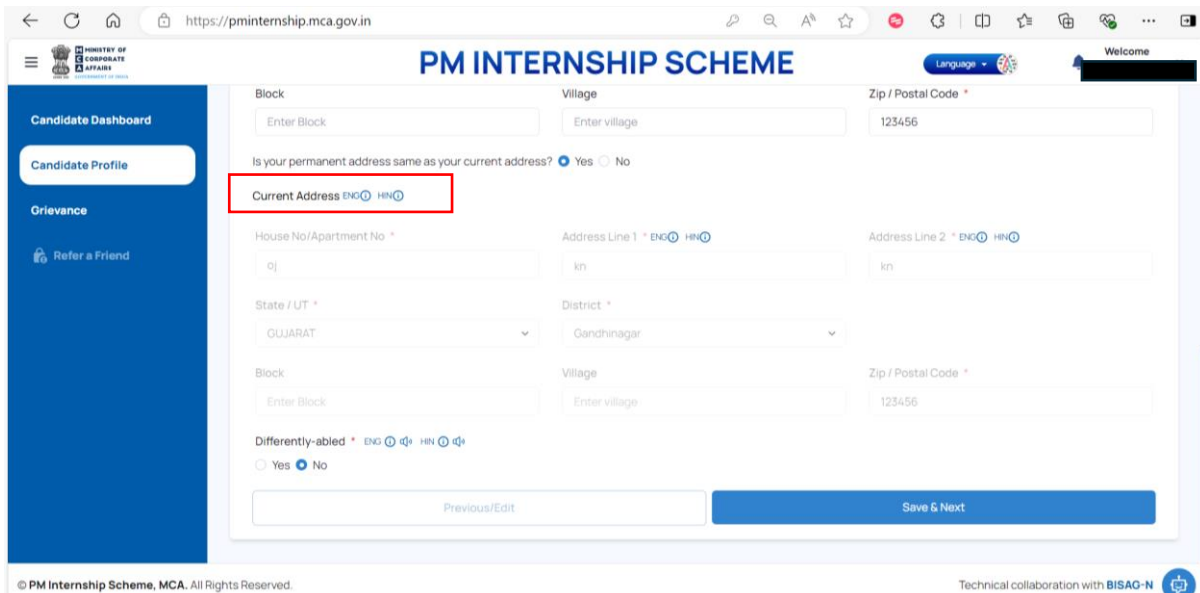
*Note: Enter additional details of your address, such as landmark, town, city, district, state. Voice notes have been provided to offer guidance to candidates as they fill in the necessary information***.**

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.

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.

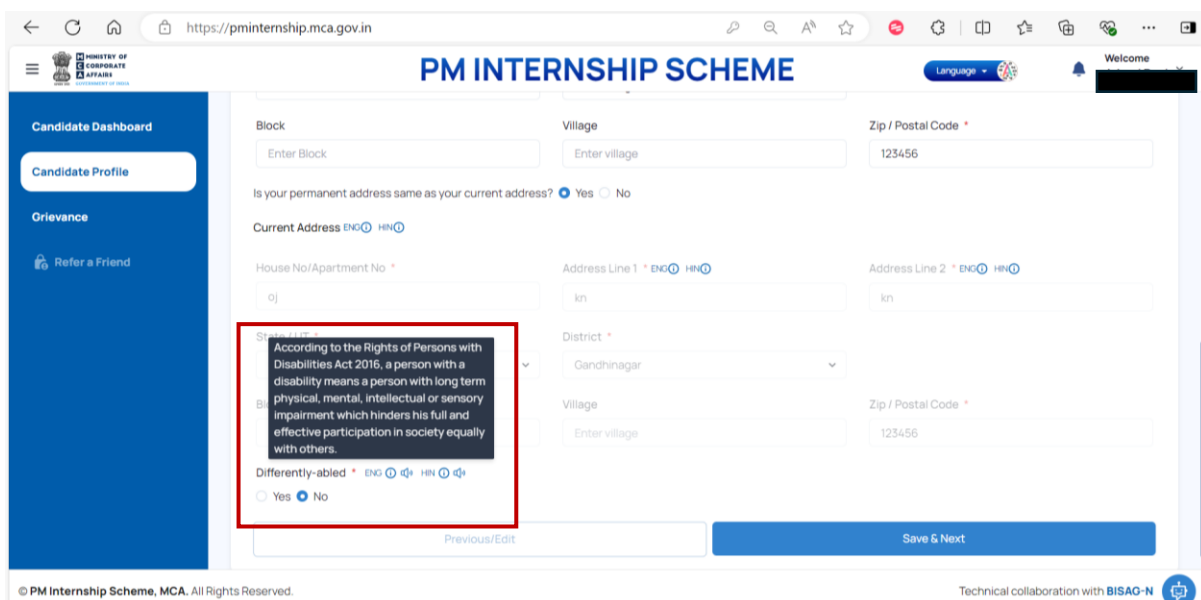   ii.   **Address Line1:** The candidate must mention his/her address.

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.
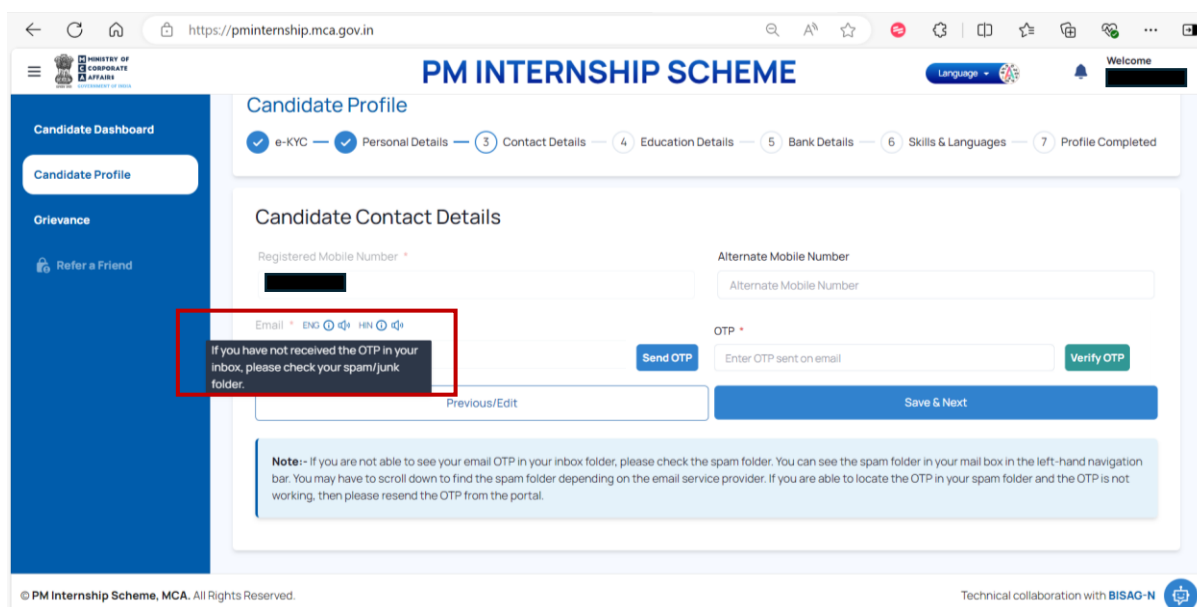

g.   **Previous/Edit:** The candidate can click on this icon, to go to previous section of the candidate profile, wherein the user can edit his/her details.

h.   **Save & Next:** After filling up the above-mentioned details the candidate must **click** on the **"Save & Next" button,** to save the personal details and to move to the next step i.e. **"Contact Details"**.

4.3   Contact Details

In the **"Contact details"** step the candidate needs to provide his/her contact details. The following steps need to be taken by the candidate:

a.   **Registered Mobile Number:** The candidate's registered mobile number auto populates in this field.

b.   **Alternate Mobile Number:** The candidate can enter one additional mobile number as an alternate mobile number in this field.

c.   **Email ID:** The candidate must enter his/her **email id** in this field

d.   **Send OTP:** The candidate needs to click on this button to send an **OTP** on the entered **email id** in step c.


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.

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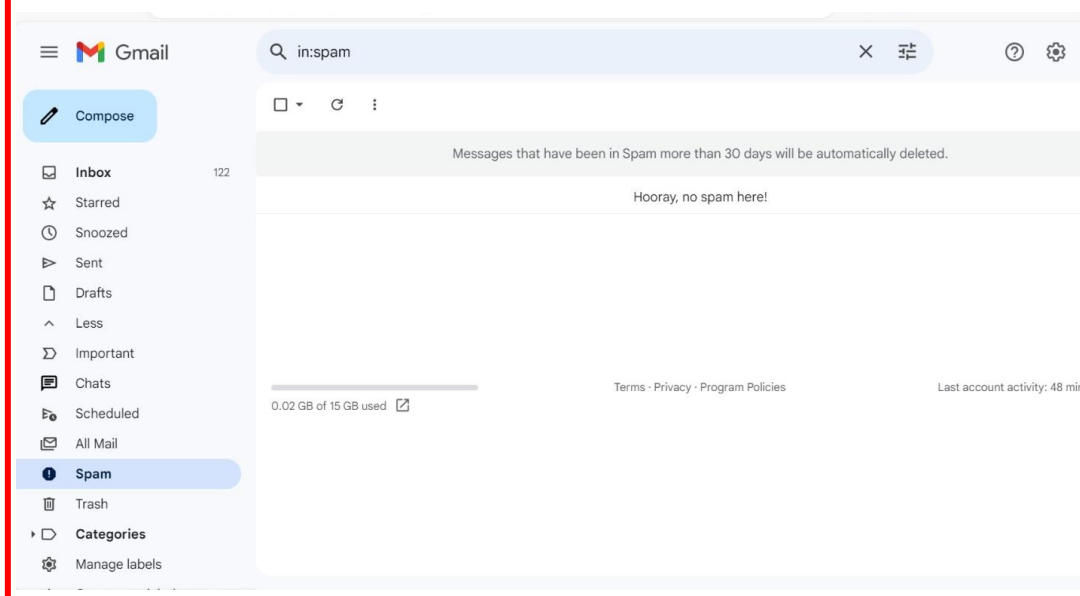
g.   **Previous/Edit:** The candidate can click on this icon to go to previous section of the candidate profile, wherein the user can edit his/her details.

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**".

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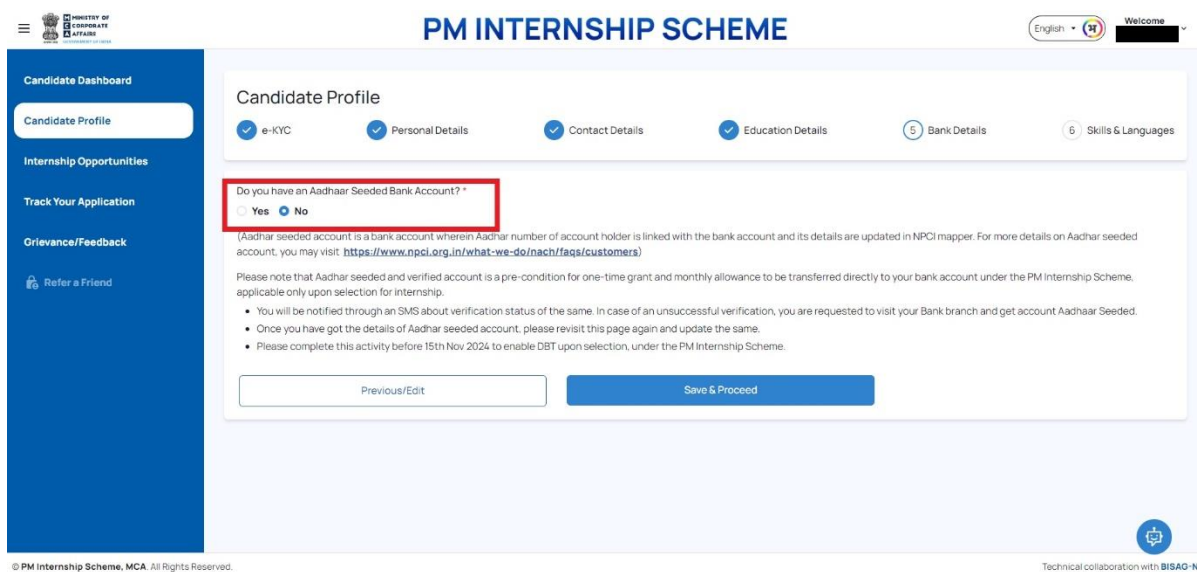
Note: Please enter your qualifications in order of completion. For example, start with Class 10, followed by Class 12 and then graduation. After entering your qualifications, click Save/Add More to add more qualifications. Voice notes have been provided to offer guidance to candidates as they fill in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

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**".
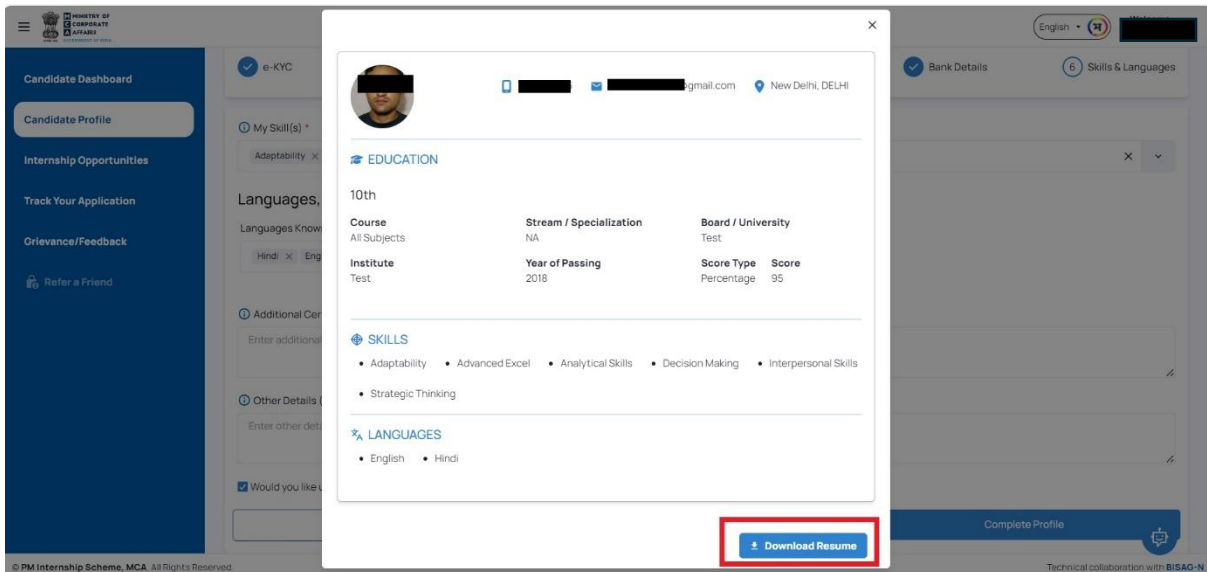
4.6   Skills & Languages

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.

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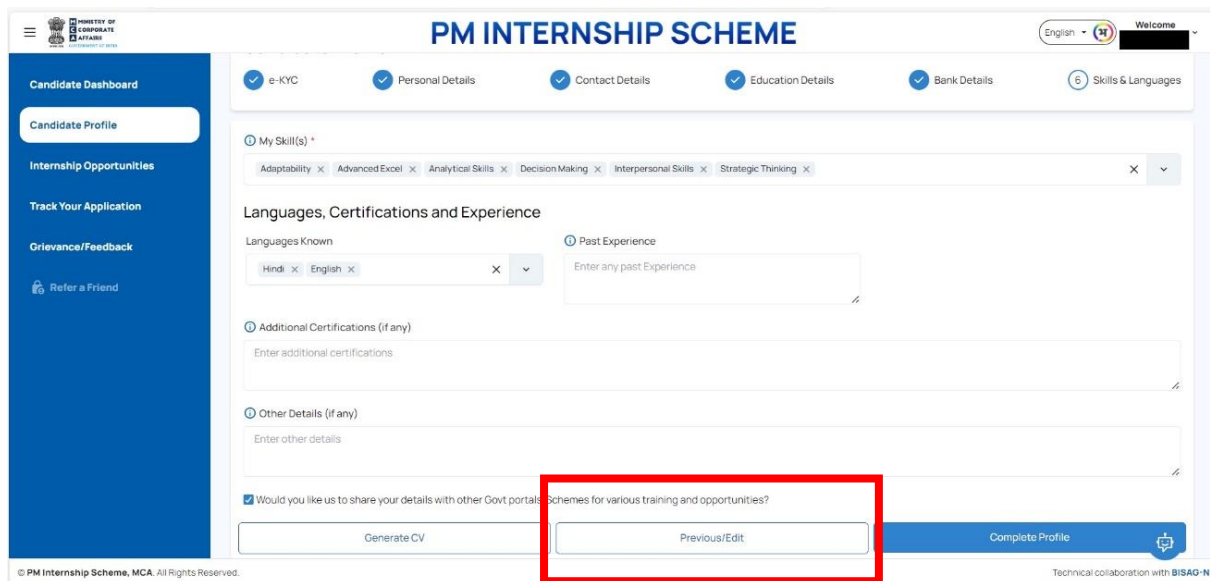
e.   **Previous/Edit:** The candidate can click on this icon to go to previous section of the candidate profile, wherein the user can edit his/her details.

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".**
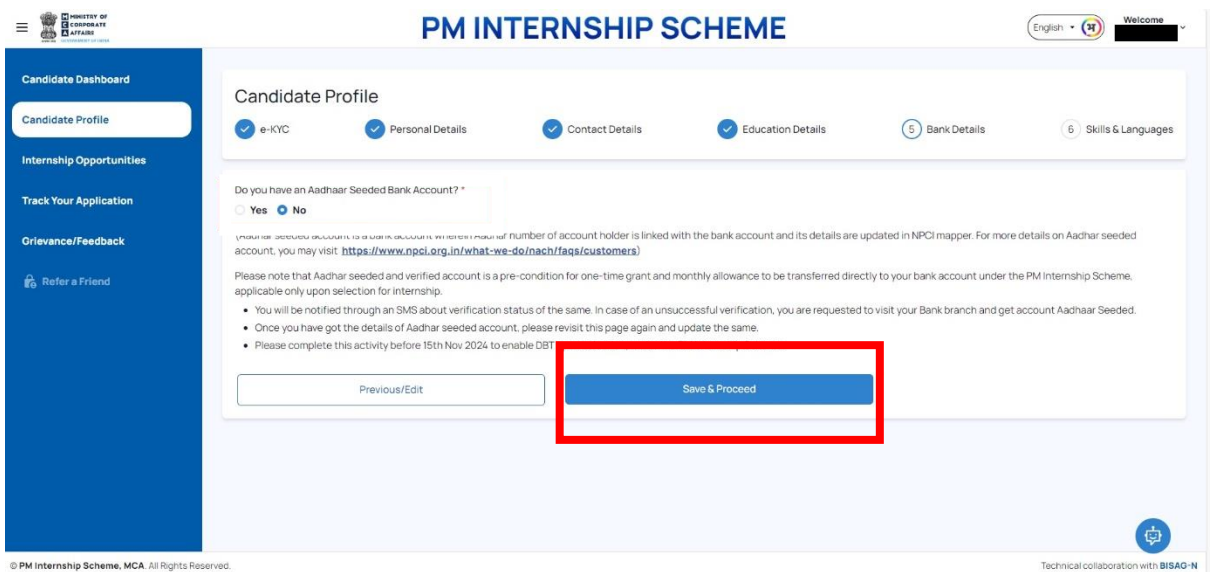
Update Profile

5. Update Profile

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

a) To **edit/update** the profile the candidate can click on the **Previous/Edit** button available at the bottom of each step of the profile creation.

b) The candidate can go to the previous step and edit the details in each step by clicking on the Previous/Edit button.
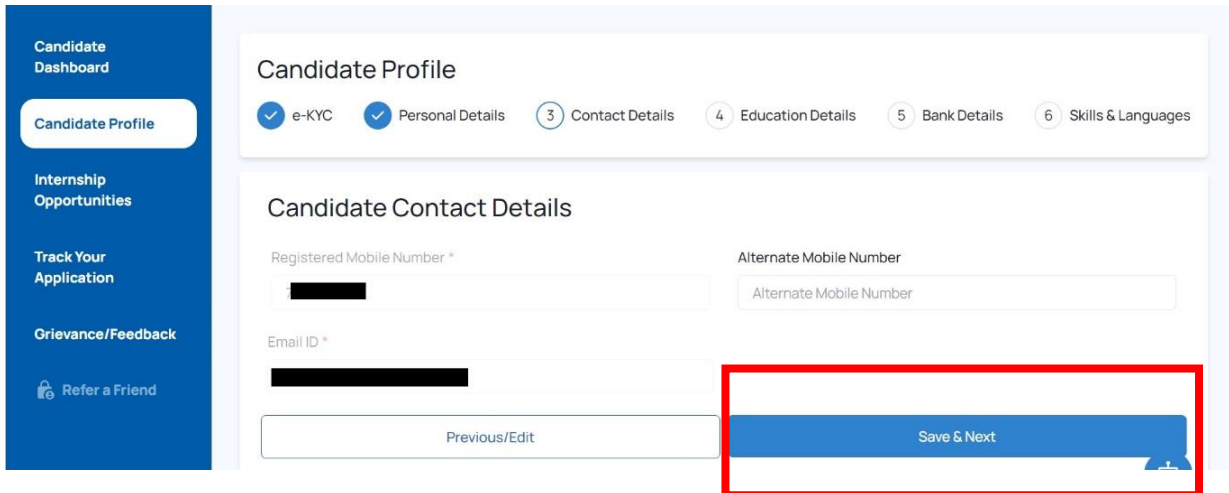
c) The candidate can move to the next step by clicking on the **Save & Proceed** button available at the bottom on each step of the profile creation process.

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.