

# PRIME MINISTER INTERNSHIP SCHEME

## FAQS FOR CANDIDATES

### GENERAL INFORMATION

#### 1. What is the Prime Minister's Internship Scheme (PMIS)?

The Prime Minister's Internship Scheme is a Government of India initiative aimed at providing internship opportunities to youth in top 500 companies of India. The program offers youth exposure to real-life business environments across sectors, helping them gain valuable skills and work experience. This scheme targets to offer one crore internships to youth over five years.

#### 2. What is an internship? Why should I enrol myself in an internship program?

Internship is an arrangement between the intern and the company in which the company provides an opportunity to the intern to get training, gain experience and skills within the real-life environment of the business or organization that helps in bridging the gap between academic learning and industry requirements, in turn, assisting enhancement of her/his employability.

#### 3. Through the PM Internship Scheme, what kind of internships will I get?

Eligible candidates will get internships in different roles across sectors including IT and Software Development, Banking and Financial Services, Oil, Gas & Energy, Metals & Mining, FMCG (Fast-Moving Consumer Goods), Telecom, Infrastructure & Construction, Retail & Consumer Durables, Cement & Building Materials, Automotive, Pharmaceutical, Aviation & Defence, Manufacturing & Industrial, Chemical, Media, Entertainment & Education, Agriculture and Allied, Consulting Services, Textile Manufacturing, Gems and Jewellery, Travel & Hospitality and Healthcare.

#### 4. What kind of companies will I get to intern with?

Selected candidates will have the opportunity to intern with the top 500 companies from across India. Interning with these industry-leading companies will allow you to gain valuable experience, acquire new skills, and build important professional networks. The Company can also provide internship in its forward and backward supply chain and in other companies in its Group or otherwise.

**5. What is the duration of the internship?**

Internships under the PM Internship Scheme will be for a duration of one year (12 months).

**6. Will I be sitting in a classroom during my internship?**

At least half of the internship period (6 months) must be spent in the actual working experience/ job environment, and not in the classroom. While a certain part of the internship will include relevant training, a significant duration (at least 6 months) of your internship will focus on real-world experience in professional setups.

**7. Will I get a job after my internship?**

The PM Internship Scheme provides a valuable opportunity to learn and enhance your skills by working with top companies in India. While the scheme does not guarantee a job upon completion, the knowledge, practical experience, and professional networks you develop during the internship will significantly enhance your career prospects.

## ELIGIBILITY CRITERIA

**8. Can I apply for the PM Internship Scheme?**

To apply for the PM Internship Scheme, you must meet the following criteria:

- ▶ You must be an Indian citizen.
- ▶ You must be aged between 21-24 years (as on the last date for submission of the application).
- ▶ You must not be employed full-time or engaged in full-time education (candidates enrolled in online or distance learning programmes are eligible).
- ▶ You must have completed your Secondary School Certificate (SSC) or its equivalent, Higher Secondary Certificate (HSC) or its equivalent, or hold a certificate from an Industrial Training Institute (ITI), a diploma from a Polytechnic Institute, or a graduation degree such as BA, B.Sc, B.Com, BCA, BBA, B.Pharm, etc.

For more information, click [here](#).

**9. Can international candidates apply for the PM Internship Scheme?**

No, international candidates are not eligible to apply for the PM Internship Scheme.

**10. Can I apply for an internship opportunity if I am enrolled in an online/distance/correspondence course?**

Yes, Candidates enrolled in online/ distance/correspondence learning programmes are eligible to apply.

**11. Is there any provision for reservation to promote diversity and inclusion?**

While the PM Internship Scheme does not have formal reservation provisions, the portal is designed to promote diversity and social inclusion. The algorithm ensures fair representation of all segments of the population, including SCs, STs, OBCs, and PwDs.

The shortlisting process emphasizes diversity and inclusion, allowing companies to select candidates based on their own criteria, while the portal ensures that candidates from diverse backgrounds are considered for internships. This approach helps promote social inclusivity in the program.

**12. I am ineligible to apply because of my age. Can you please relax the age criteria?**

As of now, the age criteria for the Prime Minister Internship Scheme are 21-24 years. If there is any relaxation in the age criteria in the future, we will communicate the same on the portal.

### INELGIBILITY CONDITIONS

**13. Who is not eligible for the PM Internship scheme?**

You are not eligible to apply for the PM Internship Scheme if:

- ▶ You are below 21 years or above 24 years of age (as on the last date for application submission).
- ▶ You are currently engaged in full-time employment or full-time education.
- ▶ You have graduated from specific institutions like IITs, IIMs, National Law Universities, IISER, NIDs, or IIITs.

- ▶ You hold qualifications such as CA, CMA, CS, MBBS, BDS, MBA, PhD, or any master's or higher degree (recognized by the UGC).
- ▶ You are undergoing any skill, apprenticeship, internship, or training programme under a Central or State Government scheme.
- ▶ You have already completed an apprenticeship under the National Apprenticeship Training Scheme (NATS) or National Apprenticeship Promotion Scheme (NAPS).
- ▶ The income of any of your family members (self, parents, or spouse) exceeds ₹8 lakh for FY 2023-24.
- ▶ Any member of your family (self, parents, or spouse) is a permanent/regular government employee (excluding contractual employees). "Government" includes Central and State Governments, Union Territory administrations, Central and State Public Sector Undertakings (PSUs), statutory organizations, and local bodies.

For more information, click [here](#).

**14. Can I apply for an internship opportunity if I am enrolled in an online/distance/correspondence course?**

Yes, Candidates enrolled in online/ distance/correspondence learning programmes are eligible to apply.

**15. Will having a master's degree help me while applying for the PM Internship Scheme?**

Candidates possessing a master's degree or having qualifications such as CA, CMA, CS, MBBS, BDS, MBA cannot apply for an internship opportunity under the PM Internship Scheme.

## FINANCIAL ASSISTANCE

**16. Will I get financial assistance for doing my internship?**

After joining the internship, each intern will receive a monthly assistance of ₹5,000 for the entire duration of the 12-month internship. Of this amount:

- Partner companies will release ₹500 each month based on the intern's attendance and related company policies regarding good conduct, etc.
- Once the Company makes the payment, the Government will pay ₹4,500 to the candidate through the Direct Benefit Transfer to the intern's Aadhaar seeded bank account.

- Additionally, a one-time grant of ₹6,000 will be provided by the Government of India to each intern after joining the internship. This amount will be disbursed through Direct Benefit Transfer (DBT) after joining the internship.
- Insurance coverage shall be provided to each individual intern under insurance schemes of the Government of India, Pradhan Mantri Jeevan Jyoti Bima Yojana and Pradhan Mantri Suraksha Bima Yojana, for which premium amount shall be provided by Government of India. In addition, the company may also provide additional accidental insurance coverage to the interns.

**17. Will I get travel allowances or other support during the duration of the internship?**

- Partner companies may consider providing additional financial assistance or any other facilities as per their discretion. The internships that you opt for may or may not have any other benefits attached to them.
- A one-time grant ₹6,000 will be provided by the Government of India to each intern after joining the internship. This grant is to support you at the beginning of your internship journey.
- Throughout your internship, you will receive monthly assistance of ₹5,000.

**18. Will the insurance cover continue after the internship?**

No, upon the completion of your internship the benefits of the insurance will lapse.

**19. Will I receive financial assistance during the sabbatical (break) period?**

Financial assistance will not be provided during the sabbatical (break) period.

**20. Will I get any financial assistance to purchase clothes for my internship?**

No specific financial assistance shall be provided for the purchase of clothes. However, after you join your internship, a onetime grant of ₹6000 will be transferred to your Aadhaar seeded bank account by the Government of India as financial assistance.

## 21. What is a Aadhaar seeded bank account?

Aadhaar seeding is essential for receiving Direct Benefit Transfers (DBT) provided by various Government schemes. Click [here](#) to understand the process of Aadhaar seeding.

### REGISTRATION PROCESS FOR CANDIDATES

## 22. How can I view the information on the portal in my language?

The Prime Minister Internship Scheme portal is accessible in multiple languages, including Hindi, English, Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Oriya, Punjabi, Telugu, and Tamil. You can change the language from the dropdown menu in the top-right corner of the navigation bar of the portal.



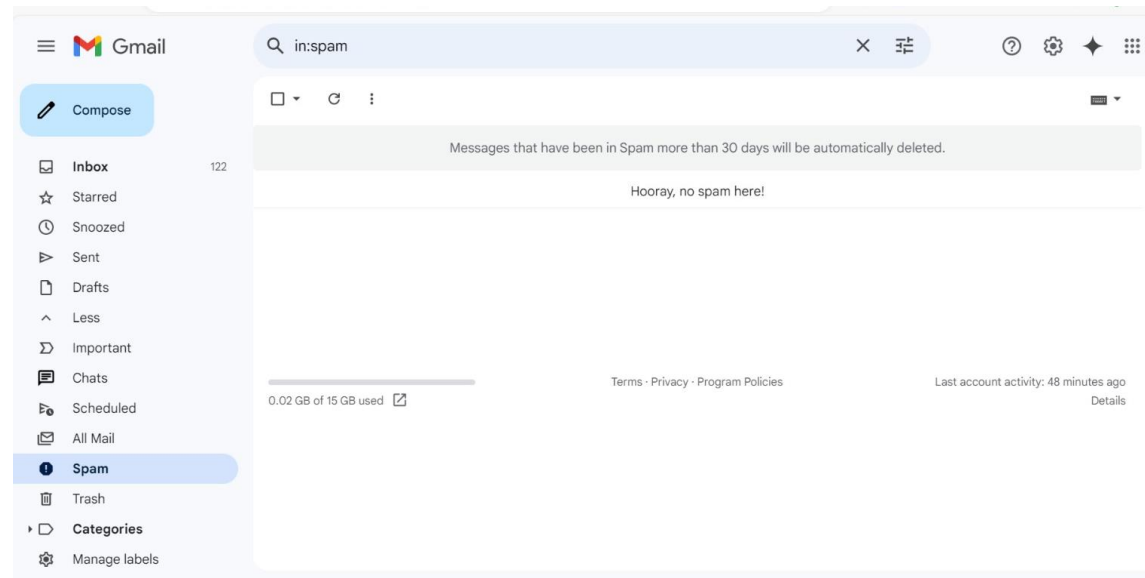
## 23. The portal is not working properly. How can I apply?

The portal may be experiencing issues due to heavy traffic. Please try again in some time. If the problem persists, you can raise a grievance on the portal or call the help centre at our toll-free number 1800-11-6090 to raise a ticket. To raise a grievance on the portal, go to Home >> Support >> Raise Request.

## 24. I have not received OTP on my email. What should I do?

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

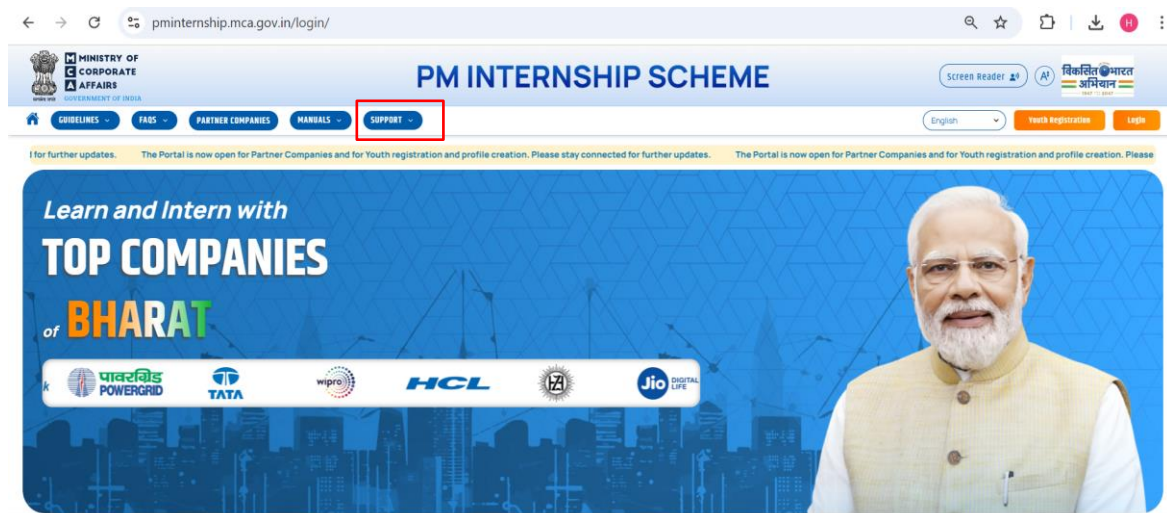
the email service provider. If you are able to locate the OTP in your spam folder and the OTP is not working, then please resend the OTP from the portal. The screenshot of gmail account showing the spam folder in the left navigation bar is shown below for your reference.



If you still do not receive the OTP, please raise a ticket through the grievance section on the portal or contact the help centre at our toll-free number 1800-11-6090. To raise a grievance on the portal, go to Home >> Support >> Raise Request.

## 25. I have not received OTP on my mobile number. What should I do?

Please try again shortly. If the OTP is still not received, you can raise a grievance on the portal or call the help centre at our toll-free number 1800-11-6090 to raise a ticket. To raise a ticket on the portal, go to Home >> Support >> Raise Request.



**26. I have received multiple OTPs, what should I do?**

If you have received multiple OTPs, use the latest OTP received. If you are still not able to login, you can raise a grievance on the portal or call the help centre at our toll-free number 1800-11-6090 to raise a ticket. To raise a grievance on the portal, go to Home >> Support >> Raise Request.

**27. Why am I unable to apply for the internship opportunities on the portal?**

The portal is currently open for candidate registration and profile creation. Currently, the companies are posting the Internship Opportunities (IOs) on the Portal. Once the Internship Opportunities are posted by the companies, you will be notified on your registered email id and mobile number. Then, you will be able to apply for internships through the Portal.

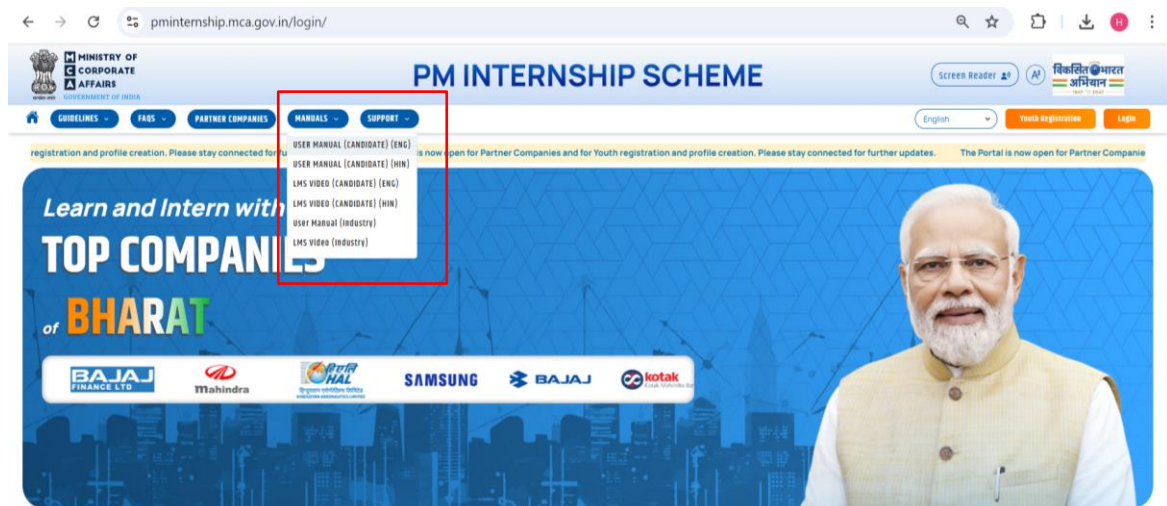
**28. I'm within the eligible age range, but the portal says I'm out of the age range. What should I do?**

The age is fetched from your Aadhaar. Please verify if your Aadhaar details are correct. If there's an error, you may raise a ticket on the portal, attaching a screenshot of the issue.

**29. I need assistance with filling out the registration details. What should I do?**

A detailed user manual and video tutorial is available on the portal under the "Manual" section in the navigation menu [(Homepage >> Manuals >> User Manual (candidate) /LMS Video (candidate)]. They provide a step-by-step guide for completing the registration and profile creation process. If you need any further assistance, you may call the help centre at our toll-free number 1800-11-6090.





Link for candidate user manual (English):

[https://pminternship.mca.gov.in/assets/docs/User\\_Manual\\_Candidate\\_Profile\\_ENG.pdf](https://pminternship.mca.gov.in/assets/docs/User_Manual_Candidate_Profile_ENG.pdf)

Link for candidate user manual (Hindi):

[https://pminternship.mca.gov.in/assets/docs/User\\_Manual\\_Candidate\\_Profile\\_HIN.pdf](https://pminternship.mca.gov.in/assets/docs/User_Manual_Candidate_Profile_HIN.pdf)

Link for candidate registration video (English):

[https://www.youtube.com/watch?v=CRUpP\\_wlVo0](https://www.youtube.com/watch?v=CRUpP_wlVo0)

Link for candidate registration video (Hindi):

<https://www.youtube.com/watch?v=WrcEpQ6BzNU>

### 30. I am not able to set my password. What should I do?

Your initial/current password is sent via SMS to your registered mobile number. Ensure you enter the password correctly, as it is case-sensitive. The new password must have a minimum of 8 characters and include one uppercase letter (A-Z), one lowercase letter (a-z), one special character (!, @, #, \$, %, &, \*), and one numeric digit (0-9).

Examples of valid passwords: *Riya@2002*, *Abcdef123#*.

### 31. Why am I unable to upload my educational and skill qualification certificates while registering on the portal?

Ensure that the certificates are in PDF format and the file size does not exceed 2 MB. You can use any tools or applications to create/compress PDF to meet the size requirement.

**32. I do not have a DigiLocker Account? How can I apply?**

It is mandatory to have a DigiLocker account for candidate registration and profile creation. If you do not have a DigiLocker account, you can download the DigiLocker app from Play Store (android)/App Store (iOS).

You can visit the following link to know how to create a Digi locker account:  
<https://tribal.nic.in/downloads/faqs/DigiLocker-User-Manual.pdf>

**33. What is the application fee for the registration process?**

There is no registration or application fee for the PM Internship Scheme process. The entire process is free of charge.

**34. My mobile is updated in my Aadhaar number, but I cannot use it to link my DigiLocker account with Aadhaar. It gives an error message - Mobile number is not linked with Aadhaar?**

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>

## **APPLICATION PROCESS FOR CANDIDATES**

**35. How will the interns be selected?**

Interns will be selected through an objective, fair, socially inclusive and tech-driven process. Eligible candidates will register on the PM Internship portal (<https://pminternship.mca.gov.in/>), complete their profile, generate their CV, and submit their preferences from the list of opportunities available.

► The shortlisting process will be based on the candidates' preferences and the requirements posted by the companies. The shortlisting criteria is aimed at promoting diversity and social inclusivity in the internship program. Portal uses tools to give representation to all segments of the population, including SCs, STs, OBCs as well as PwDs.

- ▶ Depending on the number of offers for each internship, approximately twice /thrice as many names, along with the Resume of the candidates, will be sent to the company for selection.
- ▶ Then the company will select candidates and make internship offers based on their respective selection criteria.

**36. Which documents will I require for registering on the PM Internship Scheme portal?**

Eligible candidates must keep the following documents handy while registering on the portal:

- ▶ Aadhaar card
- ▶ Educational certificates (Completion / final examination / assessment certificates will be considered)
- ▶ Recent passport-size photograph (optional)

For other things, self-declaration shall suffice. No proof of documents is required.

**37. How many internship opportunities can I apply for?**

Candidates can apply for up to 5 internship options in one cycle, which can be selected based on their preferred location, sector, role, and qualifications.

**38. Can I change my five internship preferences on the portal?**

Yes, you are permitted to change your five preferences on the portal as many times as you want to, before the application deadline. However, once you submit your preferences, you cannot make changes anymore.

**39. What if I am not selected for any of my five preferred opportunities?**

Candidates can reapply for the future cycles of PM Internship Scheme if he/she is not selected for any of the five applied opportunities.

**40. What is the maximum number of internships offers I can receive?**

A candidate can receive up to two internship offers. Once an offer is received, the candidate may accept/reject the offer within the stipulated time window.

**41. What If I do not wish to accept the internship(s) I have been shortlisted for?**

Candidate can accept/reject their offer of internships. However, in case a candidate rejects an internship, he/she will only be able to reapply in future cycles of the PM Internship Scheme.

**42. If I accept an internship offer, how will I get the final offer letter?**

Your final offer letter will be uploaded on the PMIS portal, apart from being sent to your registered email address.

**43. How can I apply for a specific company? I am not able to see company names**

You can be assured that whatever opportunities you apply for is from the top companies registered for the program. However, to ensure fairness in the selection process, the names of the companies have not been disclosed at the time of application. Once you are selected, you would know the details of the company you have applied for.

**44. How can I view the internship opportunities near my region and as per my qualification?**

You can use filter on State/UT, District and Qualification to view the internship opportunities near your location and as per your qualification. You can select your preferred state, district and your qualification from the drop-down list.

In qualification column you can select filters like 10th, 12th, ITI, Diploma and Graduation. Please note that the opportunities mention the minimum education qualification. Therefore, it is advised to select all educational qualifications that a candidate has attained in order to view the full list of relevant opportunities. For instance, if you are a graduate, then you should shortlist for 10th, 12th and Graduation

**PM INTERNSHIP SCHEME**

Welcome Rachit Bharatbhai ...

**View & Apply Internships**

The internship choices selected by you are not taken in any order of preference.

1 applied | 4 remaining

Select State  Select District  Select Qualification  Select Sector  Select Field

ACTION	INTERNSHIP ID	STATE / UT	DISTRICT	SECTOR	AREA/FIELD	MINIMUM QUALIFICATION	NO. OF OPPORTUNITIES AVAILABLE
<a href="#">View</a> <a href="#">Withdraw</a>	PMIS-2024-16562	KARNATAKA	Kolar	Agriculture and allied	Sales & Marketing	10th	5
<a href="#">View</a> <a href="#">Apply</a>	PMIS-2024-16568	RAJASTHAN	Khairthal-Tijara	Cement & Building Materials	Production / Manufacturing	Diploma	2
<a href="#">View</a> <a href="#">Apply</a>	PMIS-2024-16567	HARYANA	Sonipat	Cement & Building Materials	Quality Control and Assurance	Graduation	1
<a href="#">View</a> <a href="#">Apply</a>	PMIS-2024-16566	HARYANA	Gurugram	Cement & Building Materials	Supply chain management	Graduation	1

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45. There are too many opportunities to choose from. How can I search for my area of preference?

You can use the 'Search' tab. Type a keyword for your preference, for example 'Technician', 'Data Entry Operator' etc. You can also use it to search your location for example 'Mumbai', 'Raipur' etc.

Also, to help you choose the right opportunity, the number of candidates who have applied for an opportunity is also displayed on the right-hand column

**PM INTERNSHIP SCHEME**

Welcome Rachit Bharatbhai ...

**View & Apply Internships**

The internship choices selected by you are not taken in any order of preference.

1 applied | 4 remaining

Select State  Select District  Select Qualification  Select Sector  Select Field

ACTION	INTERNSHIP ID	STATE / UT	DISTRICT	SECTOR	AREA/FIELD	MINIMUM QUALIFICATION	NO. OF OPPORTUNITIES AVAILABLE
<a href="#">View</a> <a href="#">Withdraw</a>	PMIS-2024-16562	KARNATAKA	Kolar	Agriculture and allied	Sales & Marketing	10th	5
<a href="#">View</a> <a href="#">Apply</a>	PMIS-2024-16568	RAJASTHAN	Khairthal-Tijara	Cement & Building Materials	Production / Manufacturing	Diploma	2
<a href="#">View</a> <a href="#">Apply</a>	PMIS-2024-16567	HARYANA	Sonipat	Cement & Building Materials	Quality Control and Assurance	Graduation	1
<a href="#">View</a> <a href="#">Apply</a>	PMIS-2024-16566	HARYANA	Gurugram	Cement & Building Materials	Supply chain management	Graduation	1

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46. Why do I need to answer the three questions after clicking the apply button?

Answering the three questions is optional. However, we encourage you to answer the questions as it will help in the selection process. To help you answer the questions, some model answers are given (view model answer tab on the right hand). It is encouraged that the candidates should provide their original answer to these questions.

#### 47. How can I know the status of my application after applying

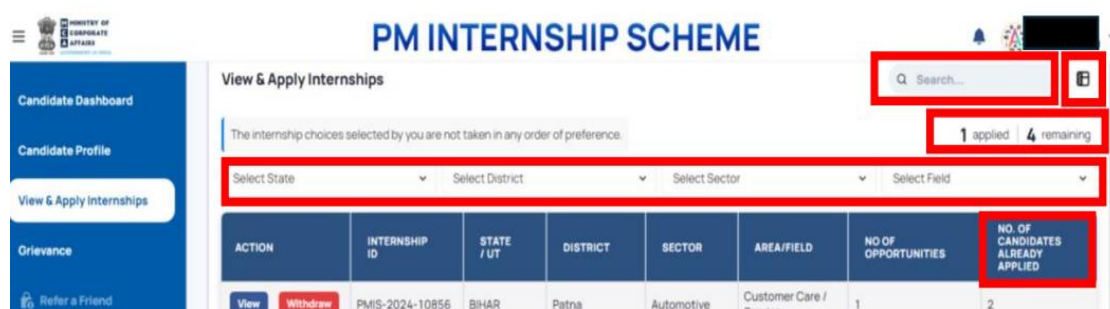
You can click on the 'Track Your Application' tab on the left-hand side. You would be able to see all your applications with status columns like 'Internship Applied', 'Waitlisted', 'Offer Received'



INTERNSHIP ID	INTERNSHIP TITLE	SECTOR	AREA/FIELD	STATE / UT	DISTRICT	INTERNSHIP APPLIED	OFFER RECEIVED	OFFER ACCEPTED	WAITLISTED
MIS-2024-40	Sales Executive	Leather and products	Sales & Marketing	GOA	North Goa	Yes	No	No	No
MIS-2024-39	SHV	Automotive	Administration	ASSAM	Baksa	Yes	No	No	No

#### 48. Where can I see the count of my applications submitted

The count of utilised and left out opportunities out of 5 preferences will showcase on the top-right corner of the page.



ACTION	INTERNSHIP ID	STATE / UT	DISTRICT	SECTOR	AREA/FIELD	NO OF OPPORTUNITIES	NO. OF CANDIDATES ALREADY APPLIED
<a href="#">View</a> <a href="#">Withdraw</a>	PMIS-2024-10856	BIHAR	Patna	Automotive	Customer Care / Service	1	2

#### 49. How do I select Sector/Area/Field?

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.

An Area/Field is a specific area where organizations focus on functions or services. For example, Human Resources, Law, Sales & Marketing, Finance & Accounting etc.

You can select sector/Area as per your field of education, preference or area of expertise.

## 50. How can I check whether I am eligible for a particular internship?

You would need to click on the 'View' tab under the Action column against the opportunity. This will display as a pop up. The required qualification details are listed at the bottom along with the required skill set

The screenshot shows the 'PM INTERNSHIP SCHEME' application interface. A pop-up window titled 'Internship Details' is displayed over a list of opportunities. The pop-up contains the following information:

Internship Details			
Internship Title :-	Engineering Graduate Internship	Sector :-	Oil, Gas & Energy
Area/Field :-	Operations Management		
No. of Opportunities :-	2	Preferred Gender :-	
Description :-	OPERATION and MAINTENANCE OF EHV / UHV SUB STATION		
Location Details			
State / UT :-	ASSAM	District :-	Kokrajhar
Qualification Details			
Qualification :-	Graduation	Course :-	B.Tech/B.E.
Specialization :-		Preferred Skill(s) :-	Attention to detail, Multi Tasking, Active Listening, Flexibility

The background interface shows a sidebar with 'Candidate Dashboard', 'Candidate Profile', 'View & Apply Internships', 'Orivance', and 'Refer a Friend'. The main area displays a table of opportunities with columns for 'SR. No.', 'The int', 'Select', and 'Action'. A table on the right shows 'FIELD' and 'NO OF OPPORTUNITIES'.

## 51. Will I be notified about my application status?

You can check on the consent for SMS and WhatsApp to receive updates, information and notification, before you submit your application

The screenshot shows the 'PM INTERNSHIP SCHEME' application interface with a 'Consent' pop-up window. The pop-up contains the following text:

On higher display

8) I have not completed apprenticeship training under National Apprenticeship Promotion Scheme (NAPS) and/or National Apprenticeship Training Scheme (NATS) at any point.

9) I understand that an internship opportunity offered to me under the PM Internship programme does not guarantee full time employment or will result in a full-time employment.

☒ I hereby certify that the information provided in this application is true, complete, and accurate to the best of my knowledge and belief. I understand that any false statements, omissions, or misrepresentations may result in the rejection of my application for internship and action as per the code of conduct policy.

**Consent**

I hereby give my consent to receive information, updates, and notifications through my preferred communication channels (Tick on appropriate boxes):

☐ SMS

☐ WhatsApp

☒ I understand that this information may include newsletters, promotional material, scheme updates and other relevant communications. I acknowledge that I can withdraw this consent at any time by opting out through the available unsubscribe options.

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

**Submit**

The background interface is similar to the previous screenshot, showing the 'PM INTERNSHIP SCHEME' application interface with a sidebar and a table of opportunities.

## OTHER QUESTIONS

### **52. Is there a guarantee of employment after completing the internship?**

No, the PMIS does not guarantee employment after completing the internship. However, companies may choose to offer employment to interns who demonstrate exceptional performance during their tenure. It is important to note that an internship offer does not create any contractual or legal employer-employee relationship between the Ministry, the company, and the intern. Additionally, the internship should not be construed as an offer or promise of future employment by either the company or the Ministry.

### **53. Can I extend the internship beyond 12 months?**

No, the internship duration is fixed at 12 months. Extensions are not permitted under the PM Internship Scheme.

### **54. Can I take leaves during my internship?**

Yes, you can take leaves in accordance with the partner company's policies.

### **55. Will I get holidays?**

Yes, selected candidates will be eligible for holidays as per their company's holiday list.

### **56. In case of a medical or any other emergency, what do I do?**

In such cases, interns may be granted a sabbatical (break) of up to two months, subject to company's policies.

### **57. Can I rejoin the internship after a sabbatical (break)?**

Yes, interns may rejoin and complete the remaining duration of the 12-month internship period if the break does not exceed two months.



**58. What happens if the sabbatical (break) period is more than two months?**

If the sabbatical (break) is more than two months, the intern will be required to discontinue the internship. The candidate may then reapply in the next internship offer cycle.

**59. If I take a sabbatical (break) of less than two months, will I still get an internship certificate?**

Yes, if the sabbatical (break) is less than two months, the candidate will still receive a certificate after the completion of internship as per the satisfaction of the company.

**60. Can I request for a sabbatical (break) for reasons other than medical emergencies or family-related issues?**

A sabbatical (break) may be granted in case of family emergency such as the demise of a family member, or such extenuating and emergency circumstances. Interns should consult with their supervisor or mentor to discuss their specific situation. The final decision of granting / not granting the break will rest with the company.

**61. What happens if I need to leave the internship (drop out) before completion?**

If an intern drops out of the internship before completion, he/she must inform his/her supervisor and the program coordinator.

**62. Will I still get an internship certificate if I leave before completion (drop out)?**

No, interns who drop out of the internship will not receive the completion certificate.

**63. Can I apply again to other internships after leaving my current internship?**

If you leave your current internship before completion, you will not be allowed to apply for any other internship under the PM Internship Scheme for a period of one year from the date of your joining.

**64. Can I reapply for an internship after the one-year period?**

Yes, dropped-out interns are eligible to reapply for an internship under the PM Internship Scheme after a year.

**65. Will there be any training provided before the internship starts?**

No. Relevant training will be provided as part of every internship under the PM Internship Scheme.

**66. Are there any performance evaluations during the internship?**

Yes, interns will be evaluated periodically based on their performance, attendance, and adherence to company policies. Feedback will be provided to help interns improve and grow professionally. These evaluations will be carried out by the partner companies.

**67. What kind of projects will I work on as an intern?**

Interns will work on a variety of projects depending on the company's needs and the intern's skills.

**68. What kind of clothes should I wear during my internship?**

Dress code requirements may vary depending on the company. Generally, interns would be expected to dress professionally and adhere to the company's dress code policies.

**69. Will I receive a certificate after completing the internship?**

Yes, interns who successfully complete the internship will receive a certificate of completion under the PM Internship Scheme from the Partner companies.

**70. How will the Ministry recognize interns for their performance?**

The Ministry will establish a transparent process to recognize and award interns based on their exceptional performance, innovation, and other criteria.

**71. How would my grievance or queries be resolved?**

Interns can submit their grievances or queries through the grievance redressal tools on the Internship Portal, including chatbots. Additionally, a multilingual call center will be available to address grievances received through the helpline. The system will facilitate easy registration of queries, real-time tracking, and updates on the resolution status.

## FAQ FOR INDUSTRY/COMPANY

### CRITERIA FOR PARTICIPATION

#### **72. What are the criteria for shortlisting the Top 500 companies for the PM Internship Scheme?**

The top 500 companies have been identified by the Ministry based on their average CSR expenditure of the last three years.

#### **73. My company is not included in the initial list of 500 companies. Can we still participate in the Prime Minister Internship Scheme?**

Yes, companies, banks, or financial institutions that are not part of the initial 500 companies may still participate in the scheme. However, they must obtain approval from the Ministry of Corporate Affairs, which will assess their inclusion based on the representation of sectors and regions underrepresented in the scheme.

#### **74. My company cannot directly provide internships. What other options do I have?**

If a company is unable to offer internship opportunities directly, it may still participate in the Prime Minister Internship Scheme by tying up with:

- ▶ Companies in its forward or backward supply chain (e.g., suppliers, customers, or vendors).
- ▶ Other companies or institutions within its group.

### INTERNSHIP DETAILS

#### **75. Can the internship be extended beyond 12 months?**

The internship duration is fixed at 12 months. Extensions are not permitted under the Prime Minister Internship Scheme.

**76. Is it mandatory for the companies to provide training to interns?**

Yes, it is mandatory for the companies to provide relevant training to interns. Additionally, the companies must ensure that at least half of the internship period must be spent in the actual working environment, and not in training.

**77. Are companies required to assign supervisors or mentors to interns?**

Yes, companies must assign supervisors or mentors to each intern upon joining. Additionally, companies are encouraged to provide or enhance the soft and employability skills of each intern.

**78. Do interns qualify as employees under the extant labour laws?**

It is clarified that an offer of internship would not give rise to any contractual or legal relationship of employer-employee between the Ministry, or the concerned company, and the selected intern. It is further clarified that such an offer of internship can neither be construed to be in the nature of an offer or promise of future employment by the company or Ministry, during or after the period of internship. Further, Ministry of Labour in its OM dated 27.09.2024 has clarified that for the purpose of PM Internship Scheme, interns do not qualify as employees. The said O.M. is attached in Annexure-I.

## FINANCIAL ASSISTANCE TO INTERNS

### **79. What will be the break-up of the monthly financial assistance to be given to interns?**

Interns will receive a monthly assistance of ₹5,000 for the entire duration of the 12-month internship. Of this amount:

- ▶ The company will release ₹500 each month from its CSR funds, based on the intern's attendance, conduct, and relevant company policies.
- ▶ The government will then pay ₹4,500 directly to the intern through Direct Benefit Transfer (DBT) to the intern's Aadhaar-seeded bank account. The company may provide additional monthly assistance from its own funds.

### **80. Can a company provide more than ₹500 as monthly assistance to the interns?**

Yes, if a company wishes to provide more than ₹500 as monthly assistance, it can do so from its own funds, in addition to the ₹500 covered by CSR funds.

## INSURANCE COVERAGE TO INTERNS

### **81. Are the companies liable to provide insurance coverage to interns?**

No, the companies are not liable to provide insurance coverage to interns. Each intern will be covered under the Government of India's insurance schemes:

- ▶ Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)
- ▶ Pradhan Mantri Suraksha Bima Yojana (PMSBY)

The premium for these insurance schemes will be paid by the Government of India. The company may choose to provide additional accidental insurance coverage to the interns.

## INTERNSHIP POSTING

### **82. How can companies post internship opportunities?**

Partner companies will be provided with a dedicated dashboard on the portal where they can directly post their internship opportunities.

### **83. What information should be included in the internship posting?**

Internship postings should include details such as:

- Location of the internship
- Roles and Functions of internship
- Minimum educational qualification required
- Any facilities provided by the company (e.g., accommodation, transportation, food etc.)

### **84. Can Partner Companies edit or remove their posted internship opportunities?**

Yes, Partner Companies will have the option to delete or edit an internship opportunity in case of any error in initial posting of the opportunity. However, it is important to note that these alterations must be made within the specified window for posting the internship opportunity.

### **85. What type of internship roles can be posted by company on the portal?**

The company must post those internship roles which would encourage skill enhancement of interns. Companies should not offer internships for roles that do not involve skilling, such as cleaning, delivery, porter, security guard, or office boy.

### **86. How does the company confirm an intern's participation in the scheme?**

Once an intern joins the internship, the company must confirm their participation on the portal.

**87. Is there any mechanism available to companies to deal with cases of misbehaviour/ underperformance/absenteeism of the intern?**

Yes, the interns may be required to sign a statement of declaration which would clearly state that in case of any misbehaviour/misdemeanour/absenteeism, the company can terminate their internship. As a part of the grievance redressal mechanism, one nodal person from the company can be assigned to raise such issues through the PM Internship Scheme portal.

**88. Would the companies be required to devise a monitoring and evaluation framework of interns?**

Yes, the companies can devise a monitoring and evaluation framework to assess the performance of interns and provide them with regular feedback. The mechanism can also be used to decide on the future employability prospects of the intern.

**89. What are the sources of recruiting interns for this scheme?**

The company can recruit the interns from the designated portal only. The list of potential candidates matching the job description as specified by the company would be reflected on the portal. The algorithm of the portal would reflect a probable list of candidates, which would be approximately twice or thrice the number of internship openings. The companies can exercise their discretion in selecting the candidates from the portal.

**90. Does an internship offer create an employer-employee relationship?**

No, an internship offer does not establish an employer-employee relationship between the Ministry, the concerned company, and the selected intern.

**91. Can an internship offer be construed as a promise of future employment?**

No, an internship offer cannot be interpreted as a promise of future employment by the concerned company or the Ministry, either during or after the internship period.



**92. Are interns required to follow the rules and regulations of the establishment?**

Yes, interns must adhere to the rules and regulations of the establishment, including those related to timings, holidays, leaves, conduct, and discipline.

**RECOGNITION OF PERFORMANCE**

**93. How can companies recognize outstanding interns?**

Companies may recognize outstanding interns in several ways, such as:

- Publicly acknowledging their achievements on the company's website or social media.
- Featuring them in company newsletters or success stories.
- Providing awards or certificates.
- Offering opportunities for further development or advancement

**94. How will the Ministry recognize the companies for their performance?**

The Ministry will establish a transparent process to recognize and award companies based on their exceptional performance, innovation, and other criteria.

**CASES OF DROP-OUTS**

**95. What happens if an intern withdraws or drops out of the internship before completion?**

If an intern withdraws or drops out, the company must communicate this information to the government via the portal by marking the intern as a "Dropout." This will prevent further payments from being disbursed to the candidate.

**96. What are the general criteria for considering an intern as a dropout?**

An intern may be considered a dropout if they:

- ▶ Stop attending to their internship requirements suddenly and without notice.
- ▶ Fail to respond or rejoin despite two attempts at communication by their mentor or supervisor.
- ▶ Express an unwillingness to continue.

## **INTERNSHIP MODALITIES**

**97. Will company guidelines govern the leave policy of interns?**

Yes, the leave policy for interns will be governed by the company's internal guidelines. This may include policies for sick leave, casual leave, and other types of leave.

**98. Can interns take a sabbatical?**

In exceptional circumstances such as medical emergencies or family emergencies, interns may be granted a sabbatical of up to two months in accordance with company policies and/or directives from the Ministry.

**99. Will interns receive financial assistance during a sabbatical?**

No financial assistance will be provided during a sabbatical period.

**100. What happens if an intern's sabbatical exceeds two months?**

If the sabbatical period exceeds two months, the intern will be required to discontinue their internship and may reapply in the next internship offer cycle.

**101. Are the companies liable to provide facilities such as accommodation, transportation, canteen etc.?**

Companies are not obligated to provide facilities such as accommodation, transportation, or canteens to interns. However, they have the flexibility to offer these facilities if they deem it necessary or beneficial.

## CERTIFICATE OF COMPLETION

### **102. Do the companies have to provide a Certificate of Completion to interns?**

Yes, the companies must provide a certificate of Completion to the interns. It must also be ensured that the certificate is only disbursed by the partner company.

## PORTAL QUESTIONS

### **103. What user types are allowed to access the portal from the industry/company side?**

The following user types have access to the portal:

- ▶ **Company Admin:** Responsible for setting up the company profile and assigning a Nodal Officer for the company and network entities and overseeing the company's internship plan.
- ▶ **Nodal Officer:** Serves as the single point of contact with the Ministry of Corporate Affairs (MCA), manages the internship plan, assigns HRs, and handles grievances.
- ▶ **HR:** Manages internship postings, oversees applications, and assigns mentors.
- ▶ **Supervisor/Mentor:** Point of Contact for interns. Responsible for managing the day-to-day activities, learning and development and workstreams of the interns.

### **104. What is the role of a Nodal Officer?**

The Nodal Officer serves as the single point of contact for all communication w.r.t. the Prime Minister Internship Scheme. They manage the company's internship plan, assign HRs, and act as the appellate authority for grievances.

**105. What is the recommended number of interns which can be assigned to one HR?**

The Ministry of Corporate Affairs (MCA) recommends a ratio of 1 HR for every 100 interns.

**106. Can network entities post internships on behalf of the parent company?**

No, group companies, subsidiaries, associated contractors, vendors, and distributors cannot post internships on behalf of the parent company. They can only post internships for their own organisation.

**107. How can Company Admins view grievances registered by candidates?**

The Admin User can check for grievances registered in the system by a particular candidate against the Parent Company or the Group Entity.

**108. Can HR users see the number of supervisors created for their company?**

Yes, HR users can view the number count of supervisors created for their company.

No.S-65025/01/2024-SS-II  
Government of India  
Ministry of Labour & Employment  
Social Security Division  
\*\*\*\*\*

Shram Shakti Bhawan, New Delhi  
Dated 27<sup>th</sup> September, 2024

Office Memorandum

Subject:- Legal clarification for the PM Internship Scheme regarding applicability of Labour Laws on Interns-reg.

The undersigned is directed to refer to Ministry of Corporate Affairs' communication No. F. No. CSR-13/29/2024 dated 18.09.2024 on the above mentioned subject and to state that the issue has been examined in the light of provisions of EPF & MP Act, 1952, in consultation with EPFO.

2 It is stated that EPF contribution is payable in respect of employees employed for wages in accordance with the terms of the contract employment (section 2(f) and 2(b) of the Act). The Payment of Wages Act 1936 also, states that wages are paid in accordance with terms of employment, express or implied.

**"Thus, the terms of engagement of a person with an establishment is the crucial determinant whether the amount being paid will qualify as wages or not."**

3. Reference is also invited to M/o Corporate Affairs' letter dated 18.09.2024 wherein it has been stated as *"The internship would not entail employment for wages in any kind of work. Further, the internship allowance of Rs 4500 is to be paid by the Government of India directly to the account of the intern"*.

4. In view of the aforesaid provisions and above observation of M/o Corporate Affairs, for the purpose the PM Internship Scheme (PMIS), *prima-facie* interns do not qualify as employees.

This issues with the approval of Competent Authority.



(Sudesh Kumar)

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