

**F.No-CSR/13/35/2024**  
**Government of India**  
**Ministry of Corporate Affairs**  
**(PMIS Cell)**

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Maan Singh Road,  
New Delhi – 110001

Dated: 12.03.2026

**Office Memorandum**

**Subject: Guidelines for "Prime Minister Internship Scheme (PMIS) - Pilot Project (Financial Year 2025-26 & 26-27)"**

The Prime Minister Internship Scheme was announced in the Budget 2024-25 with the aim of providing internship opportunities to youth, in Top Companies. Through this Scheme, youth will gain exposure to real-life business environment, across varied professions and employment opportunities.

2. As an initiation of this Scheme which involves multiple stakeholders and innovative concepts of skilling, a Pilot Project of the Scheme targeted at providing 1.25 lakh internship opportunities was launched in the Financial Year (FY) 2024-25. The top companies for this Pilot Project were identified based on the average CSR expenditure of the last three years.

The Pilot Project of PM Internship Scheme was implemented across two rounds during FY 2024-25 and 2025-26. The Pilot Project has now been extended till December 2026, with a target of providing 1.10 lakh internship opportunities. Participation of the companies in this Pilot Project of the Scheme is voluntary.

3. Internship, for the purpose of this Pilot Project is envisaged as 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 in 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.

Interns, for the purpose of this Pilot Project, are not to be treated as employees as clarified by the Ministry of Labor and Employment vide its OM dated 27.09.2024.



4. The Scheme is distinct from all the existing schemes related to skill development, apprenticeships and internship etc. being implemented in the States & Union Territories and will run independently of all such Central/State schemes.

## **5. Salient Features of the Pilot Project Extension**

**5.1 Internship Duration:** Duration of the Internship shall be either 6 or 9 months depending on nature of internship, sector and company requirement. At least half of the internship period must be spent in the actual working experience/ job environment, and not in the classroom.

It is clarified that internship duration for the existing interns of the pilot project will remain 12 months.

### **5.2 Eligibility criteria for candidates**

**5.2.1 Age:** Youth aged between 18 and 25 (as on the date of submission of application), belonging to Indian nationality, who are not employed full-time.

**5.2.2 Educational Qualifications:** Candidates who have passed High School, Higher Secondary School, possess a certificate from an ITI, hold a diploma from a Polytechnic Institute, or are undergraduates with degrees such as BA, B.Sc., B.Com, BCA, BBA, B.Pharm, B.E./B.Tech etc. or postgraduates with degrees such MA, M.Sc., M.Com, MCA, M.Tech etc. are eligible to apply.

Candidates must not be engaged in full-time education. However, candidates enrolled in online or distance learning programs or candidates enrolled in the final year of full-time graduation or post-graduation are eligible to apply. Guidelines regarding the inclusion of full-time, final year graduation and post-graduation students will be issued separately.

**5.2.3 Ineligibility criteria:** The following persons are ineligible to participate:

- (i) Graduates/Postgraduates from IITs, IIMs, National Law Universities, IISER, NIDs, IIITs and IISc.
- (ii) Those having qualifications such as CA, CMA, CS, MBBS, BDS, MD, MS, MBA or equivalent, MPhil and PhD.
- (iii) Those undergoing any skill, apprenticeship, internship or training program under Central Government or State Government schemes.
- (iv) Those who have completed apprenticeship, training under National Apprenticeship Training Scheme (NATS) or National Apprenticeship Promotion Scheme (NAPS) at any point.
- (v) If the income of any of the family members of the candidate exceeds Rs 12 lakh in the preceding FY as on the date of submission of application.

(vi) If any member of the family is a permanent/regular government employee.

**Note: For the purposes of the Pilot Project:**

- (i) "Family" means self, parents and spouse.
- (ii) "Government" means Central and State Governments, UT administration, Central and State PSUs, statutory organizations, local bodies etc.
- (iii) "Employee" means regular/ permanent employees but does not include contractual employees.

**5.3 Criteria for the companies (Partner Companies) to participate**

**5.3.1** The following categories of Companies/Organizations are eligible to participate:

**A)** Partner companies that participated in the Pilot Project (Round 1 and Round 2) will continue to be eligible for the Pilot Project Extension. Further, Companies with CSR Expenditure in each of the last three Financial Years (FY 2024-25, FY 2023-24, and FY 2022-23), and meeting any one of the following criteria are eligible:

- i. The top 2000 companies based on the average CSR expenditure during the last three financial years
- ii. Annual turnover of more than ₹1,000 crores during the immediately preceding financial year
- iii. Net worth of more than ₹500 crores during the immediately preceding financial year
- iv. Companies from under-represented sectors

A detailed SOP including the selection criteria for companies coming under criteria (ii), (iii) and (iv) above shall be issued separately by Ministry of Corporate Affairs.

**B)** Additionally following Companies/Organizations are also eligible subject to approval of Ministry of Corporate Affairs

- i. Professional Associations/Institutions (e.g., ICAI, ICSI, ICMAI)
- ii. Selected MSMEs through Sectoral Associations
- iii. Global Capability Centres (GCCs)
- iv. Special Economic Zones (SEZs)
- v. Companies nominated by State Governments/Union Territories
- vi. Statutory Authorities such as AAI, Shipping Corporation of India etc.

A detailed SOP will be issued separately outlining onboarding and implementation mechanisms for the Companies/Organizations stated above in category B.

**5.3.2 Partner Company** may provide such internship opportunities in its own company or it may tie up with:

- Companies/MSMEs in its forward and backward supply chain (e.g. Network Entities / Subsidiaries / Suppliers / Vendors etc.), or;
- Other Companies/Institutions in its Group.

**5.3.3 Maximum Ceiling to post Internship Opportunities:** The total number of Internship opportunities should not exceed 15% of the total strength of a Company / Organization including both regular and contractual staff on its payroll. In case of Network Entities / Subsidiaries / Suppliers / Vendors etc., the total strength should be considered individually and not consolidated with their partner/holding company. The Company / Organization / Network Entity / Subsidiary / Supplier / Vendor shall provide their total strength on self-declaration basis through the PMIS portal.

**5.4 Support and Benefits:** This is a Direct Benefit Transfer (DBT) Scheme. Details of the support, financial benefits and funding pattern under the Pilot Project of the Scheme are given below:

**5.4.1 Monthly assistance to the interns:** Monthly assistance of ₹9,000 will be paid to the interns for the entire duration of the internship. Out of this, every month the company will release ₹900, i.e. 10% of the total monthly assistance to each intern from the Company's CSR funds or own funds. Once the Company/Organization makes the payment, the Government will pay its share of ₹8,100 to the intern's Aadhaar seeded bank account through Direct Benefit Transfer. The company's share of ₹900 per month maybe proportionate to the intern's attendance and adherence to related company policies. The Government share will be pro-rated as per the amount paid by the Company/ Organization. The above amount of monthly assistance is also applicable for the active interns of the existing Pilot Project from March 2026 for their remaining duration of the Internship.

In case, any Company/Organization wishes to provide monthly assistance over and above ₹900, it may do so from its own funds. Partner Companies shall pay their share of monthly assistance and upload the payment details on the portal in a timely manner before the 5<sup>th</sup> of every month in accordance with O.M. No. CSR-13/35/2024 (PMIS) dated 01/09/2025.

**5.4.2 Grant for incidentals:** A one-time incidental grant of ₹6,000 will be disbursed to each intern in two tranches of ₹3,000 through Direct Benefit Transfer (DBT) by the government, the first tranche within 15 days of joining the internship, and the second tranche within 15 days of completion of 3 months of internship.

**5.4.3 Training cost:** Expenditures associated with the training of interns under the Pilot Project of the Scheme, would be borne by the Company/Organization from its CSR funds or own funds, as per the extant rules.

**5.4.4 Insurance coverage:** The government will provide each Intern with the Life and Personal Accidental Insurances offering coverage and benefits equivalent to those under of Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) and Pradhan Mantri Suraksha Bima Yojana (PMSBY). In addition, the company may also provide additional accidental insurance coverage to the interns.

**5.4.5 Administrative cost:** As covered under Companies (CSR Policy) Rules, 2014, up to 5% of the CSR expenditure incurred under this Pilot Project of the Scheme may be booked as administrative costs by the company. Companies/Organizations that incur administrative expenses but are not covered under the ambit of the CSR Rules may meet such costs from their own funds.

## **5.5 Implementation Mechanism**

**5.5.1 Implementation Structure:** The Ministry of Corporate Affairs as a nodal agency is responsible for planning, implementation, monitoring and evaluation at the central level. The implementation of this Pilot Project of the scheme will be supported by other stakeholders such as Industry Associations, Partner Companies/Organizations, State/UT Government and others. The stakeholder wise roles and responsibilities are described in Annexure – I.

**5.5.2** The pilot project of the Scheme will continue to be implemented through the online portal ([www.pminternship.mca.gov.in](http://www.pminternship.mca.gov.in)) developed by the Ministry of Corporate Affairs. The Portal serves as a centralized platform for end-to-end implementation and internship lifecycle management.

**5.5.3 Process for posting internship opportunities:** A dedicated account will be provided to each Partner Company on the Portal, for posting Internship opportunities. The Internship opportunities would contain details of the internships being offered, such as location, duration, nature of the internship, minimum educational qualification required, any additional incentives/facilities provided by the company, etc. The companies shall be able to post the internships throughout the pilot project period on a rolling basis.

**5.5.4 Registration/Application Process for the candidates:** Eligible candidates would have to register on the Portal. Based on the information provided by the candidates, a resume will be generated by Portal. A browsing facility will be made available to candidates for preferred sectors, functional roles, locations, and other criteria. Candidates may apply for internship opportunities based on their preferences, including location (state, district),

sector, functional role and qualifications. The candidates will be able to register and apply for internships throughout the pilot project period on a rolling basis.

**5.5.5 Shortlisting and Selection:** A pool of candidates would be shortlisted for each internship opportunity through the Portal. The shortlisting process will be based on the candidates' preferences and the requirements posted by the companies. In the shortlisting process, criteria that ensure broader representation across the applicant base will be considered. The shortlisting criteria is aimed at promoting diversity and social inclusiveness in the internship program. To ensure the above, the Portal will use tools to give representation to all such segments of the population, such as Scheduled Castes, Scheduled Tribes, Other Backward Classes as well as Persons with Disabilities. Depending on the number of internship opportunities and number of applications received, the applications will be shortlisted and sent to the company for selection. Companies would be able to select candidates and make internship offers based on their respective selection criteria and processes. Once an offer is sent by the company to the candidate, the candidate will be able to convey acceptance through the Portal. A Detailed Implementation Mechanism for the Pilot Project is given in Annexure-II. This mechanism would be subject to changes as prescribed by Ministry of Corporate Affairs.

**5.5.6** 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 company concerned, 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 concerned company or Ministry, during or after the period of internship.

**5.5.7 Operational Guidelines:** Detailed operational guidelines for the companies and the youth to participate in the Pilot Project will be provided on the Portal.

**5.6 Recognition of Best Practices:** The Ministry will recognize and award Partner Companies/Organizations and States/UTs for their exceptional performance, innovation, and other criteria based on the processes and norms, as specified in O.M. No. 27/09/2025-PMIS Cell dated 17/12/2025 and 30/01/2026 for partner companies and O.M. No. 27/09/2025-PMIS Cell dated 17/12/2025 for States/ UTs.

**5.7 Grievance Redressal Mechanism:** A Grievance redressal mechanism is in place to address the concerns and issues faced by stakeholders and ensure a timely resolution and enhance overall satisfaction of the users. The key features of the grievance redressal system are listed below:

- (i) **Portal:** All stakeholders including interns, companies, etc. can submit their queries or grievances via the query redressal tools including chatbots linked to the Portal.

These tools are envisaged to facilitate easy registration of the queries, real time tracking, and updates on the resolution status.

**(ii) Dedicated call Centre:** A multilingual call center is in place to address grievances and queries received through the helpline.

## **6. Administrative and Monitoring framework**

**6.1** A Monitoring and Steering Committee (MSC) is in place to oversee design, implementation, operations, and other aspects of the Pilot Project of the Scheme. The MSC comprises of officers from MCA, other Ministries/ Departments and representatives from the States/UTs and industry. The MSC is empowered to make recommendations including but not limited to any modifications in the guidelines, eligibility, selection criteria, communication and outreach strategy, monitoring, evaluation, etc. of the Pilot Project. The Ministry may also constitute any other committee(s) for effective implementation, review, and coordination.

**6.2** MCA will continue to closely monitor and evaluate the outcomes of the Pilot Project through existing feedback mechanisms set up through the portal/ call center and concurrent studies conducted by independent third parties. A dashboard indicating key performance indicators (KPIs), periodic data reports has been developed to regularly monitor and evaluate the end-to-end implementation across all fronts. A comprehensive concurrent monitoring, evaluation and learning (MEL) framework shall be issued so that timely corrective actions may be taken by all stakeholders.

**6.3 Call Centre:** A multilingual call center has been established to address queries and grievances, collect feedback on the internship experience, and proactively nudge candidates to accept offers and join internships through an integrated inbound and outbound calling system.

**6.4 Direct Benefit Transfer:** An automated Direct Benefit Transfer (DBT) system has been enabled through integration of the PMIS portal with NPCI and PFMS to ensure seamless and timely processing of the one-time assistance and monthly assistance.

**7. Communication, Awareness and Capacity Building:** Communication, advocacy, and capacity-building initiatives will be undertaken to effectively promote the Pilot Project of the Scheme to raise awareness and highlight its benefits. FAQs, user manuals, instructional videos, and informational materials will be provided on the Portal to facilitate participation of candidates and industry.



**8. Coordination with the State Governments:** Coordination with the State Governments/ PRIs/ ULBs would be done as per requirements.

**9. Learnings from the Pilot Project:** Keeping in mind the volume and complex nature of the Scheme, Pilot Project Extension is a pivotal phase that allows testing of concepts, strategies and systems before full-scale implementation. Based on the feedback received and evaluation of outcomes during the implementation of the Pilot Project Extension, lessons drawn shall be collated by the Ministry. The same will be factored in while rolling out the first phase of the PM Internship Scheme, as announced in the Budget 2024-25.

**10.** This issues with the approval of Hon'ble Minister of Corporate Affairs.

  
12/03/2026  
(Balamurugan D)

**Joint Secretary**

**To,**

1. Director General of Corporate Affairs, Ministry of Corporate Affairs
2. All Regional Directors and
3. All Registrar of Companies

**Copy to:**

1. Secretary, Ministry of Electronics & Information Technology
2. Secretary, Ministry of Housing and Urban Affairs
3. Secretary, Department of Public Enterprises, Ministry of Finance
4. Secretary, Coordination, Cabinet Secretariat
5. Secretary, Ministry of Labour & Employment
6. Secretary, Ministry of Skill Development & Entrepreneurship
7. Secretary, Department of Expenditure, Ministry of Finance
8. Secretary, Ministry of Micro, Small & Medium Enterprises
9. Secretary, Department of Higher Education, Ministry of Education
10. Secretary, Department of Financial Services, Ministry of Finance
11. Secretary, Department of Economic Affairs, Ministry of Finance
12. Secretary, Department of Commerce, Ministry of Commerce and Industry

13. Secretary, Department of Youth Affairs, Ministry of Youth Affairs & Sports
14. CEO, NITI Aayog
15. All the Chief Secretaries of the State Governments/UTs with the request to nominate a nodal officer for the Scheme.
16. PS to Hon'ble Minister of Corporate Affairs
17. PS to Hon'ble Minister of State of Corporate Affairs
18. Chief Controller of Accounts, M/o Corporate Affairs
19. Guard File



## Annexure – I

The Stakeholder wise Roles & Responsibilities for the implementation of the Pilot project of the scheme are described below:

S.No	Stakeholders	Roles and Responsibilities
1	Ministry of Corporate Affairs / Office of Regional Directors / Registrar of Companies	<ul style="list-style-type: none"><li>● Plan, Execute, Monitor &amp; Evaluate the Pilot Project of the Scheme across all levels</li><li>● Convergence with Central &amp; State Governments</li><li>● Development of the PMIS portal &amp; Mobile Application and Maintenance of Central Data repository</li><li>● Collaboration with Partner Companies / Organizations &amp; Industry Associations</li><li>● Development of Scheme Guidelines for Pilot Project, Standard Operating Procedures &amp; Operation Manuals</li><li>● Fund disbursement to the beneficiaries as a Direct benefit Transfer authenticated by Aadhaar</li><li>● Carry out Information, Education &amp; Communication campaigns to improve Pilot Project of the scheme outreach &amp; awareness</li><li>● The Office of Regional Directorates &amp; Registrar of Companies will conduct targeted mobilization drives based on location and qualification required for Internship Opportunities within their jurisdiction in coordination with State Governments and PMIS partner companies on an ongoing basis.</li></ul>
2	Partner Companies	<ul style="list-style-type: none"><li>● Establish PMIS Cell to implement the Pilot Project of the scheme</li><li>● Offering internship opportunities by identifying roles and learning outcomes aligned with company needs</li><li>● Select interns through the PMIS portal, including onboarding and issuing offer letters</li><li>● Provide workplace training, orientation and regular guidance through assigned supervisors</li></ul>

S.No	Stakeholders	Roles and Responsibilities
		<ul style="list-style-type: none"> <li>● Monitor intern progress and report outcomes, including quarterly performance reports</li> <li>● Issue participation &amp; completion certification as per the Pilot Project scheme guidelines.</li> <li>● Resolve grievances effectively within the turnaround time.</li> <li>● Ensure compliance with scheme norms for the Pilot Project, maintain fair treatment, safety, and quality of internship experience</li> <li>● Partner Companies shall pay their share of monthly assistance and upload the payment details on the portal in a timely manner before the 5<sup>th</sup> of every month</li> <li>● Responsible for compliance with the requirements as specified in the guidelines in letter and spirit</li> </ul>
3	Industry Associations	<ul style="list-style-type: none"> <li>● Solicit the interest of eligible companies and assist their onboarding process</li> <li>● Spreading awareness through workshop/events.</li> <li>● Channeling the Industry feedback to improve the Pilot Project of the scheme</li> <li>● Capacity Building of participating companies</li> </ul>
4	State/UT Governments	<ul style="list-style-type: none"> <li>● Constitution of PMIS Cell and appointment of a State Nodal Officer, who will serve as the single point of contact between the State Government and the MCA/PMIS team</li> <li>● Supervise and guide District Nodal Officers (DNOs) to ensure effective district-level execution</li> <li>● Monitor registrations, internship allocation, joinings, and completions through regular MIS review</li> <li>● Convene review meetings with key departments (Skill, Higher Education, Industries, Labor, etc.) to ensure convergence and timely resolution of issues</li> </ul>



S.No	Stakeholders	Roles and Responsibilities
		<ul style="list-style-type: none"><li>● Escalate policy-level concerns and implement bottlenecks to the MCA team and ensure corrective action</li><li>● Coordinate and collaborate with MCA officials in Office of Regional Directorates &amp; Registrar of Companies in spreading awareness about PMIS amongst the target groups.</li><li>● Monitor the State PMU and ensure their effective functioning. The State PMU shall be supported by Ministry of Corporate Affairs, and its operational guidelines will be notified in consultation with the relevant stakeholders.</li></ul>



### Implementation Mechanism

Ministry of Corporate Affairs has developed the Portal available at [www.pminternship.mca.gov.in](http://www.pminternship.mca.gov.in). The Portal will serve as a centralized platform for end-to-end implementation of the Pilot Project and internship lifecycle management.

2. A broad overview of the Portal and other implementation processes is given below:

**2.1 List of Partner Companies:** The list of Partner Companies shall be displayed on the Portal.

**2.2 Internship opportunities:** Internship opportunities may be posted by the Partner Companies on the Portal based on their requirements. The Internship opportunities would contain details of the internships being offered, such as location, roles/ functions, duration, minimum educational qualification required, other special requirement, any additional incentives/ facilities provided by the company etc. The companies shall be able to post the internships throughout the pilot project period on a rolling basis.

**2.3 Candidate Registration and Profile Creation:** Candidates must first be registered on the Portal through Aadhaar authentication or e-KYC. Information such as name, address, educational qualifications, certifications (if any), nominee details and other relevant details are to be provided by the candidates as specified on the Portal. Proof of educational qualifications and certifications would have to be uploaded by the candidates. Additionally, candidates must submit a self-declaration on the Portal, affirming that all eligibility requirements specified in these guidelines are met and that none of the ineligibility criteria apply. Based on the submitted details, a Resume will be generated by the Portal for the candidate.

**2.4 Candidate Application:** After the Aadhaar authentication by the candidates, a browsing facility will be made available to candidates for browsing through internship opportunities, based on their preferred sectors, functional roles, locations, and other criteria. Based on their preferences, including location (state, district), sector, functional role, and qualifications, candidates may apply for internship opportunities as per the limit specified in the Operational Manual. The candidates will be able to register and apply for internships throughout the pilot project period on a rolling basis.

**Re-application after Dropout/Termination:** An intern who has been marked as a dropout\* by the participating company shall be permitted to apply afresh for an internship. Such a candidate shall be allowed a **maximum of one additional chance** to participate and join as an intern in the pilot project.

An intern whose internship has been terminated\*\* by the participating company shall not be permitted to participate in the pilot project again.

*\*A dropout typically refers to an intern who voluntarily leaves the internship before its completion due to personal reasons, academic commitments, or other factors.*

*\*\*A terminated intern is one who has been removed from the internship by the Company/Organization, usually due to performance issues and/or misconduct as per their internal policy.*

**2.5 Shortlisting of Candidates:** A pool of candidates would be shortlisted for each internship opportunity by the Portal. Depending on the number of internship opportunities, the applications will be shortlisted and sent to the company for selection. In the shortlisting process, criteria that ensure broader representation across the applicant base will be considered. The shortlisting criteria is aimed at promoting diversity and social inclusiveness in the internship program. To ensure the above, the Portal will use tools to give representation to all such segments of the population, such as Scheduled Castes, Scheduled Tribes, Other Backward Classes as well as Persons with Disabilities

**2.6** This pool of shortlisted candidates would then be forwarded to each company for selection.

**2.7 Selection of Candidates:** From the shortlisted group, companies would be able to choose candidates based on their respective selection criteria and processes. Internship offers to the candidates to be sent by the company through the Portal. Once an offer is sent by the company to the candidate, the candidate would be able to convey acceptance through the Portal. A model format for the Offer Letter will be available on the Portal for the companies to use.

**2.8 Internship Joining:** Once the candidate joins the internship, the company would confirm this on the Portal. This confirmation will initiate the release of the first tranche of ₹6,000 i.e. Rs. 3000/- as a grant for incidentals, which will be disbursed to the candidate by the government through Direct Benefit Transfer. The first tranche will be disbursed within 15 days of confirmation of joining the internship. The second tranche (i.e. Rs. 3000/-) will be released within 15 days of completion of 3 months of internship.

**2.9 Payment of Monthly Assistance:** Monthly assistance of ₹9,000 will be paid to the interns for the entire duration of the internship. Out of this, every month the company will release ₹900, i.e. 10% of the total monthly assistance to each intern from the Company's CSR funds or own funds. Once the Company/Organization makes the payment, the Government will pay its share of ₹8,100 to the intern's Aadhaar seeded bank account through Direct Benefit Transfer. The company's share of ₹900 per month maybe

proportionate to the intern's attendance and adherence to related company policies. The Government share will be pro-rated as per the amount paid by the Company/ Organization. The above amount of monthly assistance is also applicable for the active interns of the existing Pilot Project from March 2026 for their remaining duration of the Internship.

**2.10 Completion Certificate:** Upon successfully completing the full internship duration, a Certificate of Completion would be issued by the Partner Company to the intern through the portal. A model format of the Certificate will be available on the Portal. The Certificate shall be issued only by the participating Partner Companies.

**2.11 Participation Certificate:** Where an intern exits the internship early (drops out), a PMIS Participation Certificate through the portal may be issued upon request, provided the intern has completed at least half of the prescribed internship duration.

### **3. Guidelines for the Companies**

**3.1. Establish PMIS Cell:** Partner Companies/Organizations shall establish a PMIS Cell to manage the Pilot Project implementation processes. The PMIS cell may comprise of the following members:

- **Head of PMIS Cell:** Director / CHRO / equivalent senior officer who will act as **signing authority** and overall accountable officer for the participating Company/ Organization
- **HR Representative**
- **Finance Representative**
- **CSR Representative**
- **Technology / IT Representative, as required**

**3.2 Internship Posting:** Partner Companies shall post the internship opportunities detailing clear role descriptions, locations, internship duration, additional incentives/benefits and others. The company is expected to provide the person an actual working experience on a skill in which the company is directly involved. It shall be strictly ensured that at least half of the Internship period would be in the actual work/real-life business environment, not in classroom. The companies shall be able to post the internships throughout the pilot project period on a rolling basis.

#### **Companies are required to adhere to the following guidelines:**

- Partner Company may provide such internship opportunities in its own company or it may tie up with:
  - Companies/MSMEs in its forward and backward supply chain (e.g. Network Entities / Subsidiaries / Suppliers / Vendors etc.), or;
  - Other Companies/Institutions in its Group.

- Companies are advised not to prescribe qualifications higher than necessary for the internship.
- Companies must not offer internships for unskilled roles such as cleaning, delivery, porter, security guard, office boy etc.
- Companies are advised to ensure that the internship offered under PM Internship Scheme is separate from other skill / apprenticeship/ internship/ training programme offered by them under any other Central Government or State Government scheme.
- Participating Partner Companies are expected to steer the internship program and the different internship opportunities offered across their company and others in their forward and backward supply chain (e.g. suppliers/ customers/ vendors) or other companies/ institutions in its group.
- Companies may mobilize candidates from educational institutions based on their internal requirements.

**3.3 Application selection:** Companies are required to select the candidate through their own selection process, including assessments or interviews, as deemed appropriate. All actions relating to selection, rejection, or waitlisting of candidates shall be completed within the prescribed timelines and duly recorded on the PMIS portal to ensure transparency and monitoring. Companies must process all shortlisted applications sent to them through the portal and mark their relevant status on the portal i.e. Selected/ Rejected/ Waitlisted etc. The reason for rejection of candidates shall be recorded in the portal by Company.

**3.4 Issuance of Offer Letters:** Selected candidates shall be issued formal offer letters and provided with complete information relating to internship role, location, duration, additional benefits, reporting authority, and other joining formalities.

**3.5 Joining and Onboarding Process:** Partner Companies shall proactively communicate with selected interns to minimize offer lapses and no-shows, and confirmation of intern joining shall be updated on the PMIS portal. Supervisors or mentors must be assigned by the companies to each intern upon joining. Additionally, companies are encouraged to provide or enhance the soft and employability skills of each intern.

**3.6 Assisting Intern during the Internship:** The Partner companies shall ensure onboarding of interns through a structured induction program and timely assignment of mentors. Partner Companies shall monitor intern attendance and follow their own mechanism for assessing the candidates on a periodic basis. Training Plan and Quarterly Performance Report (QPR) for the candidates would have to be uploaded by the company on the Portal without fail.

In case an intern drops out of the internship before completion, the company must communicate this information to the government via the Portal by marking the intern as a 'Dropout'. This will ensure that no further payments are disbursed to the candidate, by the government. The company's standard policies regarding attendance, code of conduct, and dropout shall be applied.

Intern who has been extended a Placement Offer (PO) during the internship period and joins the organization shall not be treated as a 'dropout' intern.

**3.7 Termination of Interns:** The companies may terminate an intern if there are performance issues and/or misconduct as per their internal policy. The companies will be required to provide and record the reason for termination on the portal.

**3.8 Payment of Monthly Assistance:** Partner Companies shall pay their share of monthly assistance and upload the payment details onto the portal in a timely manner before the 5<sup>th</sup> of every month.

**3.9 Resolving Grievances:** All grievances raised shall be regularly resolved within the prescribed Turnaround Time.

**3.10** It is further 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 concerned company or Ministry, during or after the period of internship.

#### **4. Guidelines for the Candidates**

**4.1 Profile Registration:** Candidates are required to register on the PMIS portal by providing complete personal, educational, and contact details and clearing the E-KYC procedure.

**4.2 Application Process:** Registered candidates may browse and apply for internship opportunities posted by partner companies on the PMIS portal. Before applying, candidates should review the eligibility criteria, role description, location, and duration of the internship. Candidates shall be able to apply for internships throughout the pilot project period on a rolling basis.

**4.3 Selection and Acceptance:** Internship offers communicated through the PMIS portal must be accepted or declined within the stipulated time period. Once an offer is accepted, the candidate is expected to join the internship within the stipulated time.

**4.4 Joining the Internship:** After accepting an offer, candidates must join the internship on the date and at the location specified by the partner company or through the designated onboarding platform. Candidates are required to complete all joining formalities, including submission of necessary documents and verification of identity.

**4.5 Pursuing Internship:** Interns are expected to maintain discipline, punctuality, and professional conduct. Interns shall adhere to the rules and regulations of the establishment where the internship is undertaken, including those relating to working hours, holidays, leave, code of conduct, and workplace discipline. Interns should actively participate in assigned work and training activities to gain practical exposure and workplace skills and maintain regular attendance and satisfactory performance for successful completion of the internship.



**4.6 Sabbatical leave:** In case of a medical emergency, the demise of a family member, or such extenuating and emergency circumstances, a sabbatical of up to two months may be granted to the intern, in accordance with company policies and/or any directives issued by the Ministry from time to time. Internship duration will be extended to cover the sabbatical period. No financial assistance shall be provided during the sabbatical period; however, the intern shall be permitted to rejoin and complete the remaining duration of the internship period to cover for the sabbatical period. For Instance, if a candidate takes a one-month sabbatical during his/her internship of 6 months, then his/her total internship period will be extended by one more month.

**4.7 Dropout:** A dropout typically refers to an intern who voluntarily leaves the internship before its completion due to personal reasons, academic commitments, or other factors. The intern will be required to request for dropout through the PMIS portal. The dropout will only be confirmed after the approval of the participating company.

Any candidate who drops out from her/ his internship shall be allowed only one other opportunity to join an internship under PMIS. If the candidate drops out from her/ his second internship opportunity, then she/ he shall not be permitted to participate in the pilot project again.

**4.8 Termination:** An intern can be terminated by the participating Company/ Organization due to performance issues and/or misconduct as per the Company's/ Organization's internal policy. An intern whose internship has been terminated by the participating Company/ Organization shall not be permitted to participate in the pilot project again.

**4.9 Enhancing Employability:** Candidates are encouraged to use the internship experience to develop technical, professional, and soft skills relevant to their career aspirations.

**5. Recognition of performance:** Interns will undergo continuous evaluation of their performance and conduct by the companies in accordance with the companies' policies. To build confidence and create aspirational value for the Scheme, companies are encouraged to recognize the outstanding interns, and this recognition may be displayed on the companies' websites and on this Portal.

