PM Internship Scheme

Ministry of Corporate Affairs

PM internship
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User Manual for Youth

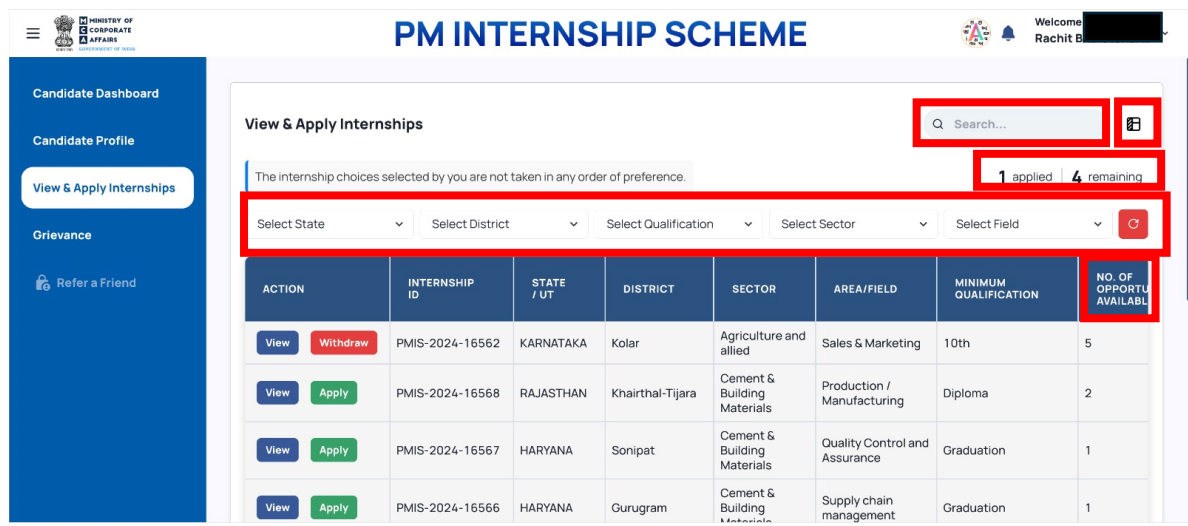## Internship Application

Content

INTERNSHIP APPLICATION

1.Internship Opportunities Section

This section will showcase how a candidate can view all the internship opportunities available to him/her and how to apply for those opportunities.

The names and the logos of the companies will not be visible in the internship opportunities, to ensure objective and transparent selection process.

a) In this **section** the **user** gets the opportunity to **select and apply** for **5 Preferred internships and** every preference will get equal weightage.

b) The user can **filter** the internships based on the different filters such as: **State, District, Sector, Area/Field** to get a result of his/her preference.

c) The candidate needs to select 5 internships as per various combination of filters for the internship search. The **table list** of internship opportunities has various columns like: Sr. No., Internship Id, State/UT, District, Sector, Area/Field, Number of Opportunities, Number of Candidates Already Applied and **Action (View, Apply and Withdraw)**

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

e) The candidate can view the number of candidates who are also applying for a particular internship opportunity.
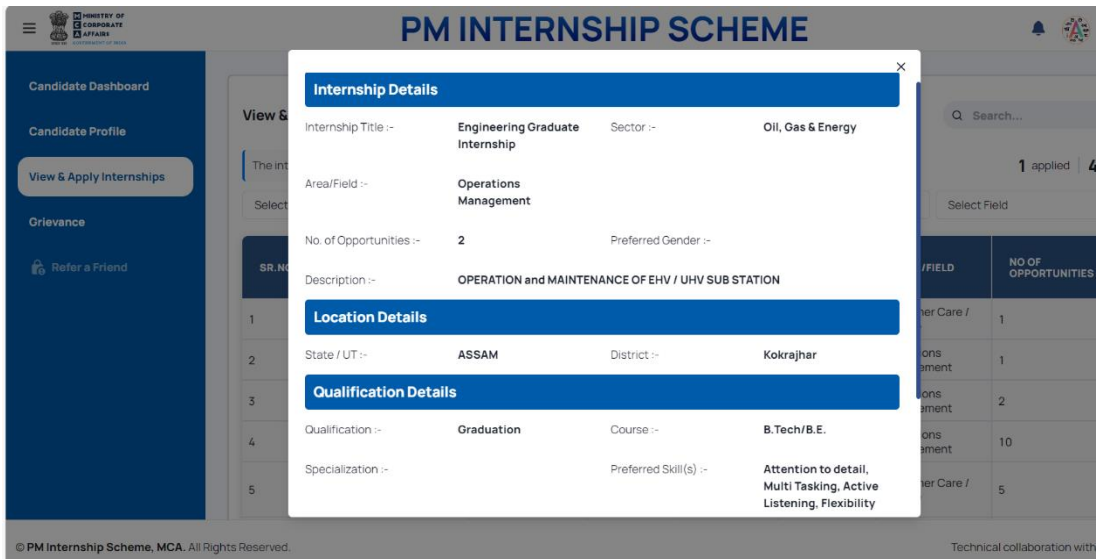

Following options are available to the candidates to segregate personalized Internship Opportunities:

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

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

3. **Qualification:** Candidates can filter the list of internship opportunities by qualification, like **10th, 12th, ITI, Diploma and Graduation**. The candidates should 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.

4. **Sector:** The candidate must select his/her **preferred sector** from the drop-down list, where he/she wants to take up an internship. **A sector refers to a specific segment that encompasses businesses and organizations involved in similar activities or functions. Examples of sectors include Automotive, Banking and Financial Services, FMCG, Healthcare, Infrastructure and Construction, IT and Software Development, Oil Gas & Energy, etc.** A candidate can select all sectors by clicking on the **Select Sector** in drop down list and can explore all opportunities.

5. **Area/Field:** The candidate must select his/her preferred **Area/Field** from the drop-down list, where he/she wants to take up an internship. **An Area/Field is a specific area where organizations focus on particular functions or services. For example, Human Resources, Law, Sales & Marketing, Finance & Accounting etc.** A candidate can select all Areas/Field by clicking on the **Select Area/Field** in drop down list and can explore all opportunities.

6. **Applied Count:** This field shows the candidate, the count of his applied internships out of 5 available options.

7. **Remaining Count:** This field shows the candidate, the count figure of his remaining applications for an internship out of 5 available options.

8. **Search**: This option lets the candidate to **search** for an internship based on the **Keywords** being entered by the user. *These keywords can be anything related to what the candidate wishes to search for. For*

example, roles like operator, technician etc., locations like Mumbai, Delhi, Chennai or skills like typing, driving, bookkeeping etc.

9. **Column Filter:** A candidate can create custom table of his/her choice by selecting the column filters of their choice. At the **top right corner** of the **internship opportunities** field the option for the column filters is available.

10. **View**: The candidate can click on the "**View**" icon to see the details of the internship which will display as a pop-up as shown in the below screenshot.

11. **Apply:** After going through the details of the internship the candidate needs to click on the **"Apply"** icon if he finds a particular internship opportunity suitable to him/her. The **Apply** icon present in the **Action** column of the Table List to apply for a particular internship.

12. **Withdraw:** The candidate can withdraw an application, by clicking on the **withdraw** button in the Action column.
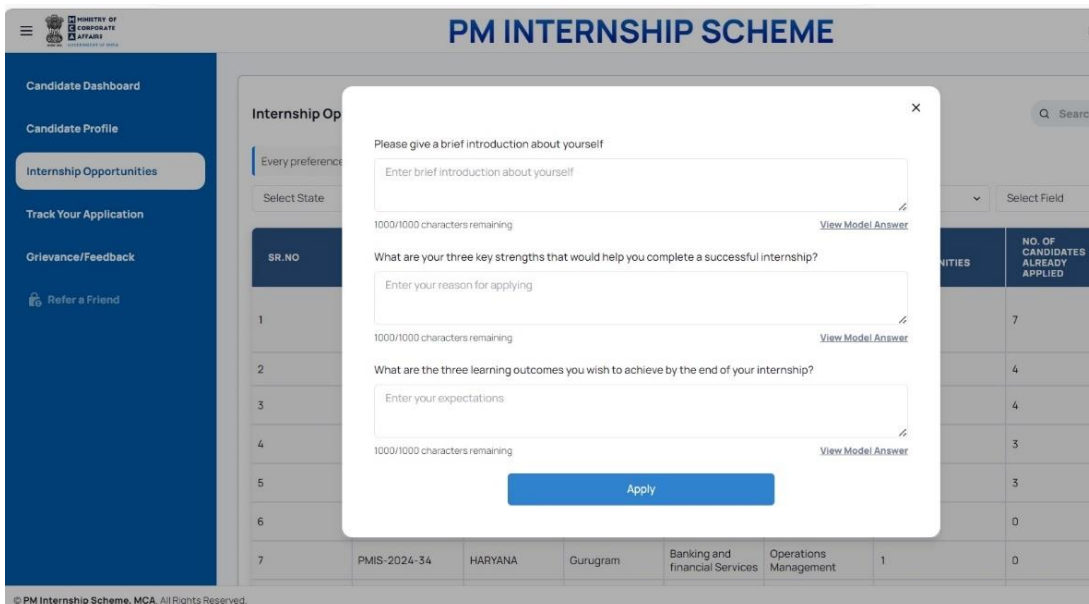

f) **Apply:** The candidate must click on the "**Apply**" icon to apply for a particular internship from the list of all internship opportunities as per his/her applicable filters.

g) After **clicking** on the **Apply** icon, the candidate will get a pop-up for the final application confirmation with 3 questions. The candidate shall enter the answer in the text field below the questions.

h) For the candidate's ease, model answers for these questions can be accessed by clicking on the **View Model Answer** icon below the text field. While answering

these questions is optional, it is encouraged that the candidates should provide their original answer to these questions to aid the selection process.

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

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

k) After clicking on **Apply**, the **candidate** will then see a pop-up for the **Declaration** and **Consent.** The candidate must check mark the checkbox after reading the declaration points thoroughly.
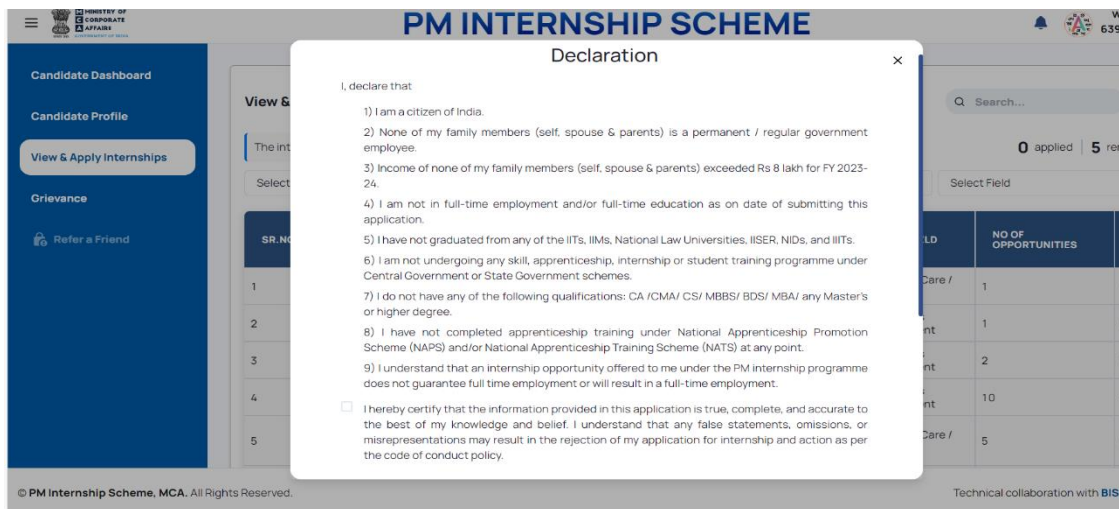
l) The candidate can also check mark for his consent for **SMS** and **WhatsApp** notifications, if interested.
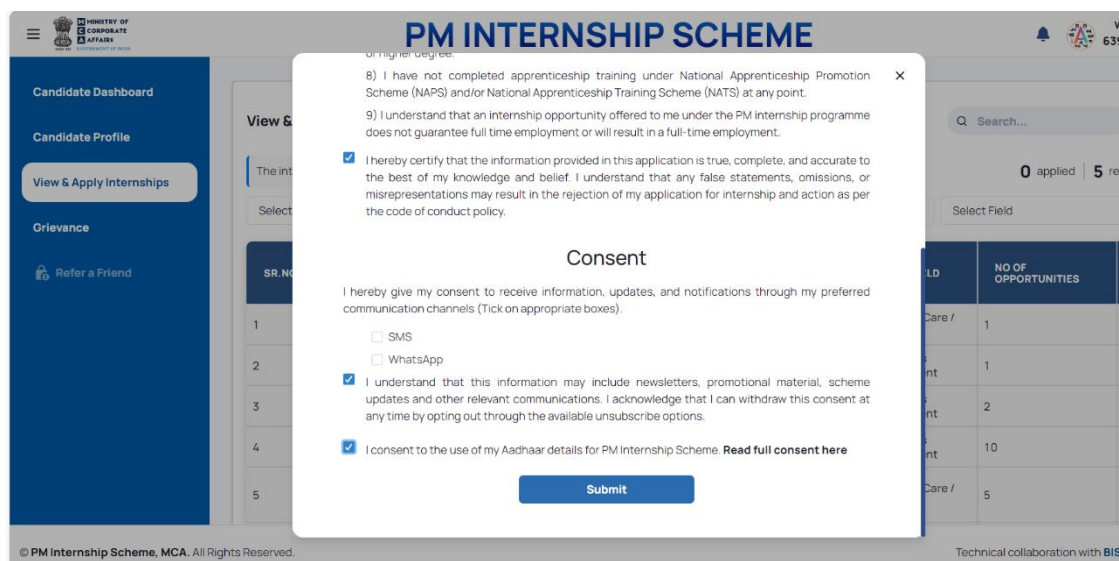
m) The candidate should check mark other consents after carefully reading the **Full consent**.

n) The candidate must click on the **Submit** icon, to complete his application for the internship.
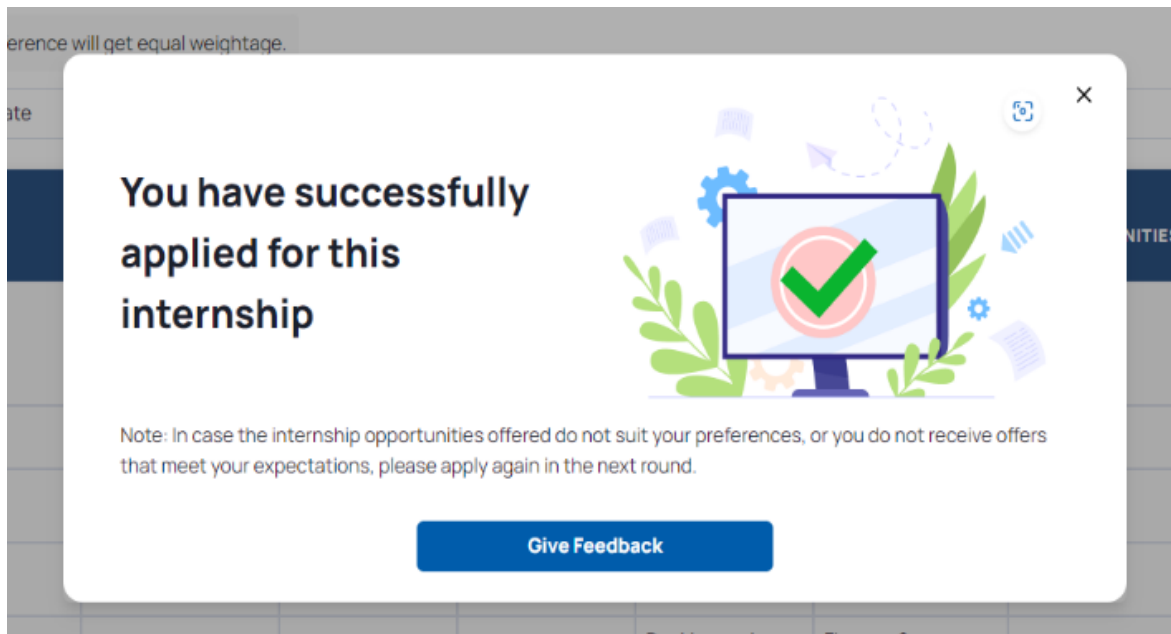
o) The candidate can **Give Feedback** for his application by clicking on the Give Feedback Pop-Up, once he completes the internship application. The candidate
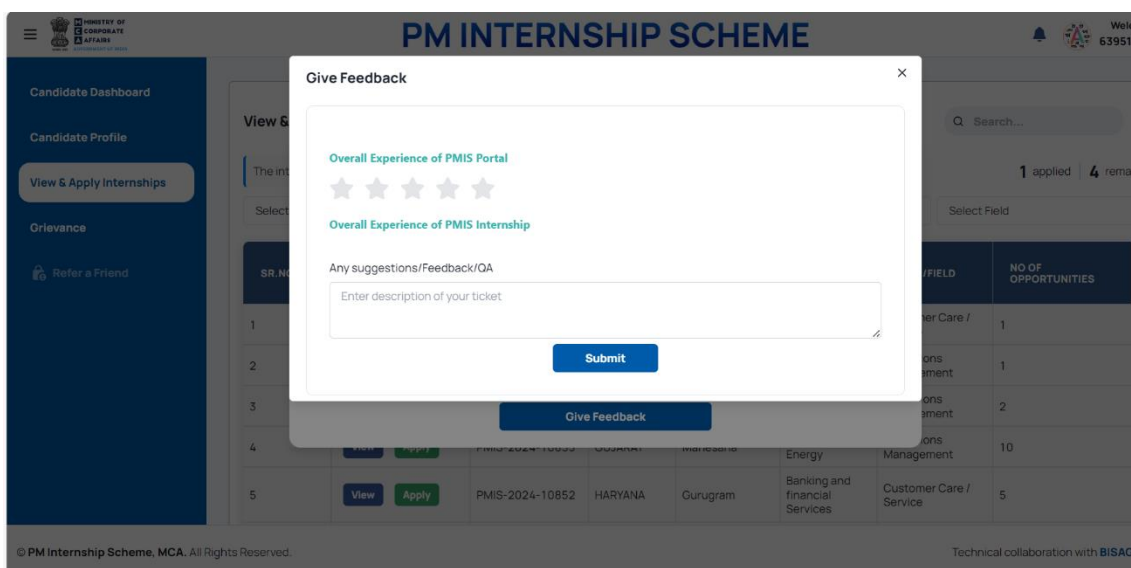
must select the stars as per their liking and can write **Any suggestions /Feedback /QA** in the text box and click on **Submit** to share their feedback.

2. Track Your Application Section

This section of the candidate account page helps the candidate to track his application status. The internships that the candidate has applied will be Table listed with additional columns for track like **Internship Applied, Offer Received, Offer Accepted** and **Waitlisted.**

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

3. Candidate Dashboard Section

This section helps the candidate user to have an overall view of "**My Application** and **My Internships"**. The candidate can see the various count fields related to his application. *(Currently **My Internship** is disabled as this functionality will come into picture once the candidate joins and starts his/her internship)*
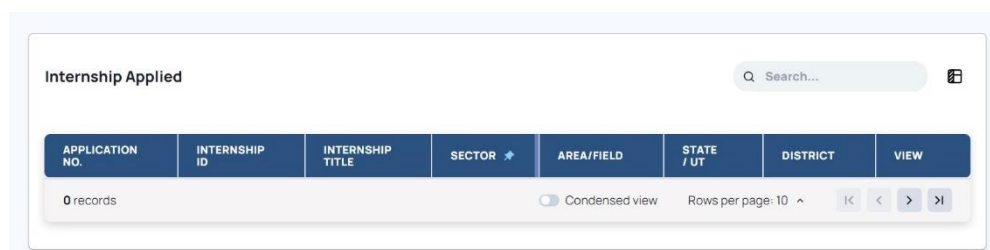

The various essential field for the Candidate dashboard are as follows:

A. **My Application:** Upon **clicking** on **My Application**, the **candidate** will get to see the **count figures** of:

   ▪ **Internship Applied:** The count figure of internships that the candidate has applied for.

   ▪ **Offers Received:** The count figure of internships for which the candidate has applied, is selected and has been offered an internship.

   ▪ **Offers Accepted:** The count figure of internships where the candidate has received offer from a company, and he/she has accepted the offer.

   ▪ **Waitlisted:** The count figure of internships where the candidate is waitlisted for the selection.

   ▪ **Internships applied:** This field shows the Table List of internships where the candidate has applied for. The various columns of the table are -

Application Number, Internship ID, Internship Title, Sector, Area/Field, State/UT, District and View.

- **Search**: This option lets the candidate to **search** for an internship based on the Keywords being entered by the candidate.
- **Column Filter:** At the top right corner of the internship applied field is an option for selecting column filters, to create custom tables.

4. Grievance Section

This section helps the **Candidate** to **raise a grievance** that he/she might have at the time of **Candidate profile creation** and **internship application**.

The various step the candidate must follow for raising a grievance are:

a.   The candidate must click on the **Grievance** section.
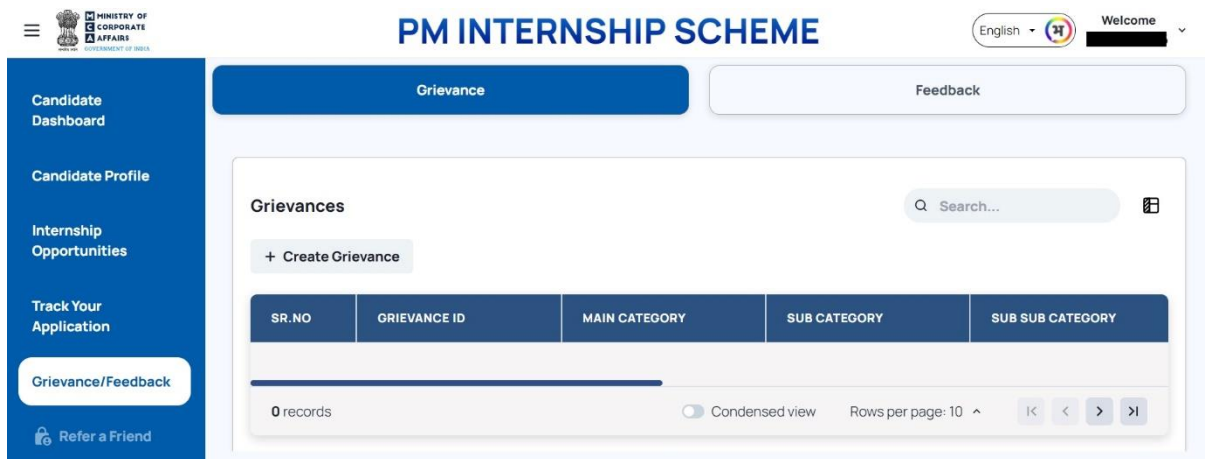
b. **Create Grievance:** Upon clicking on this field icon, the candidate will access the popup for "**Create Grievance**".
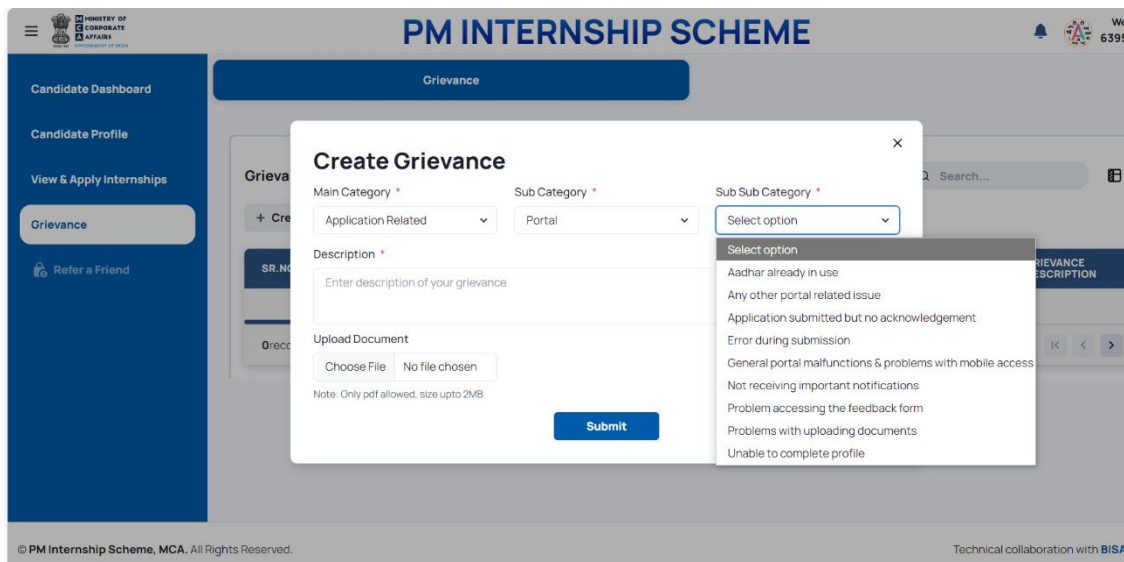
c. **Main Category:** The candidate can select the category of his grievances from a drop-down list of **Application Related and Internship Related**.

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

e. **Sub Subcategory**: The candidate must select the sub subcategory of his grievance as per the subcategory selected, by clicking on the drop-down list of various Subcategories options available.

f. **Description:** The candidate must describe the grievance in detail over this text field.

g. **Upload Document:** The candidate can upload a **document** pertaining to his grievance by clicking on **Choose File** button.

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

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