

PM Internship Scheme

Ministry of Corporate Affairs



User Manual for Youth

Registration and Profile Creation



PMIS User Manual for Youth (Candidate)

1. Instructions for using manual

- Candidates should read the instructions carefully before registering on the portal for ease of navigation through the portal.
- Candidates can also refer to an Instructional Video of portal navigation, available on the portal website in addition to this manual.
- There is **no registration or application fee**.
- The user manual is also available in Hindi and can be accessed on the portal.
- The portal is now open for the candidates, only for registration and profile creation, hence this user manual covers processes of Registration and Profile Creation.
- Before starting the registration process, please keep the following documents handy for uploading onto the portal.
 - Aadhaar Card
 - All Educational Qualification Certificates and
 - Other additional certification, if any.
- The candidate can edit his/ her profile at any stage of profile creation by clicking on the **“Previous/ Edit”** button.
- For any support during the registration and profile completion process, the candidate can raise a ticket on the homepage or post login. Detailed instruction for the same are available in section 5 of this manual. Alternatively, candidates can also call portal helpline No. 1800-116-090.

2. Objective of this manual

- This manual is developed to assist candidates with Registration and Profile Creation on the PM Internship Scheme Portal. It enables the candidates to register for the PM Internship scheme through the PMIS portal.
- The portal is available in **various languages** and the users can click and choose their preferred language at the top right corner of the portal to view the content in their preferred language.



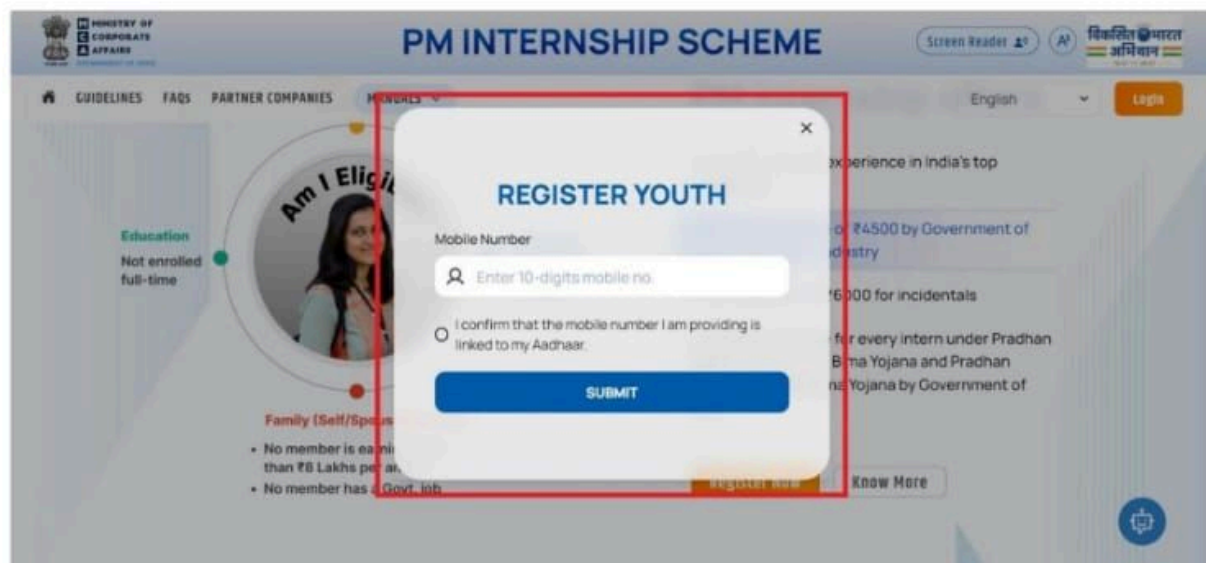
3. Getting Started

3.1 Registration Process

- a. The candidate must type the URL pminternship.mca.gov.in, in an internet browser to access the portal application.
- b. On the home page of the website, the **candidate** must click on “**Youth Registration**” tab (highlighted with red rectangular box) on the right top corner, to start the registration process for the PMIS portal.
- c. Candidates can also access “**Register Now**” tab (highlighted with red rectangular box) by scrolling down to the **PM Internship Offers** section on the home page.



- d. Upon clicking, on the “**Youth Registration**” or “**Register Now**” tab the **candidate** will be prompted to provide his/her mobile number onto the “Register Youth” pop-up.



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

- i. **Mobile Number:** It is an identification that enables the individuals to access the online services of the portal for registration. **Please note that a candidate must provide the mobile number linked to his/ her Aadhaar number.**
 - ii. **Confirmation checkbox:** The candidate must confirm that “the mobile number I am providing is linked to my Aadhaar”.
 - iii. **Submit:** After entering the mandatory details, the individual will have to press the “Submit” button.
- e. **OTP:** The candidate will get an OTP on his/ her entered mobile number and must enter it to verify the mobile number.
- f. Upon submitting the “**OTP**” received, the candidate will get a pop-up for the “**Consent**” for Aadhaar on top of the Update Password. The candidate must “**tick**” the “**checkbox**” and press “**Agree**” to proceed further.

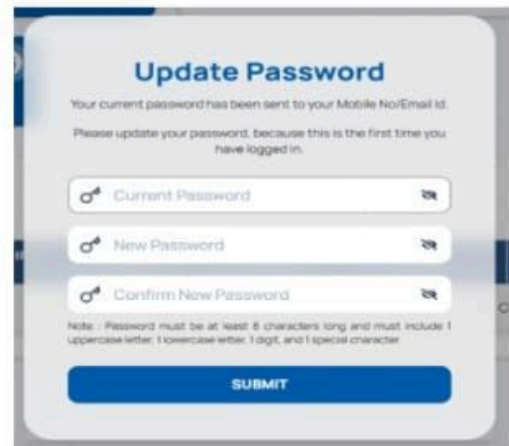


- g. **Update password on first login:** Moving ahead, the candidate will get the Pop-up to “**Update Password**” upon first login. The candidate can create the new password and can access his/her user account page upon successful creation.

The Various fields required for **Update Password** are as follows:

- i. **Current Password:** In this field the candidate must enter the password received on the mobile number.
- ii. **New Password:** Here the candidate should enter his/ her new password. ***The password must be at least 8 Characters long and must include 1 Uppercase letter, 1 lowercase letter, 1 Digit and 1 Special Character.*** ***Example:***

Password@12, passWord@1, password@1 etc.



- iii. **Confirm New Password:** In this field candidate needs to confirm and enter the new password entered in the previous step.
 - iv. **Submit:** Candidate should click on the Submit button to update the password.
- h. After password update, the candidate gets access of the portal and lands to the User account homepage under the “**Candidate Profile**” section.
- i. The candidate can logout from the portal by clicking on the **User Profile Link** on the top right corner of each page. The candidate can also access his/her profile and can even change the password through this menu.

