

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

5th Floor, 'A' Wing, Shastri Bhawan,
Dr. Rajendra Prasad Road,
New Delhi-110 001

Dated: 03.10.2024

Office Memorandum

Subject: Guidelines for “Prime Minister’s Internship Scheme - Pilot Project (Financial Year 2024-25)”

The Prime Minister’s Internship Scheme in Top Companies has been announced in the Budget 2024-25 (Scheme). It aims to provide internship opportunities to one crore youth in top 500 companies in five years. Through this Scheme, youth will gain exposure for 12 months to real-life business environment, across varied professions and employment opportunities.

2. As an initiation of this ambitious Scheme which involves multiple stakeholders and innovative concepts of skilling, a Pilot Project of the Scheme targeted at providing 1.25 lakh internship opportunities is being launched for the Financial Year (FY) 2024-25. The top companies for this Pilot Project have been identified on the basis of the average of CSR expenditure of the last three years. Participation of the companies in this Scheme is voluntary. A list of these companies would be uploaded on the PM Internship Scheme Portal.

3. Internship, for the purpose of this Scheme 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 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.

4. Scope: The Scheme is separate from all the existing schemes related to skill development, apprenticeships, internship and student training programmes, etc. being implemented across all the States & UTs of India, and will run independently of all such Central/State schemes.

5. Salient Features of the Pilot Project

5.1 Internship Duration: Duration of the Internship shall be 12 months. At least half of the internship period must be spent in the actual working experience/ job environment, and not in the classroom.

5.2 Eligibility criteria for candidates

5.2.1 Age: Youth aged between 21 and 24 (as on the last date for submission of application), belonging to Indian nationality, who are not employed full-time and not engaged in full-time education. Candidates enrolled in online/ distance learning programmes are eligible to apply.

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 graduates with degrees such as BA, B.Sc, B.Com, BCA, BBA, B.Pharma, etc. are eligible.

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

- (i) Graduates from IITs, IIMs, National Law Universities, IISER, NIDs, and IIITs.
- (ii) Those having qualifications such as CA, CMA, CS, MBBS, BDS, MBA, any master's or higher degree.
- (iii) Those undergoing any skill, apprenticeship, internship or student training programme 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 8 lakh for FY 2023-24.
- (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 top 500 companies have been identified by the Ministry on the basis of their average CSR expenditure of the last three years. Apart from these, any other company/ bank/ financial institution desirous of participating in the Scheme, may do so with the approval of the Ministry of Corporate Affairs (MCA), which would take a view keeping in view under represented sectors and areas in the above mentioned 500 companies.

5.3.2 In case the Partner Company cannot directly provide such internship opportunities in its own company, it may tie-up with:

- Companies in its forward and backward supply chain (e.g. suppliers/ customers/ vendors), or;

- Other Companies/Institutions in its Group; or otherwise.

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

5.4.1 Monthly assistance to the interns: Monthly assistance of Rs. 5,000 will be paid to the interns for the entire duration of 12 months of the internship. Out of this, every month the company, based on the attendance and related company policies regarding good conduct, etc. will release Rs.500/- to each intern from the Company's CSR funds. Once the Company makes the payment, the Government will pay Rs.4,500 to the candidate through Direct Benefit Transfer to the intern's Aadhaar seeded bank account. In case, any Company wishes to provide monthly assistance over and above Rs.500, it may do so from its own funds.

5.4.2 Grant for incidentals: A one-time grant for incidentals of ₹6,000 will be disbursed to each intern by the government through Direct Benefit Transfer, upon the intern's joining at the internship location.

5.4.3 Training cost: Expenditures associated with the training of interns under the Scheme, would be borne by the company from its CSR funds, as per the extant rules.

5.4.4 Administrative cost: As covered under Companies (CSR Policy) Rules, 2014, up to 5% of the CSR expenditure incurred under this Scheme may be booked as administrative costs by the company.

5.4.5 Insurance coverage: 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. In addition, the company may also provide additional accidental insurance coverage to the interns.

5.5 Implementation Mechanism

5.5.1 The Scheme will be implemented through an online portal (www.pminternship.mca.gov.in) developed by the Ministry of Corporate Affairs. The Portal will serve as a centralized platform for end-to-end Scheme implementation and internship lifecycle management.

5.5.2 Process for posting internship opportunities: A dedicated dashboard 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 of the internship, nature of the internship, minimum educational qualification required, any facilities provided by the company, etc.

5.5.3 Registration/Application Process for the candidates: Eligible candidates would have to register themselves on the Portal. Based on the information provided by the candidates, a resume will be generated by the Portal. A browsing facility will be made available to candidates

for preferred sectors, functional roles, locations, and other criteria. Candidates may then apply for up to five (5) internship opportunities based on their preferences, including location (state, district), sector, functional role, and qualifications.

5.5.4 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 prioritize lower employability and ensure broader representation across the applicant base will be considered. The shortlisting criteria is aimed at promoting diversity and social inclusivity 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 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. 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-I. This mechanism would be as prescribed by this Ministry.

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

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

5.6 Recognition of Best Practices: The Ministry will establish a transparent process to recognize and award interns, companies based on their exceptional performance, innovation, and other criteria.

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

- i) **Internship Portal:** All stakeholders including interns, companies, etc. will be able to 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 will be established to address grievances/ queries received through the helpline.

6. Administrative and Monitoring framework

6.1 There shall be a Monitoring and Steering Committee (MSC) to oversee design, implementation, operations, and other aspects of the Scheme. The MSC will comprise of officers from MCA, other Ministries/ Departments and representatives from the industry. The MSC will be 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 Scheme implementation, review, and coordination.

6.2 A concurrent monitoring, evaluation and learning (MEL) framework shall be developed so that timely corrective actions may be taken. A dashboard indicating key performance indicators (KPIs), periodic data reports and performance scorecards shall be used to regularly monitor and evaluate the end-to-end implementation across all fronts. Independent evaluation as well as periodic assessment/ evaluation studies will be undertaken.

7. Communication, Awareness and Capacity Building: Communication, advocacy, and capacity-building initiatives will be undertaken to effectively promote 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 is a pivotal phase that allows for testing concepts, strategies and systems before a full-scale implementation. Based on the feedback received and evaluation of outcomes during the implementation of the Pilot Project, 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.



(Anuradha Thakur)
Additional 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. Finance Secretary and Secretary, Department of Public Enterprises
2. Secretary, Coordination, Cabinet Secretariat
3. Secretary, Department of Economic Affairs
4. Secretary, Department of Expenditure
5. Secretary, Department of Financial Services
6. Secretary, Ministry of Labour & Employment
7. Secretary, Department of Higher Education
8. Secretary, Ministry of Skill Development and Entrepreneurship
9. Secretary, Ministry of Youth Affairs and Sports
10. Secretary, Ministry of Electronics and Information Technology
11. All the Chief Secretaries of the State Governments/ UTs with the request to nominate a nodal officer for the Scheme.
12. Shri Saurabh Shukla, Director, Prime Minister Office
13. PS to Hon'ble Minister of Corporate Affairs
14. PS to Hon'ble Minister of State of Corporate Affairs
15. PPS to Cabinet Secretary
16. Chief Controller of Accounts, M/o Corporate Affairs
17. Guard File

Implementation Mechanism

Ministry of Corporate Affairs shall develop the Portal available at www.pminternship.mca.gov.in. The Portal will serve as a centralized platform for end-to-end Scheme implementation 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. The Internship opportunities would contain details of the internships being offered, such as location of the internship, roles/ functions of the internship, minimum educational qualification required, other special requirement, any facilities provided by the company etc.

2.3 Candidate Registration and Profile Creation: Candidates must first be registered on the Portal through Aadhaar authentication or eKYC. Information such as name, address, educational qualifications, certifications (if any), and other relevant details 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. Candidates may then apply for up to five (5) internship opportunities based on their preferences, including location (state, district), sector, functional role, and qualifications.

2.5 Shortlisting of Candidates: A pool of candidates would be shortlisted for each internship opportunity by the Portal. Depending on the number of offers for each internship, approximately twice/thrice as many applications would be shortlisted to be sent to the company. In the shortlisting process, criteria that prioritize lower employability and ensure broader representation across the applicant base will be considered. The shortlisting criteria is aimed at promoting diversity and social inclusivity 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 candidate may receive up to two (2) internship offers in one cycle. A model format of the Offer Letter will be available on the Portal for the companies to use.

2.8 Internship Document Generation: Upon a candidate's acceptance of the offer, the Portal would automatically generate an Internship Document that clearly outlines the details of the internship, including the roles and responsibilities of both the intern and the company. A model format of the Internship Document will be available on the Portal.

2.9 Internship Joining: Once the candidate joins the internship, the company would confirm this on the Portal. This confirmation will initiate the release of ₹6,000 as a grant for incidentals, which will be disbursed to the candidate by the government through Direct Benefit Transfer.

2.10 Internship: Each month, the company will pay ₹500 and report this payment on the Portal. Following this confirmation, ₹4,500 will be released by the government, which would be disbursed to the candidate through Direct Benefit Transfer (DBT).

2.11 Completion & Certification: Upon successfully completing the internship, a Certificate of Completion would be issued by the Partner Company to the candidate. A model format of the Certificate will be available on the Portal. The Certificate shall be issued only by the participating Partner Companies.

3. Guidelines for the Companies

3.1 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.

3.2 In case the company cannot directly provide internship opportunities, it may tie-up with:

- Companies in its forward and backward supply chain (e.g. suppliers/ customers/ vendors) or
- Other companies/institutions in its group; or otherwise.

3.3 Companies are advised not to prescribe qualification higher than necessary for the internship.

3.4 Companies must not offer internships for unskilled roles such as cleaning, delivery, porter, security guard, office boy etc.

3.5 Companies are advised to ensure that the internship offered under PM Internship Scheme is separate from other skill / apprenticeship/ internship/ student training programme offered by them under any other Central Government or State Government scheme.

3.6 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.

3.7 The participating Partner Companies are expected to steer the internship management programme and the different internship opportunities offered across their company and others in their forward and backwards supply chain (e.g. suppliers/ customers/ vendors) or other companies/ institutions in its group.

3.8 Companies shall follow their own mechanism for assessing the candidates on a periodic basis. Quarterly Assessment Report of the candidates would have to be uploaded by the company on the Portal.

3.9 In case an intern **withdraws** or **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. **Generally, an intern will be considered a dropout if** they stop attending to their internship requirements suddenly and without notice to their Mentor/ supervisor and fail to respond and/or rejoin despite two attempts at communication over a reasonable period by the mentor or supervisor, or if they express an unwillingness to continue. Such candidates will not be permitted to rejoin, and no Internship Certificate will be issued to them. Furthermore, they will be disqualified from applying for any internship for one year under this Scheme.

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

4. Guidelines for the Candidates

4.1 The rules and regulations of the establishment, including those related to timings, holidays, leaves, conduct, and discipline, shall be adhered to by the intern.

4.2 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. 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 overall 12-month

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

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.