SOP FOR PARTICPATION IN THE PRIME MINISTER INTERNSHIP SCHEME

The Institute takes immense pride in sharing that the **Institute of Company Secretaries of India (ICSI)** has become the **First Professional Institution** to apply and get onboarded under the Prime Minister Internship Scheme (PMIS) as a **Professional Institution (Anchor Entity).**

The Institute is keen towards active participation and playing a vital role in building a strong national pool of Industry-ready and professionally trained para-corporate talent with wholehearted participation of CS fraternity.

OVERVIEW OF SCHEME OBJECTIVES AND IMPLEMENTATION

- The scheme aims to provide internship opportunities to youth across top companies to enhance employability.
- The scheme emphasizes real-life work experience, diversity, and social inclusiveness.

INTERNSHIP SCHEME OBJECTIVES AND FUNDING

- The scheme aims to provide youth with real-world work experience to enhance employability.
- Internships are voluntary and do not establish employment relationships.
- Government provides financial assistance, including monthly stipends and incidental grants, via Direct Benefit Transfer.
- Interns receive a monthly assistance of Rs. 9,000/- with *8,100 paid by Government* and *Rs. 900 by the company/ Firm, etc*.
- A one-time incidental grant of Rs. 6,000/- is disbursed in two tranches.

WHO IS ELIGIBLE TO TAKE INTERNS

- All CS Firms are eligible to apply to participate in PMIS for taking Interns.
- A minimum commitment of 5 interns annually is required to get approved as an Internship Provider.

REGISTER TO PARTICIPATE IN PMIS

- All applications to register as Internship Providers need to be sent to the ICSI PMIS Cell through https://forms.gle/oqUnL5gjfVwRiaHB8 ; on approval they will be allowed to participate through PMIS Portal.
- The approved CS Firms as Internship providers will be called as Network Entity.
- Network Entities will be provided login user id for their Nodal Officer under ICSI, which is a Professional Institutions registered at PMIS as Anchor Entity.
- Proper guidance will be provided by the MCA PMIS Team regarding using the PMIS Portal and its various functionalities from time to time.
- Online sessions and/or physical sessions will be organised from time to time to guide about the process of Internship management from posting an Internship Opportunity, taking an Intern, processing Internship to finally issuing Certification on completion.

ELIGIBILITY CRITERIA FOR INTERN CANDIDATES

- Candidates *aged 18-25*, *Indian Nationals, not employed full-time and with specified educational qualifications;* i.e. candidates who have passed High School, Higher Secondary School. ITI Certified, Polytechnic Diploma, under graduates with degrees such as B.A., BSc.,B.Com., BCA, BBA, B. Pharma, B.E./B.Tech., etc, or Post - Graduates with degrees like MA, M.Sc., M.Com., MCA, MTech, etc. are eligible.
- Internships last 6 or 9 months, with at least half spent in actual work environments.
- ***Ineligible*** Candidates include :
    - those from professional courses, like Graduates/ Post-Graduates from IITs, IIMs, National Law Universities, IISER, NIDs, IIITs and IISC or having qualification such as CS, CA, CMA, MBBS, BDS, MD, MS, MBA or equivalent, MPhil and PhD

- those who are undergoing any Skill, Apprenticeship, Internship, Training Program under central or State Government schemes; or
- those who have completed Apprenticeship, Internship, or Training under National Apprenticeship Training Scheme (NATS) or National Apprenticeship Promotion Scheme (NAPS).
- those with **Family Income exceeding Rs. 12 lakh** or any Family Member is a permanent or regular Government Employee.

- Candidates enrolled in online or final-year full-time courses are eligible.
- Companies must ensure internships are in real work environments, not unskilled roles, and adhere to guidelines.

IMPLEMENTATION AND STAKEHOLDER ROLES

- The MCA manages the Portal, Data and overall Coordination.
- Partner Companies handle internship postings, candidate Selection, Onboarding and Monitoring.
- Industry associations facilitate Awareness and Capacity Building.
- State/UT Governments supervise district-level execution and convergence.
- All Stakeholders collaborate to ensure smooth Implementation and Compliance.
- Regular reporting and compliance checks are required to ensure adherence to PMIS objectives.

Example Implementation: A Professional Institution applies to MCA with details of its Member Firms and proposed Internships. Once approved, it coordinates with its Members to post Internships on the PMIS Portal, ensures financial contributions are made, and oversees the quality and reporting of the Internships.

INTERNSHIP PROCESS AND CANDIDATE ENGAGEMENT

- Candidates register on the portal, browse opportunities and apply based on preferences.

- Shortlisting is done to ensure diversity and representation.
- Selected Interns receive offer letters, join through the PMIS Portal and complete formalities.
- Interns are monitored for attendance, performance and conduct.
- Internships can be terminated or dropped out with proper procedures, and re-entry is limited.
- Certificates of Participation and/or Certificate of Completion are issued through the PMIS Portal.

This structured, multi-step process ensures that all Internships under PMIS are meaningful, well-supervised and compliant with National Standards.

THE ICSI PMIS CELL

For any further detail please connect to :

Shri Ritesh Kumar
Joint Director
ICSI PMIS Cell
E-Mail : pmissupport@icsi.edu ; ritesh.kumar@icsi.edu
Phone : 0120 4082124; 0120 4082104