

# Prime Minister Internship Scheme

Ministry of Corporate Affairs



**User Manual for Internship Certificate  
Release Module**

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## ***Company Portal – Certificate Release***

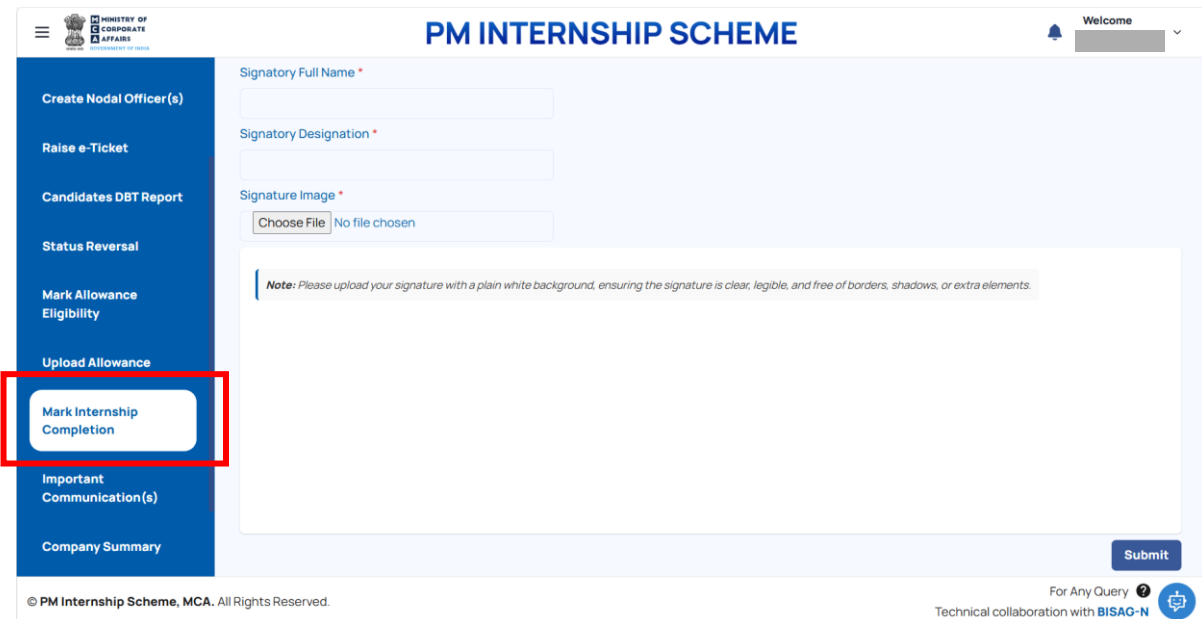
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## 1. Mark Internship Completion for Certificate Release

This section explains how an Admin, HR or Nodal Officer can initiate the certificate issuance process.

### 1.1. Certificate Release & Intern Completion Approval

1. Login to the PMIS Company Dashboard.
2. Navigate to **Mark Internship Completion** tab from the left menu.
3. The system opens the Certificate Processing Screen.



The screenshot shows the 'PM INTERNSHIP SCHEME' interface. On the left is a blue sidebar menu with options: 'Create Nodal Officer(s)', 'Raise e-Ticket', 'Candidates DBT Report', 'Status Reversal', 'Mark Allowance Eligibility', 'Upload Allowance', 'Mark Internship Completion' (highlighted with a red box), 'Important Communication(s)', and 'Company Summary'. The main content area has a header 'PM INTERNSHIP SCHEME' and a 'Welcome' dropdown. Below the header are three input fields: 'Signatory Full Name \*', 'Signatory Designation \*', and 'Signature Image \*'. The 'Signature Image \*' field includes a 'Choose File' button and 'No file chosen' text. A note below the fields reads: 'Note: Please upload your signature with a plain white background, ensuring the signature is clear, legible, and free of borders, shadows, or extra elements.' A 'Submit' button is at the bottom right. The footer contains '© PM Internship Scheme, MCA. All Rights Reserved.' and 'For Any Query' with a help icon, and 'Technical collaboration with BISAG-N' with a logo.

### 1.2. Entering Signatory Details (Mandatory Before Certificate Release)

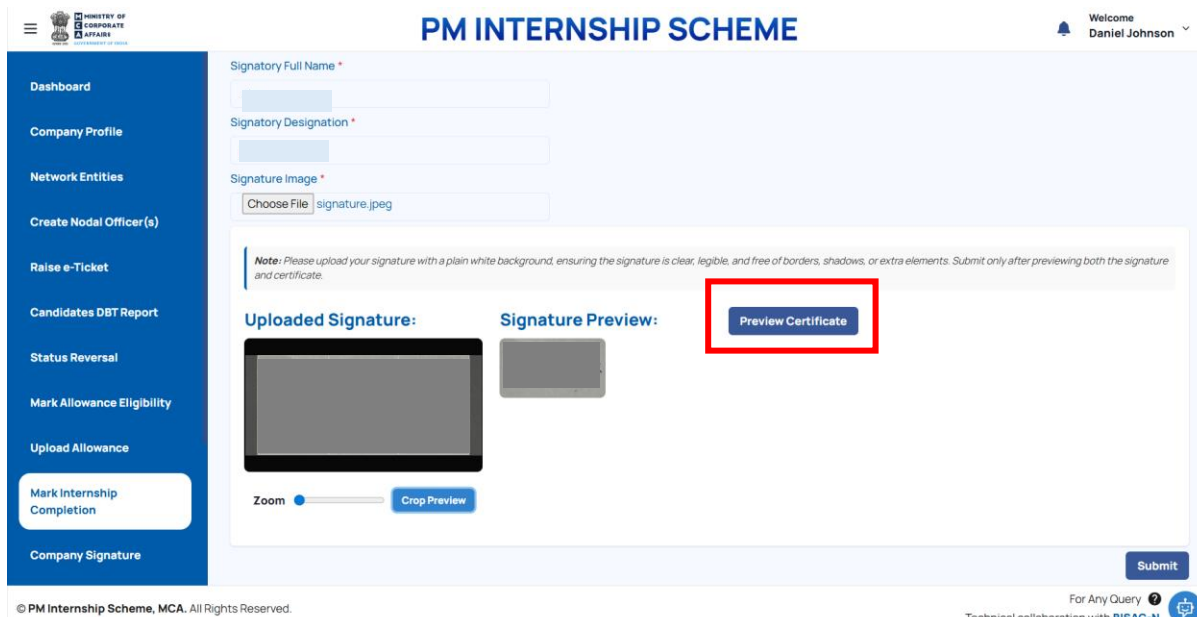
The authorised signatory details must be entered to initiate the certificate release process.

Fields Required:

- Signatory Full Name
- Signatory Designation
- Scanned Signature Image (JPG/PNG)

Steps:

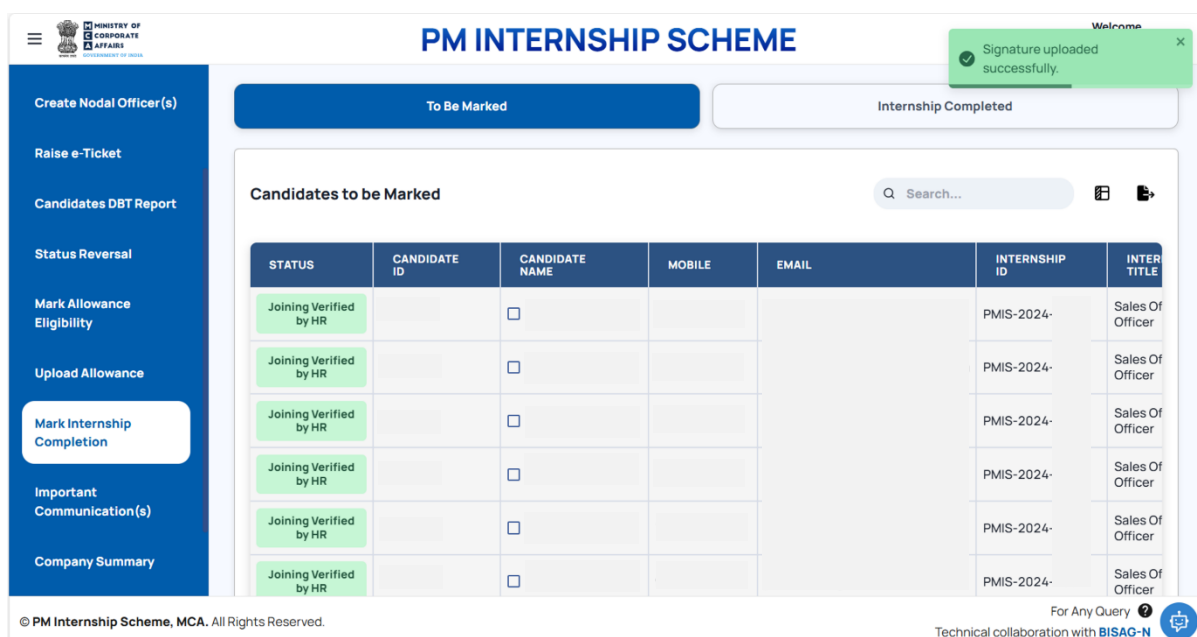
1. Enter the name and designation of the authorised signatory.
2. Upload signature image and save.
3. A certificate preview will be available before final submission for review and modifications.
4. Once saved, the intern list sections become accessible.



### 1.3. Viewing Candidate Lists

After signatory setup, the page displays two panels on the same screen:

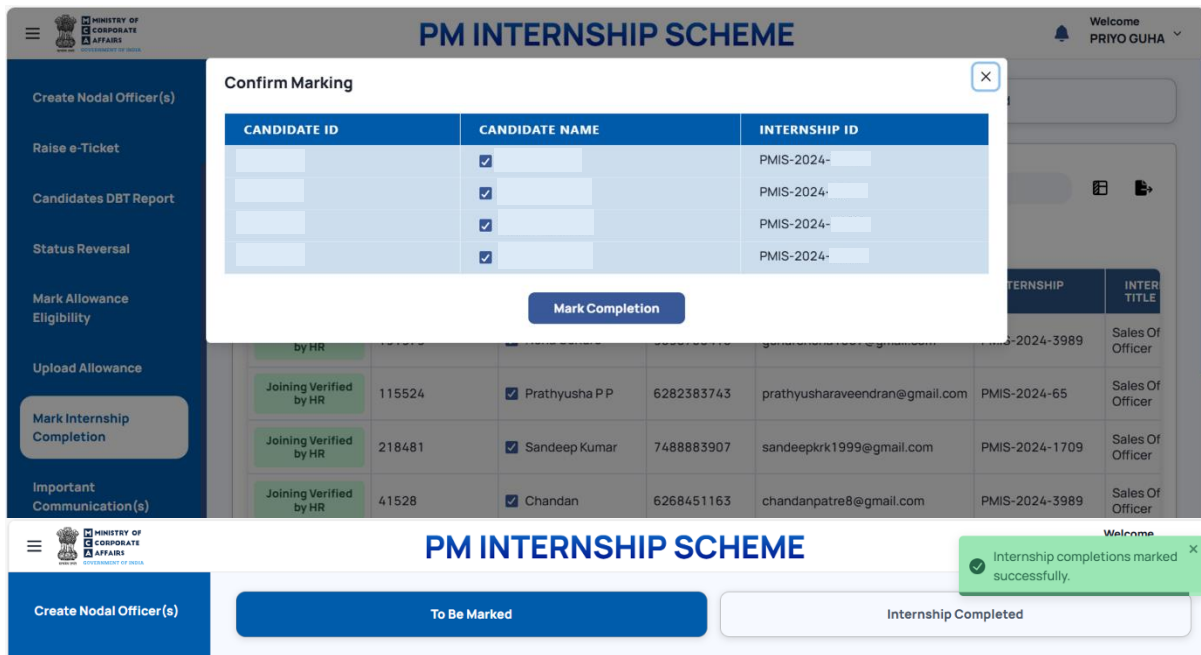
Panel Name	Purpose
Candidates Eligible for Certificate Release	Interns available for certificate issuance and ready to be marked as Internship Completed
Internship Completed List	Interns already marked completed and sent for certificate generation



## 1.4. Marking Interns as Internship Completed

1. Open **Candidates to Be Marked** tab.
2. Select one or multiple interns for certificate issuance.
3. Click **Mark Internship Completed** to initiate the certificate release process.

A confirmation window will open displaying selected intern names.



The screenshot displays the PM Internship Scheme web application interface. A 'Confirm Marking' dialog box is open, showing a table with the following data:


CANDIDATE ID	CANDIDATE NAME	INTERNSHIP ID
	<input checked="" type="checkbox"/>	PMIS-2024-
	<input checked="" type="checkbox"/>	PMIS-2024-
	<input checked="" type="checkbox"/>	PMIS-2024-
	<input checked="" type="checkbox"/>	PMIS-2024-

Below the table is a 'Mark Completion' button. The background shows a list of interns with columns for 'Joining Verified by HR', 'CANDIDATE ID', 'CANDIDATE NAME', 'PHONE NO.', 'EMAIL ID', 'INTERNSHIP ID', and 'INTER TITLE'. A green notification banner at the bottom right states 'Internship completions marked successfully.'

## 1.5. Confirmation and Status Update

Once confirmation is submitted:

- The selected interns move to **Internship Completed List**, indicating successful release marking.
- System immediately triggers the certificate generation and issuance process for each confirmed intern.
- Duplicate marking is not allowed for already-issued cases.

 MINISTRY OF CORPORATE AFFAIRS  
GOVERNMENT OF INDIA

## PM INTERNSHIP SCHEME

Welcome  
PRIYO GUHA

To Be MarkedInternship Completed

### Internship Completed

Search...

STATUS	CANDIDATE ID	CANDIDATE NAME	MOBILE	EMAIL	INTERNSHIP ID	INTER TITLE
Internship Completed						Sales Of Officer
Internship Completed						Sales Of Officer
Internship Completed						Sales Of Officer
Internship Completed						Sales Of Officer

4 records    Condensed view    Records per page: 10    1

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## ***Intern Portal – Certificate Download Process***

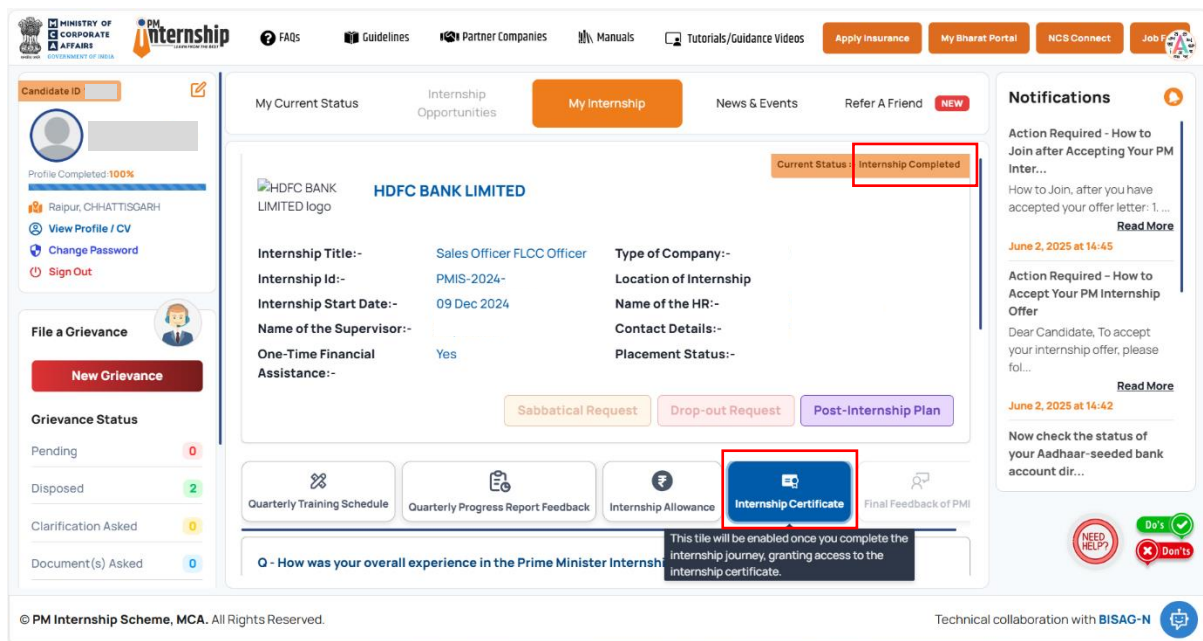
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## 2. Download Internship Certificate – Section

This section explains how an intern can complete post-internship steps and download the issued certificate.

### 2.1. Accessing the Internship Completion Page

1. Login to PMIS with intern credentials.
2. Navigate to **My Internship** section.
3. The **Internship Certificate** tab will be accessible once certificate issuance is approved by the company.



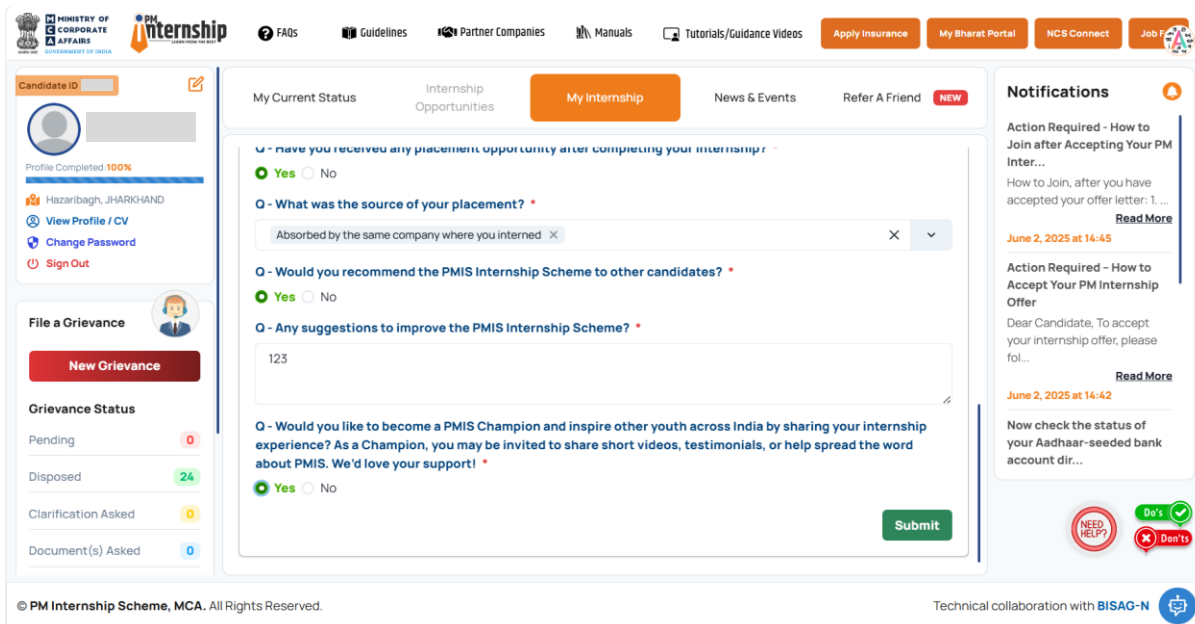
The screenshot displays the PMIS interface for an intern. The main content area shows the 'My Internship' section for HDFC BANK LIMITED. The 'Current Status' is 'Internship Completed', highlighted with a red box. Below this, there are buttons for 'Sabbatical Request', 'Drop-out Request', and 'Post-Internship Plan'. At the bottom, the 'Internship Certificate' button is also highlighted with a red box. A tooltip message states: 'This tile will be enabled once you complete the internship journey, granting access to the internship certificate.' The page also features a left sidebar with user profile information and a right sidebar with notifications.

### 2.2. Internship Completion Survey (Mandatory)

Before certificate download is enabled, the intern must submit a feedback/survey form.

Steps:

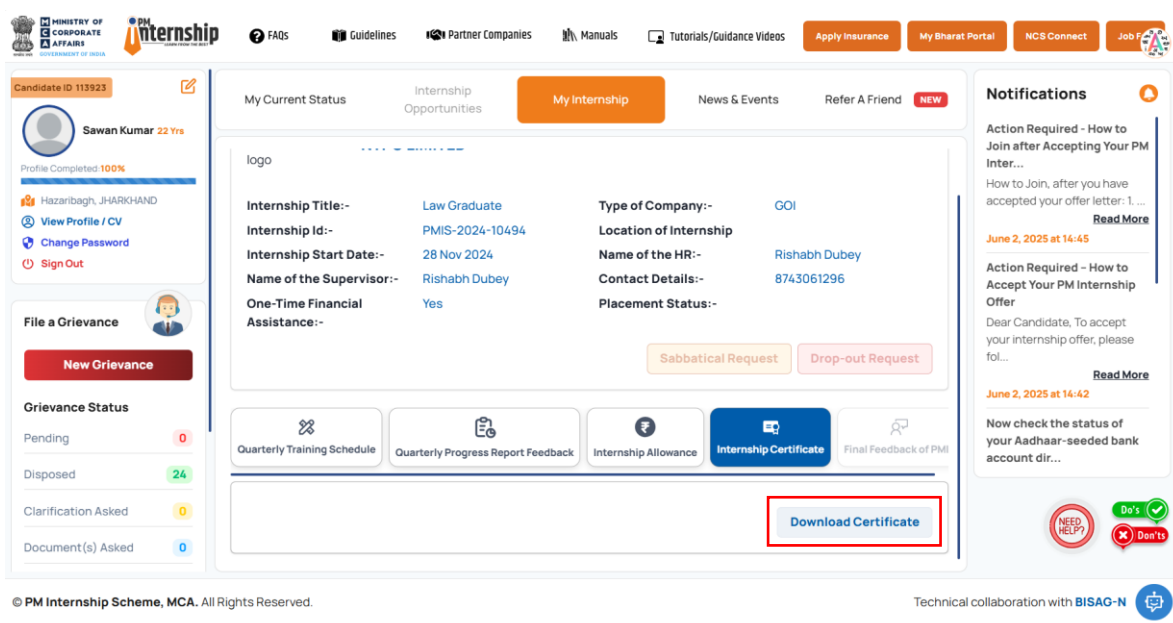
1. Click the **Internship Completed** tab.
2. Survey form will open automatically.
3. Fill all required fields and submit.



Once submitted, the certificate download button becomes active.

### 2.3. Certificate Download

1. After survey submission, click **Download Certificate**.
2. A **QR-secured PDF Certificate of Internship** will download automatically.



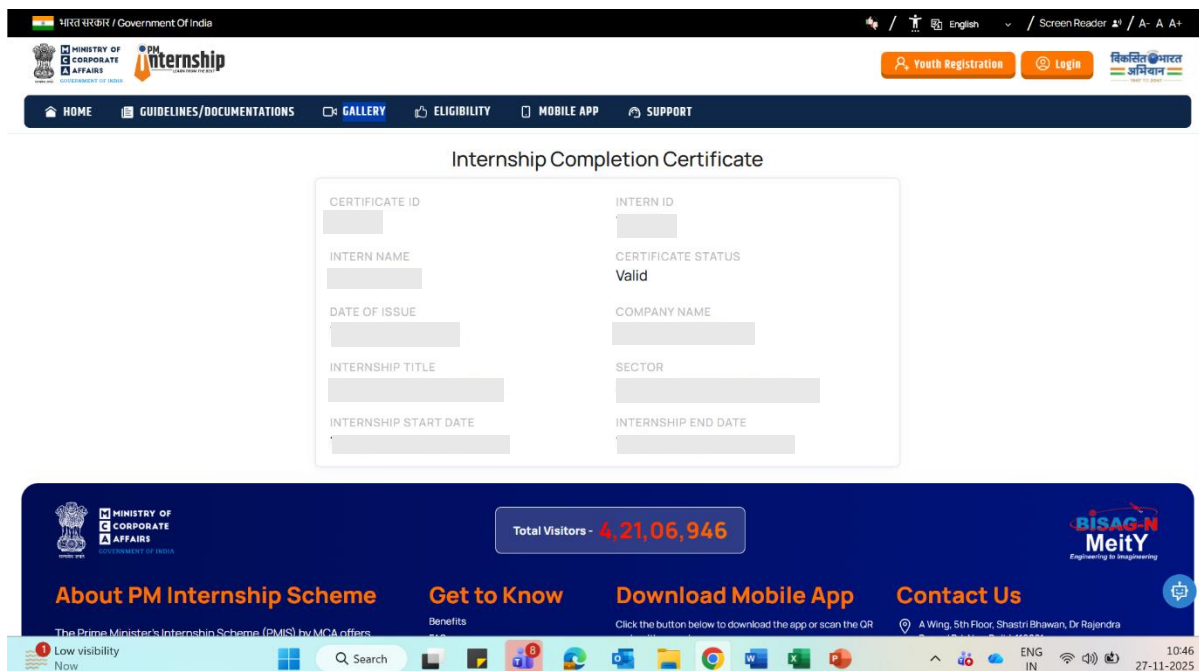


The certificate template features the PM Internship logo on the top left, the Government of India emblem and Ministry of Corporate Affairs logo in the top center, and a portrait of Shri Narendra Modi on the top right. The main title is in Hindi and English. Below the title, it states 'Certificate of Completion' and 'THIS IS TO CERTIFY THAT'. A large grey box is provided for the intern's name. The text continues: 'ने प्रधानमंत्री इंटरनशिप योजना के अंतर्गत, 6th December 2024 से 6th December 2025 तक, में सफलता पूर्वक इंटरनशिप पूर्ण की है।' followed by 'has successfully completed the internship under the Prime Minister Internship Scheme at from to'. At the bottom, there are fields for 'प्रमाणपत्र संख्या : Certificate No', 'जारी करने की तिथि Date of Issue', and 'नाम Name: पद Designation:'.

## 2.4. Certificate Verification via QR Code

Each certificate includes a system-generated QR Code for authentication & external validation. Scanning the QR redirects to a Verification Page displaying:

- Certificate ID
- Intern Name & ID
- Internship Start & End Date
- Internship Title
- Status (Valid/Expired/Revoked)



The screenshot displays the 'Internship Completion Certificate' page on the PMIS website. The page features a header with the Government of India logo, the Ministry of Corporate Affairs logo, and the PM Internship logo. Navigation links include HOME, GUIDELINES/DOCUMENTATIONS, GALLERY, ELIGIBILITY, MOBILE APP, and SUPPORT. The main content area shows a certificate form with the following fields:

CERTIFICATE ID	INTERN ID
INTERN NAME	CERTIFICATE STATUS Valid
DATE OF ISSUE	COMPANY NAME
INTERNSHIP TITLE	SECTOR
INTERNSHIP START DATE	INTERNSHIP END DATE

Below the certificate form, there is a blue banner with the text 'Total Visitors - 4,21,06,946' and the BISAG MeitY logo. The footer contains links for 'About PM Internship Scheme', 'Get to Know', 'Download Mobile App', and 'Contact Us'. The system tray at the bottom shows a search bar, taskbar icons, and system information including the date and time (27-11-2025, 10:46).