

ଶ୍ରୀ ଭୂପେନ୍ଦ୍ର ସିଂହ ପୁନିଆ, ଭା.ପ୍ର.ସେ
Shri Bhupendra Singh Poonia , IAS



କମିସନର-ତଥା-ଶାସନ ସଚିବ ,
ଦକ୍ଷତା ବିକାଶ ଓ ବୈଷୟିକ ଶିକ୍ଷା ବିଭାଗ,
ଓଡ଼ିଶା ସରକାର
Commissioner-cum-Secretary,
Skill Development &
Technical Education Department,
Government of Odisha

Dear Collector,

D.O No: 952 /SSDTE

SDTE-SD-Misc-0022-2024/

Dated: 14th February 2025

Sub: Constitution of District Level Committee for implementation of Prime Minister's Internship Scheme

As you may be aware, the PM's Internship Scheme was announced in the Union Budget 2024-25 with an ambitious objective of providing internship opportunities to one crore youth in 5 years, in the top 500 companies of the country. The objective of the scheme is to provide an opportunity to the youths to get trained and gain experience within real-life environment of the industries, thereby enhancing their employability.

2. The scheme is targeted towards youth in the age group 21-24 years with opportunities for 10th Pass, 12th Pass, ITI, Diploma and Graduation pass youths. Every intern will receive a monthly allowance of Rs. 5,000 for 12 months (of which Govt will pay Rs. 4500 and industry pays Rs. 500) along with one time grant of Rs. 6000 towards incidentals. A copy of the Guidelines is **enclosed**. In line with this announcement, the Ministry of Corporate Affairs, Government of India launched the pilot phase I targeting about 1.25 lakh youths. With the learnings of the Pilot Phase I, Ministry has launched the Pilot Phase II where more than 3446 opportunities have been already floated by industries (Breakup at **Annexure I**). The portal is expected to be opened soon for candidates.

3. It is therefore proposed to constitute **District Level Committee for PMIS** to ensure mobilization of suitable candidates and effective implementation and monitoring of the scheme with the following composition.

1	District Collector	Chairperson
2	Chief Development Officer	Member
3	District Education Officer	Member
4	District Welfare Officer	Member
5	PA, ITDA	Member
6	District Labour Officer	Member
7	District Social Welfare Officer	Member
8	District Industry Officer	Member
9	Commissioner, Municipal Corporations/ EO, NACs	Member
10	District Skill Development & Employment Officer (DSDEO)	Convenor



Any other member can be co-opted by Chairperson (e.g. Principals of all Higher Educational Institutions including ITIs & Polytechnics in the District).

4. The broad ToR of the committee shall be as follows:
 - a. Mobilization of suitable candidates as per opportunities available on portal.
 - b. Ensure dissemination of IEC materials shared by Ministry of Corporate Affairs.
 - c. Setup facilitation desks in Model Career Center or any other suitable place.
 - d. Create awareness among the target group through field functionaries.
 - e. Monitor the progress of the scheme through the PMIS Portal.
 - f. Any other activity for the promotion and implementation of the scheme.
5. To facilitate this, an orientation programme will be organized involving the members of the committee and other stakeholders for which MCA has been requested. Additionally, MCA will be shortly issuing District Level Login credentials of the PMIS Portal for easy monitoring of the progress in respective districts. The IEC materials as made available by MCA will also be shared with the Districts.
6. The District Skill Development cum Employment Officers will be available for all support and the services of the CM Skill Development Fellows/ Young Professionals in the Model Career Centres can also be utilized for the above.
7. I would request your kind attention to this flagship programme of the Government and ensure maximum publicity of the scheme for the benefit of the youths.

With regards.

Yours sincerely



(Bhupendra Singh Poonia)

**Collector & District Magistrate
All Districts of Odisha**



District Wise and Category Wise Opportunities Available under PMIS

Sl No	District	Eligibility					Grand Total
		10th	12th	Graduation	ITI	Diploma	
1.	Angul	39	13	24	378	237	691
2.	Balangir	2	1	13	12	5	33
3.	Baleshwar	7	1	37			45
4.	Bargarh	9		4	2		15
5.	Bhadrak	6		46	18	22	92
6.	Boudh	2					2
7.	Cuttack	11	17	84	9	12	133
8.	Dhenkanal	33		13	47	17	110
9.	Gajapati	2		4			6
10.	Ganjam	16	10	53	9	5	93
11.	Jagatsinghapur	23	2	20	3	1	49
12.	Jajpur	8		42	9	5	64
13.	Jharsuguda	14	6	16	47	23	106
14.	Kalahandi	13	15	19	29	12	88
15.	Kandhamal	2		4		3	9
16.	Kendrapara	5		10	2		17
17.	Kendujhar	14		18	57	10	99
18.	Khordha	35	54	433	38	20	580
19.	Koraput	3		161	47	24	235
20.	Malkangiri	2		5			7
21.	Mayurbhanj	8		12	14	5	39
22.	Nabarangpur	2		7			9
23.	Nayagarh	6		18	5	3	32
24.	Nuapada	2		4			6
25.	Puri	11		61			72
26.	Rayagada	3		51	2	5	61
27.	Sambalpur	19	44	93	59	11	226
28.	Sonepur	4		4			8
29.	Sundargarh	11	10	90	141	267	519
	Grand Total	312	173	1346	928	687	3446

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.