Digital India Internship Portal for Students

Ministry of Electronics & Information Technology

User Manual for Applicant (Version 1.0)

April 2025
Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi – 110003

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Intended Audience:
This document is designed to guide students through the application process for the Digital India Internship Scheme.

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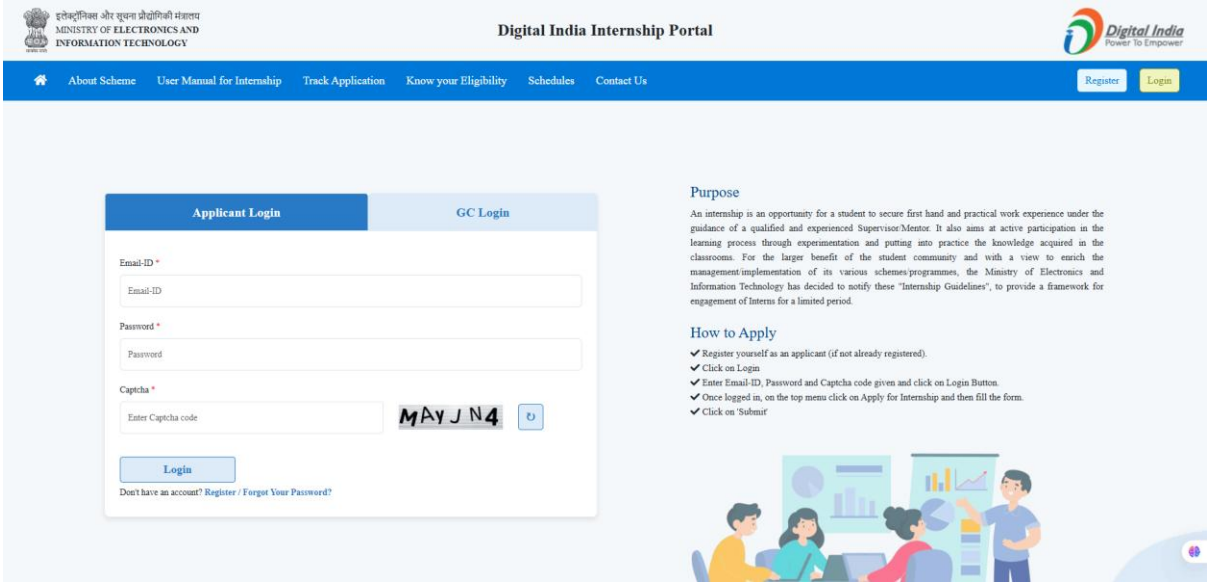
1. Home Page

Visit the following URL to access the portal:
https://intern.meity.gov.in



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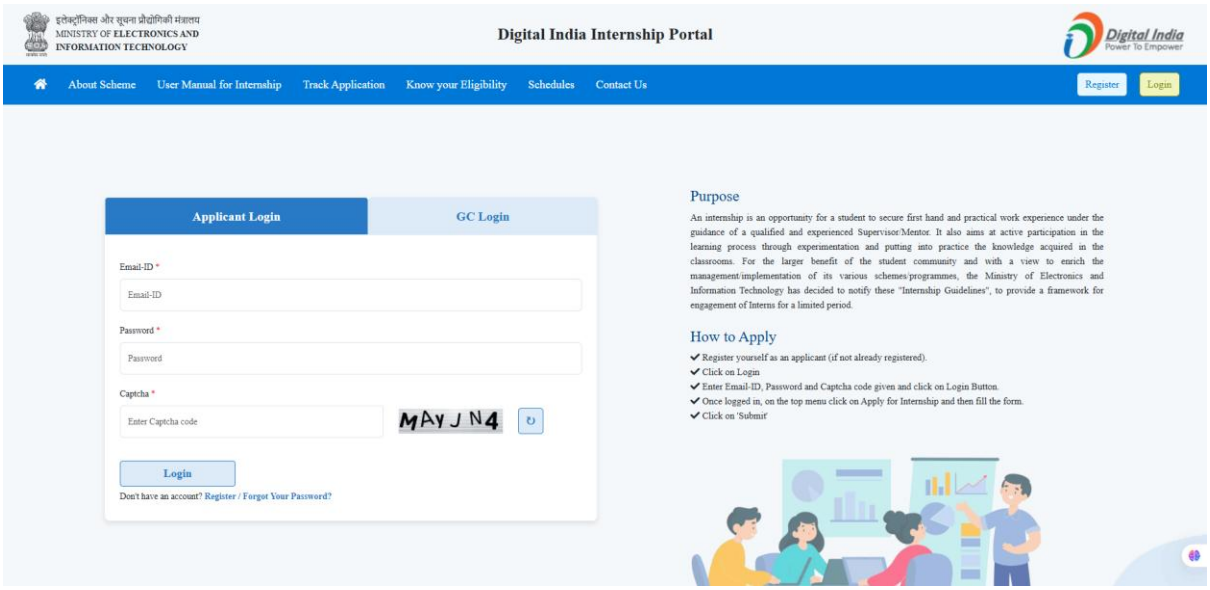
2. Student Guidelines

Before beginning your application, please carefully read the Guidelines for Internship by clickingthe **Menu** link on the Home Page.



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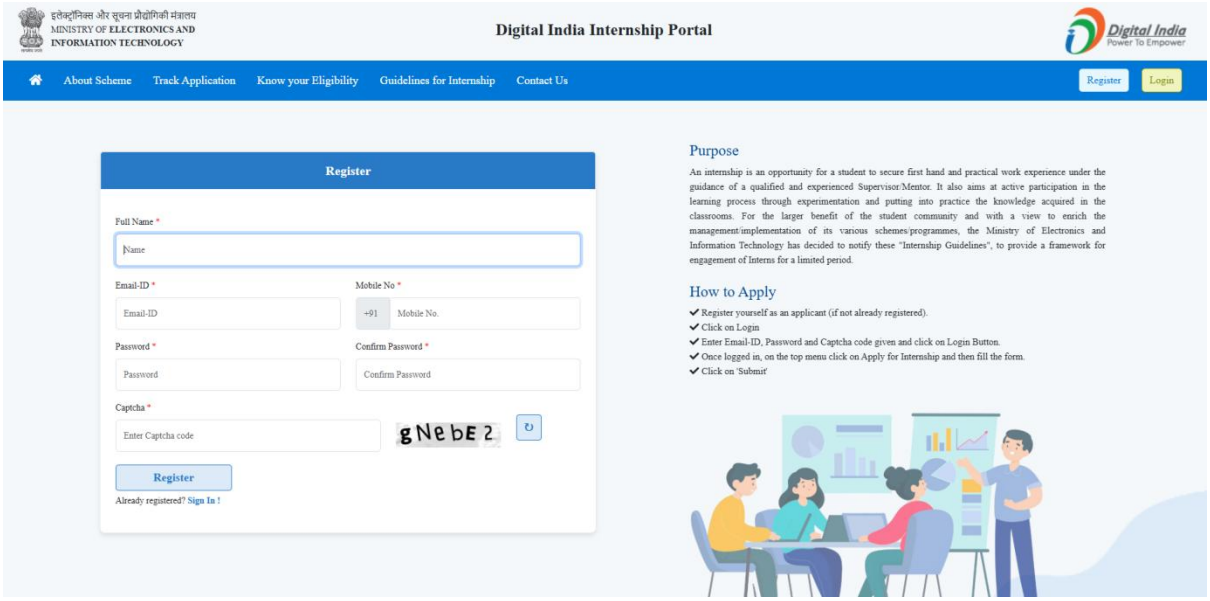
3. Create New User Account: Intern Registration

All interns must first register by completing the Registration Form. You will be required to enter:

- **Name**
- **Mobile Number**
- **Email Address**
- **Password**
- **Captcha**



After submitting the details, an OTP will be sent to your registered email address for verification.
Login Details:

- **Login ID:** Your Email Address
- **Password:** As set by you during registration

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4. Intern Login (For Registered Users)

If you are already registered, click on the **Login ->Applicant Login** option on the Home Page. Enter your Email-ID, Password, and the Captcha code to access the Digital India Internship Portal.

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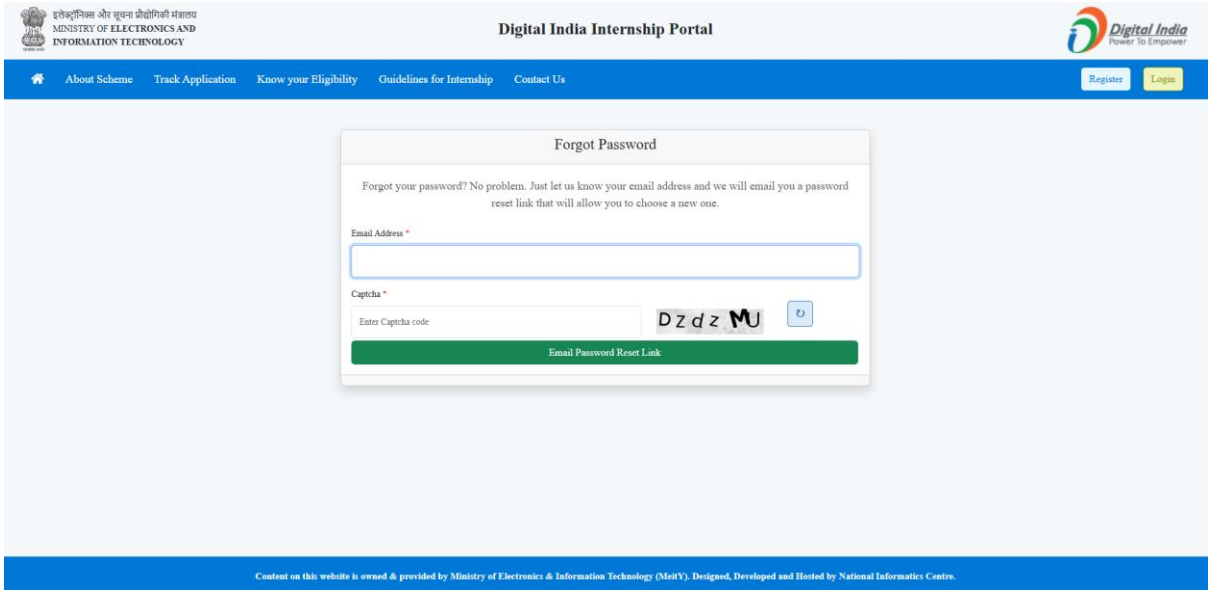
5. Forgot Password

If you have forgotten your password, click on the **Forgot Password** link on the Login page and follow the instructions provided.



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6. Application Form

The application form is divided into three sections:

6.1. Personal Details

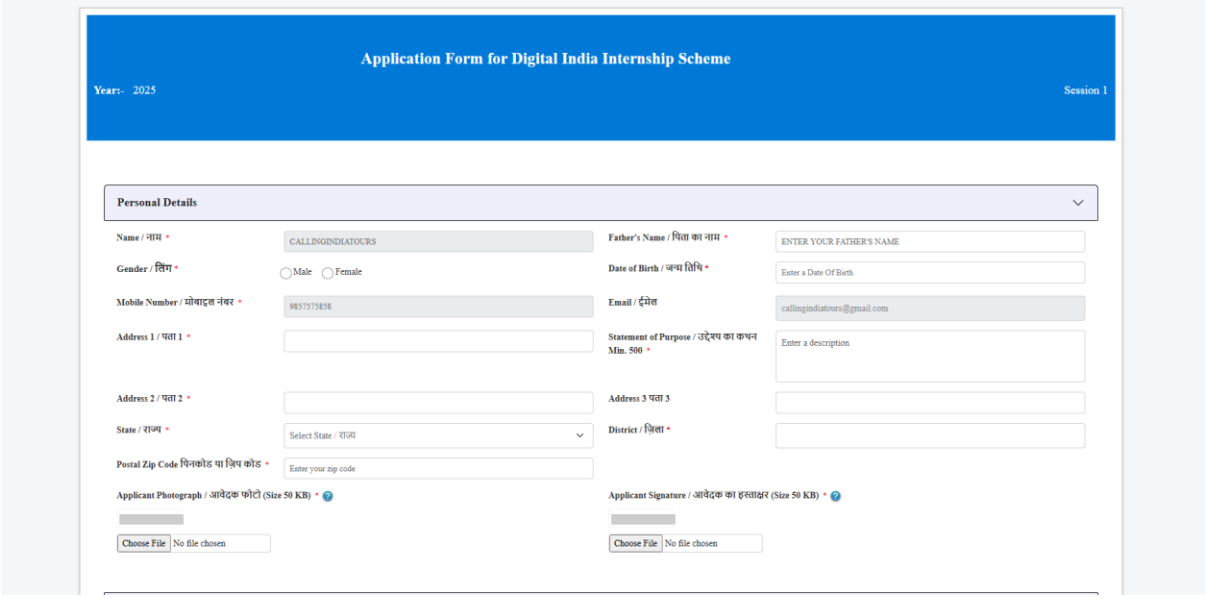
Enter your personal details as indicated. You will need to provide:

- Father's Name
- Gender
- Date of Birth
- Mobile Number
- Statement of Purpose
- Applicant Address

Additionally, upload the following image files:

- **Photograph**
- **Signature**

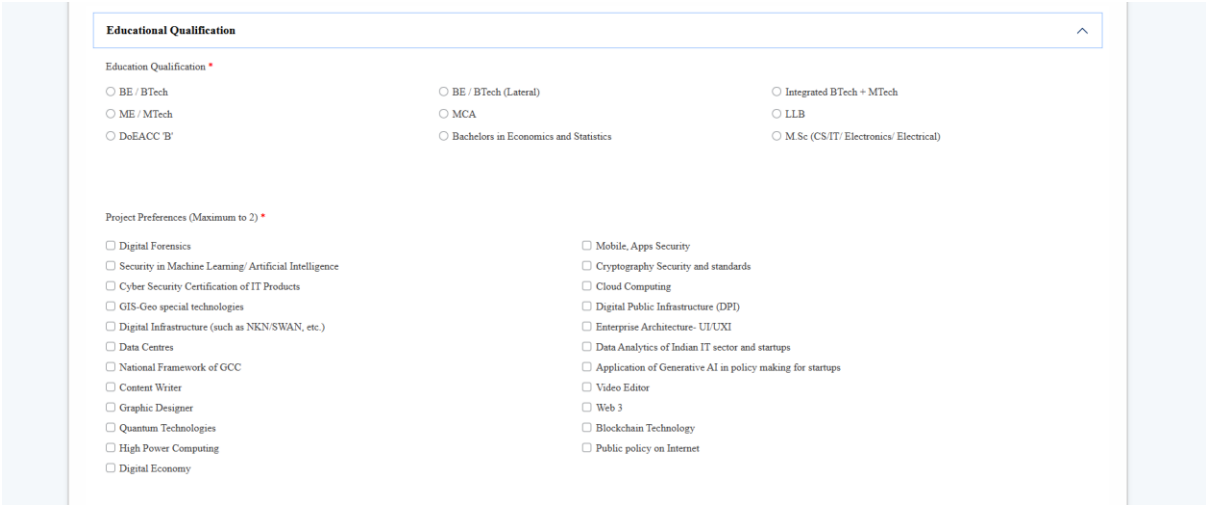
(Accepted formats: JPG, JPEG, PNG – Maximum size: 50 KB)



6.2. Academic Details

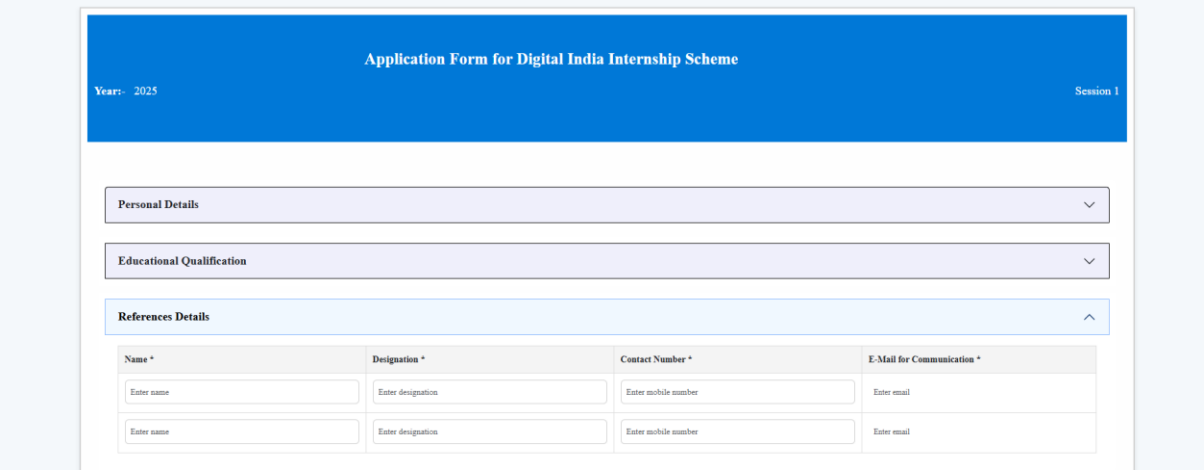
Fill in your academic information, which includes:

- **Current Pursuing Degree**
- **Current Pursuing Year**
- **Stream**
- **Name of the Board/Institute/University**
- **Examination Passed**
- **Year of Passing**
- **Obtained Marks (Percentage)**
- **Obtained Marks (CGPA – Optional)**
- **Project Preferences** (You may select a maximum of 2 preferences)



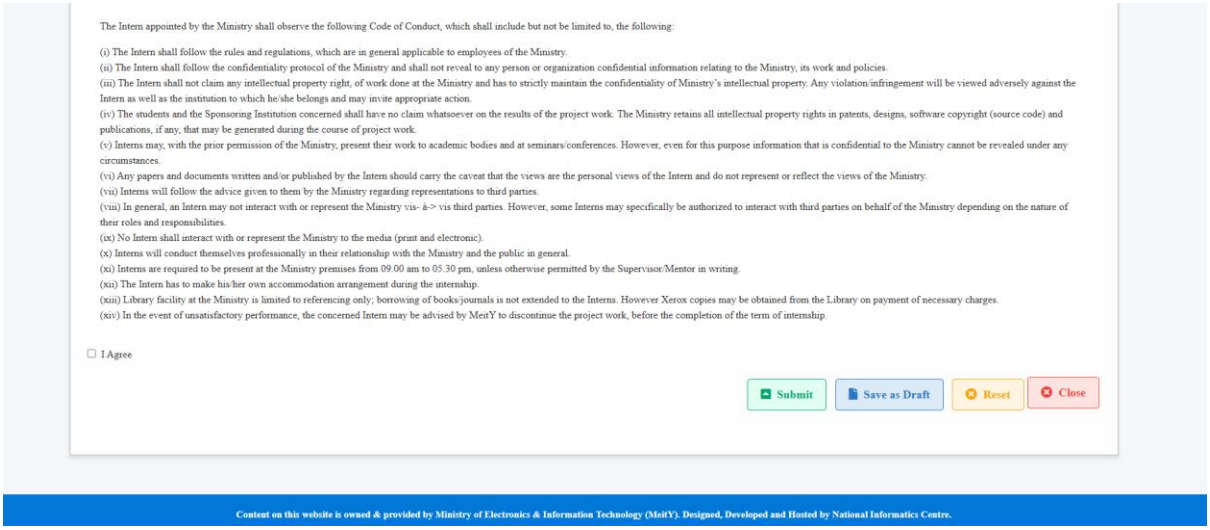
6.3. Reference Details

Provide details of **two distinct references**.



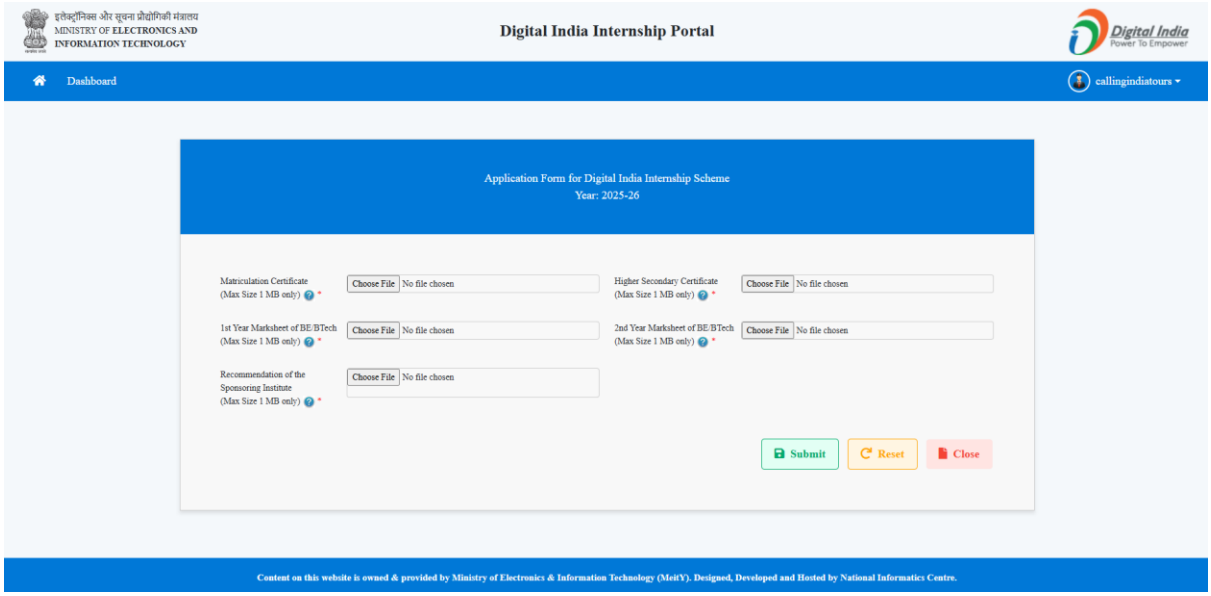
6.4. Submit Application

1. Accept the terms and conditions by clicking the **I Agree** button.
2. Click **Submit**. A preview of your application will be displayed.
3. If all details are correct, click **Proceed**; otherwise, click **Back** to make corrections.



Documents to be uploaded (only PDF format, maximum size: 1 MB):

- Matriculation (10th Class) Certificate
- Higher Secondary (12th Class) Certificate
- Additional marksheets as prompted on the screen
- Recommendation from the Sponsoring Institute

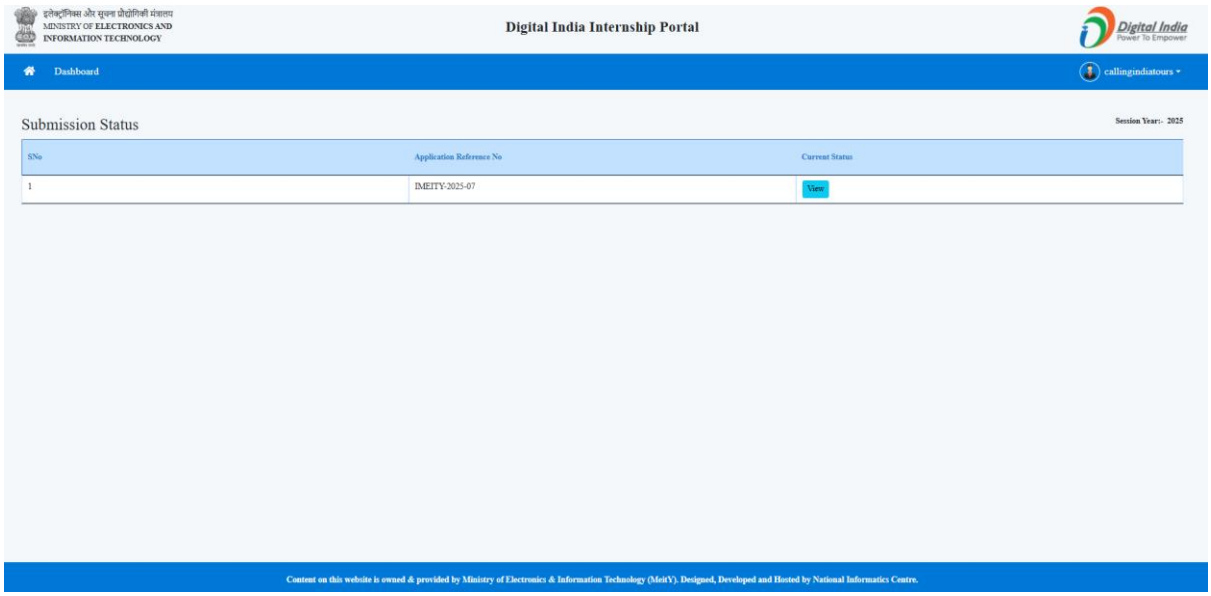


7. Acknowledgement Letter

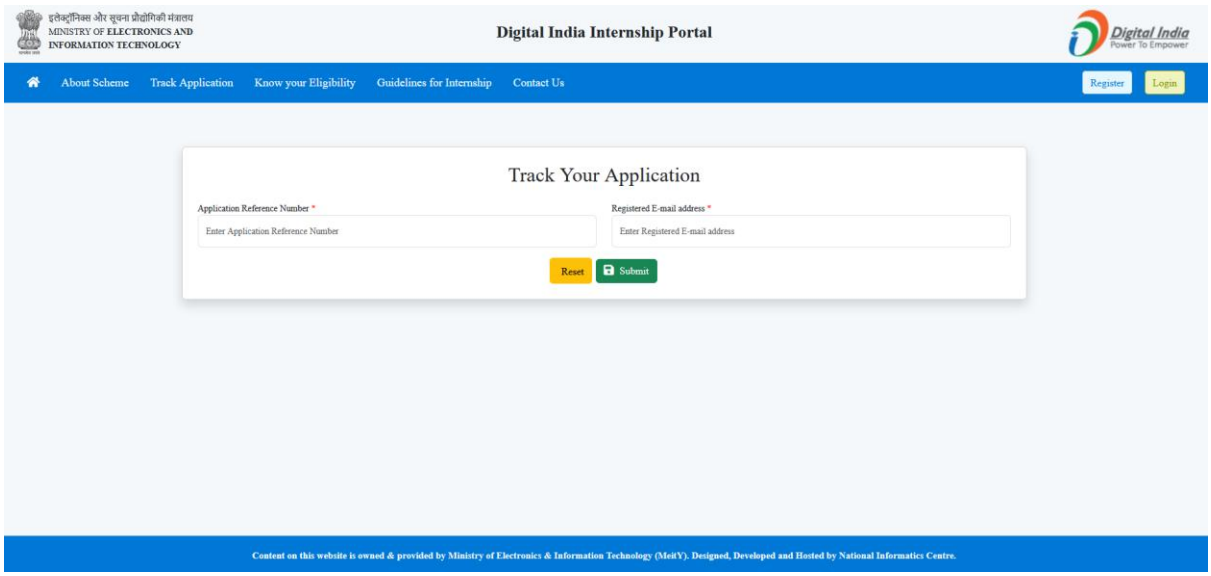
After successful submission, an acknowledgement letter with a unique reference number will be generated. This acknowledgement can be accessed in your Digital India Internship login account and will also be sent to your registered email address.

8. Track Application

You can track the status of your application by logging into the Dashboard. The status updates will be available under the **Track Application** section.



Track application without login



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9. Internship Offer Letter

Selected students will receive an Internship Offer Letter via their registered email. The letter will also be accessible under the **Track Application** section after logging in.
Note: Once you receive the offer, you must confirm within three days by following the instructions provided, including entering your bank account details.

Government Of India
MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY
Offer of Internship

To,

Applicant Name
Applicant Complete Address

Date: Submission Date
Application No. : xxxxxx-xxxx

Sir / Madam,

The Ministry of Electronics and Information Technology is pleased to offer you an Internship Programme (on provisional basis) commencing from **2nd Jun 2025** and ending on **1st Aug 2025** in the following area: in the following area:

Internship Area: Digital Economy

DRAFT

You are requested to send your confirmation for participation in the scheme through online mode (by login your account and check in track application status) by 15th May 2025 22nd May 2025 failing which your candidature for the said internship would be treated as withdrawn/cancelled.

The applicant is cautioned that in case any information provided by him/her is found to be false/incorrect any stage, his/her candidature for internship will be cancelled and no further correspondence in this regard would be obtained

Deputy Secretary (Personnel)
Ministry of Electronics and Information Technology

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10. Confirmation Letter for Internship

Students who confirm their internship as per the Ministry's instructions will receive a Confirmation Letter. This letter will be available in your account after confirmation.

सत्यमेव जयते

Government Of India

MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY

Confirmation of Internship

Date: Submission Date

Application No. : xxxxxx-xxxx

To,

Applicant Name

Applicant Complete Address

Sir / Madam,

The Ministry of Electronics and Information Technology is pleased to confirm the offer of Internship Programme commencing from **2nd Jun 2025** and ending on **1st Aug 2025** , in the following area:

Area: Digital Economy

DRAFT

You are directed to report to Joint Director (Personnel), MeitY on 13th May 2025 , failing which your candidature for the said internship would be treated as withdrawn/cancelled.

The applicant is cautioned that in case any information provided by him/her is found to be false/incorrect any stage, his/her candidature for internship will be cancelled and no further correspondence in this regard would be obtained.

Deputy Secretary (Personnel)

Ministry of Electronics and Information Technology

11. Validations

Please note the following guidelines when filling out the forms:

- **Mandatory Fields:** All fields marked with an asterisk (*) are mandatory.
- **Special Characters:** Only the dot (.), space, slash (/), at (@), comma (,), hyphen (-)are allowed.
- **Date Format:** Enter the date in Day, Month, and Year format. All parts must be numeric.
- **Email Address:** Should consist of alphanumeric characters along with permitted symbols (., @, -, _).

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12. Contact Us

For any queries, please email: support-diis@meity.gov.in