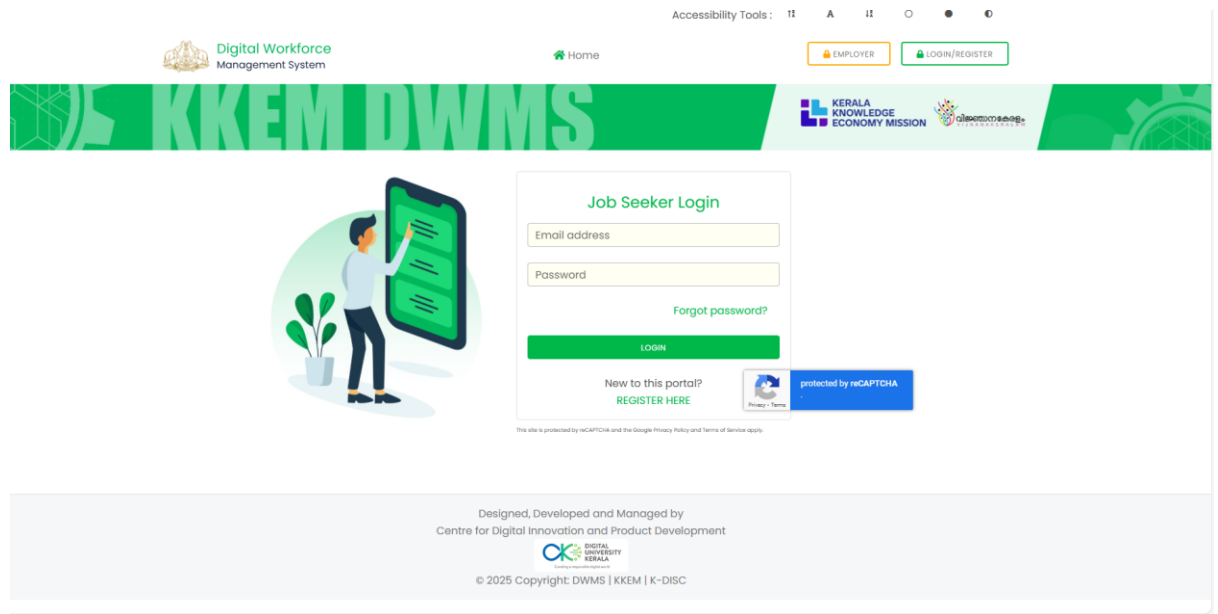


## Guidelines for Applying for “Internship” through the DWMS Portal

1. Login to DWMS portal.

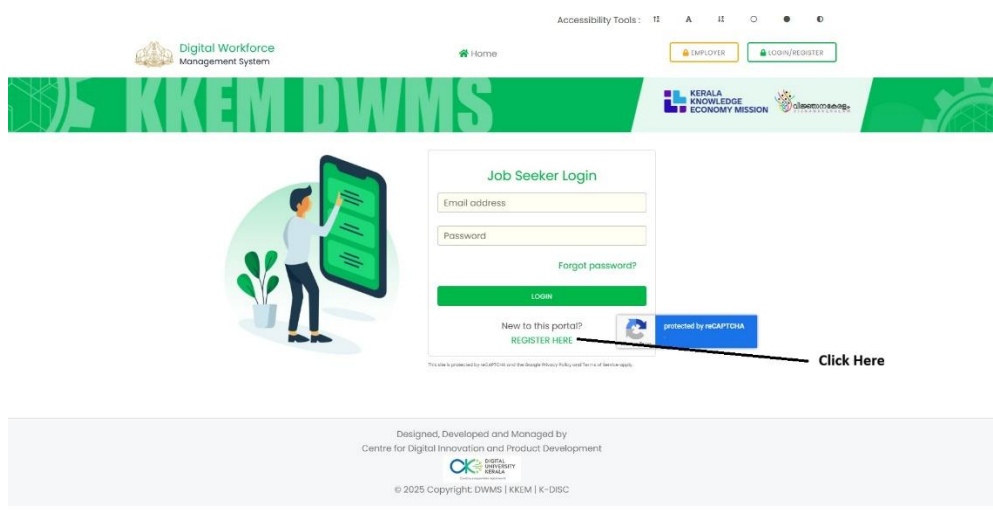
### DIGITAL WORKFORCE MANAGEMENT SYSTEM

Login using your registered e-mail ID in the DWMS portal.



The screenshot shows the DWMS portal login page. At the top, there is a navigation bar with the 'Digital Workforce Management System' logo, a 'Home' link, and buttons for 'EMPLOYER' and 'LOGIN/REGISTER'. Below the navigation bar is a green banner with 'KKEM DWMS' and logos for 'KERALA KNOWLEDGE ECONOMY MISSION' and 'Digital Workforce Management System'. The main content area features an illustration of a person interacting with a large screen. To the right of the illustration is the 'Job Seeker Login' form, which includes fields for 'Email address' and 'Password', a 'Forgot password?' link, and a green 'LOGIN' button. Below the login form is a 'REGISTER HERE' link for new users. A reCAPTCHA logo is visible next to the 'REGISTER HERE' link. At the bottom of the page, there is a footer with the text 'Designed, Developed and Managed by Centre for Digital Innovation and Product Development' and '© 2025 Copyright: DWMS | KKEM | K-DISC'.

If not registered in DWMS, please click “New to this portal – Register Here”.



This screenshot is identical to the one above, but it includes a blue callout box with the text 'Click Here' and an arrow pointing to the 'REGISTER HERE' link. The callout box also contains the text 'protected by reCAPTCHA'.

## 2. Select 'View All Jobs' in the Home page

The screenshot shows two main sections on the home page:

- Direct Job Openings** (purple background):
  - Icon: Briefcase
  - Text: Matching with your profile
  - Text: Based on your profile, with our AI algorithm we have a few jobs matching with your profile.
  - Buttons:
    - VIEW ALL JOBS →** (highlighted with a red arrow)
    - CONNECT CAREER TO CAMPUS - RECRUITMENT CAFE →
    - VIEW JOBFAIR →
- Aggregated Jobs** (orange background):
  - Icon: Graduation cap
  - Text: Matching with your profile
  - Button: GIG WORK PLATFORM (AWIGN) FIND WORK →

A red arrow points from a box labeled "Click here" to the "VIEW ALL JOBS" button.

## 3. Navigate to the 'Internship' page.

The screenshot shows the 'Internship' page on the Digital Workforce Management System. The top navigation bar includes links for Home, Job Fair, RTD, and Internship. A red arrow points from a box labeled "Click Here" to the "Internship" link. Below the navigation bar is a search bar and a filter section. The main content area displays two job listings:

- #INT-2025-0004 - INT-2025-0004**
  - Company: ITI LTD
  - Details: Govt undertaking, Any ITI Diploma, B.Tech (as per student requirement), ITI, B. Tech, Manufacturing, Telecommunications, Age: 21-24, ₹ 5000, Palakkad, Kerala
  - Open positions: 5
  - Closing date: 25 Aug 2025
  - Quick Apply button
- #INT-2025-0005 - INT-2025-0005**
  - Company: Upscale - school of advertising (Graphic Design Institute)
  - Details: Private, Diploma in Graphic design, BCA/MCA, Graphic designing, Designers, Graphic designing institute, Age: 21-24, ₹ 5000, Palakkad, Kerala
  - Open positions: 5
  - Closing date: 25 Aug 2025
  - Quick Apply button

4. Enter the internship ID in the search bar for the internship you wish to apply for. Click Quick Apply.

Digital Workforce Management System

Home Job Fair RTD Internship

int-2025-0029 Search

Filter: Sector Qualification Field/Area Courses State District Number of opportunities Clear All Filter

#INT-2025-0029 - INT-2025-0029  
Terumon Penpol

Healthcare BTech/diploma/ /ITI/MBA BTech/diploma/ /ITI/MBA medical device manufacturing Age: 21-24 ₹ 5000 Thiruvananthapuram Kerala Open positions:1

Closing date : 25 Aug 2025

Quick Apply

Click here

5. A box displaying the details of the internship appears on the screen. Click 'Apply' Button

https://jobfair.knowledgemission.kerala.gov.in/internship?encrypted\_param=eyJhbGciOiJIUzI1LCJlbmMiOiBMbmU2R0NNIn0.mDGCN68C\_2sryWzg.x25bc\_TwR1F9Bw44J6Dg7WyRipAKZyL... Sign in

Digital Workforce Management System

Job Fair RTD Internship

Internship Details

INT-2025-0029 - INT-2025-0029  
Terumon Penpol

₹ 5000  
August 25, 2025  
Thiruvananthapuram- Kerala

Min. age : 21 years - Max. age : 24 years

Open positions : 1

Sector: Healthcare Field/ Area: medical device manufacturing

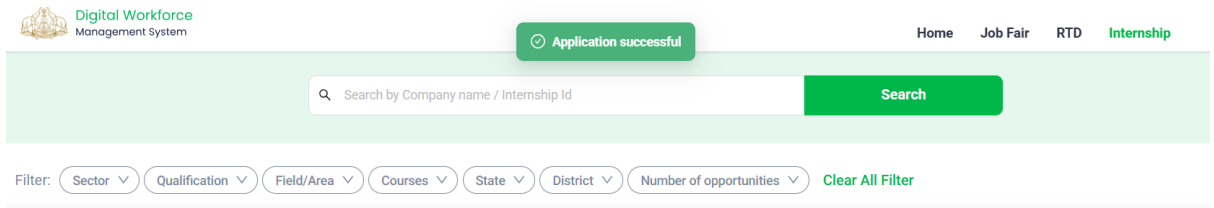
Education Qualification: BTech/diploma/ /ITI/MBA

Course: BTech/diploma/ /ITI/MBA

Description

Cancel Apply

6. Your application process will be successfully completed.



The screenshot displays the top section of the Digital Workforce Management System. On the left, the logo features a crown above the text "Digital Workforce Management System". In the center, a green notification bubble with a checkmark icon contains the text "Application successful". On the right, a navigation menu includes links for "Home", "Job Fair", "RTD", and "Internship". Below the navigation is a search bar with the placeholder text "Search by Company name / Internship Id" and a green "Search" button. At the bottom, a filter section is labeled "Filter:" and contains several dropdown menus: "Sector", "Qualification", "Field/Area", "Courses", "State", "District", and "Number of opportunities". A "Clear All Filter" link is positioned to the right of these dropdowns.