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## TCSNextStep Handbook for Candidate Registration

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Log In to NextStep Campus Portal

**Registration Page** 

**Candidate Log** 

**Application Form** 

- Personal Details
- <u>Academic and Work Experience Details</u>
- Other Details
- Application Form Preview and Declaration

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## Logging on to TCS NextStep Campus Portal (continued)

TCSNextStep

Alerts Campus Commune TCS BUZZ Login

## Welcome aboard TCS NextStep!

Register Now →

Click on Register Here

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#### Select Category

You have a choice to apply for IT or BPS. Please note that you can register with us under only one category and registering in incorrect category may lead you to repeat the entire registration process

Choose **BPS** 



Information Technology



Business Process Services

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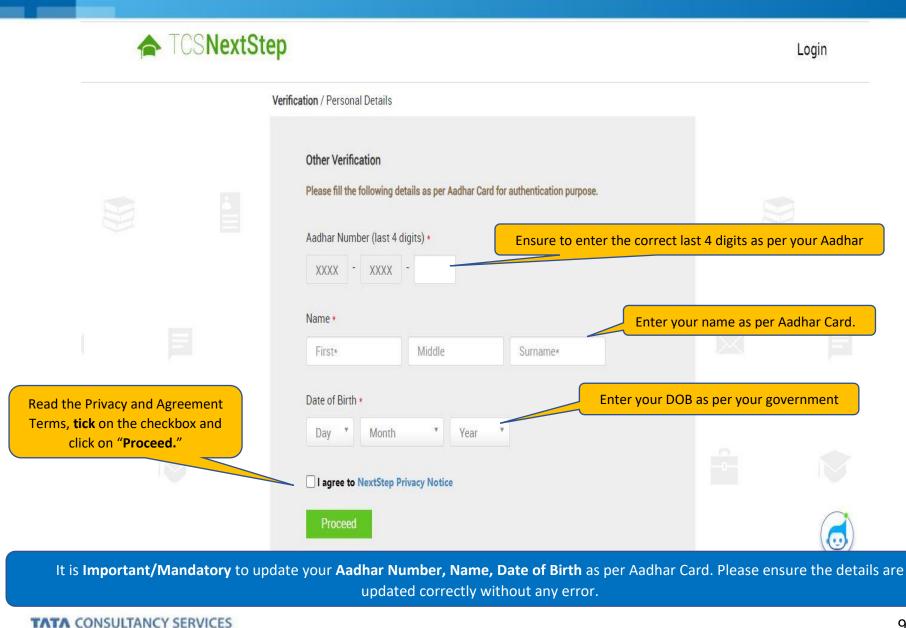
## TCSNextStep Login Verification / Personal Details Please note that the TCS NextStep initiative is available in the India geography. Applications from other countries will not be taken into account. Kindly use personal email domain address for registering into the NextStep Application instead of Institute/College email domain names for smooth communication post academics tenure completion. Verification of your email We will send the verification code on your email id Type your email ID for verification. Email TATA CONCLUTANCY CEDUICE

## TCSNextStep



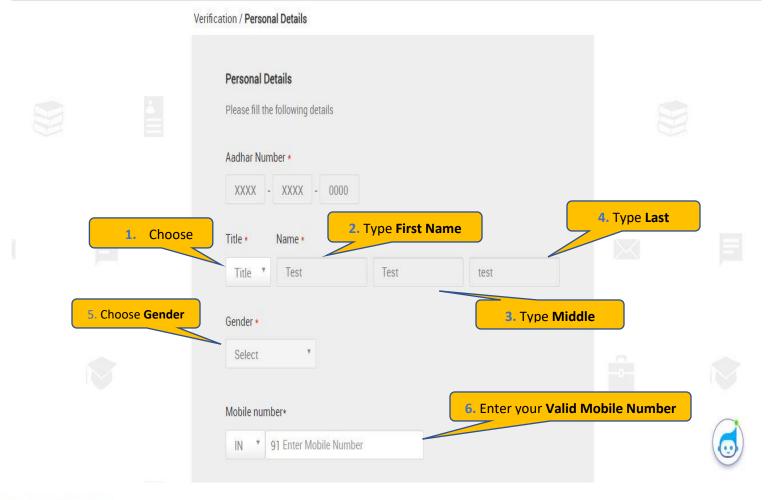
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Login



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## TCSNextStep



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	Institute name *	7. Enter vour Institute Name
	Qualification *	8. Choose your Highest Qualification
	Select	Y
9. Year of Passing Qualification	Year of passing (for highest qualification) <b>*</b>	
	Select	<ul> <li><b>10. Campus Candidate</b> – Choose Direct Applicant and</li> <li>Off Campus Candidate, <b>BYB</b> if a friend has referred &amp;</li> <li><b>Web</b> if you have received a mail from the Job Portal</li> </ul>
	Source type *	
	Select	
	Source name	<b>11. Direct Applicant</b> – Enter College Name, <b>BYB</b> – Enter referred name/EMP ID & <b>Web</b> – Enter the name mentioned
	Nearest TCS Office *	12. Choose the nearest TCS Office
	Select	
	Set Your Password * 🛈	

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	Set Your Password * (i)	13. The Password should consist of Capita Letter, Special Character & Number.
	Confirm Password •	
	Select security question •	14. Select a Security Question and an Answer to your Security Question. This shall be used for password retrieval in case
	Answer to security question *	
15. Enter the Captcha and Click on	Please enter the characters that you see in the image below.	
	Submit Back Cancel	

On Clicking SUBMIT, you will receive a CT/DT Reference Number which shall be used for further correspondence with regards to your candidature at TCS.

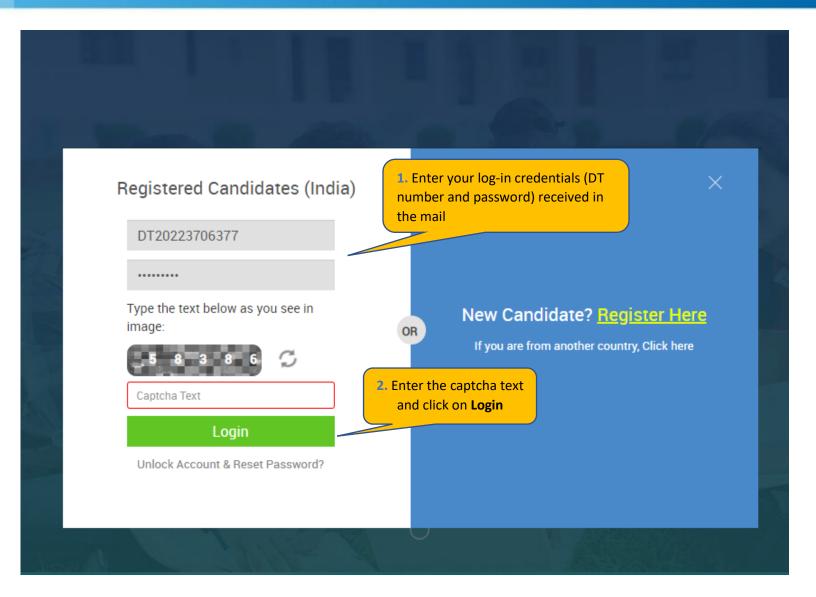
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## **3.** Click on **Application**

#### TCSNextStep

#### WELCOME SHRUTI SONAWANE (DT20223706377)

rm	
nune	A Home 🤪 Help & Support 🗎 Change Password 🍾 Contact Us 🙂 Logout
ication	TCS NextStep Portal
	Welcome aboard on TCS NextStep portal!

TCS NextStep Portal is the first step connecting you with TCS, Asia's leading IT services Company. A single platform that addresses all your needs interactively and simplifies the communication process, this Portal will help you in your transition from being a student on campus to exploring a dynamic career path with TCS.

From keeping you updated on TCS initiatives to answering your queries and helping you explore a world of opportunities, TCS NextStep helps bridge the distance in your journey to becoming a TCSer.

So, go ahead! Explore opportunities. Experience Certainty.

Application Forr Campus Commo Track My Applic How To Apply

#### **Application Form**

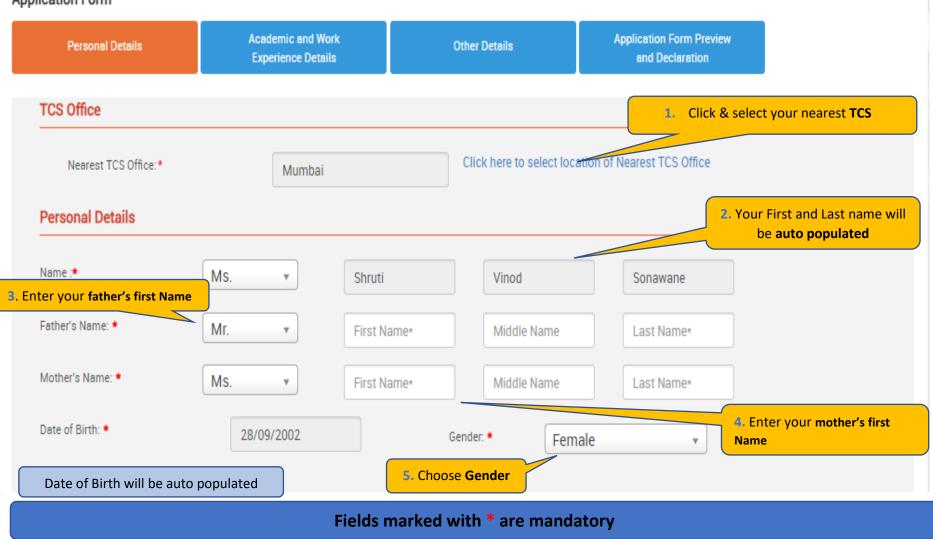
Personal Details	Academic and Work Experience Details	Other Details	Application Form Preview and Declaration	
IMPORTANT INSTRUCTIONS				
<ol> <li>The form is divided into fol</li> <li>Personal Detail</li> <li>Academic and Worl</li> <li>Other Details</li> <li>Form preview and complexity</li> </ol>		o enter details in all four sections.		
2. Fields marked with "*" in th	nese sections are mandatory.			
3. To save the details and nat	vigate to the next field/screen, click 'Sa	ave and Continue'.		
4. To submit the form, click 'S	Submit Application Form' in 'Form Prev	iew and Declaration' section.		
	roperly before submitting the form to a you wish to edit any details, you can na		on Form preview feature after filling in a the same.	all the
-	ny details in the form. To submit the for editing any details, the details will not b		mit Application Form'. Please note that	t if you do
4. Read important instru	ictions above and click on start filli the form	ing	Start Filling	g the Form

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## **NextStep** - Application Form – Personal Details

#### **Application Form**



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House No./ * Apartment Name/ Block No.: Road/Street/Lane: Country: * City: * Are the premanant and Present A Present Address House No./ *	e to filter Address same? *	▼	Area/Landmark: * State: * Pincode: *	
Country: * Type City: * Are the premanant and Present A Present Address			State: *	
City: *				
Are the premanant and Present A Present Address	Address same? *	Ves Alle	Pincode: *	
Present Address	Address same? *	Vec A		
		U res O no		7 If your permanent address is different than
House No./ *				<b>7.</b> If your permanent address is different than the present address, click on <b>NO</b> , and enter
Apartment Name/ Block No.:				your present address below
Road/Street/Lane:			Area/Landmark: *	
Country: * Type	to filter	•	State: *	
City: *			Pincode: *	
Contact Details		8. Email I Numbe		nter your Residence Phone Number and Cell
Email ID: * pranav	v.j@aol.co.uk		Alternate Email ID:	
Telephone(R): *			Mobile No.:	
Save and Continue		9. Once dor proceed to	ne, click on <b>Save and Cont</b>	tinue to
TATA CONSULTANCY SERVIC	ere	proceed to I		20





# NextStepApplication Form –Academic & WorkExperience Details

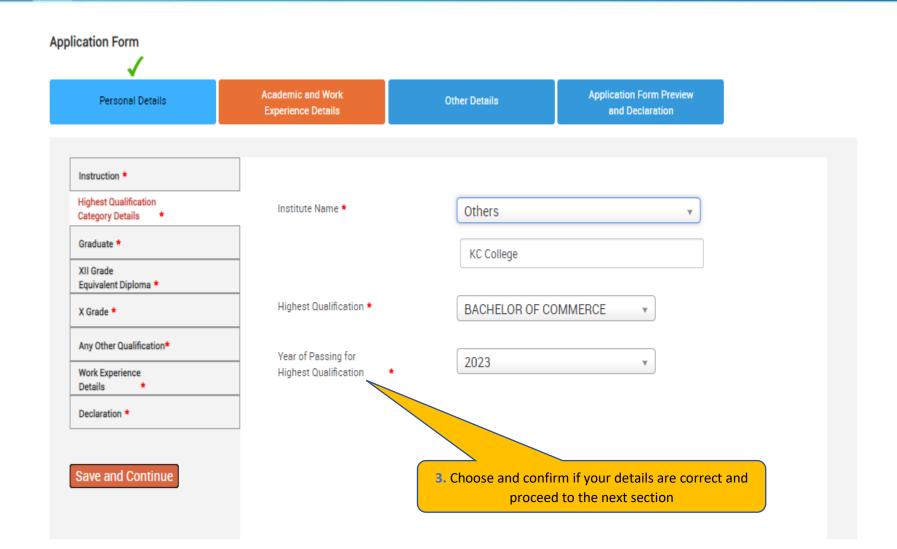
#### **Application Form**

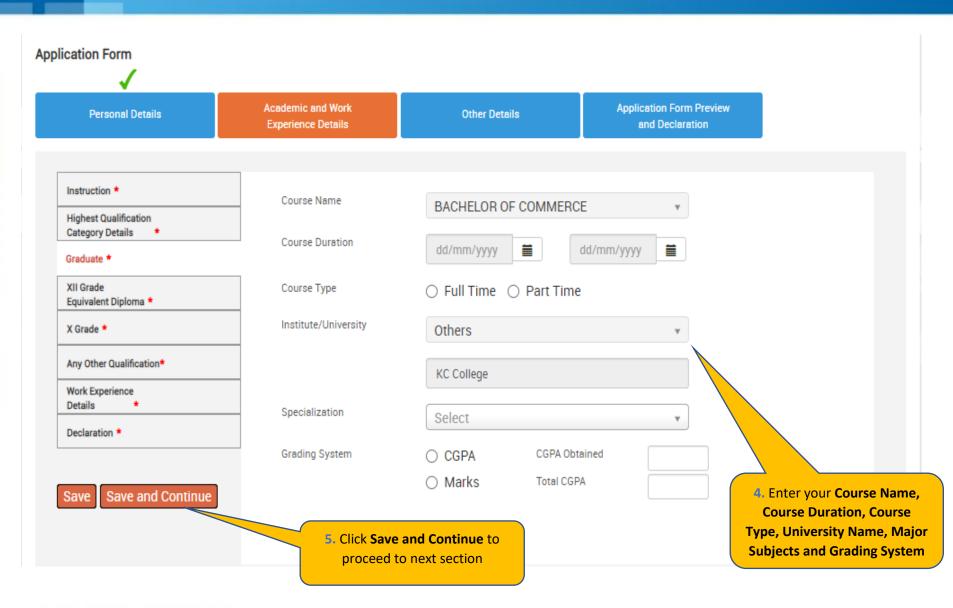
Personal Details	Academic and Work Experience Details	Other Details	Application Form Preview and Declaration	
Instruction *	Academic Instructions :			
Highest Qualification Category Details *	1. "Marks/CGPA Obtain	ed" denotes Total Marks/CGPA sec	ured by you in ALL* subjects in all	semesters in the first
Graduate *	attempt. 2. "Total Marks/CGPA"	denotes total of maximum marks ir	n ALL* subjects in all semesters in t	the first attempt. *ALL
XII Grade Equivalent Diploma *		cts mentioned on the marksheet (ir tion for calculating the obtained/to	ncluding languages, optional subjec tal marks/CGPA.	cts etc) should be
X Grade *	3. Marks/CGPA obtaine eligibility.	d during the normal duration of the	e course only will be considered to o	lecide on the
Any Other Qualification*		er entering, as it is a part of the sel		
Work Experience Details *	5. Please mention only	your XII duration in XII Grade detail	ls . Pls do not add the XI duration ir	i the same.
Declaration *			1. Read the instructions before	
Continue	2. Use the side bar within different		filling your application	

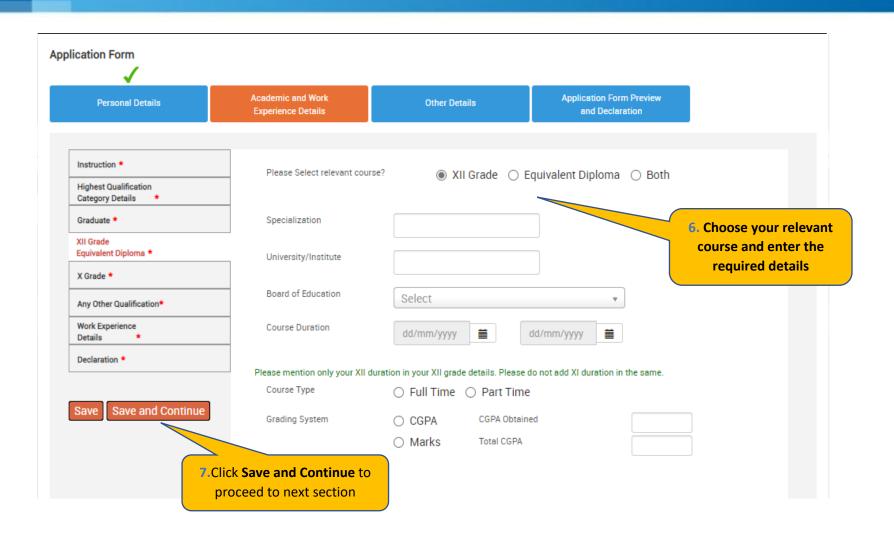
#### Fields marked with are \* mandatory

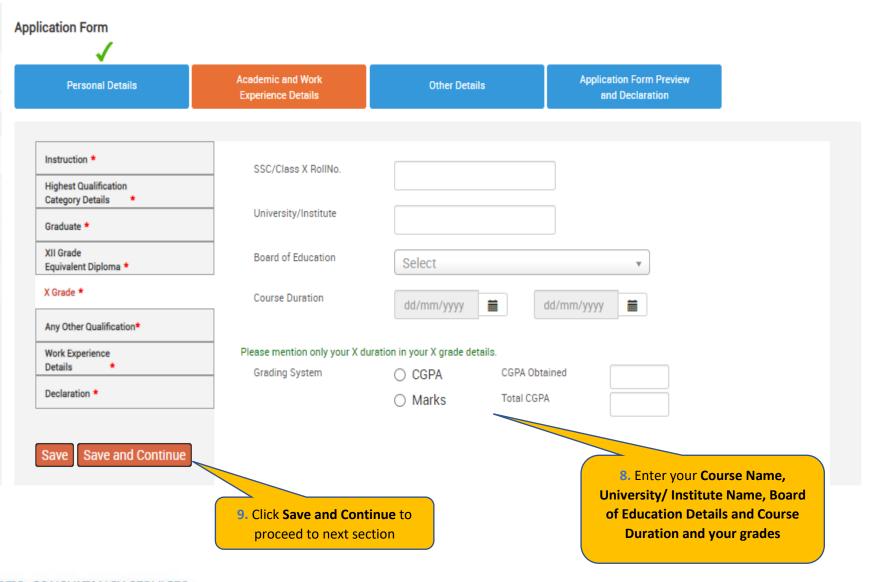
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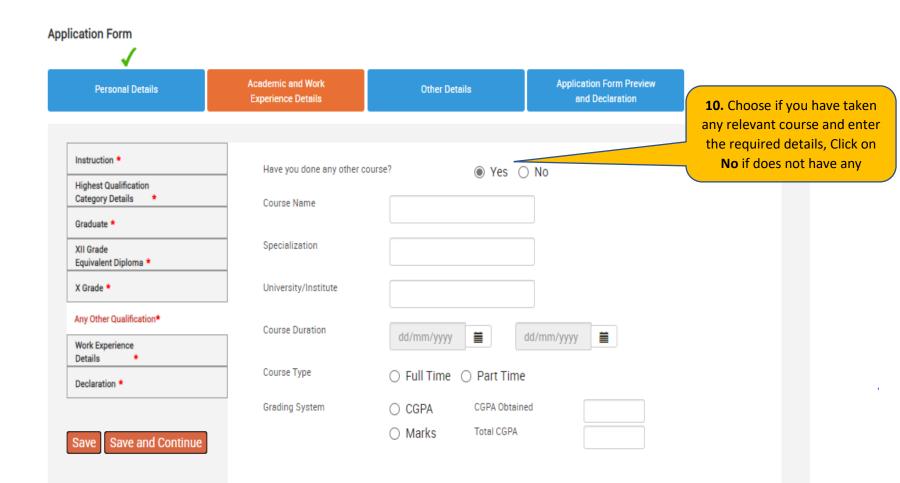
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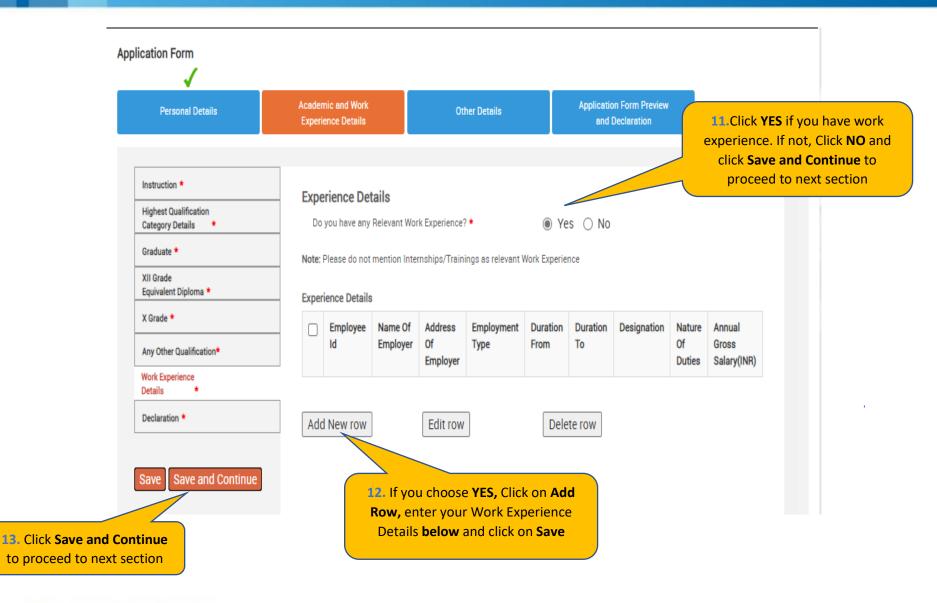












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 Enter your Work
 Experience Details and click on Save.

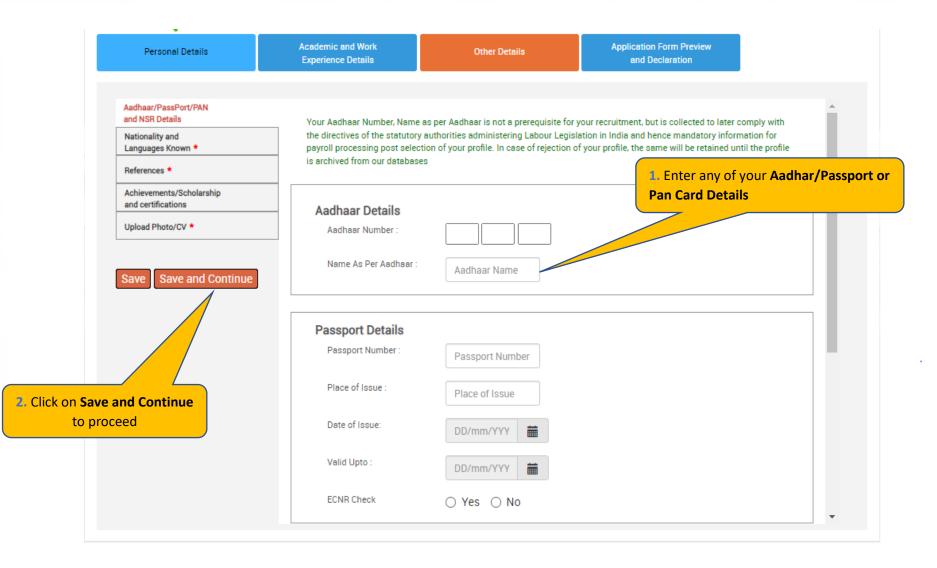
Employee ID :	
Name Of Employer :	
Address Of Employer :	
Employement Type :	<ul> <li>Full Time</li> <li>Part Time</li> </ul>
Duration From :	dd/mm/yyyy
Duration To :	dd/mm/yyyy
Designation :	
Nature Of Duties :	
Annual Gross Salary(INR) :	

Instruction	Other Details		
Instruction	Do you have any break in studies?		
Highest Qualification * Category Details			
Post Graduate *	Have you done any other courses?		
Graduate *	Do you have any pending backlog currently?		
XII Grade/ * Equivalent Diploma	Please mention details of Academic Project(s) undertaken.		
X Grade *	Declaration		
Any Other Qualification *	You have taken all subject marks into consideration for calculating the Obtained/Total Marks/CGPA in each of the above mentioned academic	🔘 Yes 🔘 No	
Work Experience * Details	qualifications. *		
Declaration *	"The Marks/CGPA Obtained" entered by you for each of the above mentioned academic qualifications has been secured in the first attempt, *	🔘 Yes 🔘 No	
	You have considered only the Marks/CGPA obtained during the normal duration of the course for calculating Obtained/Total Marks/CGPA. *	🔾 Yes 🔵 No	
Save Save and Continue	You have completed each of the above mentioned academic courses in the stipulated time as specified by your University/Institute and as per TCSL selection guidelines and do not have any extended education. *	🔵 Yes 🔘 No	
	You have declared break in studies/work experience and pending backlogs, if any, during your academics. *	🔘 Yes 🔘 No	
	You have not attended the TCSL Selection Process in the last 6 months. *		
<ol> <li>Once done, tick on I Agree on Save and Continue to</li> </ol>	re resc engibility citteria and understand that your	<ol> <li>16. Read Declaration q</li> <li>Yes or No appropri</li> </ol>	
	I Mr. Pranav Joshi solemnly declare that the information in this form is truly stat and	ed and correct	
	I Agree *		
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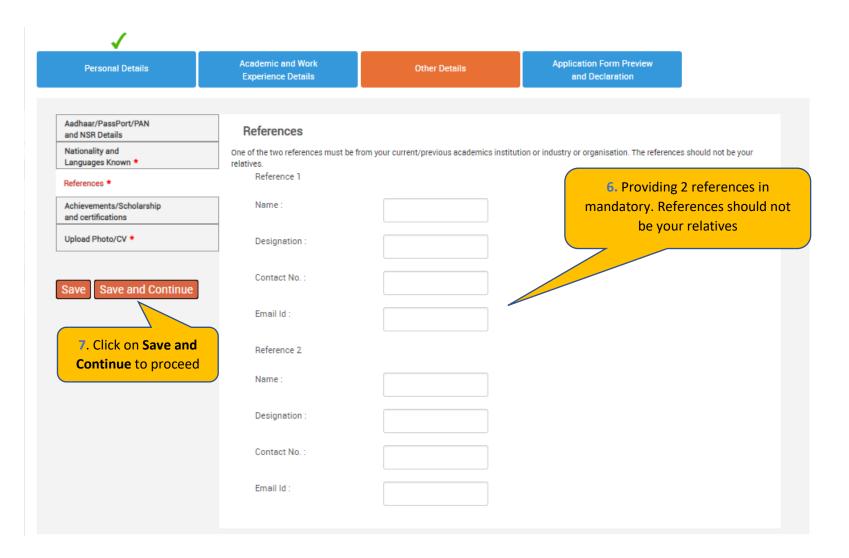


## **NextStep** Application Form – Other Details

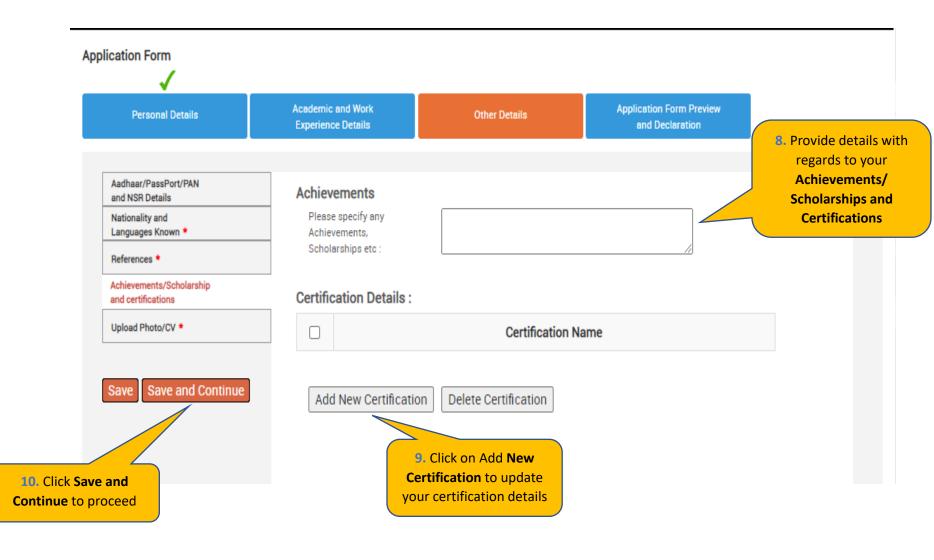


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Personal Details	Academic and Work	Other Details	Application Form Preview	r	
	Experience Details		and Declaration		. Enter your <b>Nati</b>
Aadhaar/PassPort/PAN and NSR Details Nationality and Languages Known *	Nationality Nationality *	Select	v		
References *	Languages Known *				
Achievements/Scholarship		uages, you can also select Foreigr	languages known if applicable.		
and certifications Upload Photo/CV *	Lan	iguage Speak	Read Write	Mother Tongue	
Save Save and Continue	Add New row	Delete row			Click Add <b>New Ro</b> er the languages l
Save Save and Continue			elect more than one then last select	ente	
Save Save and Continue	Please ensure that you select	t only one Mother Tounge. If you s		ente ted will be considerd	



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Smart Card Details

**Personal Details** 

Academic and Work Experience Details

Other Details

Application Form Preview and Declaration

Passport/PAN/NSR Details

Nationality and \* Languages Known

References \*

Achievements/Scholarships and Certifications

Upload Photo/CV \*

 Read the Smart Card guidelines, enter your Name as to be printed on the smart card choose your Blood Group and Upload your photo and CV

Save and

12. Click Save and Con

proceed

Kindly follow the below mentioned steps to successfully upload your photograph.

1. Upload your recent passport size color photograph.

(Dimension : 35 mm\*35mm. Format: \*.jpg. \*.jpeg. Size: Maximum 500kb).

2. The photograph must be formal, with a white/off white background.

3. You should look straight into the camera and your head should not be titled in the photograph.

(Smart card is your TCS identity card which will be handed over to you once you join the company.)

Click on the Browse button to search for the location where the photograph is stored. The photograph will be uploaded and displayed to you.

Please provide the below details carefully as they will be printed on your TCS identity card if you get selected to TCS.

our our	Name * (as to be printed on the smart card)		
		First Name *	Last Name
		(Max 15 Character)	(Max 15 Character)
	Blood Group *	Type to filter 🗸 🔻	]
ue			
1.1			
	Upload Photo *	Brov	vse and Upload
	Upload Photo * Upload CV	Brov	vse and Upload

Please ensure the file format is of the following types, .pdf,.doc,.docx,.txt,.rtf (max 500KB)

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## Application Form – Application Form Preview and Declaration

	Academic and Work Experience Details	Other Details	Application Preview and De	
Application Form P	review			
Please note that you ( (indly confirm your de (ou can edit any infor	n Form Preview link to view Ap can preview the form only afte stails, as details entered by yo mation (except name, email I ore final submission of the Ap	r filling up all the mandator ou would be considered for y (D, date of birth, gender , S	y fields in the form our final evaluation	mother's maiden name) by navigating to
			and a second sec	Preview the Application Form, Read the
		Application For	rm preview De	<b>claration</b> , tick <b>I Agree</b> , enter place, and click on
Declaration			Sul	bmit Application Form
	or TCS Tests/Interviews earlie	r ? If yes kindly furnish det	ails (i.e	Yes No
late,place,Position a	pplied for and final results):			
TCS Terms and Con in connection with my certify that the info actually correct and s accept that an appo	nditions application to render services rmation furnished in this form ubject to verification by TCS in	n as well as in all other for icluding Reference Check ar basis can be revoked and/	es Ltd (the "Compar ms filled-in by me nd Background Verifi or terminated witho	ny"), I hereby agree as follows: in conjunction with my traineeship is
TCS Terms and Con In connection with my I certify that the info factually correct and s I accept that an appo	application to render services rmation furnished in this form ubject to verification by TCS in intment given to me on this b	n as well as in all other for ocluding Reference Check ar basis can be revoked and/ ding, deliberately omitted/	es Ltd (the "Compar ms filled-in by me nd Background Verifi or terminated witho	ny"), I hereby agree as follows: in conjunction with my traineeship is
TCS Terms and Col in connection with my i certify that the info actually correct and s i accept that an appo any information has b	application to render services rmation furnished in this form ubject to verification by TCS in intment given to me on this b een found to be false, mislea	n as well as in all other for ocluding Reference Check ar basis can be revoked and/ ding, deliberately omitted/	es Ltd (the "Compar rms filled-in by me nd Background Verifi or terminated witho suppressed.	ny"), I hereby agree as follows: in conjunction with my traineeship is
TCS Terms and Col In connection with my I certify that the info factually correct and s I accept that an appo any information has b	application to render services rmation furnished in this form ubject to verification by TCS in intment given to me on this b een found to be false, mislea	n as well as in all other for ocluding Reference Check ar basis can be revoked and/ ding, deliberately omitted/ I /	es Ltd (the "Compar ms filled-in by me nd Background Verifi or terminated witho suppressed. Agree *	ny"), I hereby agree as follows: in conjunction with my traineeship is ication. but any notice at any time in future if

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applicants will receive consideration for employment without regard to this information.



2. Click on **Home** post downloading the application form

WELCOME SHRUTI SONAWANE (DT20223706377)

A Home 😧 Help & Support 🚔 Change Password 💪 Contact Us 🖒 Logout

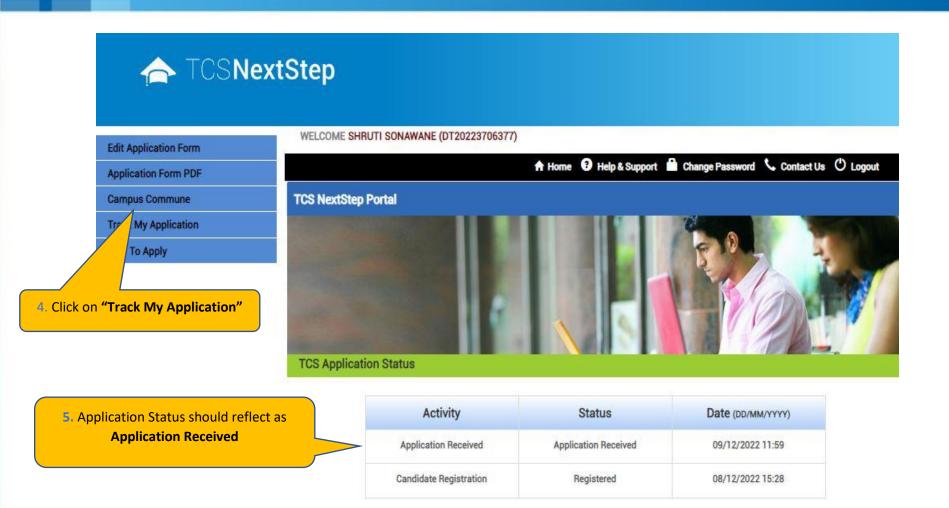


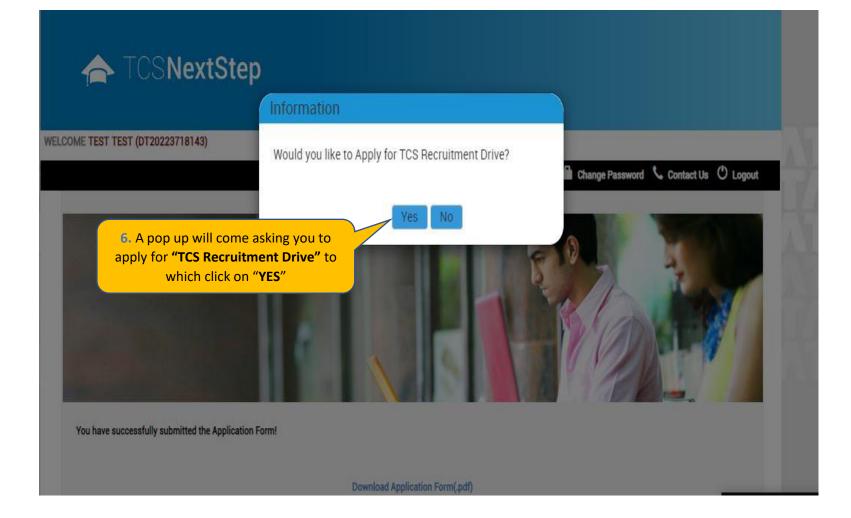
You have successfully submitted the Application Form!

Download Application Form(.pdf)

 Post Submitting the form download the Application
 Form for your reference

Back





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Edit Application Form

**Application Form PDF** 

Campus Commune

Track My Application

Apply For Drive

To Apply

#### WELCOME TEST MAIL (DT20223703288)

A Home 😗 Help & Support 🛍 Change Password 📞 Contact Us 🙂 Logout

#### **Apply For TCS Recruitment Drive**

TCS BPS Hiring - TCS has curated exclusive opportunities for Arts, Commerce and Science Graduates from the 2023 Year of Passing to apply for exciting careers and make #TheBigMove

Exceptional performers will be part of TCS's fastest growing units in various enriching roles that amplify their career growth.

Selected candidates will be onboarded in FY'24 post course completion.

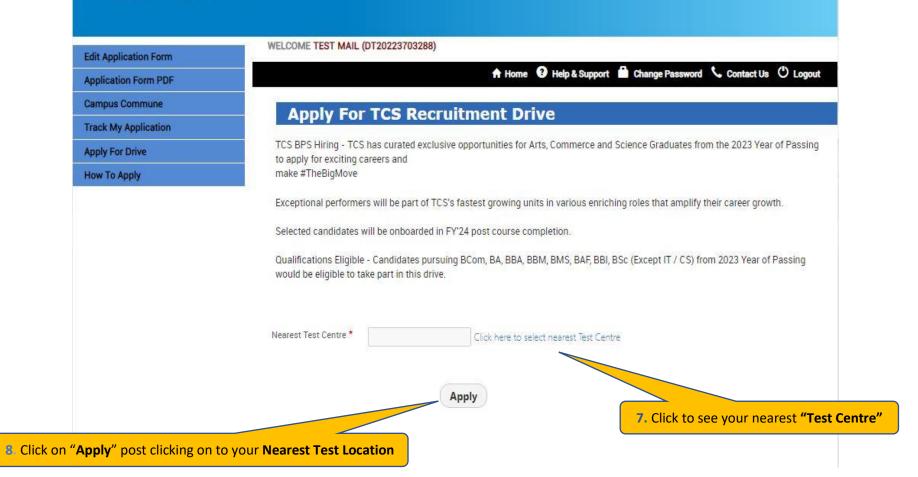
Qualifications Eligible - Candidates pursuing BCom, BA, BBA, BBM, BMS, BAF, BBI, BSc (Except IT / CS) from 2023 Year of Passing would be eligible to take part in this drive.

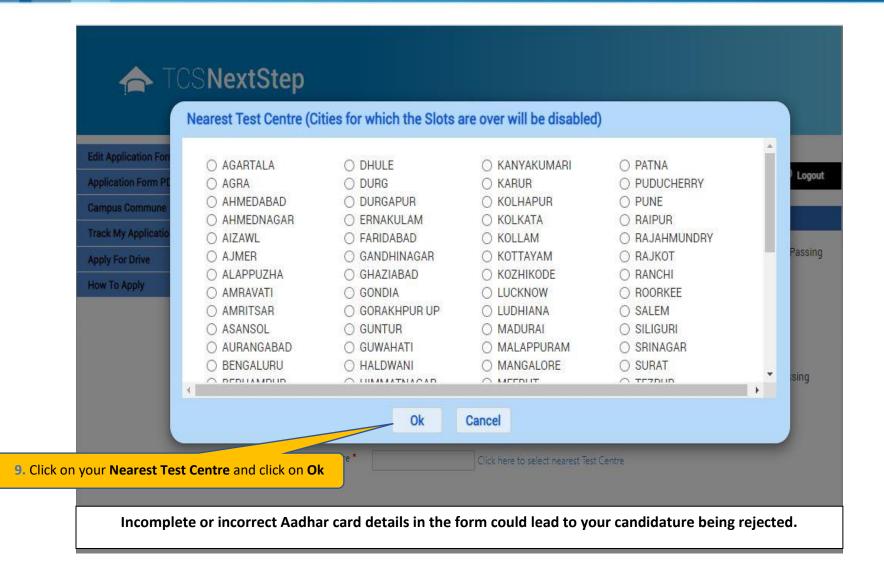
For the Candidate's that have already created the DT Reference ID in the past and have submitted the application form can directly "Apply for Drive" and select your nearest Test Centre.

Nearest Test Centre *	Click here to select nearest Test Centre

Apply

#### 🔶 TCSNextStep







	WELCOME TEST TEST (DT20223749496)
Edit Application Form	
Application Form PDF	🛧 Home 🤨 Help & Support 🗎 Change Password 🍾 Contact Us 🖒 Logout
Campus Commune	Apply For TCS Recruitment Drive
Track My Application	Apply For TCS Recruitment Drive
How To Apply	TCS BPS Hiring - TCS has curated exclusive opportunities for Arts, Commerce and Science Graduates from the 2023 Year of Passing to apply for exciting careers and make #TheBigMove Exceptional performers will be part of TCS's fastest growing units in various enriching roles that amplify their career growth. Selected candidates will be onboarded in FY'24 post course completion. Qualifications Eligible - Candidates pursuing BCom, BA, BBA, BBM, BMS, BAF, BBI, BSc (Except IT / CS) from 2023 Year of Passing would be eligible to take part in this drive.
	Nearest Test Centre *       Click here to select nearest Test Centre         Preferred Job Location 1*       Select         Preferred Job Location 2       Select    Select v    ID. After selecting your Nearest Test Centre

Apply



You have applied for Recruitment Drive.

Track My Application

Campus Commune

Apply For Drive

How To Apply

**11.** A message will pop up stating you have applied for the Recruitment Drive

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## Thank You