Handbook for Candidate Registration
Steps:

Log In to NextStep Campus Portal

Registration Page

Candidate Log-In

Application Form

§ Personal Details

§ Academic and Work Experience Details

§ Other Details

§ Application Form Preview and Declaration
Logging on to TCS

TCS NextStep

Campus Portal
Logging on to NextStep

Welcome aboard TCS NextStep!

3. Click Register Here
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.

4. Choose BPS
Registration Page
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Choose Title</td>
</tr>
<tr>
<td>2.</td>
<td>Type First Name</td>
</tr>
<tr>
<td>3.</td>
<td>Type Middle Name</td>
</tr>
<tr>
<td>4.</td>
<td>Type Last Name</td>
</tr>
<tr>
<td>5.</td>
<td>Choose DOB</td>
</tr>
<tr>
<td>6.</td>
<td>Choose Gender</td>
</tr>
<tr>
<td>7.</td>
<td>Enter your Email ID</td>
</tr>
<tr>
<td>8.</td>
<td>Enter +91</td>
</tr>
<tr>
<td>9.</td>
<td>Enter your Valid Number</td>
</tr>
</tbody>
</table>
10. Enter State Code

11. Enter your Valid Landline No

12. Enter Institute Name

13. Enter your Highest Qualification

14. Year of Passing of the Highest Qualification

15. Campus candidate - Choose Direct Applicant and Off-Campus candidate, BYB if a friend has referred & Web if you have received a mail from the Job Portal.

16. Direct Applicant – enter college name, BYB
   - Enter referred Name/Employ ID & Web
   - Enter the mentioned name in the mail.

17. The Password should consist of Capital Letter, Special Character, & Number. (e.g.

18. Select a Security Question and an Answer to your Security Question. This shall be used for password retrieval in case forgotten.

On Clicking SUBMIT, you will receive a Registration Number which shall be used for further correspondence with regards to your candidature at TCS.
Candidate Log-In
Welcome aboard TCS NextStep!

With TCS BPS, customer experience, certainty of results, partnership in trust (TCS), offer a large pool of Industry domain experts, ability to deliver business and delivering core business processes across industries. We offer horizontal services for Finance and Accounting (F&A), Human Resources (HR), and Procurement and Analytics, across industries ranging from, banking and financial services, insurance services, drug development and safety services, retail services, telecom services, travel-related services, manufacturing services and knowledge services.

We offer global exposure and unparalleled career growth. So come and explore opportunities and Experience Certainty with us at TCS.

1. Enter your log-in credentials (DT Number and Password) received in the mail (freshers.recruitment@tcs.com)

2. Click Log In
Application Form
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 Form

**IMPORTANT INSTRUCTIONS**

1. The form is divided into following four sections. It is mandatory to enter details in all four sections.
   - Personal Detail
   - Academic and Work Experience Details
   - Other Details
   - Form preview and declaration

2. Fields marked with "*" in these sections are mandatory.

3. To save the details and navigate to the next field/screen, click 'Save and Continue'.

4. To submit the form, click 'Submit Application Form' in 'Form Preview and Declaration' section.

5. Please review the details properly before submitting the form to avoid errors. You can use the Application Form preview feature after filling in all the mandatory fields. In case you wish to edit any details, you can navigate to the relevant section and edit the same.

6. Click 'Save' after editing any details in the form. To submit the form with the updated details, click 'Submit Application Form'. Please note that if you do not submit the form after editing any details, the details will not be saved.

2. **Read Important Instructions** above and click on **Start Filling the form**

TCS Public | 13
Application Form – Personal Details
1. Your First name and Last name will be auto populated

2. Enter your Father’s First Name

3. Enter your Mother’s first name

Date of Birth, Gender, Mothers Maiden Name and SSC Roll Number will be auto populated

Fields marked with * are mandatory
3. Enter all mandatory details – **House No, Area/Landmark, Country, State, City and Pin Code**

4. If your Permanent Address different than present address, **Click No** and Enter your permanent address below

5. Email ID will be auto populated. Enter your **Residence number** and **Cell number**

6. Once done, Click on **Save and Continue** to proceed to next section
NextStep

Application Form – Academic & Work Experience Details
Application Form – Academic and Work Details

Instruction

| Highest Qualification Category Details | Post Graduate | Graduate | XII Grade/ Equivalent Diploma | X Grade | Any Other Qualification | Work Experience Details | Declaration |

**Academic Instructions:**

1. “Marks/CGPA Obtained” denotes Total Marks/CGPA secured by you in ALL* subjects in all semesters in the first attempt.
2. “Total Marks/CGPA” denotes total of maximum marks in ALL* subjects in all semesters in the first attempt.
   - *ALL implies that all subjects mentioned on the marksheet (including languages, optional subjects etc) should be taken into consideration for calculating the obtained/total marks/CGPA.
3. Marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.
4. Verify your marks after entering, as it is a part of the selection criteria.
5. Enter complete duration for all your qualifications.
6. Please mention only your XII duration in XII Grade details. Pls do not add the XI duration in the same.

**Fields Marked with * are mandatory**

1. **Read the instructions** before you start filling the application form
2. Use to side bar to navigate within different sections
### Application Form – Academic and Work

#### Personal Details
- **Instruction**
- **Highest Qualification Category Details**
  - Post Graduate *
  - Graduate *
  - XII Grade / Equivalent Diploma *
  - X Grade *
  - Any Other Qualification *
  - Work Experience Details *
  - Declaration *

#### Academic and Work Experience Details
- **Institute Name**
  - A V C Polytechnic College - Tamilnadu
- **Highest Qualification Category**
  - Management Post Graduates
- **Year of Passing for Highest Qualification**
  - 2012

3. Choose and Confirm if your details are correct and move to the next section.
4. Enter your Post Graduation details

5. Click Save and Continue to proceed to the next section
6. Enter your Course Name, Course Duration, University Name, Major subjects, and Grading System.

7. Click Save and Continue to proceed to the next section.
Application Form – Academic and Work

8. Choose your relevant course and enter the required details

9. Click Save and Continue to proceed to the next section.
10. Enter your Course Name, Institute/University Name, Board of Education details, Course Duration, and your grades.

11. Click on Save and Continue to proceed to next section
Application Form – Academic and Work

12. If you have done any other course, choose **YES** and details pertaining to your **Course Name, Major Subjects, University Name, Course duration and Type and Grades**

13. Click on **Save and Continue** to proceed to the next section
Application Form – Academic and Work

14. Click Yes, if you have work experience, Click NO and Save and Continue to proceed to the next section.

15. If you choose YES, Click on Add New Row.

16. Enter your Work Experience Details and Click on Submit.

17. Click on Save and Continue to proceed to the next section.
### Application Form – Academic

#### Instruction

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highest Qualification</td>
<td></td>
</tr>
<tr>
<td>Category Details</td>
<td></td>
</tr>
<tr>
<td>Post Graduate</td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
</tr>
<tr>
<td>XII Grade/ Equivalent Diploma</td>
<td></td>
</tr>
<tr>
<td>X Grade</td>
<td></td>
</tr>
<tr>
<td>Any Other Qualification</td>
<td></td>
</tr>
<tr>
<td>Work Experience Details</td>
<td></td>
</tr>
</tbody>
</table>

#### Other Details

- **Do you have any break in studies?**
  - [ ] Yes
  - [x] No

- **Have you done any other courses?**
  - [ ] Yes
  - [x] No

- **Do you have any pending backlog currently?**
  - [ ] Yes
  - [x] No

- Please mention details of Academic Project(s) undertaken.

#### Declaration

You have taken all subject marks into consideration for calculating the Obtained/Total Marks/CGPA in each of the above mentioned academic qualifications.

- [ ] Yes
- [x] No

-The Marks/CGPA Obtained entered by you for each of the above mentioned academic qualifications has been secured in the first attempt.

- [ ] Yes
- [x] No

You have considered only the Marks/CGPA obtained during the normal duration of the course for calculating Obtained/Total Marks/CGPA.

- [ ] Yes
- [x] No

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
- [x] No

You have declared break in studies/work experience and pending backlogs, if any, during your academic career.

- [ ] Yes
- [x] No

You have not attended the TCSL Selection Process in the last 6 months.

- [ ] Yes
- [x] No

You have read the TCSL eligibility criteria and understand that your candidature/application/offer/onboarding is subject to fulfillment of the specified criteria.

- [ ] Yes
- [x] No

I Mr. Pranav Joshi solemnly declare that the information in this form is truly stated and correct and...

- [x] I Agree

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18. Read declaration questions and choose yes or no appropriately.

19. Once done, tick I Agree and Click on Save and Continue to Proceed.
NextStep

Application Form – Other Details
Application Form – Other Details

1. Enter your Passport Details

2. Click Save and Continue to Proceed.
Application Form – Other Details

<table>
<thead>
<tr>
<th>Personal Details</th>
<th>Academic and Work Experience Details</th>
<th>Other Details</th>
<th>Application Form Preview and Declaration</th>
</tr>
</thead>
</table>

### References

One of the two references must be from your current/previous academics institution or industry or organisation. The references should not be your relatives.

<table>
<thead>
<tr>
<th>Reference 1</th>
<th>Reference 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Designation:</td>
<td>Designation:</td>
</tr>
<tr>
<td>Contact No.:</td>
<td>Contact No.:</td>
</tr>
<tr>
<td>Email ID:</td>
<td>Email ID:</td>
</tr>
</tbody>
</table>

6. Providing 2 references is mandatory. References should not be your relatives.

7. Click on **Save and Continue** to Proceed.
8. Provide details with regards to your Achievement/Scholarships and Certifications.

9. Click on Add New Certification to Update your Certification details.

10. Click on Save and Continue to Proceed.
Application Form – Other Details

11. 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.

12. Click on Save and Continue to Proceed.
NextStep

Application Form – Application Form Preview and Declaration
Application Form Preview

Click on the Application Form Preview link to view Application Form filled by you.

Please note that you can preview the form only after filling up all the mandatory fields in the form. Kindly confirm your details, as details entered by you would be considered for your final evaluation.

You can edit any information (except name, email ID, date of birth, gender, SSC roll number, and mother's maiden name) by navigating to respective section before final submission of the Application Form.

Preview the Application form, Read the Declaration, tick I Agree, enter Place and Submit the Application Form.

Declaration

Have you appeared for TCS Tests/Interviews earlier? If yes kindly furnish details (i.e. date, place, position applied for and final results):

TCS Terms and Conditions

In connection with my application to render services to Tata Consultancy Services Ltd (the "Company"), I hereby agree as follows:

I certify that the information furnished in this form as well as in all other forms filled-in by me in conjunction with my placement is factually correct and subject to verification by TCS including Reference Check and Background Verification.

I accept that an appointment given to me on this basis can be revoked and/or terminated without any notice at any time in future if any information has been found to be false, misleading, deliberately omitted/ suppressed.

I Agree *

Date: 12/08/2015

Place: *

Submit Application Form

TCS is an equal opportunity employer that aims to integrate global diversity and inclusion at each level within our organization. Hiring decisions are solely made on the capability of an individual to perform a role. Any personal details like gender, age and nationality that may be provided by you during the course of application or selection process will be used for administrative records and all qualified applicants will receive consideration for employment without regard to this information.
Thank You