



 **Handbook for Candidate Registration**

November 23, 2016

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Logging on to TCS  Campus Portal



Logging on to TCS NextStep Campus Portal

TATA CONSULTANCY SERVICES

Experience certainty.

1. Go to careers.tcs.com.

TCS & You Career Opportunities Partners Contact Us

Opportunities to work with **Salesforce's Global Strategic Partner**

Salesforce Technical Architect

Salesforce Solutions Architect

Salesforce Technical Lead

Salesforce Integration Lead

Salesforce Developer

Locations: Bengaluru | Chennai | Delhi | Hyderabad | Kolkata | Mumbai | Pune

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Experienced Professional



Entry Level Hiring



Research and Internships



Campus Commune

2. Click **Entry Level Freshers**.

TATA CONSULTANCY SERVICES

Experience certainty.

Welcome aboard TCS NextStep!

[Register Now >](#)

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**



 Information Technology



 Business Process Services



TCS**NextStep**

- Registration Page



Registration Page

1. Choose Title.

2. Type First Name

3. Type Middle Name

4. Type Last Name

5. Choose DOB

6. Choose Gender

7. Enter your Email ID

8. Enter as +91

9. Enter your valid Mobile Number

Name*

Title* First* Middle Surname

Please enter your name as appearing on your Passport or SSC Mark sheet. It is extremely important to enter your name correctly. Please recheck the details entered to ensure there are no errors.

Date of birth*

Gender*

Email id*

@

It is important to enter your email Id carefully as it will be used for all communications from TCS.

Format-If your email ID is abc@gmail.com, please enter abc in the first textbox and select domain name(Ex- gmail.com,etc) from the dropdown. In case,your domain name is not present in the dropdown list, kindly select 'Others' and mention domain in the textbox.

Mobile number*

Fields marked with * are mandatory

Registration Page (continued)

10. Enter state code

Telephone(R)

11. Enter your valid Landline No

Institute name*

12. Enter your **Institute Name**.

Qualification*

13. Choose your **Highest Qualification**.

Year of passing (for highest qualification)*

14. **Year of Passing** of Highest Qualification

Source type*

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/EMP ID & **Web** - Enter the name mentioned in the mail.

Source name

Nearest Test Location*

[Click here to select location of Nearest Test Center](#)

17. The Password should consist of Capital Letter, Special Character, & Number. (e.g Tcs@123)

Enter password* TCS password policy

Re-enter password*

Select security question*

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



TCS**NextStep**

- Candidate Log-In



Candidate Log-In



Registered Candidates

CT/DT Reference ID

Password

[Forgot Password?](#)

New Candidate, [Register here](#)

[How to Apply?](#)

Welcome aboard TCS NextStep!

With TCS BPS, customer experience, certainty of results, partnership in transformation, and a robust transformation methodology driving efficiency and effectiveness, we offer a large pool of Industry domain experts, ability to deliver business insights and a robust transformation methodology driving efficiency and effectiveness 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.

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

2. Click **Login**

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



TCS **NextStep**

- Application Form



Application Form

3. Click on **Application Form**

Application From

Track My Application

How to Apply

For Queries or Assistance, call
1800-209-3111
(Toll-Free)

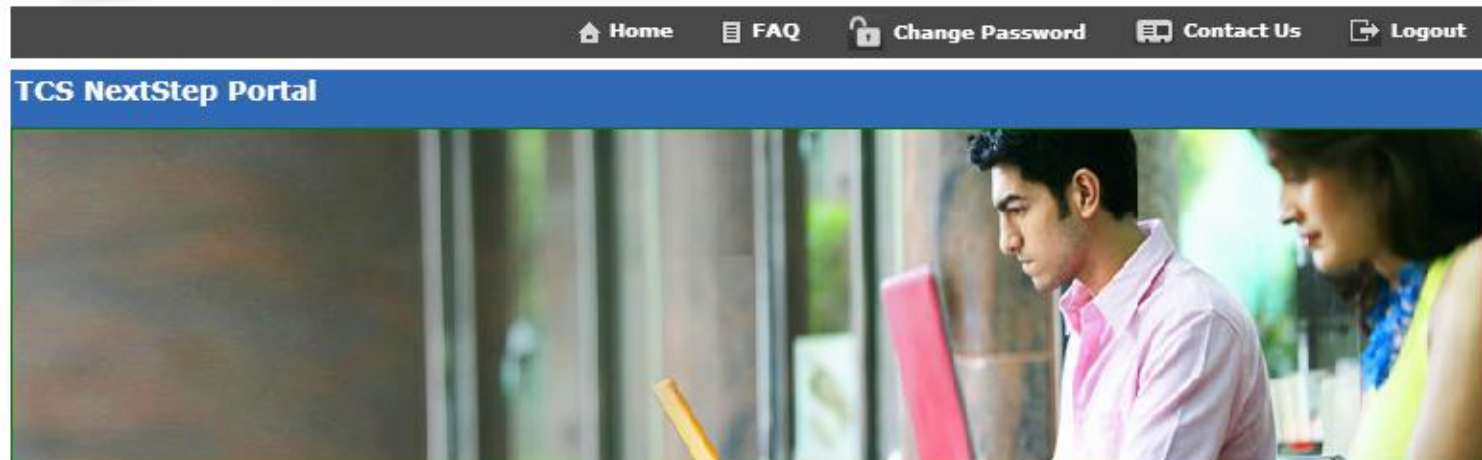
Monday to Friday
[8:00am to 8:00pm]

ilp.support@tcs.com

Open SeeSame

TCS Online Assessment
Model Question Paper

[Click to take the
Practice Test >>](#)



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 TCSeer.

So, go ahead! Explore opportunities. Experience Certainty.

Application Form (continued)

Application Form

Personal Details

Academic and Work
Experience Details

Other Details

Application Form
Preview and Declaration

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**

[Start filling the Form>>](#)

NextStep - Application Form – Personal Details



Application Form – Personal Details

Personal Details

Academic and Work Experience Details

Other Details

Application Form Preview and Declaration

Test Location

Nearest Test Location: *

[Click here to select location of Nearest Test Center](#)

Personal Details

1. Your First and Last name will be **auto populated** .

Name :

2. Enter you **Father's first Name**

Title * First Name * Middle name Last Name

Father's Name :

Title * First Name * Middle name Last Name

Mother's Name :

2. Enter you **Mother's first Name**

Title * First Name * Middle name Last Name

Date of Birth: *

Gender * Male Female

Mother's Maiden Name: *

SSC Roll No. *

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

Fields marked with * are mandatory

Application Form – Personal Details

Permanent Address

3. Enter all mandatory details – House No, Area/Landmark, Country, City, State and Pin code.

House No./ Apartment Name/ Block No.: *

Road/Street/Lane: Area/Landmark: *

Country: * Type to filter State: *

City: * Pincode: *

Are the permanent and Present Address same? * Yes No

Present Address

4. If your Permanent Address different than Present address, **click NO** and enter your Present address below

House No./ Apartment Name/ Block No.: *

Road/Street/Lane: Area/Landmark: *

Country: * Type to filter State: *

City: * Pincode: *

Contact Details

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

Email ID: * pranav.j@aol.co.uk Alternate Email ID:

Telephone(R): * Mobile No.:

Save

Save and Continue

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 Experience Details

| Personal Details | Academic and Work Experience Details | Other Details | Application Form Preview and Declaration |
|--|--------------------------------------|---------------|--|
| Instruction | | | |
| Academic Instructions: | | | |
| <ol style="list-style-type: none">"Marks/CGPA Obtained" denotes Total Marks/CGPA secured by you in ALL* subjects in all semesters in the first attempt."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.Marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.Verify your marks after entering, as it is a part of the selection criteria.Enter complete duration for all your qualifications.Please mention only your XII duration in XII Grade details . Pls do not add the XI duration in the same. | | | |
| Highest Qualification Category Details * | | | |
| Post Graduate * | | | |
| Graduate * | | | |
| XII Grade/ Equivalent Diploma * | | | |
| X Grade * | | | |
| Any Other Qualification * | | | |
| Work Experience Details * | | | |
| Declaration * | | | |

1. Read the instructions before you start filling your application form.

2. Use the side bar to navigate within different sections.

Fields marked with * are mandatory

Application Form – Academic and Work Experience Details

-Highest Qualification Category Details

Personal Details

Academic and Work
Experience Details

Other Details

Application Form
Preview and Declaration

Instruction

Highest Qualification
Category Details *

Post Graduate *

Graduate *

XII Grade/
Equivalent Diploma *

X Grade *

Any Other Qualification *

Work Experience
Details *

Declaration *

Institute Name

A V C Polytechnic College - Tamilnadu

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 proceed to the next section.

Personal Details | **Academic and Work Experience Details** | **Other Details** | **Application Form Preview and Declaration**

Instruction

Highest Qualification Category Details *

Post Graduate * ◀

Graduate *

XII Grade/ Equivalent Diploma *

X Grade *

Any Other Qualification *

Work Experience Details *

Declaration *

Is your Post Graduation a 5 year integrated course? * Yes No

Course Name: ▼

Course Duration: **A V C Polytechnic College - Tamilnadu**

Course Type: Full Time Part Time

University / Institute: ▼

Major Subjects: ▼

Grading System: CGPA Marks

CGPA Obtained

Total CGPA

Save **Save and Continue**

4. Enter your Post Graduation Details

5. Click Save and Continue to proceed to next section

| Personal Details | Academic and Work Experience Details | Other Details | Application Form Preview and Declaration |
|------------------|--------------------------------------|---------------|--|
|------------------|--------------------------------------|---------------|--|

Instruction

Highest Qualification Category Details *

Post Graduate *

Graduate *

XII Grade/ Equivalent Diploma *

X Grade *

Any Other Qualification *

Work Experience Details *

Declaration *

Is your Post Graduation a 5 year course? * Yes No

Course Name:
A V C Polytechnic College - Tamilnadu

Course Duration:

Course Type: Full Time Part Time

University / Institute:

Major Subjects:

Grading System: CGPA Marks

CGPA Obtained

Total CGPA

6. Enter your Course Name, Course Duration, Course Type, University Name, Major Subjects and Grading System.

7. Click Save and Continue to proceed to next section

Application Form – Academic and Work Experience Details

-XII Grade/ Equivalent Diploma

| Personal Details | Academic and Work Experience Details | Other Details | Application Form Preview and Declaration | |
|---|--|--|--|----------------------------|
| Instruction | Please select relevant course? * | <input type="radio"/> XII Grade | <input type="radio"/> Equivalent Diploma | <input type="radio"/> Both |
| Highest Qualification Category Details * | | <input type="text" value="A V C Polytechnic College - Tamilnadu"/> | | |
| Post Graduate * | | | | |
| Graduate * | | | | |
| XII Grade/ Equivalent Diploma * | | | | |
| X Grade * | | | | |
| Any Other Qualification * | | | | |
| Work Experience Details * | | | | |
| Declaration * | | | | |
| <input type="button" value="Save"/> | <input type="button" value="Save and Continue"/> | | | |

8. Choose your relevant course and enter the required details.

9. Click **Save and Continue** to proceed to next section

Application Form – Academic and Work Experience Details

-Any other qualification

Personal DetailsAcademic and Work Experience DetailsOther DetailsApplication Form Preview and Declaration

Instruction

Highest Qualification *
Category Details

Post Graduate *

Graduate *

XII Grade/
Equivalent Diploma *

X Grade *

Any Other Qualification *

Work Experience *
Details

Declaration *

Have you done any other course? * Yes No

Course Name:

Major Subjects:

University / Institute:

Course Duration:
From To

Course Type: Full Time Part Time

Grading System: CGPA Marks

CGPA Obtained

Total CGPA

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

13. Click **Save and Continue** to proceed to the next section.

SaveSave and Continue

Application Form – Academic and Work Experience Details

-Work Experience Details

Personal Details **Academic and Work Experience Details** Other Details Application Form Preview and Declaration

14. Click **YES** if you have work experience. If not, Click **NO** and click **Save and Continue** to proceed to next section.

Instruction

Highest Qualification Category Details *

Post Graduate *

Graduate *

XII Grade/ Equivalent Diploma *

X Grade *

Any Other Qualification *

Work Experience Details *

Declaration *

Experience Details

Do you have any Relevant Work Experience? * Yes No

Experience Details

| <input type="checkbox"/> | Name Of Employer | Address Of Employer | Employment Type | Duration From | Duration To | Designation | Nature Of duties | Annual Gross Salary(INR) |
|--------------------------|------------------|---------------------|-----------------|---------------|-------------|-------------|------------------|--------------------------|
|--------------------------|------------------|---------------------|-----------------|---------------|-------------|-------------|------------------|--------------------------|

Add New Row **Edit Row** **Delete Row**

15. If you choose **YES**, click on **Add New Row**

16. Enter your **Work Experience Details** and click **Submit**

Work Experience Details [X]

Name of Employer :

Address of Employer :

Employment Type: Full Time Part Time

Duration From : [Calendar]

Duration To : [Calendar]

Designation :

Nature Of Duties :

Annual Gross Salary(INR) :

Submit **Cancel**

Save **Save and Continue**

17. Click **Save and Continue** to proceed to the next section.

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

Other Details

| | |
|---|--|
| Do you have any break in studies? | <input type="radio"/> Yes <input type="radio"/> No |
| Have you done any other courses? | <input type="radio"/> Yes <input type="radio"/> No |
| Do you have any pending backlog currently? | <input type="radio"/> Yes <input type="radio"/> 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. * | <input type="radio"/> Yes <input type="radio"/> No |
| "The Marks/CGPA Obtained" entered by you for each of the above mentioned academic qualifications has been secured in the first attempt. * | <input type="radio"/> Yes <input type="radio"/> No |
| You have considered only the Marks/CGPA obtained during the normal duration of the course for calculating Obtained/Total Marks/CGPA. * | <input type="radio"/> Yes <input type="radio"/> 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. * | <input type="radio"/> Yes <input type="radio"/> No |
| You have declared break in studies/work experience and pending backlogs, if any, during your academics. * | <input type="radio"/> Yes <input type="radio"/> No |
| You have not attended the TCSL Selection Process in the last 6 months. * | <input type="radio"/> Yes <input type="radio"/> No |
| I Mr. Pranav Joshi solemnly declare that the information in this form is truly stated and correct and... | |
| I Agree * <input type="checkbox"/> | |

Save **Save and Continue**

19. Once done, tick I agree and click on Save and Continue to Proceed

18. Read Declaration questions and choose Yes or No appropriately

NextStep

Application Form – Other 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 *

Passport Details:

Passport Number:

Place of Issue:

Date of Issue: 

valid Upto: 

ECNR Check: Yes No

PAN/NSR No.

PAN Card No.:

NSR No.:

1. Enter your Passport Details

Save | **Save and Continue**

2. Click Save and Continue to proceed.

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 *

Nationality

Nationality * ▼

Languages Known *

In addition to the native languages, you can also select Foreign languages known if applicable.

| <input type="checkbox"/> | Language | Speak | Read | Write | Mother Tongue |
|--------------------------|----------|-------|------|-------|---------------|
| <input type="checkbox"/> | | | | | |

Add New Row **Delete Row**

Please ensure that you select only one Mother Tongue. If you select more than one then last selected will be considered as your Mother Tongue

If you have any language certifications(including English), please select the certifications from below list

Save **Save and Continue**

3. Enter your **Nationality**

4. Click **Add New Row** and enter the Languages known.

5. Click **Save and Continue** to proceed.

| 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 *

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

Reference 1

Name:

Designation:

Contact No.:

Email ID:

Reference 2

Name:

Designation:

Contact No.:

Email ID:

Save **Save and Continue**

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

7. Click Save and Continue to proceed.

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 *

Achievements

Please specify any Achievements, Scholarship etc:

Certification Details:

| <input type="checkbox"/> | Certification Name |
|--------------------------|--------------------|
|--------------------------|--------------------|

8. Provide details with regards to your Achievements/ Scholarships and Certifications

9. Click on Add New Certification to update your certification details

10. Click Save and Continue to proceed.

Save Save and Continue

Add New Certification **Delete Certification**

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 *

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.

Save

Save and Continue

12. Click Save and Continue to proceed.

Smart Card Details

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

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.
4. 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.

Name *
(as to be printed on the smart card)

First Name *
(Max 15 Character)

Last Name
(Max 15 Character)

Blood Group *

Upload Photo *

Browse and Upload

Upload CV

Upload CV *

Browse and Upload

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

NextStep

Application Form – Application Form Preview and Declaration



Application Form Preview and Declaration

Personal Details

Academic and Work
Experience Details

Other Details

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.

Application Form preview

Preview the Application Form, Read the Declaration, tick I agree, enter Place and click on Submit 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):

Yes No

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 traineeship 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

