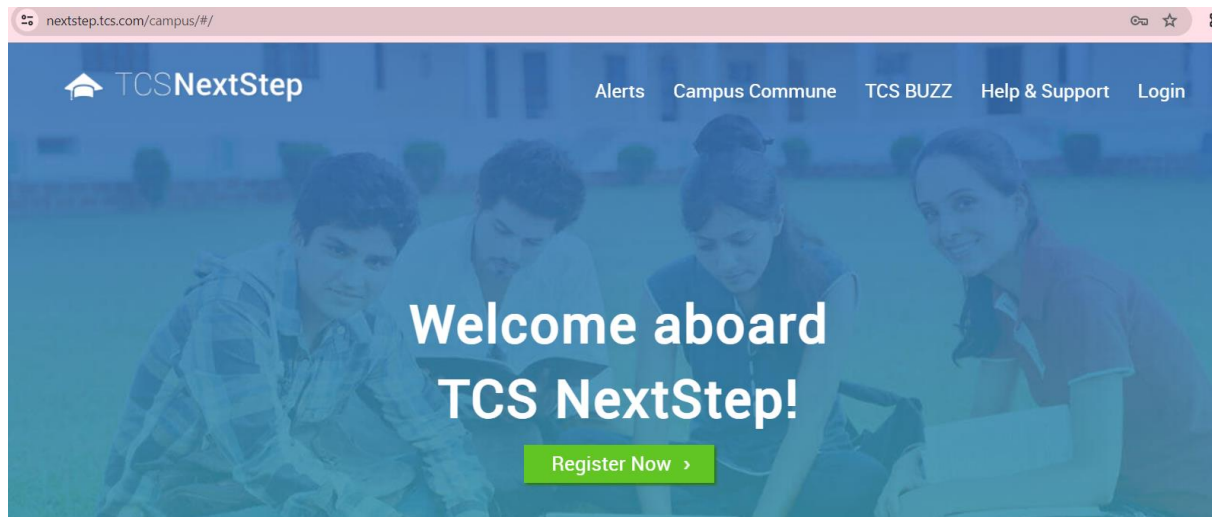# TCS Complete Process For Freshers (Free NQT(NINJA))

1. Form Apply
   For form apply you need a account at tcs nextstep portal

   Step-1: click the below link
   https://nextstep.tcs.com/campus/#/

   Step-2: (if you have account then direct login other wise) click Register Now

   Here , two option available
   One is IT another is BPS(TCS IT is more related to software implementation and support work (as TCS as a very few of its own products). The employees hired are mostly BE, B

Tech, MBA, MCA, BCA. TCS BPS is more related to business process support/outsourcing kind of work.)
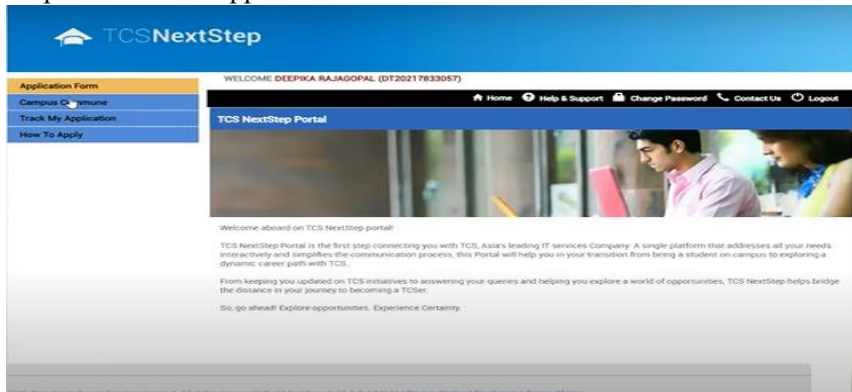
Step 2.1: How to register for IT
Click on the IT section then Start fill your details and make your profile

Step 3: After fill-up then come to your profile

Step 4: Click the Application Form

Step 5: Read and Click start filling the form

Step 6: It will come to the "Personal details" (Read and properly fill the blanks) Click save and continue

Step 7: It will come to the "Academic and work experience details" "(Read and properly fill the blanks) 1st complete all section (Click continue) Then finally Click save and continue

Step 8: It will come to the "other details" "(Read and properly fill the blanks) 1st complete all section (Click continue) Then Click save and continue

Step 9: It will come to the "Application form preview and declaration" "(Read and properly fill the blanks) Click Submit Application form

After form completed click track my application

After registration you see Candidate registration -> after apply you see Application Received -> after application selected you see apply for drive -> after 1st round clear you selected for interviews and its show candidate batched -> after clear 3 interview round you see offer letter -> then you need to accept your offer letter by following there email instruction -> then you see off accepted and ilp eligible -> after you got your accept letter there a long gap to get your joining letter and ilp schedule (but your offer letter not revoked without any document problem so do not depressed wait min 1year 3 month average time in between you will sure get your joining letter.

Joining Letter Generated	Joining Letter Generated	07/03/2024 21:01
ILP Scheduled	ILP Scheduled	07/03/2024 20:59
ILP Eligible	ILP Eligible	30/09/2022 23:10
Offer Accepted	Offer Letter Accepted	30/09/2022 19:46
Offer Letter	Offer Letter Generated	30/09/2022 19:26
Candidate Batched	Batched	12/09/2022 16:36
Applied for Drive	Applied for Drive	11/07/2022 11:16
Application Received	Application Received	11/07/2022 11:11
Candidate Registration	Registered	26/02/2022 19:59

1st round:- aptitude, reasoning, coding test conduct (online /offline mode)
Recommend subscribe campus monk app for practice
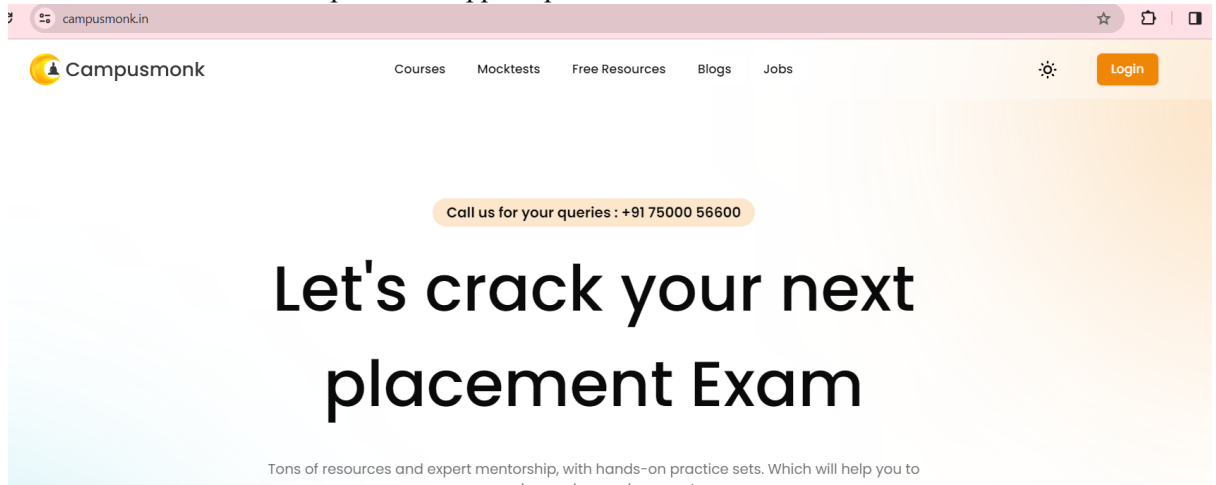
2nd round :- interviews (technical, managerial, HR) for technical just clearly read the topics you give in your resume, for managerial just practice situation based question , for HR just know the history of Tata …

Ilp eligible :- you know access your xplore program online mode from tcs xplore website and click for student -> then come to dashboard complete all course and visit also your community
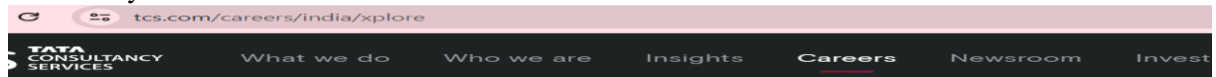
Here you give ipa exam for incentives
Ipa score 55+ :-> 40k and 80+ :-> 40k+20k

Where you register for ipa ?
In your tcs community you visit announcement here you see IPA exam survey fill these survey and choice your location then they will mail you your admit card to your email see location and go to that tcs ion offlice and give your best short to get 80+ mark.

1. Python:

Sections	MCQ (50 Min)						Coding (70 Min)	
	KYT	BizSkill	UI	Unix	Python	MySQL	Python Programming	
No of Questions/section	5	5	10	5	15	10	1	1
Score/section	5	5	10	5	15	10	15	35

2. Java:

Sections	MCQ (50 Min)						Coding (70 Min)	
	KYT	BizSkill	UI	Unix	Java	SQL/PLSQL	Java Programming	
No of Questions/section	5	5	10	5	15	10	1	1
Score/section	5	5	10	5	15	10	15	35

Note:- always visit community(below in the dashboard after kyt bizskill..) and complete course as soon as possible , they also do some hackathon attend these.
Always try fill all survey before end date , and there have also a welcome survey fill this and they mail to come tcs for visit and for fun and welcome party…. Aftere these also look your mail and fill survey on time and if they mail for documents send them documents.

Survey mail:

Dear Future TCSer,

We hope you are doing well and keeping yourself safe & healthy!!

This survey is with reference to your Offer of Employment with TCS. The information requested here is required to plan for your Onboarding.

Note: Due to some technical issue previous survey responses (which you have received on 26th July 2023) is not capturing correctly… Please use below link and take the survey again without fail …… Sorry for your inconvenience….

Please go through the options thoroughly and make your selection accurately. Your prompt and accurate updates will help us to prepare better for your Onboarding with TCS.

*Survey will expire on 30 July 2023.

Document mail:

Please take note, you must send in the following required documents by 2.30 PM, 8th September, 2023. All documents must be in a PDF format documents) must be sent, and the entire mail size should be less than 3 MB. Please send in the following documents by replying to this email:

- Std. X Mark Sheet and Passing Certificate
- Std. XII Mark Sheet and Passing Certificate
- Diploma Individual Mark Sheets and Passing Certificate (if applicable)
- UG Individual Semester wise Mark Sheets till date as confirmed by Institute.
- UG Passing Certificate (if available and applicable)
- PG Individual Semester wise Mark Sheets (if applicable)
- PG Passing Certificate (if available and applicable)
- Employment Certificates to establish Date of Joining & Date of Release (if applicable)

==Joining letter== :-> After a long wait you will a joining survey on your mail just fill it then you will get joining letter mail and fully instruction how to accept just read the instruction and accept your joining letter, now you will get some mail where instruction added how to apply service agreement, non-criminal certificate, nsr, how to fill bgc and also you get a mail for a meeting where they explained everything clearly.

Icome to TCS!

are delighted that you are embarking your career with TCS and we look forward to you joining us as per the schedule date S Joining Letter.

enable a smooth onboarding, we request you to take a short ==survey== today. The information requested here are required to diness to join TCS on the date mentioned in your joining letter.

ur response to this ==survey== is critical as, further documentation verification will be initiated for you, in case we receive positiv

per the new reschedule guidelines, we will not allow any candidate to reschedule their joining date.
, we strongly advise you to join TCS on the date specified in your joining letter
ase organize and upload all documents in BGC and ION portals as soon as possible and join in accordance with y

through the options thoroughly and make your selection as appropriate.

Not joining and rescheduled request, document verification will not be started

te : ==Survey== **will be available till your current joining date.**

==After getting joining letter:==
Accept your joining letter from next step website -> then download samples of service agreement , nca, medical certificate from first day and complete these documents using mail instruction for every document

Also collect below document if u not have

Then make pdf start uploading in bgc if set 3 documents link activated to upload the upload all and submit and check day after is it approved of rejected (if rejected then reupload again)

Onboarding Form:- after accept your joining letter logout the next step and once again login and you see after bgc there have a option onboarding form ->

Step to prepare Onboarding Form: (Below 9 points are very important do not skip one word)

1. Accept your Joining Letter in NextStep portal under ILP Corner, close the browser and Re-login again and go to Onboarding Option in the Menu

2. Fill up applicable forms on NextStep Portal (Form F, Form 2 and Form 9)

In case unable to fill the nominee's name means select nominee as other then fill with the available nominee options without special characteristics. _ After joining TCS you can able to change the Nominee.

Similarly in case unable to save the form, in address select option as other and manually fill the address without special characteristics.

3. Form 2 - page 1 - 8(a) & 8(b) Date of joining EPF scheme 1952 and EPS Scheme 1995 is your DOJ (Experienced candidate PF amount is not withdrawn means you must fill the date when your last PF account is opened) - Similarly Experience candidate In Form 9 you must fill the previous employment detail and UAN number.

4. Ensure In Form 9 - Aadhar Number & PAN Number should be YOURS

5. After filling the Onboarding Form in Next step portal, then download the file and take printout after that open the attached "OBF SAMPLE.pdf" file which is attached in this email and refer all the yellow highlighted items and fill those things in your Onboarding Form without missing anything by manually using Pen.

6. Form 2 Pages 1 and 2 put YOUR SIGNATURE in "Signature of the subscriber/member" (Not other signature's)

7. Two witness details in Form F are mandatory, Witness Should not be an immediate blood relation (Parents / Siblings / Spouse should not be the witnesses). Need to fill Full Name, Full Address and Witness Signature.

8. Very Important: Merge your Current date Unmasked E-Aadhar card along with Form F, Form 2 and Form 9. Remove password protection of E-Aadhar card (Current date E-Aadhar card which means needs to download your unmasked E-Aadhar today from UIDAI website)

9. File should be a Single PDF, Rename the file: OBF_<CT/DT Reference ID>_<Your Name>
    E.g.: OBF_CT20131234567_Paul Joseph

How to access Xplore Portal to submit the document? - Access will be enabled before today End of the Day

- Go to https://www.tcs.com/careers/xplore
- Scroll down and Select "Student" window.
- Login with your TCS Nextstep Portal Credentials (Log in ID: CT/DT Number; Password: Nextstep portal password which you created during you have applied for TCS)
- My Products -- "Xplore - Candidate On-boarding DOJ"
- Launch Xplore- Candidate On-boarding
- Undertaking Upload Folder --> Onboarding Forms --> Onboarding Document Upload --> Launch Assignment (Submit the required document which was explained in detailed below)

Service Agreement should be submitted to your Induction HR on your Date of joining. No need to upload in Xplore Portal.

Service Agreement:(Refer offer letter in terms and conditions, Service Agreement is mentioned then you need to prepare it)

1. Service Agreement should not prepare with notary (should not be digitally typed) or DTP center.
2. Service Agreement can be prepared in Regular stamp paper (or) E-Stamp paper means _ First Party: Tata Consultancy Services and Second Party: Your Name (or) Franking (or) Cancelled Revenue Stamp. Attached sample format of Service Agreement in Rs. 100 stamp paper and two Rs. 50 stamp paper.
3. **Fill the blanks field alone by referring to "SAMPLE SERVICE AGREEMENT" while filling in each blank you must refer to the sample service agreement and then need to fill correctly without mistake.**
4. Surety should not be the student, apart from that anyone can be the surety, mandatorily they should have PAN Card.
5. Take the Xerox copy of surety PAN card and in that Xerox paper surety need to put the signature.
6. Ensure surety should use same signature as per the PAN card throughout the document.
7. The last step i.e., **Surety Verification Page** get attestation from Government Gazette Officer (or) Notary with full seal and full signature (or) Government bank manager where surety is holding the bank account.

Non criminal affidavit:

Steps to prepare NCA: (If you have a criminal or civil case history, do not prepare NCA. share your case history, it should be in English and in PDF)

- NCA - It should not be typed in DTP; You must take only the printout of TCS provided which is available in your Nexstep portal under ILP Corner session (Ensure to accept your Joining Letter, then only it will appear)

- First buy the blank Regular Stamp paper / E-stamp paper / Franking / Cancelled Revenue stamp (make sure stamp value is 100 or more) and then take the printout of NCA.

- The first page of the NCA sample format needs to be printed on the Stamp paper / E-stamp paper (First Party: YOUR NAME and Second Party: TATA CONSULTANCY SERVICES) / Franking / Cancelled Revenue stamp and the remaining page should be printed in normal A4 sheet / bond sheet / bond paper.

- **Fill the blanks with pen** (If you feel, the space is not enough, write in a small way)

- All the pages of NCA should be notarized and also require your signature in all the pages.

- Take the printout of the Medical Certificate which is available in your Nextstep portal under ILP Corner.

- In medical certificate , the doctor seal and signature is mandatory across your photo and also on the second page.

- While filling in each question on the Medical certificate, read carefully and then fill, If you have any health issue, please mention in the detail column of the respective question.

- To be verified and signed by an **MBBS stream doctor only**.

  For more information follow sample documents …..
  Link:-
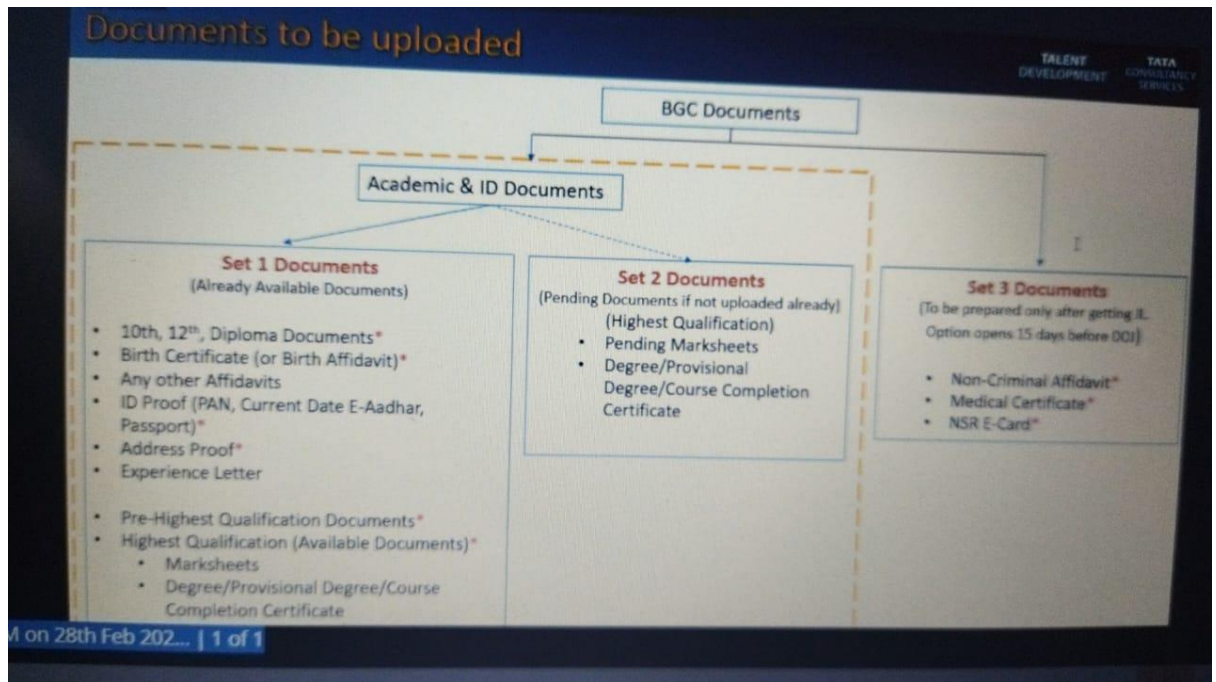 https://drive.google.com/drive/folders/1jIhabEjSfuEV7qdB_2n1dC614it9bRwn?usp=sharing

  Video link:
  https://drive.google.com/drive/folders/1LRlMlmwpw-aEay6Wdr8dq2WLnLLnEuOU?usp=sharing

  Github link:-

All Bgc Document :-

Documents to be uploaded

BGC Documents

Academic & ID Documents

Set 1 Documents
(Already Available Documents)

- 10th, 12th, Diploma Documents*
- Birth Certificate (or Birth Affidavit)*
- Any other Affidavits
- ID Proof (PAN, Current Date E-Aadhar, Passport)*
- Address Proof*
- Experience Letter

- Pre-Highest Qualification Documents*
- Highest Qualification (Available Documents)*
  - Marksheets
  - Degree/Provisional Degree/Course Completion Certificate

Set 2 Documents
(Pending Documents if not uploaded already)
(Highest Qualification)
- Pending Marksheets
- Degree/Provisional Degree/Course Completion Certificate

Set 3 Documents
(To be prepared only after getting JL. Option opens 15 days before DOJ)

- Non-Criminal Affidavit*
- Medical Certificate*
- NSR E-Card*

M on 28th Feb 202... | 1 of 1

==Documents upload after accept jl :-==

Now, there are two separate portals where you have to upload your documents for verification before joining
1st is Background Check(BGC) on next step portal.
2nd on iON Dashboard.

FIRST PLACE TO UPLOAD DOCS: BGC PORTAL ON NEXT STEP**

1.NSR e-Card(if e card is not available the self attested nsr acknowledgement)

2.Birth Certificate(in English language only if not in english then make 100rs afedivit in english with correct format)/ Birth Affidavit(if birth certificate is not available)
3.Address Proof (Passport / Ration Card / Aadhaar Card / Driving Licence / LIC Policy / Utility bill - Electricity-Gas-Landline-Mobile / Credit / Debit card statement / Bank statement / House Lease Agreement)
4.Aadhar Card
5.PAN Card
6.Passport (if passport not available Copy of Acknowledgement)
7. ID Proof (Voter ID / Ration Card / Driving License / Bank Passbook /Pan Card)

8.Affidavit for Multiple Names/ Change in Name (like Ajay Kumar Mishra and Ajay Mishra in X and XII marksheet)(on 100 rs stamp in enlish language)
9.X marksheet
10.X certificate(if your board provides otherwise its optional)
11.XII marksheet

12.XII certificate(if your board provides otherwise its optional)
13.Graduate Mark Sheet(semester wise seperate markeshee(web copy) , consolidated marksheet)

14.Graduate Degree Certificate (provisional certificate /course completing certificate / Bonafide with addendum)
15.Affidavit with Reasons for Break in Career or Education (100rs stamp english)
16.Medical Certificate (download from next step > ILP>First day at TCS> medical form download) then get it filled and signed with stamp from any MBBS qualified doctor
17.Other Qualifications(if any)
18.Additional Certification (Technical or Foreign Language)(if any)
19.Non Criminal Affidavit (NCA) (also known as undertaking form) sample can be (download from next step > ILP>First day at TCS>Download Affidavit/Notarized Undertaking) get first page printed on 100 rs stamp and rest on normal a4 and get it notarised.

Now there are two category of people.
1. People who had already submitted few documents long back before getting JL.
2. People who have not submitted any documents till now.

So the people who are filling everything fresh will have no problem, but people who already filled some docs will have to wait, till your previous docs are approved for interim. Interim approval may take time, sometimes it happens in last week of joining also.

SECOND PLACE TO UPLOAD DOCS: iON PORTAL

Now on your dashboard you can find "TCS Virtual Onboarding- 2 November" under my products if not then wait you will get the mail then it will be shown after around 5 days of getting your joining letter date.

Now here you have to upload 3 docs:

1. Your Offer Letter : Print your OL, attest every page, scan and make pdf of it.

2. Service agreement: Download service agreement sample from next step portal > ILP>First day at TCS> service agreement 100rs , then print first page content on 100 rs stamp and rest page on normal a4 sheet. Here you only have to notarize surety verification form page.

        Or instead of notarizing, you can go for signature of gazette officer.
        NOTE

Your surity can be anyone from your family or friend and have pan card.

Hardik Bhanushali, [14.05.21 14:24]
The only necessary condition for a person to become surity is he must have total annual income of more than or equal to 3 lakhs not less than that and have an ITR (income tax return) or Form 16 of year 2018-19, 2019-20 or 2020-21.
After filling all forms and surety verification form (last page) attach surity pan card(surity attested) If surety has passport, then you can attach his self attested passport copy instead of surety verification page.

3. On Boarding Forms:
After Filling forms online, it will give option to print. Download pdfs, print and sign on required places and fill required blanks. Many recruits get confused on which dates to fill in the blanks after printing. Please refer sample forms for that.

FAQs
1.All afedivit on 100rs stamp paper. If 100 not available then 50 rs two stamp ppr means the value of stamp is minimum 100rs. If none available in your state then you can also make it on 500 rs stamp no problem.
2. All afedevit must be in english
3. Sign of surity on pancard and surity sign on service agreement should be same otherwise make affidevit for the same.
4.Surity can be anyone with total annual income more than or equal to 3 lakh and must have ITR of year2018-19, 2019-2020 or 2020-2021
5. For medical certificate if doctor is not available, you can just attest it yourself and upload.
6. BGC verification may take time. Ion docs verification is done by our onboarding HRs and hence its done in few days only.
7. After all your forms and pdf are done make a salary account in any bank given in the preferred list.

During this period two types of verification will also happen.
1. Face to Face verification
Here you will receive a mail to join microsoft teams meeting where you have to show your face and also your adhar and pan card. This is mandatory to do before joining.
2. Adress verification
This is done by external Bgc vendor and its not mandatory to do before joining. Generally here you will receive an sms with a link, on that link you

have to upload your selfie with house and all.

18005723858
xplore.support@tcs.com

What happened in joining date and what need :-

What are the topic need for clear ilp…. :-

What after training :-