

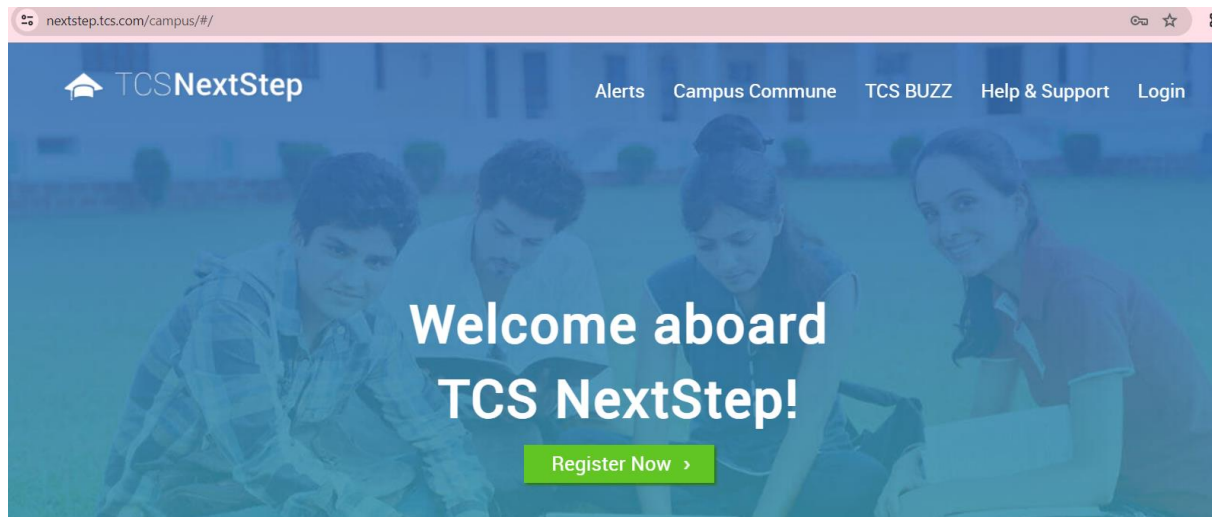
## TCS Complete Process For Freshers (Free NQT(NINJA))

### 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



Select Category


Please note that the TCS NextStep initiative is available in the India geography. Applications from other countries will not be taken into account.

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.



IT

Information Technology



BPS

Business Process Services

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.)

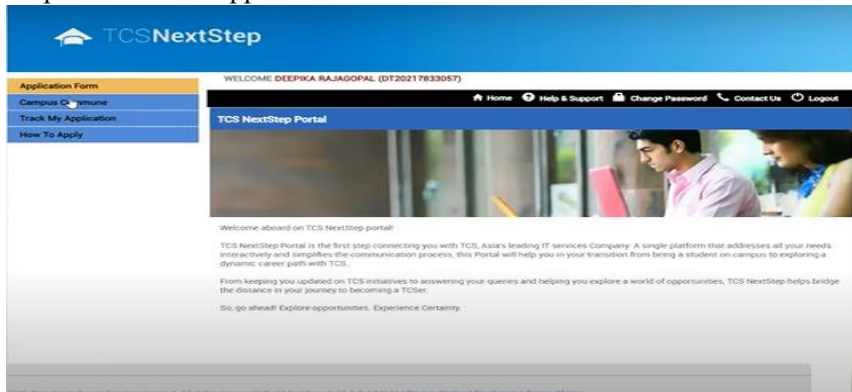
### Step 2.1: How to register for IT

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

Application Form

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

- 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
- Fields marked with "\*" in these sections are mandatory.
- To save the details and navigate to the next field/screen, click 'Save and Continue'.
- To submit the form, click 'Submit Application Form' in 'Form Preview and Declaration' section.
- 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.
- 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.

[Start Filling the Form](#)

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

**Application Form**

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

**Test Location**

Nearest Test Location: AHMEDABAD Click here to select location of Nearest Test Center

**Personal Details**

Name \* Ms. Deepika Middle Name Rajagopal

Father's Name \* Mr. First Name Middle Name Last Name

Date of Birth \* 01/01/1997 Gender \* Female

**Permanent Address**

House No./Apartment Name/Block No. -

Road/Street/Lane Area/Landmark \*

Country \* Select State \* Pincode \*

City \*

Are the Permanent and Present Address same? ☐ Yes ☐ No

**Present Address**

House No./Apartment Name/Block No. -

Road/Street/Lane Area/Landmark \*

Country \* Select State \* Pincode \*

City \*

**Contact Details**

Email ID \* deepika.rajagopal001@gmail.com Alternate Email ID:

Alternate Number: Mobile Phone \* 91 9999999999

Save Save and Continue

**Step 7:** It will come to the “Academic and work experience details” ”( Read and properly fill the blanks) 1<sup>st</sup> complete all section (Click continue) Then finally Click save and continue

**Application Form**

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

**Instruction \***

Highest Qualification Category Details \*

Graduate \*

XII Grade Equivalent Diploma \*

XI Grade \*

Any Other Qualification \*

Work Experience Details \*

Declaration \*

Continue

**Academic Instructions :**

1. "Marks/CGPA Obtained" denotes Total Marks/CGPA secured by you in ALL+ subjects in all semesters in the 8 attempts.
2. "Total Marks/CGPA" denotes total of maximum marks in ALL+ subjects in all semesters in the first attempt. + 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. Please mention only your XII duration in XII Grade details . PIs do not add the XI duration as the same.

**Step 8:** It will come to the “other details” ”( Read and properly fill the blanks) 1<sup>st</sup> complete all section (Click continue) Then Click save and continue

**Application Form**

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

**Nationality and Languages Known \***

Achievements/Scholarship and Certifications

Upload Photo/CV \*

Save Save and Continue

**Nationality**

Nationality \* Select

**Languages Known \***

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

☐ Language Speak Read Write Mother Tongue

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

**Languages Certifications**

☐ Language Language Certifications Stayed in a country where this language is mother tongue?

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

Application Form

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

**Security Details**

(i) Are you involved in any pending and / or closed Civil / Criminal / case / proceedings / charges / enquiry prior to joining TCS. - ☐ Yes ☒ No

(ii) Are you involved in any pending and / or closed Disciplinary / malpractices and / or any other charges / proceedings / enquiry / case pending against me in any University or any other educational authority / institution prior to joining TCS. - ☐ Yes ☒ No

**Note:**  
"If the answer to any of the above mentioned question is YES give full particulars of the case / arrest / detention / fine / conviction / sentence / punishment etc. and / or the nature of the case pending in the Court / University / Educational authority etc. at the time of filling this form."

**Application Form Preview**  
Click on 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, gender, date of birth and mother's maiden name) by navigating to respective section before final submission of 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

**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 candidature 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: 06/05/2021 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

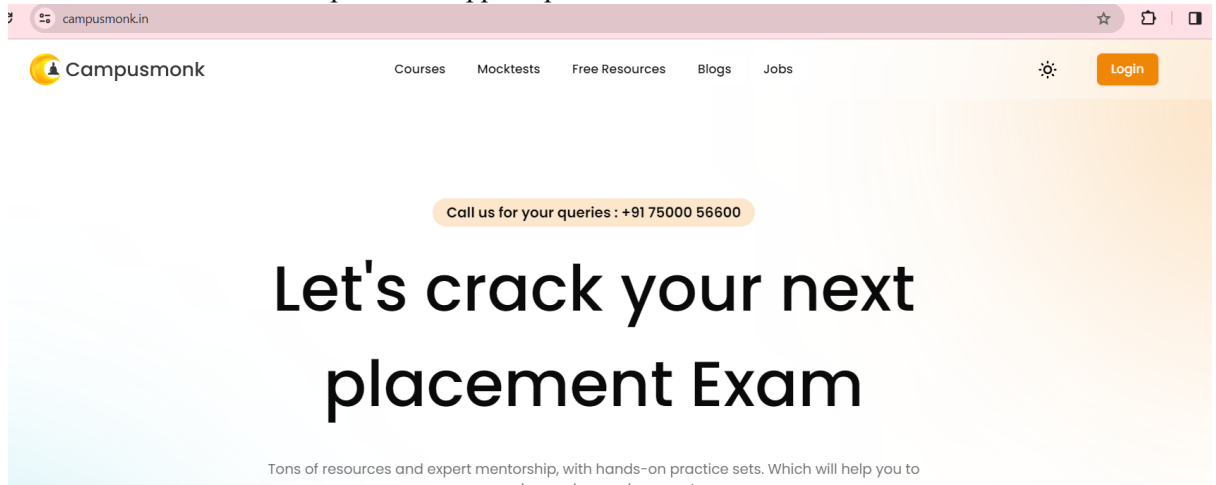
**After form completed click track my application**

After registration you see Candidate registration -> after apply you see Application Received -> after application selected you see apply for drive -> after 1<sup>st</sup> 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.

Application Form PDF
Offer Letter
Campus Commune
Track My Application
ILP Corner
Feedback Form
How To Apply
Background Check
Certification Details
On Boarding

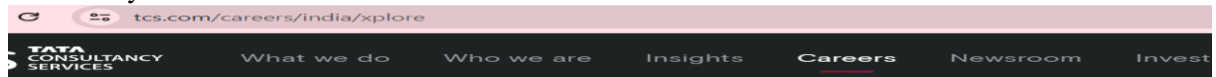
TCS NextStep Portal		
TCS Application Status		
Joining Letter Generated	Joining Letter Generated	07/03/2024 21:01
ILP Scheduled	ILP Scheduled	07/03/2024 20:59
ILP Eligible	ILP Eligible	30/09/2022 23:10
Offer Accepted	Offer Letter Accepted	30/09/2022 19:46
Offer Letter	Offer Letter Generated	30/09/2022 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

**1<sup>st</sup> round:-** aptitude, reasoning, coding test conduct (online /offline mode)  
Recommend subscribe campus monk app for practice



**2<sup>nd</sup> 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 ...

**Ip 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 office and give your best short to get 80+ mark.

## 1. Python:

	MCQ (50 Min)						Coding (70 Min)	
Sections	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:

	MCQ (50 Min)						Coding (70 Min)	
Sections	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.... After 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, 8<sup>th</sup> 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.

Welcome to TCS!

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

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

Your response to this **survey** is critical as, further documentation verification will be initiated for you, in case we receive positive feedback.

**As 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.**

**Please organize and upload all documents in BGC and ION portals as soon as possible and join in accordance with your joining date.**

Please go through the options thoroughly and make your selection as appropriate.

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

The **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 or 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:

**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.

### Medical Certificate:

- 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:-

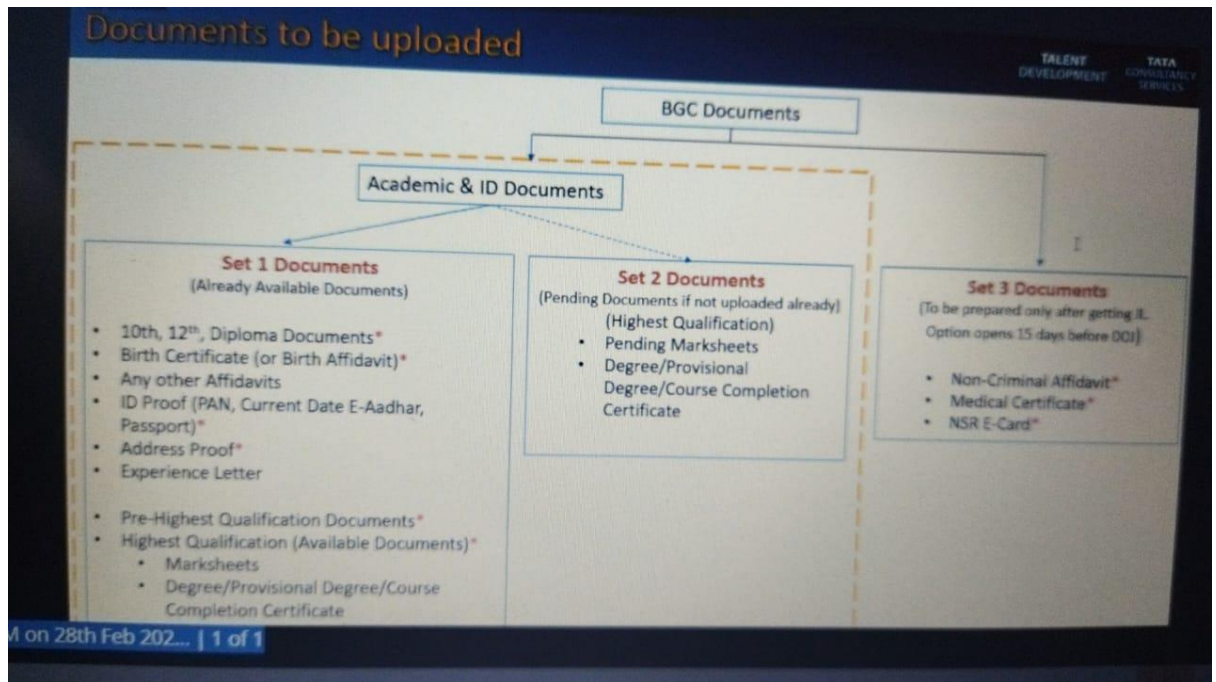
[https://drive.google.com/drive/folders/1jIhabEjSfuEV7qdB\\_2n1dC614it9bRwn?usp=sharing](https://drive.google.com/drive/folders/1jIhabEjSfuEV7qdB_2n1dC614it9bRwn?usp=sharing)

Video link:

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

Github link:-

All Bgc Document :-



### Documents 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 affidavit 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 english 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 marksheet(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.

For any doubts you can contact xplore support or your OBM.

18005723858

[xplore.support@tcs.com](mailto:xplore.support@tcs.com)

What happened in joining date and what need :-

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

What after training :-