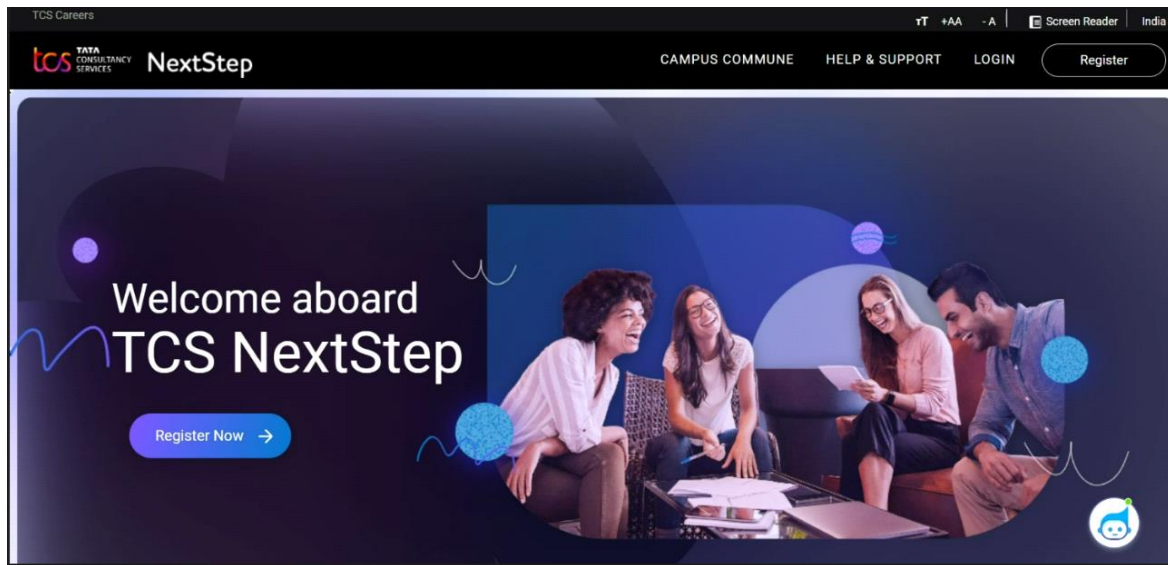


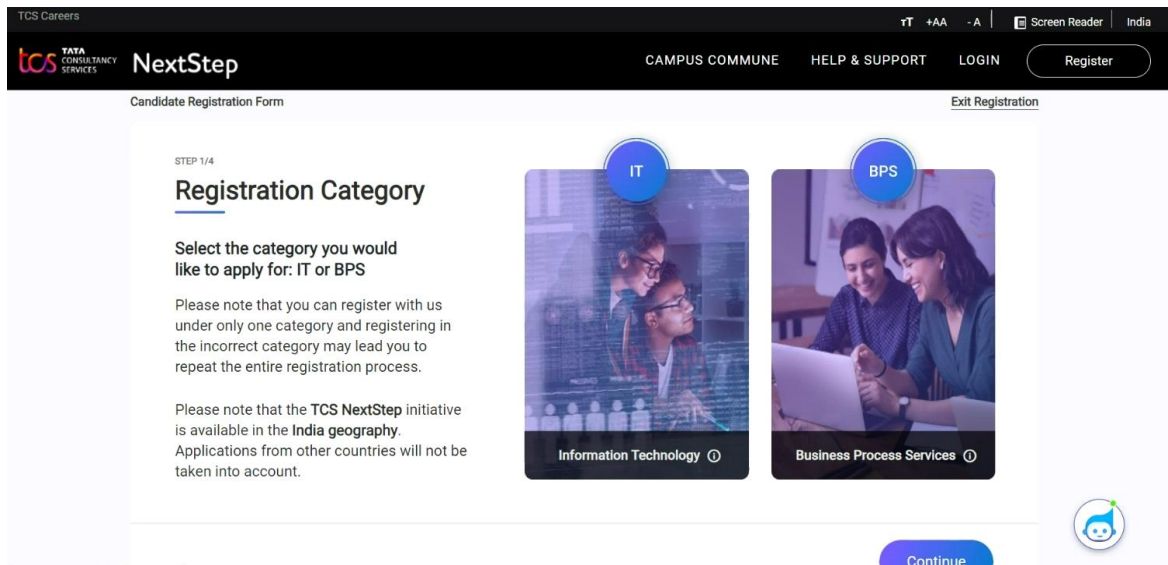
# TCS Registration & Application form Submission Steps

**Step 1:** Open a web browser & enter TCS Nextstep Website URL: <https://nextstep.tcs.com/>

**Step 2:** Click on “Register Now”



**Step 3:** Select category “IT” (Information Technology)



# TCS Registration & Application form Submission Steps

## Step 4: Click on **Other Verification**

>Fill the Basic details **as per Aadhar Card** required to proceed

>Click on '**Continue**'

The screenshot shows the 'Candidate Registration Form' on the TCS NextStep portal. The left sidebar has a menu with 'OTHER VERIFICATION' selected and 'PERSONAL DETAILS' below it. The main content area is titled 'Please fill the following details as per Aadhar Card for the purpose of authentication.' It contains input fields for 'Aadhar Number (Last 4 digits)' (displayed as dots), 'Date of Birth' (with a calendar icon), 'First Name', 'Middle Name', and 'Last Name'. A blue 'Continue' button is at the bottom right. The top navigation bar includes 'CAMPUS COMMUNE', 'HELP & SUPPORT', 'LOGIN', and a 'Register' button.

## Step 5: Personal Details

Fill in the Basic details required to proceed.

i) Select Title (**Mr or Mrs**)

ii) **Name:** Auto Populated

iii) Enter **Date of Birth**

iv) Select **Gender** (In case, "select Gender" tab is disabled, you forgot to choose Mr/Mrs Title)

The screenshot shows the 'Candidate Registration Form' on the TCS NextStep portal, now at the 'Personal Details' step. The left sidebar has 'OTHER VERIFICATION' checked and 'PERSONAL DETAILS' selected. The main content area is titled 'Personal Information' and includes a 'Title' dropdown (with 'Mr.' selected), 'First Name' (populated with 'Alpurna'), 'Middle Name' (populated with 'test'), 'Last Name' (populated with 'Test'), and a 'Gender' dropdown (with 'Female' selected). A blue 'Register' button is at the bottom right. The top navigation bar is the same as in Step 4.

# TCS Registration & Application form Submission Steps

vi) Select **College Name** from the drop down (In case you do not find the college name from the drop down, choose “others” option & enter your college name)

vii) Choose **Qualification**

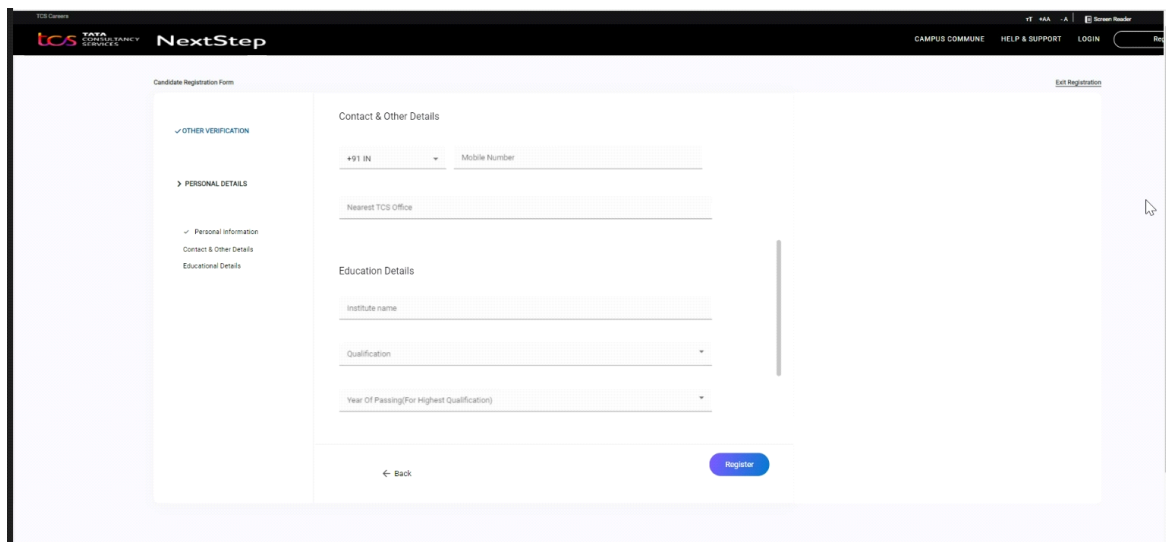
> B.Tech choose Bachelor of Engineering

> M.Tech choose Master of Engineering

> MCA/ BCA choose Master/Bachelor of Computer Application

viii) **Year of passing** could be 2021, 2022, 2023 & so on.

ix) Select **Test Location** (You can either choose a location from drop down closest to your college or hometown, this can be updated in future)



The screenshot displays the TCS NextStep Candidate Registration Form. The interface includes a top navigation bar with the TCS logo, 'NextStep' branding, and links for 'CAMPUS COMMUNE', 'HELP & SUPPORT', and 'LOGIN'. A 'Screen Reader' button is also present. The main content area is titled 'Candidate Registration Form' and features a sidebar with navigation options: 'OTHER VERIFICATION', 'PERSONAL DETAILS', 'Personal Information', 'Contact & Other Details', and 'Educational Details'. The 'Contact & Other Details' section is active, showing fields for 'Mobile Number' (with a '+91 IN' dropdown), 'Nearest TCS Office', and 'Education Details' (including 'Institute name', 'Qualification', and 'Year Of Passing(For Highest Qualification)'). A 'Back' button is located at the bottom left, and a 'Register' button is at the bottom right. A 'Exit Registration' link is visible in the top right corner of the form area.

x) Enter **Captcha** & Click on “**Register**” tab.

# TCS Registration & Application form Submission Steps

The screenshot shows the 'Candidate Registration Form' on the TCS NextStep portal. The form is divided into sections: 'OTHER VERIFICATION' (checked), 'PERSONAL DETAILS' (expanded), and 'Personal Information', 'Contact & Other Details', and 'Educational Details' (all unchecked). The 'PERSONAL DETAILS' section includes fields for 'Institute name', 'Qualification', and 'Year Of Passing(For Highest Qualification)'. Below these is a CAPTCHA challenge with the text 'Please enter the characters as you see in the image below:' and a box containing the characters 'V A S I O A'. A 'Register' button is at the bottom right, and a 'Back' button is at the bottom left. The top navigation bar includes 'TCS Careers', 'TATA CONSULTANCY SERVICES', 'NextStep', 'CAMPUS COMMUNE', 'HELP & SUPPORT', 'LOGIN', and 'Register'.

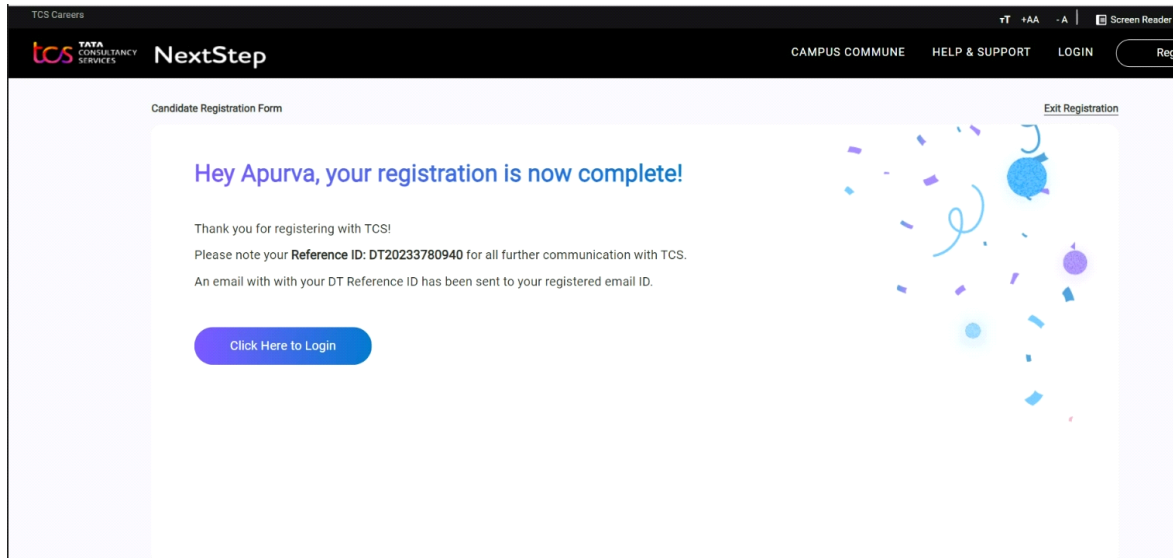
xi) On the next page a pop-up will display your details, check them again and click on “confirm” (or “Go back” to update if details are incorrect)

The screenshot shows the same 'Candidate Registration Form' as above, but with a 'Registration Details Confirmation' pop-up displayed. The pop-up text reads: 'Dear Apurva test Test, Kindly check and verify all details before you Submit the Form. Please confirm that the correct Email ID and Mobile Number have been Registered. Your Registered Email ID:apurva@gmail.com Your Registered Mobile Number:7986554434'. At the bottom of the pop-up are two buttons: 'No, Go back' and 'Yes,Confirm'. The background form is dimmed, and the 'Register' button is visible at the bottom right.

xii) Upon Clicking confirm, pop-up displays your “**TCS Unique CT/DT Reference id**” (Kindly save it in your mobile notes & you will also receive a system generated mail wrt your Account creation, Ref id & Password)

This Reference ID is your ‘USER ID’ – Save it & click on ‘Continue’

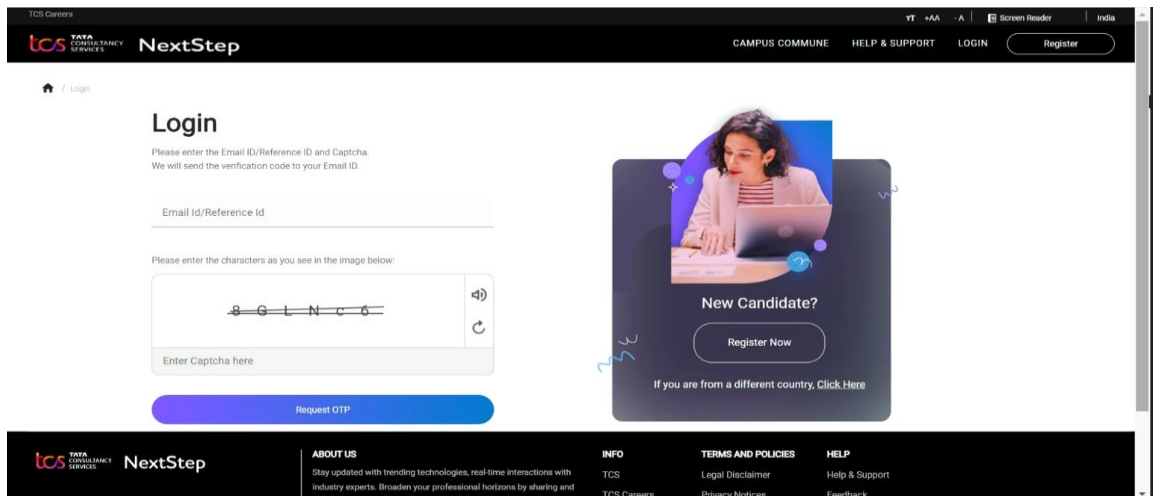
# TCS Registration & Application form Submission Steps



You have successfully completed your account creating in TCS Database.

Let us get going & complete your profile completion.

**Step 6:** Login page will appear.



1) Kindly Enter the OTP manually & Login

# TCS Registration & Application form Submission Steps

The screenshot shows the TCS NextStep Login page. The header includes the TCS logo, 'NextStep' branding, and navigation links for 'CAMPUS COMMUNE', 'HELP & SUPPORT', 'LOGIN', and a 'Register' button. The main content area features a 'Login' section with a message about a 6-character OTP code, a text input field for the OTP, and a 'Login' button. A 'New Candidate?' section with a 'Register Now' button is also visible. A footer contains 'ABOUT US', 'INFO', 'TERMS AND POLICIES', and 'HELP' links.

**Step 7:** Click on 'Application form' tab

The screenshot shows the TCS NextStep Home page. The left sidebar has a vertical menu with 'Home', 'Application Form', and 'Track My Application'. The 'Application Form' tab is selected. The main content area displays a welcome message for 'Apurva', a description of the platform, and a button to 'Explore the Application Process'. A user profile dropdown menu is open in the top right corner, showing the user's name 'Apurva Test', reference ID 'DT20233780940', and a 'Log out' option.

**Step 8:** Fill in the 'Personal Details' Section

- i) Name: Auto Populated
- ii) Enter **Father's name**
- iii) Enter **Permanent Address**

# TCS Registration & Application form Submission Steps

The screenshot shows the 'Application Form' interface with the 'Personal Details' tab selected. The 'Personal Information' section is active, displaying fields for Name (Mr., Ms., Dr., First Name: Apurva, Middle Name, Last Name: Test), Date of Birth (03 / 02 / 1999), Gender (Male, Female), and Father's Name (Mr., Ms., Dr., First Name: Test, Middle Name(optional), Last Name: Test). A sidebar on the left contains links for Home, Application Form, and Track My Application.

The screenshot shows the 'Application Form' interface with the 'Address' section active. It includes fields for Permanent Address: House No./Apartment Name/Block No., Road/Street/Lane (Optional), Area/Landmark, Country, State, City, and Pincode. A question 'Are the Permanent And Present Address same?' has 'Yes' and 'No' options. A 'Save and Continue' button is at the bottom right. The sidebar on the left is the same as the previous screenshot.

i) **Permanent & Present address** (If both are same, select 'YES' option)

ii) **Present Address** (If you are pursuing your education in a different locality which is not your permanent address, kindly mention that address (It can be Hostel, PG, Flat, etc.))

iii) **Contact Details** (Enter your alternative email ID & Phone number (Not Mandatory))

**Step 9:** Click on **Save & Continue**

# TCS Registration & Application form Submission Steps

The screenshot shows the 'Personal Details' section of the TCS application form. The left sidebar contains a navigation menu with 'Home', 'Application Form', and 'Track My Application'. The main content area has tabs for 'Personal Details', 'Academic & Work Experience', 'Other Details', and 'Form Preview and Declaration'. Under 'Personal Details', there are sub-sections for 'Personal Information', 'Address', and 'Contact Details'. The 'Address' section includes fields for 'House No./Apartment Name/Block No.', 'Road/Street/Lane (Optional)', 'Area/Landmark', 'Country', 'State', 'City', and 'Pincode'. The 'Contact Details' section includes fields for 'Email ID' (with the example 'apurna@gmail.com') and 'Alternate Email ID (Optional)'. A 'Save and Continue' button is located at the bottom right.

**Step 10:** Click on Each section under '**Academic & Work Experience Details**' & fill in your details.

**Step 10.1:** Click on '**Highest Qualification Category Details**' &

Enter the College name in the '**Institute Name**' if you see "**others.**" (In case your college name is reflecting correct, do not make any changes)

Click on '**Save & Continue**' Tab

The screenshot shows the 'Highest Qualification Category Details' section of the TCS application form. The left sidebar contains a navigation menu with 'Home', 'Application Form', and 'Track My Application'. The main content area has tabs for 'Personal Details', 'Academic & Work Experience', 'Other Details', and 'Form Preview and Declaration'. Under 'Academic & Work Experience', there are sub-sections for 'Academic Instructions', 'HIGHEST QUALIFICATION CATEGORY DETAILS', 'GRADUATION', 'XII GRADE EQUIVALENT DIPLOMA', 'X GRADE', 'ANY OTHER QUALIFICATION', 'WORK EXPERIENCE DETAILS', and 'DECLARATION'. The 'HIGHEST QUALIFICATION CATEGORY DETAILS' section includes fields for 'Institute Name' (with the example 'Aisrms Institute Of Information Technology, Pune'), 'Highest Qualification' (with the example 'BACHELOR OF ENGINEERING'), and 'Year of Passing (For Highest Qualification)' (with the example '2021'). A 'Save Progress' button and a 'Save and Continue' button are located at the bottom right.

**Step 10.2:** Click on '**Graduation Tab**' &

> Enter your **Course duration**

> Choose your **Course Type**

> **Institute/University** will not be available for edit

> Enter your correct **Specialization** (i.e., Department: Ex: CS, EC, EEE, ME, CE, etc) from the Drop down

> Choose the **Grading system** out of **CGPA & Marks** & enter the scores.

> Click on '**Save & Continue**' tab



# TCS Registration & Application form Submission Steps

The screenshot shows the 'Application Form' interface with the 'Academic & Work Experience' tab selected. The left sidebar contains navigation options: Home, Application Form, and Track My Application. The main content area is titled 'Graduation' and includes the following fields:

- Academic Instructions:** A link to view instructions.
- HIGHEST QUALIFICATION CATEGORY DETAILS:** A section header.
- GRADUATION:** A section with the following fields:
  - Institute/University:** A text input field containing 'Alkansa Institute Of Information Technology, Pune'.
  - Course Name:** A text input field containing 'BACHELOR OF ENGINEERING'.
  - Specialization:** A text input field containing 'COMPUTER ENGINEERING'.
  - Course Duration:** A section with 'Start Date' and 'End Date' fields, each with a calendar icon.
  - Select Course Type:** Two radio buttons: 'Full Time' (selected) and 'Part Time'.
  - Select Grading System:** Two radio buttons: 'Marks' and 'CGPA' (selected).
  - Declaration:** A section with three input fields:
    - Total CGPA Obtained:** A text input field containing '6'.
    - Total Maximum CGPA:** A text input field containing '10'.
    - Equivalent %:** A text input field containing '60.00 %'.
- Navigation:** A 'Back' button and 'Save Progress' and 'Save and Continue' buttons.

## Step 10.3: Click on 'XII Grade Equivalent Diploma'

- > Choose your **relevant Course** (XII or Diploma) Select both if applicable
- > Enter your Full **specialization** name (Ex: MPC, MEC, BIPC, MBIPC, etc)
- > Enter **University/Institute** Name
- > Enter your **Board of Education** (Ex: ICSE, CBSE, State Board, IGCSE, IB, NIOS)
- > Enter your **course duration** only for XIIth class & not both the years (Ex 1st April 2016 to 30th March,2017)
- > Enter your **Course type** (Full time or Part time)
- > Choose the **Grading system** out of CGPA & Marks & enter the scores.
- > Click on '**Save & continue**' tab

The above same steps need to be followed for the Diploma course as well

(EX: XII Grade)

# TCS Registration & Application form Submission Steps

The screenshot shows the 'Application Form' interface with the 'Academic & Work Experience' tab selected. The left sidebar lists navigation options: Home, Application Form, and Track My Application. The main content area is titled 'XII Grade Equivalent Diploma' and includes a sub-header 'Please Select the relevant Course. Select both if Applicable'. Below this, there are two radio buttons: 'XII Grade' (selected) and 'Equivalent Diploma'. The form fields include: 'Institute/University', 'Board of Education', 'Specialization', 'Course Duration' (with 'Start Date' and 'End Date' fields), 'Select Course Type' (with 'Full Time' and 'Part Time' buttons), and 'Select Grading System' (with 'Marks' and 'CGPA' buttons). At the bottom, there are 'Save Progress' and 'Save and Continue' buttons.

(Ex: Diploma)

The screenshot shows the 'Application Form' interface with the 'Academic & Work Experience' tab selected. The left sidebar lists navigation options: Home, Application Form, and Track My Application. The main content area is titled 'Equivalent Diploma' and includes a sub-header 'Please Select the relevant Course. Select both if Applicable'. Below this, there are two radio buttons: 'XII Grade' (selected) and 'Equivalent Diploma'. The form fields include: 'Institute/University', 'Course Name', 'Specialization', 'Course Duration' (with 'Start Date' and 'End Date' fields), 'Select Course Type' (with 'Full Time' and 'Part Time' buttons), and 'Select Grading System' (with 'Marks' and 'CGPA' buttons). At the bottom, there are 'Save Progress' and 'Save and Continue' buttons.

## Step 10.4: Click on 'X Grade'

- > Enter **SSC/ Roll** no
- > Enter **University/Institute** name
- > Enter **Board of education** (Ex: ICSE, CBSE, State Board, IGCSE, IB, NIOS)
- > Enter **Course Duration** (Keep the duration for 1 year or minimum 11 months)
- > Choose the **Grading system** out of CGPA & Marks & enter the scores.
- > Click on '**Save & continue**' tab

# TCS Registration & Application form Submission Steps

The screenshot shows the 'Application Form' interface with the 'Academic & Work Experience' tab selected. The left sidebar lists various qualification categories, with 'X GRADE' currently expanded. The main content area is titled 'X Grade' and contains the following fields: 'Institute/University' (with a sub-field 'Institute'), 'Board of Education' (with a sub-field 'State Board'), 'SSC/Class X RollNo.' (with the value '12345'), 'Course Duration' (with 'Start Date' and 'End Date' date pickers), 'Select Course Type' (with 'Full Time' and 'Part Time' buttons, 'Full Time' is selected), and 'Select Grading System' (with 'Marks' and 'CGPA' buttons, 'Marks' is selected). At the bottom, there are 'Save Progress' and 'Save and Continue' buttons, along with a 'Back' link.

**Step 10.5:** Click on 'Any Other Qualifications' & Choose 'YES or NO.'

If 'YES' Enter below details & click on 'Save & Continue' tab

The screenshot shows the 'Application Form' interface with the 'Academic & Work Experience' tab selected. The left sidebar lists various qualification categories, with 'ANY OTHER QUALIFICATION' currently expanded. The main content area is titled 'Any Other Qualification' and contains the following fields: 'Have you completed any additional courses?' (with 'Yes' and 'No' buttons, 'Yes' is selected), 'Institute/University' (with a sub-field 'Course Name'), 'Specialization', 'Course Duration' (with 'Start Date' and 'End Date' date pickers), and 'Declaration'. At the bottom, there are 'Save Progress' and 'Save and Continue' buttons, along with a 'Back' link.

**Step 10.6:** Click on 'Work Experience Details' & Choose 'YES' if you have any prior 'FULL TIME' work experience.

> If you are choosing 'YES' for Experience, ensure you have Offer Letter, Joining Letter, pay slips (Hard or soft copy) and experience letter (If left the organization).

> Internship, Apprenticeship or Trainings are not considered as experience.

> Click on 'Add Work Experience' and a Pop-up will display & Work experience/employment details will appear.

# TCS Registration & Application form Submission Steps

The screenshot shows the 'Application Form' interface with the 'Academic & Work Experience' tab selected. On the left, a sidebar lists various qualification categories, all of which are marked with a checkmark: 'HIGHEST QUALIFICATION CATEGORY DETAILS', 'GRADUATION', 'XII GRADE EQUIVALENT DIPLOMA', 'X GRADE', and 'ANY OTHER QUALIFICATION'. Below these is a link for 'WORK EXPERIENCE DETAILS' and a 'DECLARATION' section. The main content area is titled 'SECTION 4/7 Work Experience Details'. It asks, 'Do you have any relevant Work Experience? Internships/Trainings do not count as relevant Work Experience'. There are 'Yes' and 'No' radio buttons, with 'Yes' selected. Below this is a '+ Add Work Experience' button. At the bottom of the form, there are 'Back', 'Save Progress', and 'Save and Continue' buttons.

This screenshot shows a modal form titled 'Work Experience Details' overlaid on the main application form. The modal contains the following fields: 'Name of the Employer' (placeholder: [object Object]), 'Employee ID' (placeholder: [object Object]), 'Address of the Employer' (placeholder: [object Object]), 'Designation' (placeholder: [object Object]), and 'Select Employment Type' with 'Full Time' and 'Part Time' radio buttons. There is an 'Employment Duration' section with 'Start Date' and 'End Date' fields, each with a calendar icon. Below this are 'Nature of Duties' (placeholder: [object Object]) and 'Annual Gross Salary (INR)' (placeholder: [object Object]). At the bottom of the modal are 'Cancel' and 'Save Details' buttons.

**Step 10.7:** Click on 'Declaration' & answer the 4 questions listed.

> In case you have a **gap** – Answer should be 'YES' – (For example

# After 10th & before joining your 11th or Diploma

# Between 11th & 12th due to personal or financial or medical reasons

# After 12th & before Joining your Engineering or Diploma or BSc or BCA

# After Graduation & Before post-graduation

# In between Engineering (Ex: a gap of 1 or more after your 1st year or 2nd year or 3rd year of engineering or Diploma or Masters)

# TCS Registration & Application form Submission Steps

- > If you have any **active backlogs**, choose to answer as 'YES' & enter the No of backlogs.
- > Enter your Mini Project or Major projects or any internship or, presentation or etc details in the **"Academic Project(s) Undertaken"**

The screenshot shows the 'Application Form' interface with the 'Academic & Work Experience' tab selected. The 'Declaration' section is active, showing questions about breaks in studies, other courses, and pending backlogs. A text area for 'Details of Academic Project(s) undertaken' is visible at the bottom. The left sidebar contains navigation links: Home, Application Form, and Track My Application. The top navigation bar includes Personal Details, Academic & Work Experience, Other Details, Form Preview and Declaration, and Application Form Instructions. The bottom of the form has 'Save Progress' and 'Save and Continue' buttons.

- > Go through the **Declaration questions** and declare your answers correctly.
- > If all the details entered so far are correct & if you have not attended TCS interview in last 6 months, Answer for all the questions will be **'YES'**
- > Click on **'I agree'**

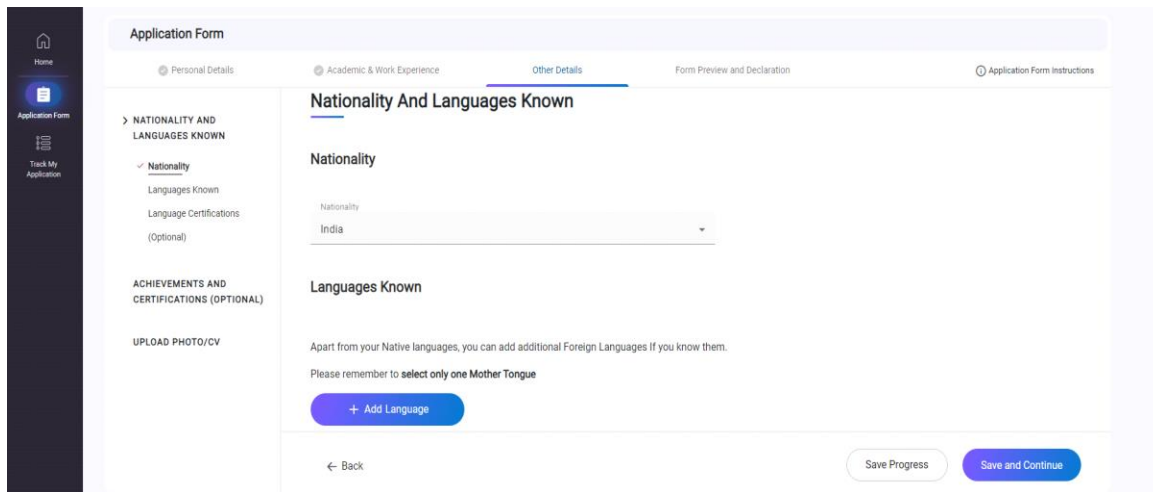
This screenshot shows the 'Declaration' section of the application form. It includes questions about breaks in studies/work experience, pending backlogs, and attendance at the TCSL Selection Process in the last 6 months. A statement about reading the TCSL Eligibility Criteria is also present. At the bottom, there is a checkbox labeled 'I Agree'. The interface includes a left sidebar with navigation links, a top navigation bar with tabs, and a bottom section with 'Save Progress' and 'Save and Continue' buttons.

**Step 11:** Click on Each section under **'Other Details'** & enter details.

**Step 11.1:** Click on **'nationality and languages Known'**

# TCS Registration & Application form Submission Steps

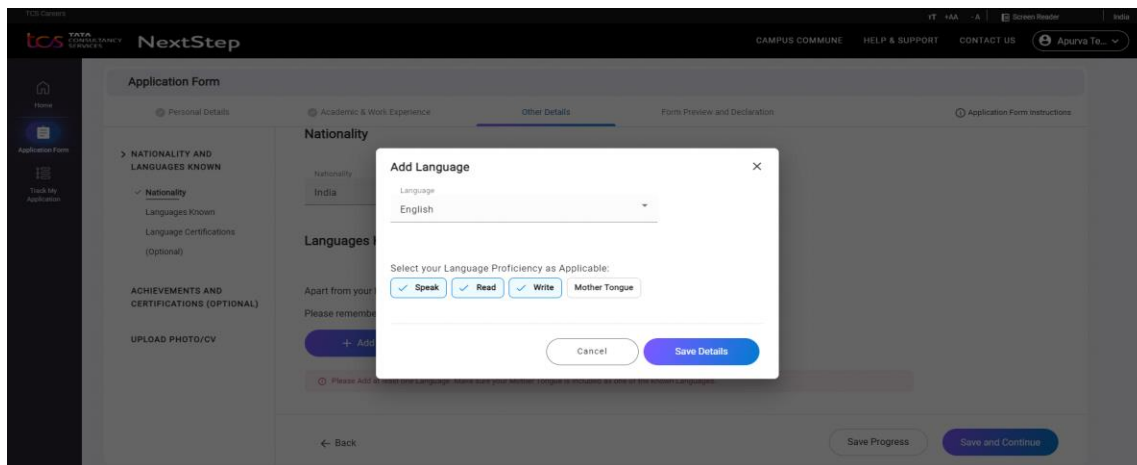
> Enter your **Nationality**



The screenshot shows the 'Application Form' interface with the 'Other Details' tab selected. The left sidebar contains navigation links: Home, Application Form, and Track My Application. The main content area is titled 'Nationality And Languages Known'. Under 'NATIONALITY AND LANGUAGES KNOWN', there are three sub-sections: 'Nationality' (with a dropdown menu showing 'India'), 'Languages Known' (with a text input field and a '+ Add Language' button), and 'Language Certifications (Optional)'. Below these, there is a section for 'ACHIEVEMENTS AND CERTIFICATIONS (OPTIONAL)' and an 'UPLOAD PHOTO/CV' button. At the bottom, there are 'Back', 'Save Progress', and 'Save and Continue' buttons.

> Click on **'Add language'** & a pop-up will display.

> Choose your language from drop down (EX: English, Hindi, Malayalam, Telugu etc).



This screenshot shows the same 'Application Form' interface as before, but with a 'Pop-up' dialog box open. The dialog is titled 'Add Language' and has a close button (X) in the top right corner. It contains a 'Language' dropdown menu with 'English' selected. Below this, there is a section 'Select your Language Proficiency as Applicable:' with four checkboxes: 'Speak' (checked), 'Read' (checked), 'Write' (checked), and 'Mother Tongue' (unchecked). At the bottom of the dialog are 'Cancel' and 'Save Details' buttons. The background of the application form is dimmed.

> Click on **'Add Language Certification'** & a pop-up will display.

> If you have any language certifications, please select the certifications from the drop down. (Ensure language certificate mentioned should also be part of the language known section)

> Click on **'Save & Continue'** tab

# TCS Registration & Application form Submission Steps

The screenshot shows the 'Application Form' interface with the 'Other Details' tab selected. Under the 'NATIONALITY AND LANGUAGES KNOWN' section, 'Nationality' is checked. Below it, 'Languages Known' is expanded, showing a table with 'English' listed. A button '+ Add Language' is visible. A pink message box states: 'Please Add your Mother Tongue to the list of known Languages as well.' Below this, the 'Languages Certification (Optional)' section is shown, with a note: 'If you have any Language Certifications, including English, please add accordingly.' A button '+ Add Language Certification' is present. At the bottom, there are 'Back', 'Save Progress', and 'Save and Continue' buttons.

The modal dialog box titled 'Add Language Certification' is displayed over the application form. It contains a note: 'Note: Enter the Language before you enter the Language Certification'. There are two dropdown menus: 'Language' (with 'English' selected) and 'Language Certification'. A red error message below the first dropdown says: 'This field cannot be left blank.' Below the second dropdown is a question: 'Stayed in a country where this language is the native tongue?' with 'Yes' and 'No' radio buttons. At the bottom of the modal are 'Cancel' and 'Save Details' buttons.

**Step 11.2:** Click on 'Achievements & certifications' and enter details (Not mandatory)

The screenshot shows the 'Application Form' interface with the 'Other Details' tab selected. Under the 'ACHIEVEMENTS AND CERTIFICATIONS (OPTIONAL)' section, 'Achievements' is selected. The 'Achievements' field is a large text area with a placeholder: 'Enter any Achievements, Scholarships etc'. Below it, the 'Certification Details' section is shown, with a button '+ Add Certification'. At the bottom, there are 'Back', 'Save Progress', and 'Save and Continue' buttons.

# TCS Registration & Application form Submission Steps

## Step 11.3: Click on 'Upload Photo/CV' tab

> Enter First & Last name which will reflect as your name on TCS ID Card which is handed over to you once you are selected and join the organization.

> Enter **Blood Group** & Scroll down

The screenshot shows the 'Application Form' interface with the 'Other Details' tab selected. The left sidebar contains a menu with 'Application Form' and 'Track My Application'. The main content area is titled 'Smart Card Details' and includes a yellow instruction box: 'Please provide the following details carefully, as they will be printed on your TCS Identity Card if you are selected to join TCS.' Below this, there are input fields for 'First Name' and 'Last Name', and a dropdown menu for 'Blood Group'. At the bottom, there are buttons for '← Back', 'Save Progress', and 'Save and Continue'.

## Step 11.4: Upload photo & CV

> Please ensure file format is of the following types of pdfs,.doc,.docx,.txt,.rtf (max 500kb)

The screenshot shows the 'Application Form' interface with the 'Other Details' tab selected. The left sidebar contains a menu with 'Application Form' and 'Track My Application'. The main content area is titled 'Upload Photo' and includes instructions for uploading a photograph. The instructions state: 'To ensure a successful upload of your photograph, please follow these steps:' followed by a list of requirements: 'Upload a recent passport-size color photograph with the following specifications:', 'Dimensions: 35 mm x 35 mm', 'Formats: .png, .jpg, .jpeg, .svg', 'File Size: Maximum 500 KB', 'The photograph must be formal with a white or off-white background.', 'Ensure that you look directly into the camera and do not tilt your head in the photograph.', and 'Once you upload the photograph, a preview will be shown to you.' Below the instructions, there is a text box for the upload and a button for 'Select file from your device'. At the bottom, there are buttons for '← Back', 'Save Progress', and 'Save and Continue'.

>Upload CV & click on 'Save and Continue'

The screenshot shows the 'Application Form' interface with the 'Other Details' tab selected. The left sidebar contains a menu with 'Application Form' and 'Track My Application'. The main content area is titled 'Upload CV' and includes instructions for uploading a CV. The instructions state: 'Maximum file size: 500 KB | Accepted formats: .pdf, .doc, .docx, .txt, .rtf'. Below the instructions, there is a text box for the upload and a button for 'Select file from your device'. At the bottom, there are buttons for '← Back', 'Save Progress', and 'Save and Continue'.



# TCS Registration & Application form Submission Steps

## Step 12: Under form preview & Declaration

> If you involved in any pending and / or closed Civil / Criminal / case / proceedings / charges / enquiry prior to joining TCS – Mention it as 'YES'

> If 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 – Mention it as 'YES'

The screenshot shows the 'Application Form' interface with the 'Form Preview and Declaration' step selected. The left sidebar contains links for Home, Application Form, Track My Application, and TCS Terms and Conditions. The main content area is titled 'SECTION 11A Security Details'. It contains two questions with 'Yes' and 'No' radio buttons. The first question asks about pending or closed Civil/Criminal cases/proceedings/charges/enquiry prior to joining TCS, with 'No' selected. The second question asks about pending or closed Disciplinary/malpractices/charges/proceedings/enquiry/case pending against the user in any University or educational authority prior to joining TCS, with 'No' selected. A yellow note box states: '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 the form.' At the bottom are 'Back' and 'Continue' buttons.

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

The screenshot shows the 'Application Form' interface with the 'Form Preview and Declaration' step selected. The left sidebar is the same as the previous screenshot. The main content area is titled 'SECTION 11B Declaration'. It contains one question with 'Yes' and 'No' radio buttons: 'Have you appeared for TCS Tests/Interviews previously?'. The 'No' button is selected. At the bottom are 'Back' and 'Continue' buttons.

>Application Form Preview:

# TCS Registration & Application form Submission Steps

The screenshot shows the 'Application Form Preview' screen in the TCS application portal. The left sidebar contains links for 'Home', 'Application Form', and 'Track My Application'. The top navigation bar includes 'Personal Details', 'Academic & Work Experience', 'Other Details', 'Form Preview and Declaration' (active), and 'Application Form Instructions'. The main content area is titled 'SECTION 5/4 Application Form Preview' and contains a list of instructions: 'To view the application form you filled out, simply click on the Application Form Preview button.', 'Please keep in mind that you can only preview the form after completing all the required fields.', 'It's important to review your details because the information you entered will be used for your final evaluation.', 'If you need to make any changes to your application, you can do so before submitting the form by simply navigating to the respective section.', and 'Please note that certain fields such as your Name, Email ID, Gender, Date of Birth, and Mother's Maiden Name cannot be edited.' Below the instructions is a blue button labeled 'Application Form Preview' with an external link icon. At the bottom, there are 'Back' and 'Continue' buttons.

## >TCS Terms and Conditions:

The screenshot shows the 'TCS Terms And Conditions' screen in the TCS application portal. The left sidebar is the same as the previous screen. The top navigation bar is the same, with 'Form Preview and Declaration' active. The main content area is titled 'SECTION 6/4 TCS Terms And Conditions' and contains the following text: '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.', 'As a condition of Company's consideration of my application for traineeship with the Company, I hereby give my consent to the Company to investigate or cause to be investigated through any third parties my personal, educational and pre or post joining history.', and 'I understand that the background investigation will include, but not be limited to, verification of all information given by me to the Company. I confirm that the Company is entitled to share such investigation report with its clients to the extent necessary in connection with the Services, which I may be required to provide to such clients.' At the bottom, there are 'Back' and 'Submit Application Form' buttons.

# TCS Registration & Application form Submission Steps

> Select the **I agree** box, enter your place (College residing place)

**Step 13:** click on 'Submit Application form'

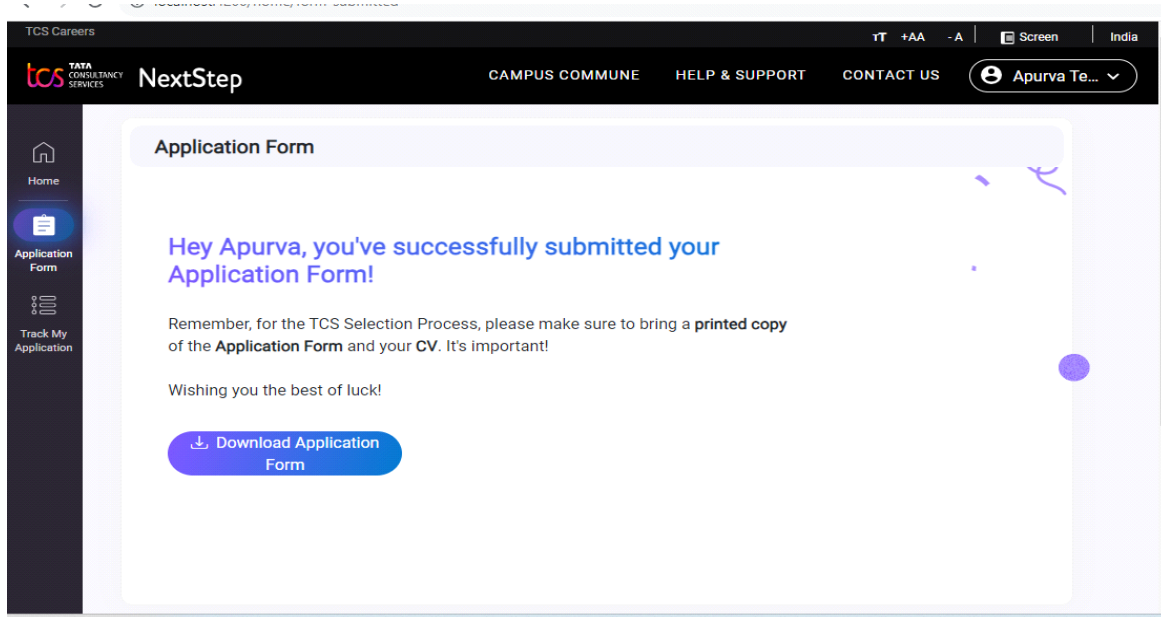
# TCS Registration & Application form Submission Steps

The screenshot shows the 'Application Form' submission page. The left sidebar contains links for Home, Application Form, and Track My Application. The main content area has a progress bar with four steps: Personal Details, Academic & Work Experience, Other Details, and Form Preview and Declaration (the current step). Below the progress bar, there is a list of sections: SECURITY DETAILS, DECLARATION, APPLICATION FORM PREVIEW, and TCS TERMS AND CONDITIONS. The main content area displays a declaration text, a checkbox for 'I Agree to the TCS Terms and Conditions', a date field (26 / 12 / 2023), and a place field. A note at the bottom states: 'Note: 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.' At the bottom, there are 'Back' and 'Submit Application Form' buttons.

You have successfully completed filling out your application form and its submission.

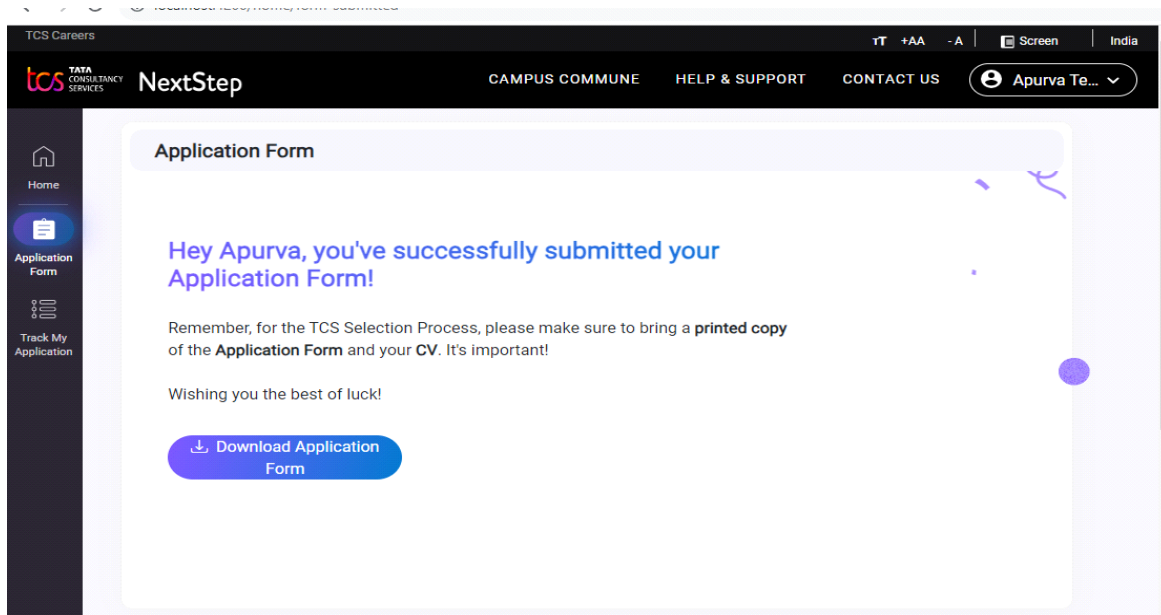
This screenshot shows the same 'Application Form' submission page as the previous one, but with a confirmation dialog box overlaid in the center. The dialog box asks 'Are you sure you want to Submit the Application Form?' and provides instructions: 'Please ensure that you have reviewed the Form and entered the correct details. Any unsaved changes will be lost.' There are two buttons in the dialog: 'No, Let it be' and 'Yes, Submit Application Form'. The background of the page is dimmed, showing the same progress bar and section list as before.

# TCS Registration & Application form Submission Steps



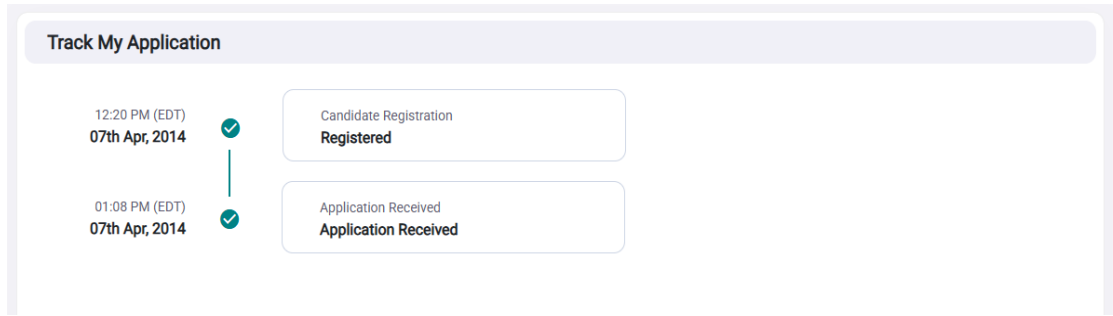
Below are the 3 ways to confirm that you have completed the application form.

1) Upon completing the step 12, you will find the below screen with a notification 'You have successfully submitted the application form'



2) Click on 'Track my application' tab on Home page. If the status is 'Application received' you have successfully submitted the application form

# TCS Registration & Application form Submission Steps



3) On the Main home page, you will find 2nd Tab 'Application form PDF'. This tab is enabled only if you have completed the application form submission.

