



Frequently Asked Questions (FAQ) -Declaration Kit

Declaration Kit Title page:

1. Am I supposed to fill the declaration kit form without employee ID?
Can I submit it without the employee id?

Answer: *You have to do the Declaration kit activity only after you receive your Employee Id. This is a mandatory document for every TCSEER to fill and submit and the Employee id on the document helps to identify it.*

2. What is Batch number? Where do I get my batch number?

Answer: **Batch Numbers are shared with your employee ids on Day 1 in iON portal**
In every induction, we onboard big numbers and the entire set of inductees are grouped into smaller batches for training.

3. What should I write under Work Location?

Answer: *Your work location should be the location mentioned in the Joining letter. Kindly refer your joining letter to get the same.*

Joining Report

4. What date should I write in Page 2 of the Declaration Kit?

Answer: *The date should be the date mentioned in the Offer Letter.*

5. What designation should I write in the Joining report of the Declaration Kit?

Answer: *Your offered designation will be mentioned in the Offer letter. Kindly write the complete designation mentioned in the Offer Letter*



Associate Declaration

6. What department should I write in Page 3- Associate Declaration page, of the Declaration Kit?

Answer: *The department is already written.*

7. What place should I write in Page 3- Associate Declaration page, of the Declaration Kit?

Answer: *The place should be written as the work location mentioned in the Joining letter.*

Undertaking

8. Whose name should I write as the undersigned?

Answer: *You have to write your name as the undersigned.*

9. What place should I write in Page 4- Undertaking page, of the Declaration Kit?

Answer: *The place should be written as the work location mentioned in the Joining letter.*

Undertaking for Provisional Appointment to TCS

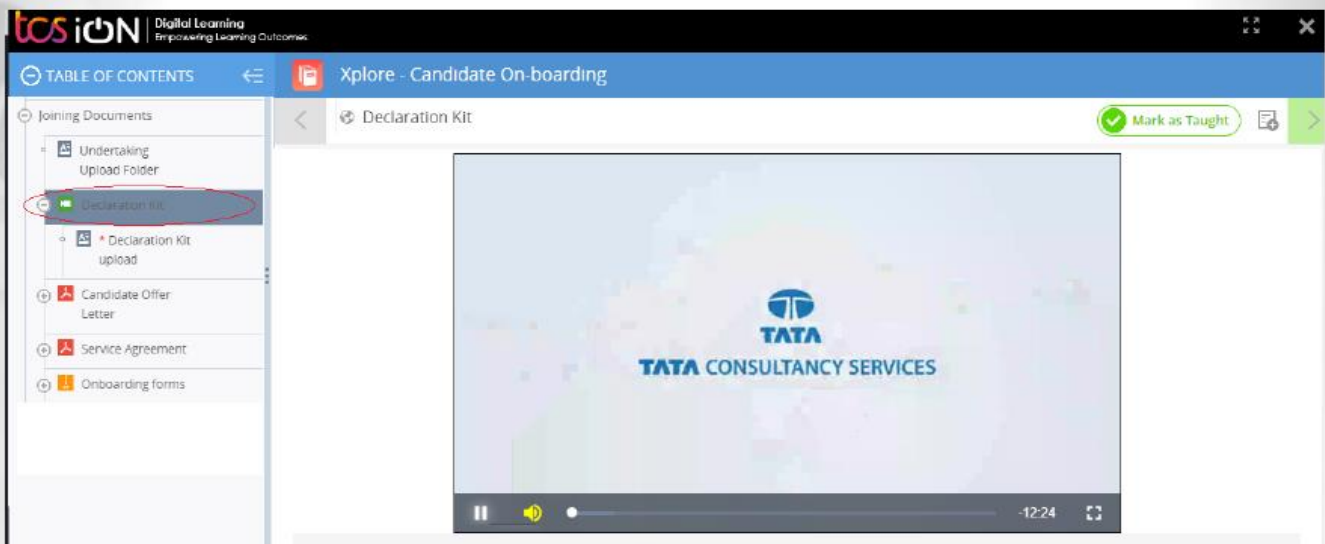
10. What should I write in Page 5 of the Declaration Kit under any pending document?

Answer: *You should mention all pending academic marksheets here in this section. If you have submitted the web copies, it should be considered as pending. All academic marksheets which were not submitted in original should be mentioned under pending document. The date of submission should be any tentative date by which you can submit the originals.*

11. Where can I get the Declaration kit instructional Video?

Answer: Please follow the path:

<https://www.tcs.com/careers/xplore>-> Select Student profile->Login with Nextstep portal credentials->iON Dashboard->My Products->TCS Virtual Onboarding-> Course



11. Where can I find the Declaration kit Template & sample?

Answer: Please follow the path:

<https://www.tcs.com/careers/xplore>-> Select Student profile->Login with Nextstep portal credentials->iON Dashboard->My Products->TCS Virtual Onboarding-> Course->Declaration Kit-> Declaration Kit Upload->Launch assignment-> Download

