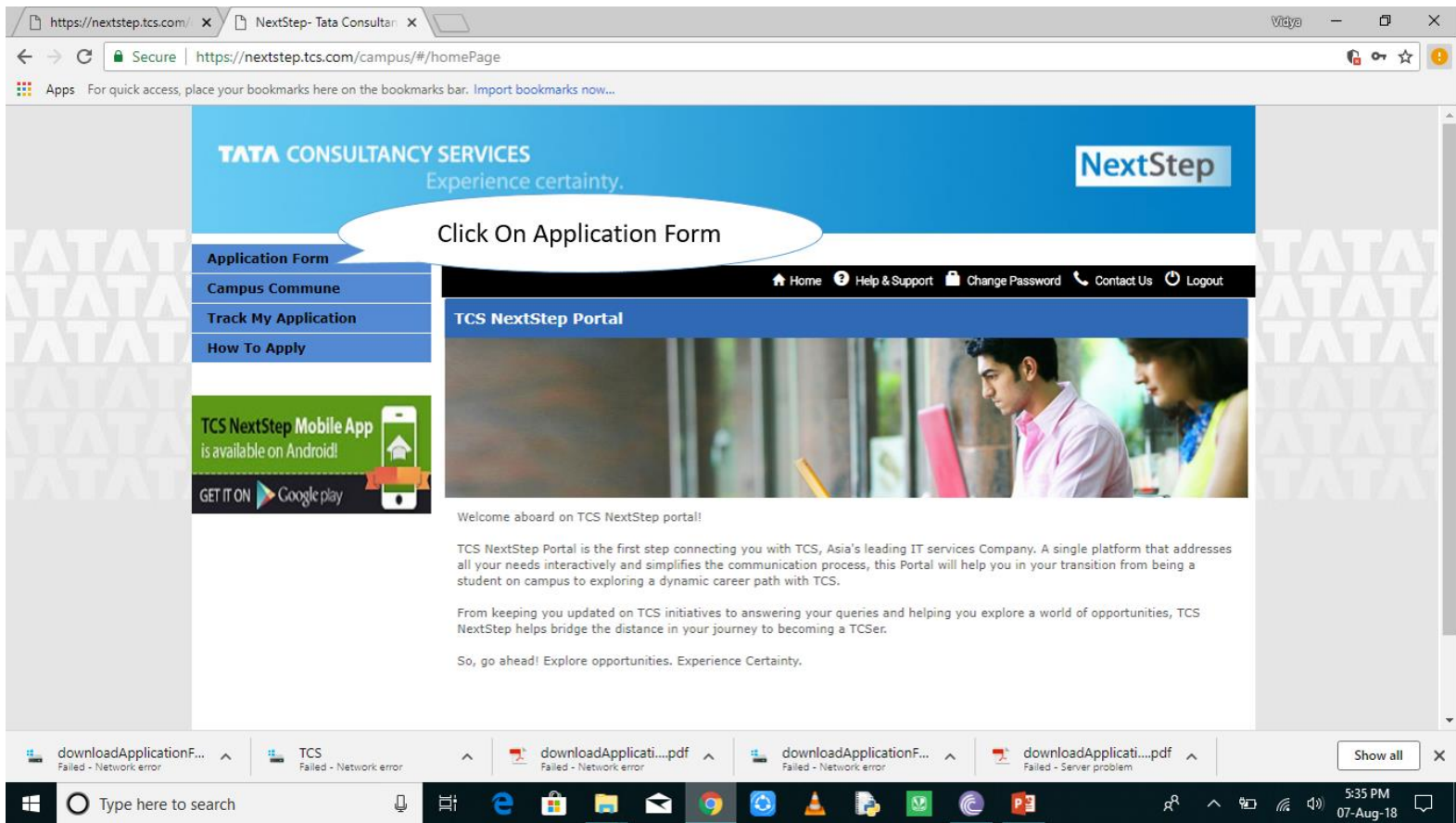


TCS Next Step

APPLICATION FORM PROCEDURE

Steps to be followed in order to fill the Online Application Form for TCS on **nextstep.tcs.com** :

1. Login to your TCS Next Step profile using your Email ID/ CT Reference Number and Password.
2. Click on **Application Form** in the list of the Left side of the portal.



3. Read all the instructions carefully. And click on **Start filling the form** below, to fill the form.

Kindly follow the below procedure carefully while filling the form.

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.

NextStep-Tata Consultancy Services | New Tab | Vidyaa

Secure | <https://nextstep.tcs.com/campus/#/homePage>

Apps For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

Home Help & Support Change Password Contact Us Logout

Application Form

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

IMPORTANT INSTRUCTIONS

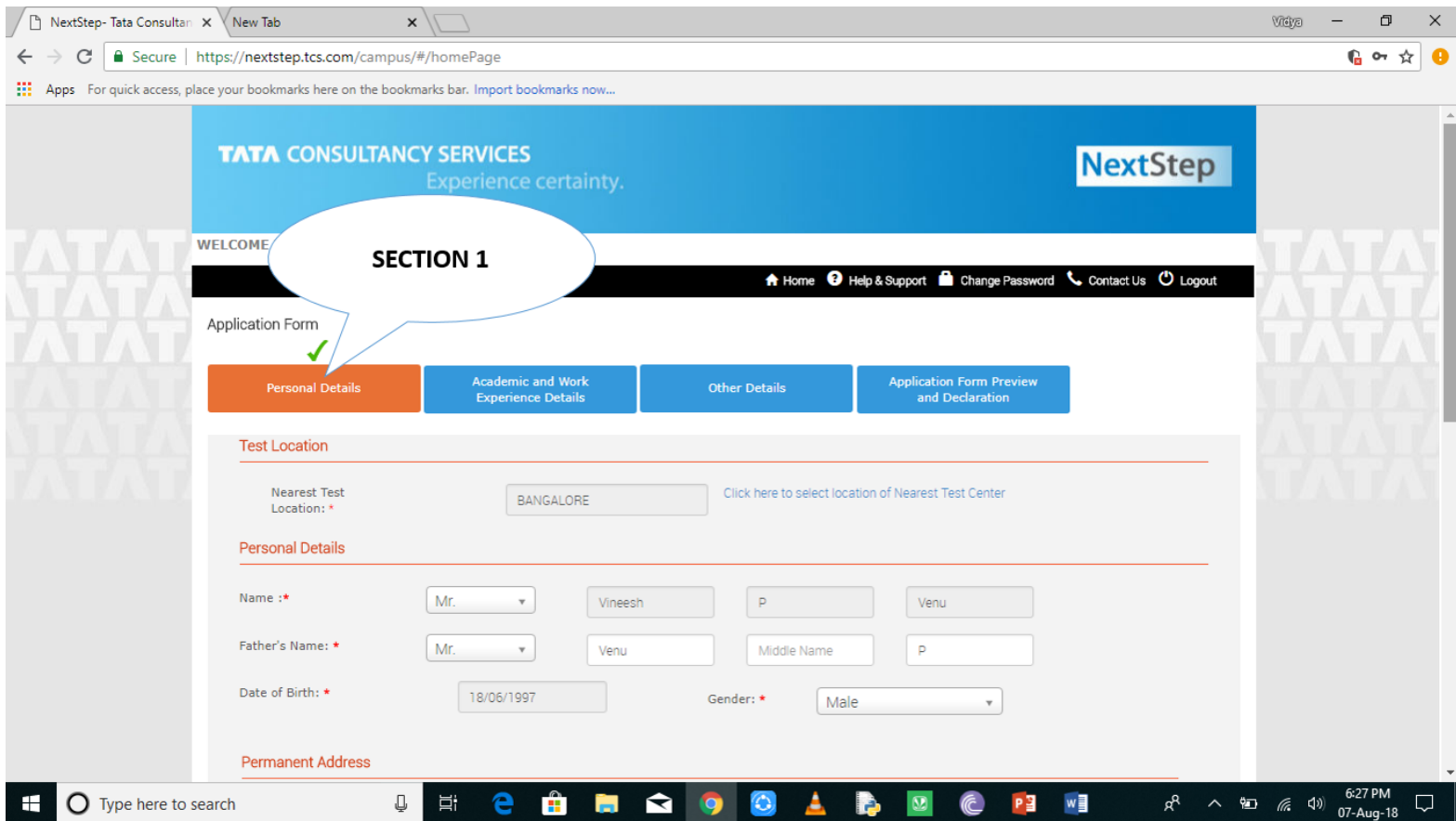
1. The form is divided into following four sections. It is mandatory to enter details in all four sections.
 - o Personal Detail
 - o Academic and Work Experience Details
 - o Other Details
 - o Form preview and declaration
2. Fields marked with "*" in these sections are mandatory.
3. To save the details 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.

Start Filling the Form

Type here to search

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4. Section 1: Personal Details:



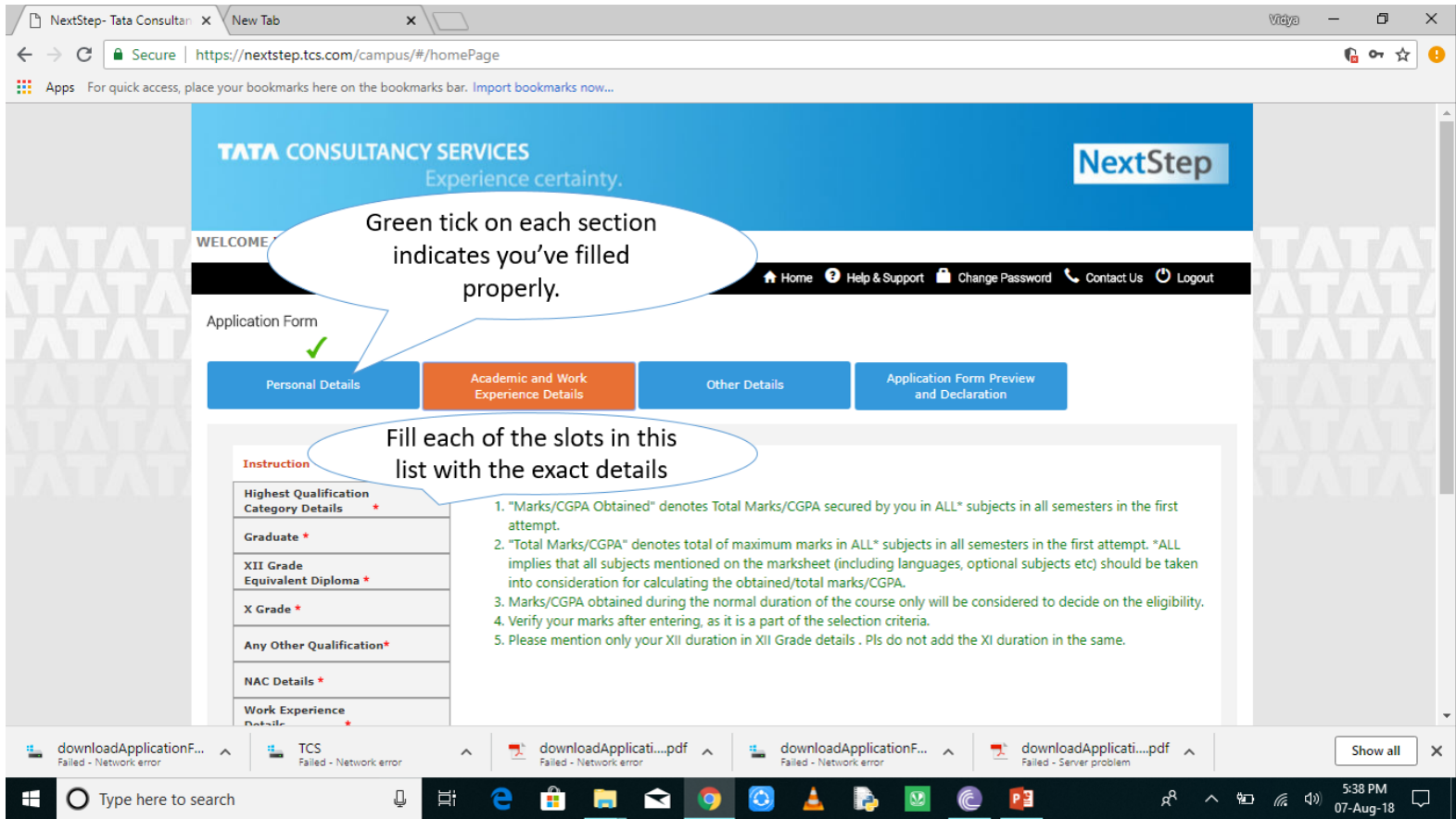
The screenshot shows the NextStep TCS portal interface. The header includes the TATA CONSULTANCY SERVICES logo and the NextStep logo. The main navigation bar contains links for Home, Help & Support, Change Password, Contact Us, and Logout. The Application Form section is highlighted with a green checkmark, and a speech bubble labeled "SECTION 1" points to the "Personal Details" tab. The form fields are as follows:

| Test Location | | | |
|--------------------------|-----------|--|--|
| Nearest Test Location: * | BANGALORE | Click here to select location of Nearest Test Center | |

| Personal Details | | | |
|------------------|------------|-----------|---------------|
| Name: * | Mr. | Vineesh | P Venu |
| Father's Name: * | Mr. | Venu | Middle Name P |
| Date of Birth: * | 18/06/1997 | Gender: * | Male |

| Permanent Address | | | |
|-------------------|--|--|--|
|-------------------|--|--|--|

5. Fill each of the slots in the list on the left side of the portal for each section. Once you've filled the details completely you'll get a **green tick mark** over each section. Once completed click on **Save and Continue**.



6. Section 2: Academic and Work Experience Details

Highest Qualification Category Details:

Institute Name: Sri Jagadguru Chandrashekhara Natha Swamiji Institute of Technology

Highest Qualification: Bachelor of Engineering

Year of Passing: 2019

The screenshot shows a web browser window with the URL <https://nextstep.tcs.com/campus/#/homePage>. The page header includes the TATA CONSULTANCY SERVICES logo and the tagline "Experience certainty." followed by the "NextStep" logo. A navigation bar contains links for Home, Help & Support, Change Password, Contact Us, and Logout. The main content area is titled "Application Form" and features a progress bar with four steps: Personal Details (marked with a green checkmark), Academic and Work Experience Details, Other Details, and Application Form Preview and Declaration. The "Academic and Work Experience Details" section is active, showing a form for "Highest Qualification Category Details". The form includes fields for Institute Name (Sri Jagadguru Chandrashekaranaatha S...), Highest Qualification (BACHELOR OF ENGINEERING), and Year of Passing for Highest Qualification (2019). A sidebar on the left lists various qualification categories: Graduate, XII Grade Equivalent Diploma, X Grade, Any Other Qualification, NAC Details, Work Experience Details, and Declaration.

Graduate:

Couse Name: Bachelor of Engineering

Course Duration: 01-Aug-2015 to 30-Jun-2019

Course Type: Full Time

Institute/University: Sri Jagadguru Chandrashekharanatha Swamiji Institute of Technology

Specialization: Your branch name (CS/IS/EC/TC/ME/AERO)

Total marks obtained: Aggregate in SGPA till 5th semester only. (Only 2 digits after decimal '.').

Total maximum marks: 10 (SGPA)

XII Grade Equivalent Diploma:

Fill all the details carefully and correctly.

Fill the marks obtained and total marks accordingly in **CGPA** or **Percentage**.

NextStep- Tata Consultancy Services | New Tab | Vidyā

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Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

TATA CONSULTANCY SERVICES
Experience certainty. **NextStep**

WELCOME

Home Help & Support Change Password Contact Us Logout

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 *

X Grade *

Any Other Qualification*

NAC Details *

Work Experience Details *

Declaration *

Institute Name * Sri Jagadguru Chandrashekarana S...

Highest Qualification * BACHELOR OF ENGINEERING

Year of Passing for Highest Qualification * 2019

Type here to search

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Any other qualification:

If you have done any other course select **Yes** else **No**.

If **Yes** fill the correct details with CGPA and Marks.

NextStep-Tata Consultancy Services

Secure | <https://nextstep.tcs.com/campus/#/homePage>

Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

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

Instruction *

Highest Qualification Category Details *

Graduate *

XII Grade Equivalent Diploma *

X Grade *

Any Other Qualification*

NAC Details *

Work Experience Details *

Declaration *

Have you done any other course? ☒ Yes ☐ No

Course Name

Specialization

University/Institute

Course Duration dd/mm/yyyy dd/mm/yyyy

Course Type ☐ Full Time ☐ Part Time

Grading System ☐ CGPA ☐ Marks

CGPA Obtained

Total CGPA

Save Save and Continue

NAC Details: Select **No**.

Work Experience Details: Select **No**.

Declaration:

Select **Yes** or **No** for each option accordingly.

If you have done any Academic Projects include it the given slot (Title and Language Used).

Below, select all the 7 options as **Yes**.

And select **I agree** option and click on **Save and Continue**.

7. Section 3: Other Details

Nationality and Languages Known:

Select the Nationality and add the languages you know and select options for Speak, Read, Write and Mother Tongue accordingly.

Achievements/Scholarships and Certifications:

Include your achievements, scholarships and certifications achieved till date.

NextStep- Tata Consultancy Services | New Tab | Vidya

Secure | <https://nextstep.tcs.com/campus/#/homePage>

Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

Home Help & Support Change Password Contact Us Logout

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

Achievements

Please specify any Achievements, Scholarships etc :

Certification Details :

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

Add New Certification Delete Certification

Type here to search

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Upload Photo/CV:

Upload your scanned passport size photo. Ensure that the size and format of the file to be uploaded is of the right format(jpeg, jpg) and is within the given limit(Max 500KB).

Upload your **CV** (PDF or text file or a document file).

Click on **Save and Continue**.

NextStep- Tata Consultancy Services Application Form

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

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 smart card)

First Name Last Name
Max 20 characters Max 20 characters

Blood Group *
Select

Upload Photo

Upload Photo * Browse & Upload

Upload CV

Upload CV * Browse & Upload

8. Section 4: Application Form preview and declaration

Select **No** for both options.

Click on **Application Preview** to view how your application will look like.

Check carefully for mistakes and rectify them correctly and take a preview.

In the **Declaration** select the option as **No**.

Click on **I agree**, enter the place as **Chickballapur** and click on **Submit Application Form**.

Important:

9. After submission of the form ensure that all the 4 sections of the form have a **Green Tick** above it.
10. Ensure that your Application Form contains an overall of **FOUR** pages.
11. Take a print out of the final application form to carry on the day of recruitment.