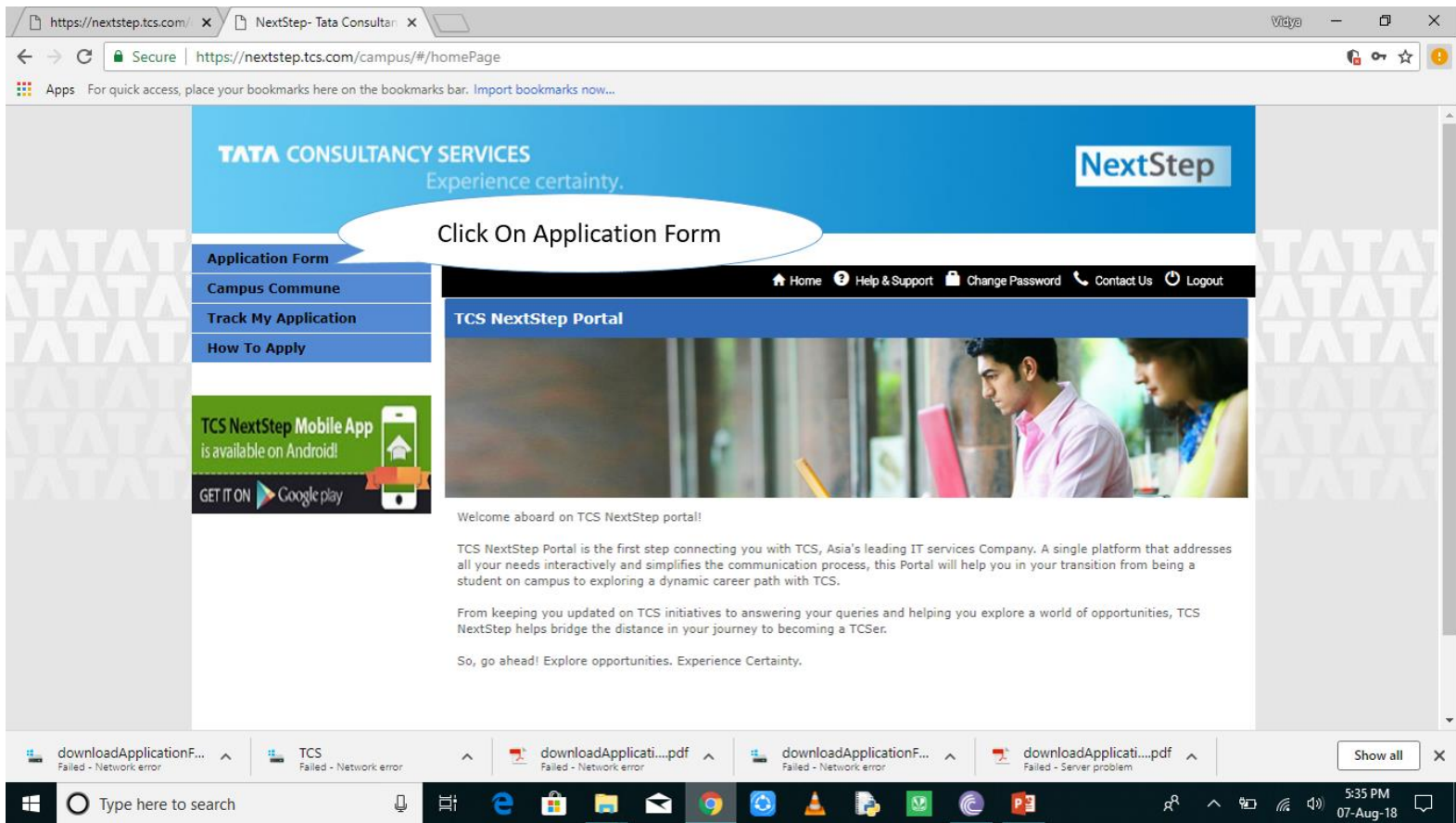# TCS Next Step

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.
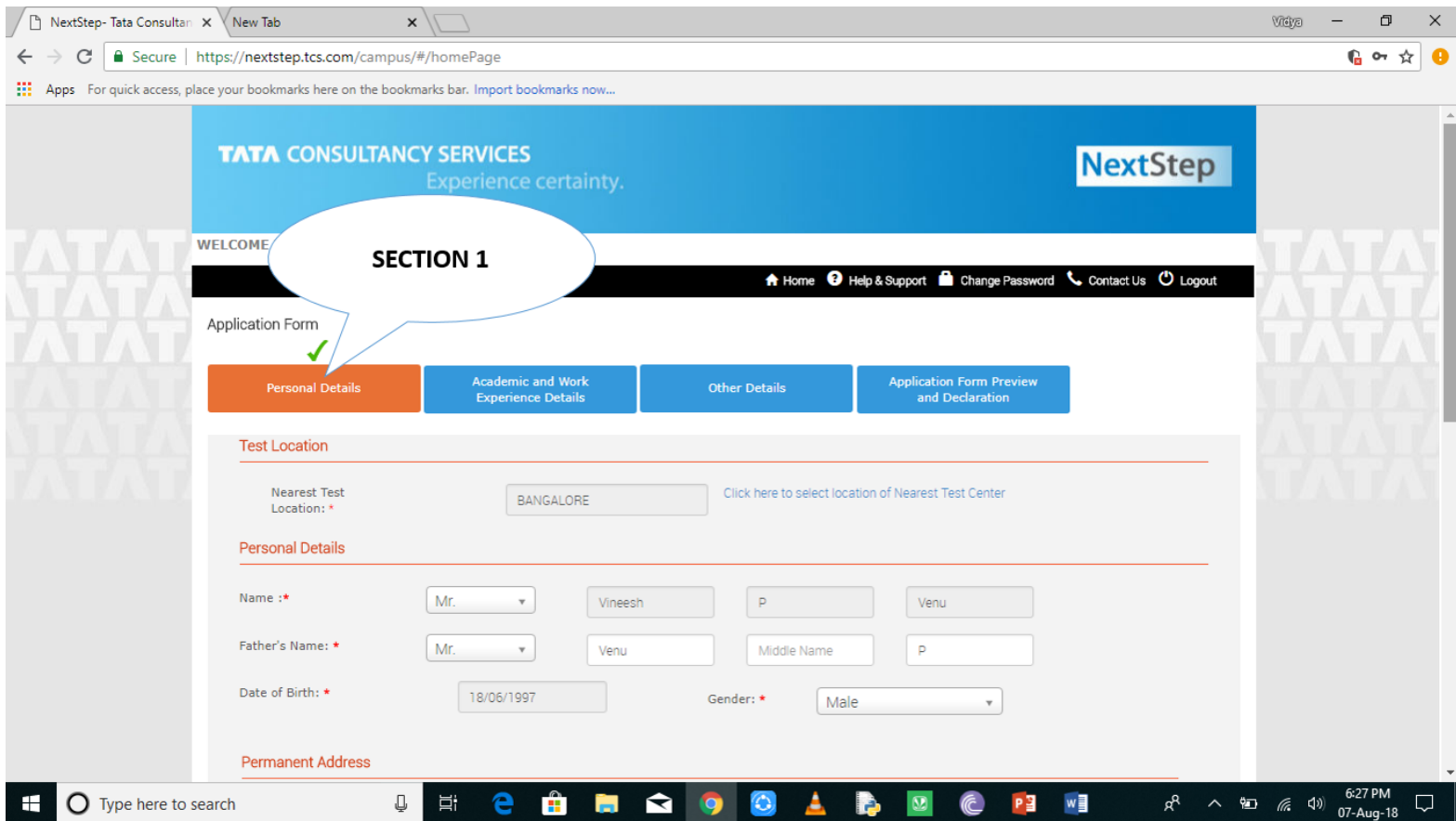
Important Instructions:

- 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.

4. **Section 1: Personal Details:**

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**.
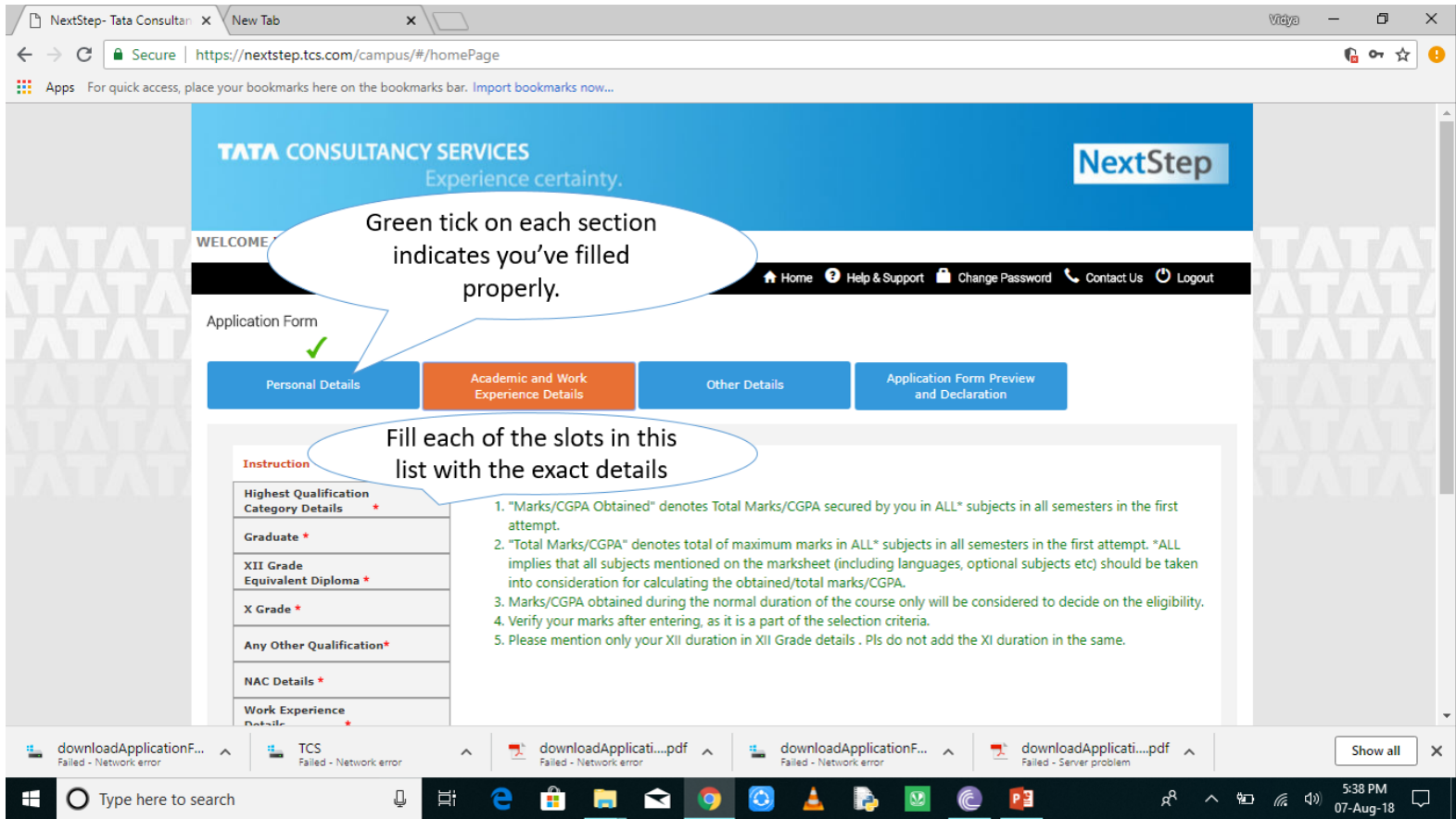
6. **Section 2: Academic and Work Experience Details**

Highest Qualification Category Details:
Institute Name: Sri Jagadguru Chandrashekharanatha Swamiji Institute of Technology
Highest Qualification: Bachelor of Enginnering
Year of Passing: 2019

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**.

<u>Any other qualification:</u>

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

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

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

Instruction *	Have you done any other course? ⦿ Yes ○ No
Highest Qualification Category Details *	Course Name
Graduate *	Specialization
XII Grade Equivalent Diploma *	University/Institute
X Grade *	Course Duration dd/mm/yyyy dd/mm/yyyy
Any Other Qualification*	Course Type ○ Full Time ○ Part Time
NAC Details *	Grading System ○ CGPA CGPA Obtained
Work Experience Details *	○ Marks Total CGPA
Declaration *	

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.

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**.

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.