**Few Pointers for Skill certificate Process:**

i) Skill Certificate is issued only once, based on approvals received and without prejudice.

ii) Kindly ensure that you have covered all the points that you wish to include in the draft skill letter prior to procuring your supervisors’ approval.

iii) Once the final skill Certificate is issued there will no further changes/modifications. Hence, request you to please review and provide the details accurately

iv) The content in the skill letter will be generated strictly as per TCS standard format & the Format works well for various purposes.

TCS does not authorize any alternate format to be provided for this purpose.

v) Information like Roles, Project names, Client names, project Revenue/any figures, Country/Location name, various designations, Salary details.

Number of years, Deputation Period (If any mentioned) will be excluded from the Final Skill Certificate even if you have received the Approval from your supervisor’s.

**Steps to be followed:**

1) Let us know the purpose of the Skill Certificate.

2) Use the attached skill draft which contains the following details:

* Date of Joining - (This will be as per TCS records)
* Date of Release - (This will be as per TCS records)
* Designation - (This will be as per TCS records)
* Skill set (Maximum 2 points)
* Responsibilities in bullet points (Maximum 5 points)

3) Contact your last PL/GL in TCS and get an approval on the same email. Seeking this approval and following up with the PL / GL will need to be managed at your end.

**\**In case the supervisor is not active in the company; you can seek the approvals from your GL/ BRM and they should be active in the company.***

4) This approval email from the PL/GL has to be marked to [**corporate.exempverification@tcs.com**](mailto:corporate.exempverification@tcs.com) along with the attachment in the history.

5) Once the approvals are in place, the Corporate Verification team will release the soft copy of the Skill certificate on the TCS Letterhead within 3 working days.

6) You can use the soft copy or take a color print.

**Once the approvals are sent, you can follow up with Corporate.Exempverification@tcs.com for further process.**

