

Greetings!

A very warm welcome to
TATA Consultancy Services!!!

We have designed a specialized joining enablement program for your smooth transition into TCS and would like to assure you of our fullest support.

The joining enablement program would include,

- Basic documentation formalities
 - A specially designed induction program
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You would be receiving further communication on the list of documents and the induction schedule shortly.

We are glad to connect with you and wish you all the very best!





This document aims to address the Frequently Asked Questions (FAQs). For any further queries, you may reach out to your Joining Branch Onboarding Manager.

Please do mention your EP Reference Number and Name in all your communication to the Recruiter, BGC Team or Onboarding Team.

Also, you can unbox your queries with REXA® – TCS TAG's first BOT, just a click away for all your pre-joining queries!

Login to iBegin > Onboarding and connect with REXA® for all your queries on Onboarding.

Chat with Us !: <https://ibegin.tcs.com/iBegin/>



Frequently Asked Questions (FAQs)

Who is Onboarding Manager?

Onboarding Manager is the SPOC to help you with your onboarding and induction in TCS. Your joining branch Onboarding Manager details are shared in the Offer letter annexure.

How do I find the details of my HR Recruiter and Onboarding Manager?

The details of your HR Recruiter and Onboarding Manager would be available on your offer letter and in the TCS iBegin portal. You may also refer to Annexure B of this document.

How do I get my project details?

You'll receive the project allocation & manager details post your induction program.

I have received my TCS offer. Can I go ahead and resign in my current organization?

You can go ahead with the resignation formalities post reviewing and accepting the offer letter on iBegin. Post which you must initiate the Background Check process and upload the necessary documents in iBegin within 5 days of offer acceptance. However, please note that the joining in TCS is subject to BGC clearance.

I do not understand certain components of the salary structure in my offer letter.

You may mail your offer letter queries to your HR Recruiter who would respond over mail/call within 24 hours, failing which, please use the Reach Out Matrix (as mentioned in the last page).

The system is asking for my tentative date of joining. Can I change it later?

TCS Induction is generally planned on Mondays and Wednesdays. Accordingly, you can provide the suitable date as your date of joining depending on your notice period in the current company. Since the offer is valid only for 120 days, kindly ensure that the date of joining is well within 120 days of your offer generation date.

In case there is a change in DOJ later, you can send a timely mail to your Onboarding Manager and HR Recruiter atleast three weeks in advance. The onboarding team will revert to you confirming if the change in date is possible.

It has been a month since my offer acceptance. My company has agreed to release me early. I am ready to join next week. Can I join?

You can drop a mail mentioning your revised DOJ to your Onboarding Manager and HR Recruiter. They will check your BGC status and confirm if you can join earlier. You will receive an email invite from onboarding team regarding your DOJ in TCS.

I have mentioned my date of joining in the system. When will I receive Induction related details?

You will receive all Induction related details atleast 3 week prior to your joining date from the onboarding team.

I would like to know my work location. What do I do?

Your work location would be shared with you along with project details on the second day of induction. The details of your initial Induction for two days would be available in TCS iBegin portal. Incase of any further queries please reach out to your HR Recruiter.

How to initiate Background Check in the system? Do I need to come in-person to TCS office for the same?

You are required to upload all the pending documents online on TCS Careers portal on the BGC tab and initiate the BGC process within 5 days of offer acceptance. You are not required to come to TCS premises for the same. In case of any further queries please reach out to your BGC SPOC.

What Current Address Proof is acceptable?

Current Address is a mandatory document and it can be Aadhar Card / Voter ID / Passport / Electricity Bill / Phone Bill / Rent Agreement.

What DOB Proof is acceptable?

Any Govt. authorized document (Aadhar Card / Voter ID / Passport) in which date of birth is mentioned is acceptable.

There are changes required in the TCS Online Application form with respect to address and references provided by me?

Post offer initiation you cannot edit the details of the application form. Kindly attach the governmental ID proof with the correct address details and send an email to your HR Recruiter for necessary corrections.

There are changes required in the TCS Online Application form other than address and references provided by me. Whom should I connect?

You can send an e-mail to your HR Recruiter with the correct details along with a document proof for verification and the same will be resolved accordingly.

Since I am still working in my current company, I have not received experience letter. I am not able to proceed with BGC initiation without the same?

You can upload your current company offer / appointment letter and proceed with BGC initiation in the system as of now.

However, please note that the relieving letter, experience letter or resignation acceptance mail from HR is a mandatory document to be submitted during joining formalities. The document should clearly state your last working date in the previous company.

TCS Joining formalities cannot be completed in the absence of this document and it will result in delay of joining process.

It has been more than 40 days since I have uploaded all my documents for BGC. However, the status in the portal still shows BGC in process?

BGC will continue to reflect as scheduled till the entire BGC is complete.

For any query on your date of joining, please drop an e-mail to your Onboarding Manager.

In case of any clarifications BGC Team will connect with you over the mail/call for clarification. Please check and respond the same so that your BGC process will get expedited.

I have initiated Background Check in the system. What next?

You can now start filling your onboarding forms in iBegin. Please do login to iBegin for further details.

Is there a format for Gap affidavit?

There is no TCS specified format. A Gap affidavit needs to be provided on a stamp paper and notarized by the notary. Name, duration of gap and the reason for gap must be mentioned on the affidavit. Kindly refer to Annexure A for more details regarding values.

Is there a format for Medical Certificate?

Yes, there is a standard format for the Medical Certificate which is available in iBegin. The certificate needs to be certified by any MBBS doctor. The photo on the first page of the medical certificate also needs to be attested by the doctor necessarily. In case attestation on photo is missed out, the medical certificate will not be accepted, you will have to get it redone.

What all documents are required during document verification formality?

The list of documents required are available in TCS iBegin page. You will also receive an email from your regional onboarding team at least 3 weeks prior to your joining with the document checklist.

I do not have Graduation Convocation certificate / Passport?

Both Graduation convocation certificate and passport are mandatory documents during joining. Please apply for the same and share the application copy while joining. It will be termed as pending till you submit the actual document.

What are the On-boarding forms on iBegin Portal?

Retiral forms or the On-boarding nomination forms need to be filled on the portal. The hard copies of the same need to be submitted prior to joining during your documentation formalities:

I am filling the Form 9 nomination form. The bank account field is asking me for a 15-digit bank account number whereas my account number is a 12-digit number?

You can prefix three zeroes to make it a 15-digit number and fill the form.

I am married but I am unable to locate spouse as one of the nominees as option. How to proceed?

Please check the marital status that you have provided. If you have not provided your marital status as "married", you will not be able to view spouse or children as nominee options.

I am not able to fill the Onboarding forms as I have some doubts?

The instructions to fill in the on-boarding forms would be available as you navigate through each section of your iBegin process.

You can also mail your queries to your Onboarding Manager, in case of any doubts.

How do I transfer the Provident Fund (PF) and Pension from my company to TCS?

You will be oriented on the same during your induction program and you will be required to initiate PF transfer process after joining TCS.

Is Aadhar card mandatory? What if I do not have an Aadhar card?

Yes, Aadhar card is a mandatory document which is required during joining. You can apply for the same immediately if you do not have the same.

Am I eligible for initial accommodation?

Your initial accommodation is subject to internal approvals. You may connect/ email with your HR Recruiter immediately mentioning your travel plan to confirm the same.

Am I eligible for relocation expense reimbursement?

Your relocation expense reimbursement is subject to internal approvals. You may connect with your HR Recruiter immediately for the same.

I would like to know about my Project Scope/Business Unit details before joining?

You will receive an invite for an interactive Coffee Connect Session with the senior leadership team from your Business Unit to know more about your Project scope prior joining. If you have missed attending the session, you can check for the next session with your Onboarding Manager and HR Recruiter. If you are not able to attend the session in person due to location constraints, you can attend the session through WebEx.

Where is the Induction held?

You will receive an email invite from the Onboarding Manager with all the details for the induction session.

How do I access TCS iBegin Portal?

Please use the URL: <https://ibegin.tcs.com/iBegin/login>.

You can use your email ID for login. In case, you are unable to access the portal, please drop an email to your HR Recruiter.

I have other doubts. Whom can I reach out to?

You can write to your HR Recruiter or your Onboarding Manager.

The details of your HR Recruiter and Onboarding Manager are available in your offer letter and in TCS iBegin portal.

You may also please refer to Annexure B & C in this document for more clarity.

You can also email on the below mentioned co-ordinate.

Email: careers@tcs.com

Annexure A – Affidavit Description

Branch	Stamp Paper Value (Rs.)	Notarization
	Gap Affidavit	
TCS – Ahmedabad	100	Yes
TCS – Bangalore	20	Yes
TCS – Chennai	20	Yes
TCS – Hyderabad	10	Yes
TCS – Kochi	20	Yes
TCS – Kolkata	10	Yes
TCS – Mumbai	100	Yes
TCS - New Delhi	100	Yes
TCS – Pune	100	Yes

Annexure B – On-boarding and BGC SPOC

For any queries, please write to the appropriate SPOC, having your HR Recruiter marked on your emails and please do mention your offer letter

Branch	Onboarding Manager	E-Mail Id	BGC queries
TCS – Bangalore	Sonali Tripathy	sonali.tripathy@tcs.com	nandini.shreeg@tcs.com
TCS - Chennai/ Coimbatore	Lourdu Thangam Dominica	chennai.integration@tcs.com	chennai.hrtabgc@tcs.com
TCS – Hyderabad	Priyanka Kumar	kumar.priyanka@tcs.com	hyderabad.hrtabgc@tcs.com
TCS - Kochi & Trivandrum	Archana Johnson	archana.johnson1@tcs.com	nandini.shreeg@tcs.com
TCS - Kolkata/ Bhubaneswar/Jamshedpur/ Patna	Rahul Sardar	sardar.rahul@tcs.com	debarun.1@tcs.com
TCS - Mumbai/ Indore/ Bhopal	Abhishek1.shukla	abhishek1.shukla@tcs.com	mumbai.bgc@tcs.com
TCS - New Delhi/ Lucknow	Brinda Jha	brinda.jha@tcs.com	delhi.bgc@tcs.com
TCS – Pune	Swathi Yadav	yadav.swathi@tcs.com	pune.hrtabgc@tcs.com
TCS - Ahmedabad/ Gandhinagar	Nisha Doshi	nisha.ramrakhiyani@tcs.com	mumbai.bgc@tcs.com

Annexure C – Reach Out Matrix

For any concerns or feedback for any process at TCS, please write to the below escalation matrix Branch

Location	Name	Email ID
TCS – Ahmedabad	Nirav Brahmbhatt	nirav.brahmbhatt@tcs.com
TCS – Bangalore	Pradeep Kote	pradeep.kote@tcs.com
TCS – Chennai	Basileia Kletos Paul	basileia.paul@tcs.com
TCS – Hyderabad	Parveen Ahmed	parveen.b@tcs.com
TCS – Kochi	Deepthi Damodaran	deepthi.damodaran@tcs.com
TCS – Kolkata	Mansur Husain	mansur.husain@tcs.com
TCS – Mumbai	Akshay Prasad	akshay.prasad@tcs.com
TCS - New Delhi	Vikas Gupta	vikas.gupta5@tcs.com
TCS – Pune	Lata Karki	lata.karki@tcs.com