

Document Checklist

Documents to be verified against Originals:

- X Mark sheet
- XII Mark sheet / Diploma
- Graduation Certificate and Mark sheet
- Post-Graduation Certificate and Mark sheet
- Previous experience certificates
- Pan Card / Aadhar card
- Passport / Driving License/ Voter card
- Latest Compensation Letter

Documents to be Submitted:

- Offer letter signed on all the pages
- Joining Kit
- 1 photocopy of Govt ID proof
- Nomination Forms for PF, EPS, Gratuity, Superannuation
- Superannuation Transfer Form (if applicable)
- Immediate Last company Relieving Letter/Experience Letter/Resignation Acceptance by HR/LWD Undertaking
- Medicate Fitness Certificate
- Gap Affidavit (If Applicable)
- UAN Card/E-Aadhaar

TATA CODE OF CONDUCT - 2015

I acknowledge that I have received the Tata Code of Conduct. I have read the Tata Code of Conduct and I acknowledge that as a Tata employee, I am required to comply with the guidelines described therein and failure to do so may subject me to action as per my employment terms and relevant company policies. If I have a concern about a violation, or a potential violation of the Tata Code of Conduct, I understand that there are channels available to me in my company to report such concerns. By making use of these channels when necessary, I will play my part in maintaining the high ethical standards to which we hold ourselves.

Signature:

Date:

Name:

Department:

Address:

Instructions for Gap Affidavit:

- The below format is only a sample. Please modify it based on your specific details.
- It need to be printed on stamp paper. The value of stamp paper varies as per the location. Kindly refer to the table given below.

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

- The form need to be filled and duly signed by authorized notary public. Signature and seal is mandatory.
- Please mention the gap duration mandatorily

Sample Format:



AFFIDAVIT

I, <NAME>, S/o. Mr. <FATHER'S NAME> residing at <ADDRESS DETAILS> hereby solemnly affirm and state as follows:

1. State the reason and mention the gap duration(From DD/MM/YYYY to DD/MM/YYYY)
2. This affidavit is sworn to produce before the Tata Consultancy Services LTD.

All the facts stated above are true and correct to the best of my knowledge, belief and information.

<Signature >

DEPONENT

Solemnly affirmed and signed before me by the deponent whom I know personally.

Date:

Place:

<Signature and seal of notary public>

Medical Certificate of Fitness

Please fill in the complete form, sign it and hand over to your Induction Coordinator

To be filled by Candidate

Candidate's Personal Details:

Mr./Mrs./Ms./Miss/Dr. First Name: _____ Last Name: _____

Gender: ☐ Male ☐ Female

Date of birth (DD/MM/YY) ____/____/____

Contact No: (M) _____ (R) _____ Blood Group: _____

Please affix a
Passport size
photo here and
get it attested by
your consulting
doctor

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you suffer from any defect of vision? If Yes, has it been corrected by suitable spectacles?			
Can you readily distinguish between the pigmentary colors, Red and Green?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation and ordinary sound signals?			
Do you have any physical deformity / handicap or use any mechanical / physical assistance for mobility?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been diagnosed with or do you suffer from any other Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			

Have you ever suffered or suffering from any of the following? (Please (✓) tick wherever applicable and provide necessary details.)

Valve Disorders	High Blood Pressure	Stroke
Heart Attack	Diabetes	Tuberculosis
Angina Pectoris	Asthma	Slipped disc
Arthritis	Obesity	Epilepsy
Night Blindness	Hepatitis B	Hepatitis C

Candidate's Declaration:

I declare that to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness, the presence of which I have not revealed. I fully understand that any misrepresentation of this declaration could lead to the termination of my offer/appointment. I have no objection to Tata Consultancy Services Ltd. seeking further information either directly from me or from my Consulting doctor or other appropriate doctor. In case of any discrepancy arising out of my declaration, I will be undergoing the medical check-up by the Company's suggested medical clinic/doctor and their findings will be fully binding on me and any action thereon towards my employment will be accepted by me.

Signed: _____

Date: (DD/MM/YY) ____/____/____

The Candidate needs to ensure that a legally qualified and registered medical practitioner with minimum qualification as M.B.B.S. completes this form. Additional sheets may be attached if more space is required.

Note: The candidate is responsible for any costs associated with the preparation of this report.

To be filled by Medical Practitioner**Doctor's Details:**

Full name (as listed on applicable state registry) _____

Registration ID: _____ Contact No: (Day time) _____

Postal Address: _____

Doctor's General Examination Remarks:

Weight: _____ (Kgs) Height: _____ (cms) Blood Pressure: _____ (mm hg)

Pulse: _____ (min) BMI (Calculated Value): _____

General Examination Findings: _____

Systemic Examination - CVS/RS/Abd/CNS/Others: _____

Doctor's Declaration:

I, certify that I have carefully examined Mr./Mrs./Ms./Miss/Dr _____ son/daughter of Mr. _____ . He/she is medically fit/unfit for employment with TCS.

Remarks: _____

Signed & Sealed: _____

Date: (DD/MM/YY) ____/____/____