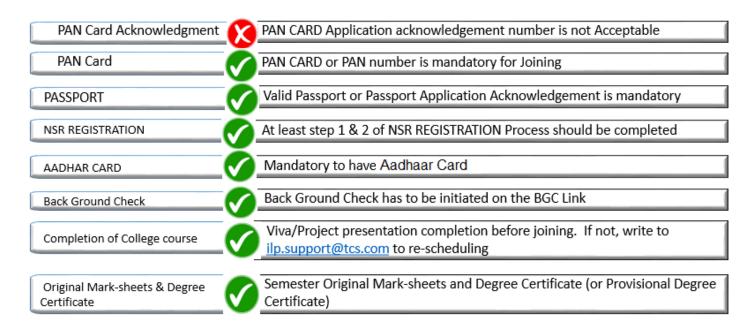
## **Eligibility Guidelines**

Please note that your joining could be critically impacted if you do not comply with the following guidelines



Note (For Joiners who are not in possession of Semester Mark-sheets / Degree Certificate)



If the Joiner does not have final Semester result declared or is not in possession of Final semester Mark-sheets, then the following solutions can be used:



Candidate should submit proof of completion of highest qualification on the day of joining (Course completion certificate /Degree or Provisional degree certificate /Bona-fide letter/Passing Certificate)

The above mentioned proof documents should contain

- a) Aggregate Percentage of marks obtained (till highest semester up to which results have been published)
- b) Period of study (e.g. :2014 to 2018)
- c) Statement that the joiner has completed all requirements of the course such as exams, coursework . viva etc.
- d) In case any semester results are not declared : The document should clearly state that the timeline by which results would be published



Land deed or fixed deposits are no longer accepted as surety

Candidate's appointment to TCS is subject to meeting TCS minimum eligibility criterion



## **Guidelines for Surety Eligibility**

1. Who can be my Surety?

<u>Answer:</u> Your Surety can be any adult (Above 18 years of age), who is a Citizen of India and pays Income tax.. The surety can be anyone (parents, relatives, neighbors) who is an Income Tax payee (Need not be a relative)

2. How do I know if my Surety is an Income Tax Payee?

**Answer:** Atleast one of the below criterion has to be met:

a) Taxes paid in IT Returns form/Form 16 should not be zero.

Or

- b) Total Income as per IT Returns form/Form 16 should be more than Rs 3,00,000.
- 3. What documents of my Surety should I bring on my day of joining?

**Answer:** Attested Copy of Surety's PAN Card:

a)ITR returns or Form 16 of Surety ( Of the current or previous Assessment year only)

Or

b) Surety Passport attested copy (if submitted as an alternative to Surety verification page)