

Eligibility Guidelines

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

PAN Card Acknowledgment	✗	PAN CARD Application acknowledgement number is not Acceptable
PAN Card	✓	PAN CARD or PAN number is mandatory for Joining
PASSPORT	✓	Valid Passport or Passport Application Acknowledgement is mandatory
NSR REGISTRATION	✓	At least step 1 & 2 of NSR REGISTRATION Process should be completed
AADHAR CARD	✓	Mandatory to have Aadhaar Card
Back Ground Check	✓	Back Ground Check has to be initiated on the BGC Link
Completion of College course	✓	Viva/Project presentation completion before joining. If not, write to ilp.support@tcs.com to re-scheduling
Original Mark-sheets & Degree Certificate	✓	Semester Original Mark-sheets and Degree Certificate (or Provisional Degree Certificate)

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, course-work , 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?

Answer: 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)