

## Documentation Guidelines

Candidates have to prepare documents using the formats downloaded from the Next Step Portal only.



**Documents obtained from any other source or format will not be accepted.**



### Service Agreement

1. Service Agreement should be made on stamp paper worth Rs. 100.
2. In case, stamp paper worth Rs.100 is not available, please use multiple stamp papers of total value Rs. 100.
3. Every page of the Surety Agreement has to be signed by both the Surety and the Candidate.
4. Location of agreement to be updated as "Mumbai" on Page 1.
5. Date of agreement should be updated as "Date of Joining on "Page 1".
6. Surety should be an income tax payee (having paid tax in the current or previous Assessment year).
7. **Land deed or fixed deposits are no longer accepted as Surety.**
8. **Four signatures** (two from surety and two from candidate) required at appropriate places on page 5.  
(Sample given below).

Any change in the above addresses of any of the concerned parties i.e. TCS, Mr./Ms. 32. \_\_\_\_\_ or Surety, shall be intimated to the other parties by the party whose address has changed within a period of seven days of such change. If no such change has been intimated or received, the addresses mentioned above shall be deemed to be the addresses of the concerned parties.

As a token of his/her consent, he/she has signed this agreement as surety :) 33. \_\_\_\_\_

Signature of the Surety

Dated this: 34. Date of Joining

Signed and delivered by Mr./Ms. 35. \_\_\_\_\_

Signature of the Employee

Accepted for and behalf )  
Of TATA CONSULTANCY SERVICES LIMITED)  
By their constituted Attorney )

Signature of the Employee

Signature of the Surety

9. ITR /form 16 documents of surety should be provided as proof of paying tax (Tax paid should not be zero).
10. The ITR /Form 16 document should be of the current or previous assessment year .
11. Self-attested Copy of PAN card of Surety is mandatory to be submitted on the date of joining.
12. Surety verification page to be signed by surety and **attested** by notary or Gazetted officer.
13. Self- Attested copy of Surety passport can be given as an alternative for surety verification page.



#### Non-criminal affidavit

Please note that the Surety's passport is an alternative for Surety verification page only. **Surety's PAN card and surety's proof of paying tax are to be submitted mandatorily.**

1. Non Criminal Affidavit should be made on stamp paper worth Rs. 100.
2. In case, stamp paper worth Rs.100 is not available, please use multiple stamp papers of total value, Rs. 100.
3. Notary sign and seal should be present on each and every page of the Non Criminal Affidavit.
4. Candidate sign should be present on each page of non-criminal affidavit.
5. Part of the text of the Non-criminal affidavit has to be printed on the page bearing the stamp imprint (Page 1)



#### Medical certificate

1. Doctor's Sign and seal is to be present **across candidate's photograph** on the Medical Certificate on Page 1.
2. Candidate should sign at the bottom of Page 1 of medical certificate.
3. Any medical conditions /disability/ pre-existing illness etc should be specifically declared.
4. Doctor to specifically declare that the candidate is physically fit- Doctor remark is mandatory.
5. Doctor's seal and signature should be present on Page 2 at the right place

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

TCS Confidential

Candidate's Signature

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**Commonly made mistakes**

1. Candidate and/or Surety signature missing on each page of Service Agreement
2. Service Agreement not signed by the surety twice on page No. 5.
3. In Service Agreement, incorrect date and/or location mentioned on Page 1  
**Correct location: Mumbai and correct date: Date of joining.**
4. Surety is not an income tax payee- tax (Tax paid should not be zero).
5. Candidate reports at ILP Centre with only PAN application acknowledgement **(Without PAN number)**



Please use the given checklist to verify your mandatory onboarding documents

Joining Formality Check List			
Sl. No	Document Name	Mandatory for Joining (Yes/ No)	Check List - Did you upload? Yes/ NO
1	Std. X Mark sheet	Yes	
2	Std. X Certificate	If Applicable	
3	Std. XII Mark sheet	Yes	
4	Std. XII Certificate	If Applicable	
5	Diploma Mark sheet	If Applicable	
7	Graduation mark sheets (It is mandatory to upload marksheets of all semesters)	Yes	
8	Graduation Provisional Degree certificate / Degree certificate (Either of them is mandatory)	Yes	
9	PG mark sheets (It is mandatory to upload marksheets of all semesters)	Yes, if you a post graduate	
10	PG Provisional Degree certificate / Degree certificate (Either of them is mandatory)	Yes, if you a post graduate	
11	Non Criminal Affidavit	Yes	
12	PAN Card	Yes	
13	NSR e card	Yes	
14	Present address proof	Yes	
15	Permanent address proof	Yes	
16	ID proof (Passport/Voter's ID/Driving License/Ration Card/Bank Passbook/Aadhaar Card)	Yes	
17	Birth Certificate (Should be English)	Yes	
18	Birth Affidavit (In case your Birth certificate is not in English)	If Applicable	
19	Affidavits declaring reasons for break in Career/Education	If Applicable	
20	Passport	Yes	
21	Experience letter & Relieving letter from previous organization	If Applicable	
22	Current Company Latest 3 salary slips / Bank Statement reflecting the receipt of salary from the company	If Applicable	
23	Other Additional Proof - PF Statement, Form 16, Salary slip/ Deputation letter if deputed from parent company to the deputed company	If Applicable	
24	Copy of Person of Indian Origin (PIO) card, Copy of Overseas Citizen of India (OCI)	If Applicable	