

**BACKGROUND CHECK FORM****Experienced Professionals (EP)****Guidelines / Checklist**

- Your Job Offer is subject to successful completion of Background Verification
- Fill-up the BGC Form completely and accurately with copies of all relevant supporting documents as proof
- 'Unable to Verify' due to incorrect or incomplete information furnished by you may lead to delays and/or unsuccessful completion of BGC
- Ensure consistency in information furnished by you initially in TCS Application Form

- (1) Tick on the boxes below before submitting the BGC form, ensuring that you have submitted all required documents.
(2) No BGC forms will be accepted in the absence of any of the required documents as mentioned below.

Mandatory General Requirements:

- ☒ Signed & Attached Document on General Consent to Background Investigation Letter (BGC Consent Letter enclosed within the BGC form)
- ☒ My recent Passport size photograph pasted at the appropriate place

Address Check & Criminal Check Requirements:

- ☒ Complete & Correct Address filled-in as required in BGC Form with Flat/Room No. clearly mentioned
- ☒ Prominent landmark near the address mentioned for easy location
- ☐ Self-attested & signed - Document for Address Proof submitted

- What could be submitted for Address Proof?

- Proof for Present & Permanent Address to be attached
- Provide Separate Proof, if address is different
- Attach copy of any one of the following documents as Proof for Address

- (a) Ration Card (b) Electricity Bill (c) Landline Telephone Bill (Mobile ph bill not acceptable)
(d) House Lease Agreement

- If your Present Address / Address of Longest Stay in the last 7 years / Permanent Address is in **Mumbai / Thane City / Thane Rural / Pune**, submit the following documents:

- ☐ CID Form as applicable for the location – Filled-in with all details
- ☐ 2 Photos with my name written at the back of each photo
- ☐ Address Proof (any one of the following) - Copy of Ration card / Electricity bill/ Landline Telephone bill

- Address Proof – For House Lease Agreement

- ☐ Copy of Agreement submitted (If Agreement signed between you and Owner)
- ☐ Copy of Agreement + Declaration Letter in Stamp Paper from Agreement Holder (Blood Relation) stating that I am residing in the same address as mentioned in the Agreement (If Agreement signed between your Family Member (Blood Relation) and Owner)
- ☐ Letter from Society of the address (If Agreement signed between any other person (Non-blood Relation) or you are staying in Bachelor's Accommodation)

Note: For all House Lease Agreements, you should have stayed at least 6 months in the Address mentioned and the Agreement should be valid and within the expiry date

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- ☐ Separate CID Form filled in & attached for each different address (For Applicants from Mumbai, Thane City, Thane Rural & Pune - Full Addresses and Signature given in each)

Note: Forms not signed by the Applicant are not accepted by the Police for verification.

Applicants to report at Police station when called for as part of verification process by Police

ID Check Requirements

- ☒ Self-attested & signed - Document for ID Proof submitted
- What could be submitted for ID proof?

(a) Valid Passport (b) Driving License (c) PAN Card (d) Voter's ID card

Reference Check Requirements - For each Reference

- ☒ References provided are either Supervisor/HOD / Professor / TPO/Person holding Responsible Position in a reputed Organization
- No Relatives/Friends to be mentioned
 - Reference to know Applicant for a minimum period of 2 years
- ☒ Full Name & Address of References provided legibly
- ☒ Contact email ID & telephone numbers of References provided
- Provide atleast two contact numbers

Educational Check Requirements

- ☒ Self-attested & signed - copies of Highest Degree /Provisional Degree submitted
- ☒ Self-attested & signed - copies of all Highest Degree mark sheets attached

Previous Employment Check Requirements:

- ☒ Self-attested & signed - Documents for all Previous Employment Proof submitted
- What could be submitted for Previous Employment Proof?
 - Relieving Certificate from your Previous Employer(s) - Mandatory
 - Experience Certificate & Salary Certificates - Last 3 months - Mandatory

If Current Employment is Active at the time of submitting this BGC form, submit:

(i) Salary Certificates - Last 3 months

Subsequent to resignation from Current Employer, submit

(i) Relieving Certificate(s)

(ii) Experience Certificates(s)

Note: Your BGC Status will be Positive only after successful completion of employment checks Including your Current Employer

Gaps during Education / Employment Check Requirements:

- ☒ Self-attested & signed - Documents to explain gaps during Education/Employment
- What could be submitted as Proof for gaps during Education/Employment?
 - Medical records for gaps due to medical reasons
 - Affidavit with Notary Authorization for gaps due to other Personal reasons

Applicant to please detach and destroy this checklist while submitting the completed BGC Form

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