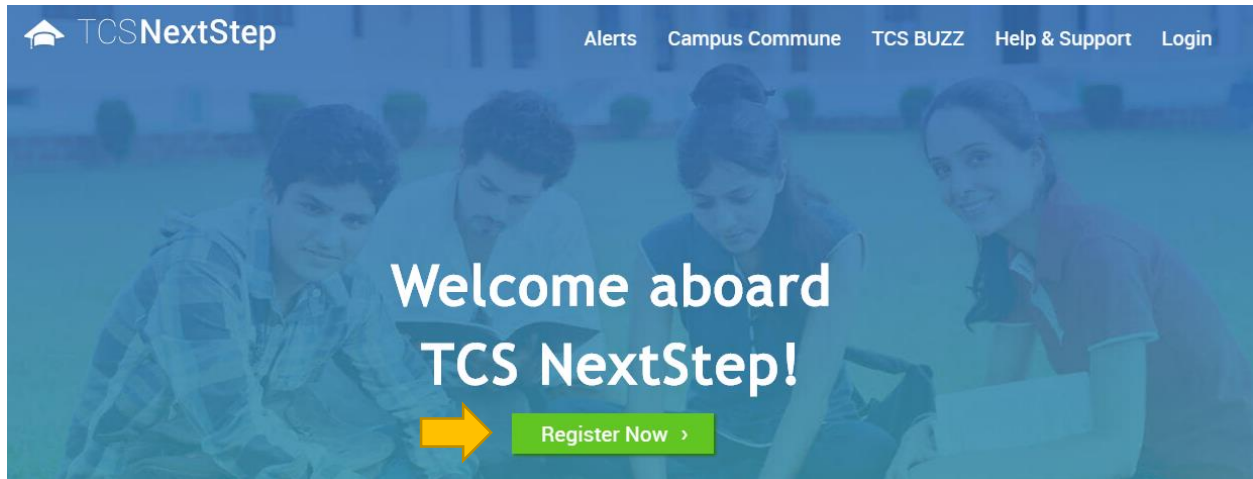


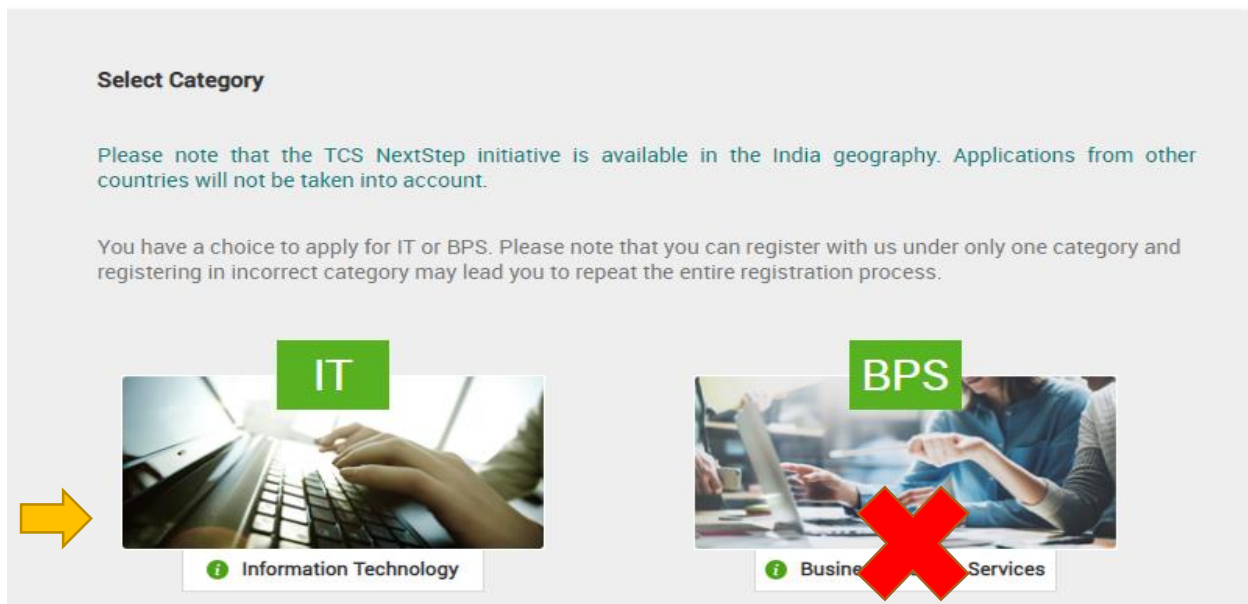
## TCS Registration & Application form Submission Steps

**Step 1:** Open a web browser & enter TCS Nextstep Website URL: <https://nextstep.tcs.com/>

**Step 2:** Click on “Register Now”



**Step 3:** Select category “IT” (Information Technology)



**Step 4:** Fill in the Basic details required to proceed.

- i) Select **Title** (Mr or Mrs)
- ii) Enter **First Name\***, **Middle Name**, **Surname\***
- iii) Enter **Date of Birth**
- iv) Select **Gender** (In case, “select Gender” tab is disabled, you forgot to choose Mr/Mrs Title)
- v) Enter your **email id** (Personal email id suggested over college email id. Using college email ID, may give problems as your college may deactivate your email ID after completion of your degree, so you may not be able to receive joining details from TCS)

## TCS Registration & Application form Submission Steps

Please note that the TCS NextStep initiative is available in the India geography. Applications from other countries will not be taken into account.

**Name\***

Mr.  First  Middle  Surname

Please enter your name as appearing on your Passport or SSC Mark sheet. It is extremely important to enter your name correctly. Please recheck the details entered to ensure there are no errors.

**Date of birth\***

1  January  1997

**Gender\***

Male

**Email id\***

Firstmiddleurname@gmail.com

It is important to enter your email Id carefully as it will be used for all communications from TCS.

vi) Select **College Name** from the drop down (In case you don't find the college name from the drop down, choose "others" option & Enter your college name)

vii) Choose **Qualification**

- > B.Tech choose Bachelor of Engineering
- > M.Tech choose Master of Engineering
- > MCA/ BCA choose Master/Bachelor of Computer Application

viii) **Year of passing** could be 2021, 2022, 2023 & so on.

ix) Select **Test Location** (You can either choose a location from drop down closest to your college or hometown, this can be updated in future)

x) Create a **password** as per TCS policy (Kindly save your password on mobile notes, students tend to forget or misplace their password)

xi) Choose **Security question** and enter **Captcha**

## TCS Registration & Application form Submission Steps

Mobile number\*

IN 91 9123456789

Institute name\*

others

Qualification\*

BACHELOR OF ENGINEERING

Year of passing (for highest qualification) \*

2021

Nearest Test Location\*

BANGALORE

Enter password\* as per TCS password policy

\*\*\*\*\*

Re-enter password\*

\*\*\*\*\*

Select security question\*

What is your Nationality?

Answer to security question\*

indian

a u O m S

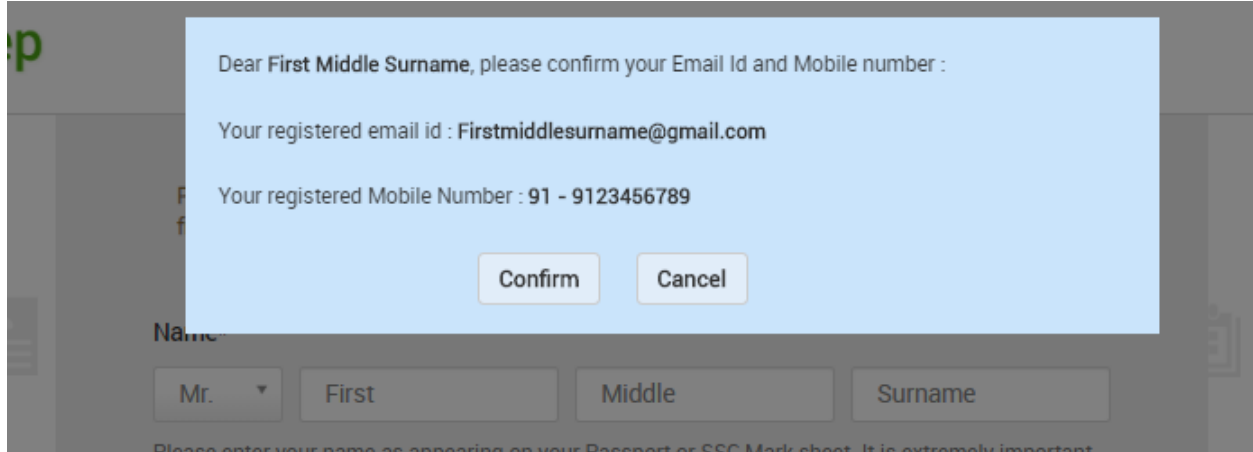
Xii) Click on “**Submit**” function.

Submit

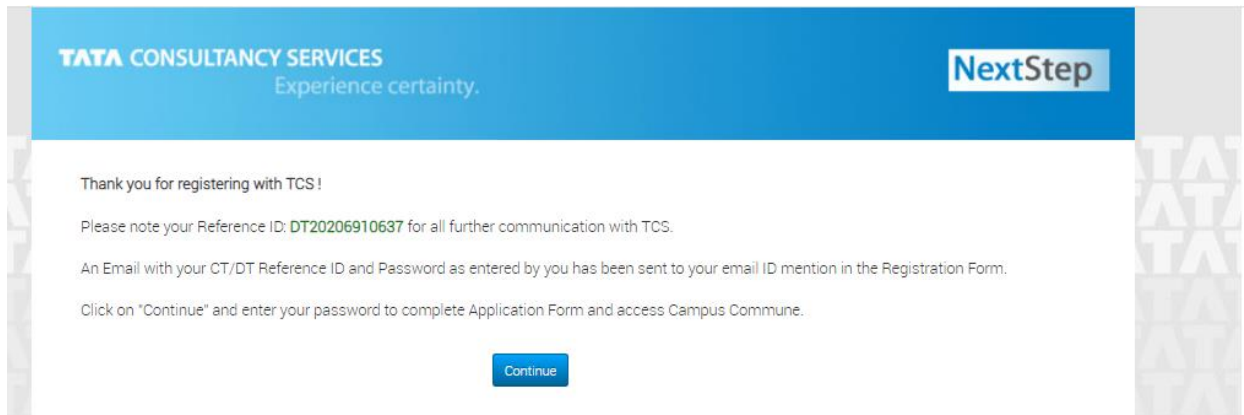
Cancel

## TCS Registration & Application form Submission Steps

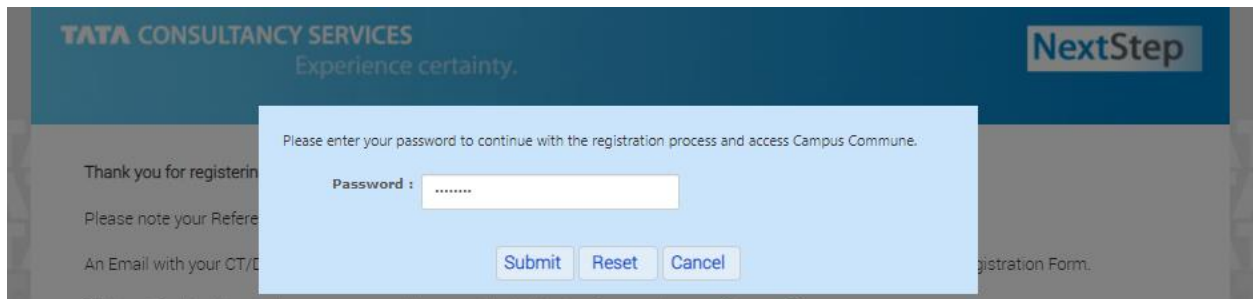
xiii) On the next page a pop-up will display your details, check them again and click on “confirm” (or “cancel” to update if details are incorrect)



xiv) Upon Clicking confirm, pop-up displays your “TCS Unique CT/DT Reference id” (Kindly save it in your mobile notes & you will also receive a system generated mail wrt your Account creation, Ref id & Password) This Reference ID is your ‘USER ID’ – Save it & click on ‘Continue’



xv) Enter your ‘password’ & click on ‘Submit’ to proceed further.

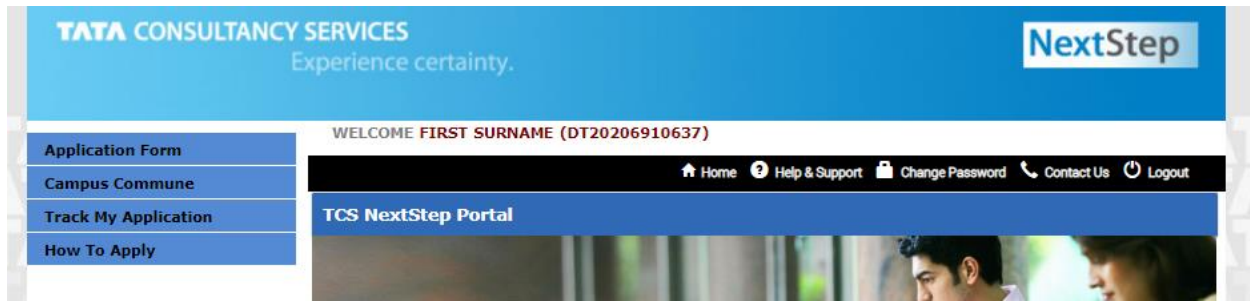


## TCS Registration & Application form Submission Steps

You have successfully completed your account creating in TCS Database.

Let us get going & complete your profile completion.

**Step: 5** Click on 'Application form' tab



**Step: 6** Go through the instructions & Click on 'Start filling the form' tab.

Application Form



### IMPORTANT INSTRUCTIONS

1. The form is divided into following four sections. It is mandatory to enter details in all four sections.
  - o Personal Detail
  - o Academic and Work Experience Details
  - o Other Details
  - o Form preview and declaration
2. Fields marked with "\*" in these sections are mandatory.
3. To save the details and navigate to the next field/screen, click 'Save and Continue'.
4. To submit the form, click 'Submit Application Form' in 'Form Preview and Declaration' section.
5. Please review the details properly before submitting the form to avoid errors. You can use the Application Form preview feature after filling in all the mandatory fields. In case you wish to edit any details, you can navigate to the relevant section and edit the same.
6. Click 'Save' after editing any details in the form. To submit the form with the updated details, click 'Submit Application Form'. Please note that if you do not submit the form after editing any details, the details will not be saved.

**Start Filling the Form**

**Step: 7** Fill in the 'Personal Details' Section

- i) Name : Auto Populated
- ii) Enter **Father's name**
- iii) Enter **Permanent Address**

# TCS Registration & Application form Submission Steps

Application Form

Personal Details

Academic and Work  
Experience Details

Other Details

Application Form Preview  
and Declaration

## Test Location

Nearest Test  
Location: \*

BANGALORE

[Click here to select location of Nearest Test Center](#)

## Personal Details

Name: \*

Mr. ▼

First

Middle

Surname

Father's Name: \*

Mr. ▼

First

Middle

Last

Date of Birth: \*

01/01/1997

Gender: \*

Male ▼

## Permanent Address

House No./Apartment  
Name/Block No.: \*

1/1/1

Road/Street/Lane:

Road/Street

Area/Landmark: \*

Area/Landmark

Country: \*

India ▼

State: \*

State

City: \*

City

Pincode: \*

123456

- i) **Permanent & Present address** (If both are same, select 'YES' option )
- ii) **Present Address** (If you are pursuing your education in a different locality which is not your permanent address, kindly mention that address (It can be Hostel, PG, Flat, etc.))
- iii) **Contact Details** (Enter your alternative email ID & Phone number(Not Mandatory))

**Step:8 Click on Save & Continue**

Are the Permanent and Present Address same? \*

☒ Yes ☐ No

## Present Address

House No./Apartment  
Name/Block No.: \*

1/1/1

Road/Street/Lane:

Road/Street

Area/Landmark: \*

Area/Landmark

Country: \*

India ▼

State: \*

State

City: \*

City

Pincode: \*

123456

## Contact Details

Email ID: \*

first@gmail.com

Alternate Email ID:

|

Alternate Number:

Mobile Phone: \*

91

9123456789

Save

Save and Continue

# TCS Registration & Application form Submission Steps

Ensure you have a **'GREEN TICK'** end of every section completion & Submission.

**Step:9** Click on Each section under **'Academic & Work Experience Details'** & fill in your details.

Application Form

Personal Details Academic and Work Experience Details Other Details Application Form Preview and Declaration

**Instruction \***

Highest Qualification Category Details *
Graduate *
XII Grade Equivalent Diploma *
X Grade *
Any Other Qualification*
Work Experience Details *
Declaration *

**Academic Instructions :**

1. "Marks/CGPA Obtained" denotes Total Marks/CGPA secured by you in ALL\* subjects in all semesters in the first attempt.
2. "Total Marks/CGPA" denotes total of maximum marks in ALL\* subjects in all semesters in the first attempt. \*ALL implies that all subjects mentioned on the marksheet (including languages, optional subjects etc) should be taken into consideration for calculating the obtained/total marks/CGPA.
3. Marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.
4. Verify your marks after entering, as it is a part of the selection criteria.
5. Please mention only your XII duration in XII Grade details . Pls do not add the XI duration in the same.

Continue

**Step: 9.1** Click on **'Highest Qualification Category Details'** &

Enter the College name in the **'Institute Name'** if you see "others". (In case your college name is reflecting correct, do not make any changes)

Click on **'Save & Continue'** Tab

Personal Details Academic and Work Experience Details Other Details Application Form Preview and Declaration

**Instruction \***

Highest Qualification Category Details *	Institute Name *	Others
Graduate *		Institute Name
XII Grade Equivalent Diploma *	Highest Qualification *	BACHELOR OF ENGINEERING
X Grade *	Year of Passing for Highest Qualification *	2021
Any Other Qualification*		
Work Experience Details *		
Declaration *		

Save and Continue

## TCS Registration & Application form Submission Steps

Step: 9.2 Click on '**Graduate Tab**' &

> Enter your **course duration**

> Choose your **Course Type**

> **Institute/University** will not be available for edit

> Enter your correct **specialization** (i.e Department : Ex: CS,EC,EEE,ME,CE, etc) from the Drop down

> Choose the **Grading system** out of CGPA & Marks & enter the scores.

> Click on '**Save & continue**' tab

The screenshot displays the 'Application Form' interface with a green checkmark above the 'Personal Details' tab. The 'Academic and Work Experience Details' tab is active. The form contains the following fields and values:

- Course Name:** BACHELOR OF ENGINEERING
- Course Duration:** 30/06/2021
- Course Type:** Full Time (selected), Part Time
- Institute/University:** Others
- Specialization:** COMPUTER SCIENCE
- Grading System:** Marks (selected), CGPA
- Total Marks Obtained:** 6
- Total Maximum Marks:** 10
- Equivalent %:** 60.00

On the left sidebar, under 'Highest Qualification Category Details', the 'Graduate' section is expanded, showing options for 'XII Grade Equivalent Diploma', 'X Grade', and 'Any Other Qualification'. 'Save' and 'Save and Continue' buttons are at the bottom left.

**Step: 9.3** Click on '**XII Grade Equivalent Diploma**'

> Choose your **relevant Course** (XII or Diploma)

> Enter your Full **specialization** name ( Ex: MPC,MEC,BIPC,MBIPC, etc)

> Enter **University/Institute** Name

> Enter your **Board of Education** (Ex: ICSE, CBSE, State Board, IGCSE, IB, NIOS)

> Enter your **course duration** only for XII th class & not both the years (Ex 1<sup>st</sup> April 2016 to 30<sup>th</sup> March,2017)

> Enter your **Course type** (Full time or Part time)

> Choose the **Grading system** out of CGPA & Marks & enter the scores.


> Click on '**Save & continue**' tab

The above same steps need to be followed for the Diploma course as well



# TCS Registration & Application form Submission Steps

( EX : XII Grade)

Application Form 

**Personal Details** **Academic and Work Experience Details** **Other Details** **Application Form Preview and Declaration**

**Instruction \***

**Highest Qualification Category Details \***

**Graduate \***

**XII Grade Equivalent Diploma \***

**X Grade \***

**Any Other Qualification \***

**Work Experience Details \***

**Declaration \***

**Save** **Save and Continue**

Please Select relevant course? ☒ XII Grade ☐ Equivalent Diploma ☐ Both

Specialization

University/Institute

Board of Education

Course Duration

Please mention only your XII duration in your XII grade details. Please do not add XI duration in the same.

Course Type ☒ Full Time ☐ Part Time


Grading System ☐ CGPA ☒ Marks

Total Marks Obtained

Total Maximum Marks

Equivalent %

(Ex : Diploma )

Application Form 

**Personal Details** **Academic and Work Experience Details** **Other Details** **Application Form Preview and Declaration**

**Instruction \***

**Highest Qualification Category Details \***

**Graduate \***

**XII Grade Equivalent Diploma \***

**X Grade \***

**Any Other Qualification \***

**Work Experience Details \***

**Declaration \***

**Save** **Save and Continue**

Please Select relevant course? ☐ XII Grade ☒ Equivalent Diploma ☐ Both

Course Name

Specialization

University/Institute

Course Duration

Course Type ☐ Full Time ☐ Part Time

Grading System ☐ CGPA ☒ Marks

CGPA Obtained

Total CGPA

## TCS Registration & Application form Submission Steps

### Step: 9.4 Click on 'X Grade'

- > Enter **SSC/ Roll** no
- > Enter **University/Institute** name
- > Enter **Board of education** (Ex: ICSE, CBSE, State Board, IGCSE, IB, NIOS)
- > Enter **Course Duration** (Keep the duration for 1 year or minimum 11 months)
- > Choose the **Grading system** out of CGPA & Marks & enter the scores.
- > Click on '**Save & continue**' tab

Application Form

Personal Details Academic and Work Experience Details Other Details Application Form Preview and Declaration

Instruction \*

Highest Qualification Category Details \*

Graduate \*

XII Grade Equivalent Diploma \*

X Grade \*

Any Other Qualification\*

Work Experience Details \*

Declaration \*

SSC/Class X RollNo. 123456

University/Institute Institute

Board of Education State Board

Course Duration 01/04/2016 30/03/2017

Please mention only your X duration in your X grade details.

Grading System ☐ CGPA ☒ Marks

Total Marks Obtained 600

Total Maximum Marks 1000

Equivalent % 60.00

Save Save and Continue

### Step: 9.5 Click on 'Any Other Qualifications' & Choose 'YES or NO'.

If 'YES' Enter below details & Click on '**Save & Continue**' tab

Application Form

Personal Details Academic and Work Experience Details Other Details Application Form Preview and Declaration

Instruction \*

Highest Qualification Category Details \*

Graduate \*

XII Grade Equivalent Diploma \*

X Grade \*

Any Other Qualification\*

Work Experience Details \*

Declaration \*

Have you done any other course? ☐ Yes ☐ No

Save Save and Continue

## TCS Registration & Application form Submission Steps

**Step: 9.6** Click on '**Work Experience Details**' & Choose 'YES' if you have any prior 'FULL TIME' work experience.

> If you are choosing 'YES' for Experience, ensure you have Offer Letter, Joining Letter, Pay slips (Hard or soft copy) and experience letter (If left the organization).

> Internship, Apprenticeship or Trainings are not be considered as experience.

The screenshot shows the 'Experience Details' section of the TCS Registration & Application form. On the left, there is a sidebar with various sections: 'Instruction', 'Highest Qualification Category Details', 'Graduate', 'XII Grade Equivalent Diploma', 'X Grade', 'Any Other Qualification', 'Work Experience Details', and 'Declaration'. The 'Work Experience Details' section is highlighted in red. The main content area is titled 'Experience Details' and contains a question: 'Do you have any Relevant Work Experience?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a note: 'Please do not mention Internships/Trainings as relevant Work Experience'. A table titled 'Experience Details' is shown with columns: Employee Id, Name Of Employer, Address Of Employer, Employment Type, Duration From, Duration To, Designation, Nature Of Duties, and Annual Gross Salary(INR). Below the table are buttons for 'Add New row', 'Edit row', and 'Delete row'. At the bottom left, there are 'Save' and 'Save and Continue' buttons.

> Click on '**Add new row**' & enter experience/employment details

The screenshot shows the 'Work Experience Details' form. It has a blue header with the title 'Work Experience Details'. The form contains the following fields and options:

- Employee ID : [Text input field]
- Name Of Employer : [Text input field]
- Address Of Employer : [Text input field]
- Employment Type :   
☐ Full Time   
☐ Part Time
- Duration From : [Date input field with calendar icon]
- Duration To : [Date input field with calendar icon]
- Designation : [Text input field]
- Nature Of Duties : [Text input field]
- Annual Gross Salary(INR) : [Text input field]

At the bottom, there are 'Save' and 'Cancel' buttons.

## TCS Registration & Application form Submission Steps

**Step: 9.7** Click on 'Declaration' & answer the 4 questions listed.

> In case you have a **gap** – Answer should be 'YES' – (For example

# After 10<sup>th</sup> & Before joining your 11<sup>th</sup> or Diploma

# Between 11<sup>th</sup> & 12<sup>th</sup> due to personal or financial or medical reasons

# After 12<sup>th</sup> & before Joining your Engineering or Diploma or BSc or BCA

# After Graduation & Before post-graduation

# In between Engineering ( Ex : a gap of 1 or more after your 1<sup>st</sup> year or 2<sup>nd</sup> year or 3<sup>rd</sup> year of engineering or Diploma or Masters)

> If you have any **active backlogs**, Choose answer as 'YES' & enter the No of backlogs.

> Enter your Mini Project or Major projects or any internship or, presentation or etc details in the "Academic Project(s) Undertaken"

### Declaration

Do you have any break in studies?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Have you done any other courses?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you have any pending backlog currently?	<input type="radio"/> Yes <input checked="" type="radio"/> No
➤ Please mention details of Academic Project(s) undertaken.	

> Go through the **Declaration questions** and declare your answers correctly.

> If all the details entered so far are correct & if you have not attended TCS interview in last 6 months, Answer for all the questions will be 'YES'

> Click on 'I agree'

You have taken all subject marks into consideration for calculating the Obtained/Total Marks/CGPA in each of the above mentioned academic qualifications. *	<input type="radio"/> Yes <input type="radio"/> No
The Marks/CGPA Obtained" entered by you for each of the above mentioned academic qualifications has been secured in the first attempt. *	<input type="radio"/> Yes <input type="radio"/> No
You have considered only the Marks/CGPA obtained during the normal duration of the course for calculating Obtained/Total Marks/CGPA. *	<input type="radio"/> Yes <input type="radio"/> No
You have completed each of the above mentioned academic courses in the stipulated time as specified by your University/Institute and as per TCSL selection guidelines and do not have any extended education. *	<input type="radio"/> Yes <input type="radio"/> No
You have declared break in studies/work experience and pending backlogs, if any, during your academics. *	<input type="radio"/> Yes <input type="radio"/> No
You have not attended the TCSL Selection Process in the last 6 months. *	<input type="radio"/> Yes <input type="radio"/> No
You have read the TCSL eligibility criteria and understand that your candidature/application/offer/onboarding is subject to fulfillment of the specified criteria. *	<input type="radio"/> Yes <input type="radio"/> No
<b>I FIRST SURNAME solemnly declare that the information in this form is truly stated and correct and I am competent to furnish as well as verify it with adequate details whenever requested for by TCSL.</b>	
<b>I agree*</b> <input type="checkbox"/>	

## TCS Registration & Application form Submission Steps

**Step: 10** Click on Each section under 'Other Details' & enter details.

**Step: 10.1** Click on 'nationality and languages Known'

> Enter your **Nationality**

> Click on 'Add new row' & Choose your language from drop down (EX: English, Hindi, Malayalam, Telugu etc).

> If you have any **language certifications**, please select the certifications from the drop down. (Ensure language certificate mentioned should also be part of the language known section)

> Click on 'Save & Continue' tab

Application Form

Personal Details

Academic and Work Experience Details

Other Details

Application Form Preview and Declaration

Nationality and Languages Known \*

Achievements/Scholarship and certifications

Upload Photo/CV \*

Save Save and Continue

Languages Known \*

In addition to the native languages, you can also select Foreign languages known if applicable.

<input checked="" type="checkbox"/>	Language	Speak	Read	Write	Mother Tongue
<input checked="" type="checkbox"/>	English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add New row Delete row

Please ensure that you select only one Mother Tongue. If you select more than one then last selected will be considered as your Mother Tongue

If you have any language certifications(including English), please select the certifications from below list

Languages Certifications

<input type="checkbox"/>	Language	Language Certifications	Stayed in a country where this language is mother tongue?
<input type="checkbox"/>			

Add New row Delete row

**Step: 10.2** Click on **Achievements/Scholarship & certifications** and enter details (Not mandatory)

Nationality and Languages Known \*

Achievements/Scholarship and certifications

Upload Photo/CV \*

Save Save and Continue

Achievements

Please specify any Achievements, Scholarships etc :

Certification Details :

<input type="checkbox"/>	Certification Name
--------------------------	--------------------

Add New Certification Delete Certification

## TCS Registration & Application form Submission Steps

**Step: 10.3** Click on 'Upload Photo/CV' tab

> Enter First & Last name which will reflect as your name on TCS ID Card which is handed over to you once you are selected and join the organization.

> Enter **Blood Group** & Scroll down

Nationality and Languages Known *	<b>Smart Card Details</b> (Smart card is your TCS identity card which will be handed over to you once you join the company.)  Kindly follow the below mentioned steps to successfully upload your photograph. 1. Upload your recent passport size color photograph. (Dimension : 35 mm*35mm. Format: *.jpg, *.jpeg. Size: Maximum 500kb). 2. The photograph must be formal, with a white/off white background. 3. You should look straight into the camera and your head should not be titled in the photograph. 4. Click on the Browse button to search for the location where the photograph is stored. The photograph will be uploaded and displayed to you.  Please provide the below details carefully as they will be printed on your TCS identity card if you get selected to TCS.  Name * (as to be printed on smart card) <div>First <input type="text"/> Max 20 characters</div> <div>Last <input type="text"/> Max 20 characters</div> Blood Group * <div>B+ <input type="button" value="v"/></div>
Achievements/Scholarship and certifications	
Upload Photo/CV *	

**Step: 10.4** Upload photo & CV

> Please ensure file format is of the following types pdf,.doc,.docx,.txt,.rtf(max 500kb)

**Upload Photo**

Upload Photo \*

**Upload CV**

Upload CV \*

Please ensure file format is of the following types,.pdf,.doc,.docx,.txt,.rtf(max 500kb)

## TCS Registration & Application form Submission Steps

### Step: 11 Under Application form preview & Declaration

> If you involved in any pending and / or closed Civil / Criminal / case / proceedings / charges / enquiry prior to joining TCS – Mention it as ‘YES’

> If you involved in any pending and / or closed Disciplinary / malpractices and / or any other charges / proceedings / enquiry / case pending against me in any University or any other educational authority / institution prior to joining TCS – Mention it as ‘YES’

**Security Details**

(i) Are you involved in any pending and / or closed Civil / Criminal / case / proceedings / charges / enquiry prior to joining TCS.\* ☐ Yes ☒ No

(ii) Are you involved in any pending and / or closed Disciplinary / malpractices and / or any other charges / proceedings / enquiry / case pending against me in any University or any other educational authority / institution prior to joining TCS.\* ☐ Yes ☒ No

**Note:**  
 "If the answer to any of the above mentioned question is YES give full particulars of the case / arrest /detention / fine /conviction / sentence / punishment etc. and / or the nature of the case pending in the Court / University / Educational authority etc. at the time of filling this form."

> If you appeared for TCS Tests/Interviews earlier ? If yes kindly, furnish details (i.e date, place, Position applied for and final results)

**Application Form preview**

**Declaration**  
 Have you appeared for TCS Tests/Interviews earlier ? If yes kindly furnish details (i.e date,place,Position applied for and final results): ☐ Yes ☒ No

> Select the I agree box, enter your place (College residing place) &

### Step : 12 click on ‘Submit Application form’

**TCS Terms and Conditions**

In connection with my application to render services to Tata Consultancy Services Ltd (the "Company"), I hereby agree as follows: I certify that the information furnished in this form as well as in all other forms filled-in by me in conjunction with my traineeship is factually correct and subject to verification by TCS including Reference Check and Background Verification. I accept that an appointment given to me on this basis can be revoked and/ or terminated without any notice at any time in future if any information has been found to be false, misleading, deliberately omitted/ suppressed.

**I agree\*** ☐

Date:  Place:

**Submit Application Form**

You have successfully completed filling your application form and its submission.

## TCS Registration & Application form Submission Steps

**Below are the 3 ways to confirm that you have completed the application form.**

- 1) Upon completing the step 12, you will find the below screen with a notification ' You have successfully submitted the application form'



- 2) Click on 'Track my application' tab on Home page. If the status is 'Application received' you have successfully submitted the application form.

### TCS Application Status

Activity	Status	Date (DD/MM/YYYY)
Application Received	Application Received	02/07/2020 18:38
Candidate Registration	Registered	02/07/2020 16:41

- 3) On the Main home page, you will find 2<sup>nd</sup> Tab 'Application form PDF'. This tab is enabled only if you have completed the application form submission.



Thank you  
All the best