

Annexure

Learning is a way of life at TCSL (Tata Consultancy Services Limited). The TCS Xperience On-Premise Program will open a world of opportunities and help you to scale greater heights in your professional life. The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

1. Documents

On the date of joining, you are compulsorily required to bring the following documents:

1.1 Academic Records

- a) Matriculation and Inter/Higher Secondary marksheets.
- b) All semester marksheets for post-graduation, graduation and diplomas, as applicable.
- c) Degree certificate/provisional certificate for post-graduation, graduation and diplomas.

1.2 Other Relevant Documents/Requirements

- a) Birth certificate issued by the concerned government authorities.

Note: The class X and/or XII marksheets or certificates from the hospital/community and nativity certificate will not suffice. In case you do not possess a birth certificate containing your name (in English), date of birth and place of birth, you are required to obtain an affidavit on a ₹100 stamp paper signed by a notary with these details. Since this is a temporary arrangement, you will be required to furnish the birth certificate before the completion of the Xperience training program.

- b) A valid passport. In case you do not have a passport on the date of joining, you need to at least submit the proof of having applied for a passport, that is, copy of the receipt from the Passport office.
- c) Offer letter and Joining letter.
- d) Date of birth details of the person you have nominated for Gratuity, Superannuation, Provident Fund and Health Insurance Scheme.
- e) Permanent Account Number (PAN) Card.

- f) Medical Certificate.
- g) Aadhar Card

Note:

- The originals of these documents need to be produced on the joining day by the freshers at the training centers. The original documents stated above will be returned to you after scrutiny.
- You should have completed all course formalities, including project work and viva from your respective institute before you report for joining at the training centers.
- No leave is permissible during Xperience training program.

1.3 Service Agreement

Please download the service agreement by clicking on '**Download Service Agreement for `100 Stamp Paper/ `50 Stamp Paper`**' link on TCS NextStep>>ILP Corner>>First Day at TCS>> Joining Formalities.

Note: Print the service agreement as given without any changes. **Do not delete or rearrange** the clauses. In the last page of Service Agreement, please ensure that the surety signature is present adjacent to the statement "As a token of his/her consent, he/she has signed this agreement as Surety". Only one Surety is required to complete the formalities in your Service Agreement. The Service Agreement needs to be duly completed, bearing your Surety's signature on the bottom part of all pages and at the designated places on the last page. A Surety can be a person who is an income tax payee.

- a) Please type the first page of the Service Agreement on a `100 stamp paper and attach the same to the remaining pages of the service agreement as given.
- b) **If ` 100 stamp paper is not available**, use two `50 stamp papers. Type the first two pages of the Service Agreement on a `50 stamp paper and attach the same to the remaining pages of the service agreement as given.
- c) The stamp paper should be purchased in your name.
- d) In case the Stamp Paper of the above-mentioned denominations are not available,
Franking the service agreement on a non-judicial stamp is

allowed.

E-Stamping of the Service Agreement is allowed if it is available for non-judicial stamp.

- e) The Service Agreement needs to be duly completed, bearing your Surety's signature on all pages (i.e. at the bottom of the pages) and at the designated places on the last page. A surety can be a person who is an Income Tax payee.
- f) At the beginning of your agreement, the agreement made date should be mentioned as your Xperience program start date. In the second page, duration of your training should be mentioned as 'Twelve months' and minimum period of service should be mentioned as 'One year'.
- g) You are required to produce the following documents of Surety's as an annexure to the Service Agreement. Only attested copies would be accepted.
- h) Photocopy of Pan Card along with IT Returns/Saral /Form 2D/ Form 16/ Form 12B.

1.4 Surety Verification

Surety Verification form (on the last page of the Service Agreement) must be completed by your Surety, attested by a competent authority, and submitted along with your Service Agreement. You may get the completed form attested by any one of the following officials:

- a) Manager of a nationalised bank where the Surety holds an account.
- b) District collector of the district in which the Surety resides.
- c) Gazetted officer.
- d) Tehsildar of the village in which the Surety resides.
- e) Employer of the Surety, if the Surety is an income tax payee. In this case, attach a photocopy of Form 16, which has been issued to the Surety and signed by the Employer.

Alternatively, (instead of the Surety Verification Form) you may attach an attested photocopy of the Surety's valid passport, to the Service Agreement.

Note: Ensure that the signatures of the Surety affixed on the Service Agreement, Surety Verification form, Passport and other supporting documents (IT returns/PAN card) match.

The submission of these documents and your fulfilment of all requirements stated therein are absolute pre-requisites on joining TCSL, as well as to continued services in the company thereafter.

1.5 Affidavit/Notarized Undertaking

Please download the format by clicking on “**Download Affidavit/Notarized Undertaking**” link on TCS NextStep>>ILP Corner>>First Day at TCS>>Joining Formalities.

The detailed undertaking mentioning the below points is required to be printed on a ₹100 stamp paper and needs to be notarized.

- **There is no criminal offense registered / pending against you.**
- **There is no disciplinary case pending against you in the university.**
- **If you were employed, a formal release letter from your previous employer.**

1.6 Medical Certificate

Please download the Medical Certificate format by clicking on ‘**Download Medical Certificate**’ link on TCS NextStep>> ILP Corner>> First Day at TCS>>Joining Formalities. You need to get the medical certificate (in the format prescribed by TCSL) verified by a registered medical practitioner with minimum qualification as M.B.B.S and submit the certificate to the induction team at the time of your joining.

1.7 Background Check Verification

Your association with TCSL will be subject to a background check in line with TCSL’s background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship / service without notice.

You will be required to initiate the Background Check (BGC) online, immediately after acceptance of the joining letter to enable verification as per the policy. To initiate your BGC click on ‘Initiate Background Check’ button to fill up the Background Check form and upload scanned copies of necessary documents.

Your Traineeship Job Offer is subject to successful completion of Background Verification.

Please upload the list of required documents for BGC by clicking on TCS NextStep>> Background Check >> Fill BGC Form.

1.8 Onboarding Forms

You are required to mandatorily fill and submit the Onboarding Forms before your joining date to smoothen your Onboarding process, failing which your joining formalities will not be completed. These forms are required to be filled as per statutory compliance norms.

Onboarding forms consists of five forms:

1. Provident Fund (PF)/ Pension Scheme Nomination form (Form 2 – Part A and Part B)
2. Gratuity Form (GF)
3. Superannuation Form (SF) - only to eligible employees
4. Declaration Form (Form 9)
5. Group Life Insurance (GLI)

Immediately after acceptance of the Joining Letter the **Onboarding** tab would be enabled on the left menu bar. You have to fill-in all the Onboarding forms online and declare your nominee(s) for the above-mentioned forms. Once filled, take a print out of these forms.

Submit a **Printed copy** of the completed Onboarding forms on the day of Joining. Please read the Instructions carefully and refer to FAQs and sample forms against each form, to avoid any confusion.

Please ensure to complete all the Onboarding Forms by clicking on TCS NextStep (<https://nextstep.tcs.com/campus>)>> **Onboarding**

2. National Skills Registry

We request you to complete the registration and bio-metric process of NSR before joining. (please visit site www.nationalskillsregistry.com). If, under certain circumstances you are not able to complete the bio-metric, request you to visit the POS nearest to your training center and complete it before you report on the given DOJ. We do not have any POS arrangements in our training center.

3. Acceptance of Joining

We would like you to confirm your acceptance of joining a batch by clicking on the 'I Accept' button online in TCS next step portal. In the event of us not receiving an update, TCSL reserves

the right to withdraw the offer. If you fail to join on the date provided in the TCSL Joining letter, the TCSL offer will stand automatically terminated at the discretion of TCSL.

4. Dress Code

We follow a formal dress code on all business occasions but allow business casuals for Friday and Saturday. Gents may wear full sleeved formal shirts, trousers, tie and black leather shoes. Ladies may wear salwar kameez, formal trouser and top or Sari. The detailed TCSL dress code policy is available on NextStep for your reference

5. Contact Us

For further queries with respect to the document submission/other clarifications, you may write to us at xplore.support@tcs.com or call us at 18005723858 from Monday to Friday (10.00 AM to 6.00 PM)

You are strongly advised not to rely on un-official communications/sources (social media such as Facebook, whatsapp etc) for clearing your queries on joining or documentation. For any related queries, we request you to contact us.