TCS Registration & Application form Submission Steps

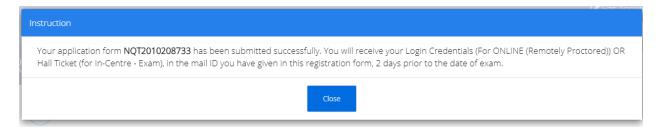
Leading in the new normal has reinforced our global leadership position. It's our privilege and pride to be acknowledged as a preferred partner of innovation and growth by our valued global customers. Likewise, we are proud to be the employer of choice among aspiring students. We are happy to be starting with the TCS Campus Hiring - the disruptive democratized model that proved to be a game-changer for the entry level talent ecosystem.

Our comprehensive digital transformation prowess, robust Business 4.0TM framework, and an excellent career progression track record have been the key differentiators. We invite you to take a first step in forging a fruitful partnership towards growth and transformational pursuits.

TCS Campus Hiring YoP 2021 Application Process: The application process for TCS Campus Hiring comprises of the below mandatory steps:

STEP 1: Register for the entrance/aptitude test on the National Qualifier Test (NQT) website - Registration link: https://learning.tcsionhub.in/hub/national-qualifier-test/

Select "Subject Test" option in the NQT registration form which includes "Programming Test" to ensure your candidature is considered for TCS Campus Hiring YoP 2021.



STEP 2: Navigate to TCS Next Step Portal - Registration link: https://nextstep.tcs.com

Points to note:

- If you do not have CT/DT reference ID, please click on "Register Now", choose "IT" and proceed as appropriate.
- If you already have a CT/DT reference ID then please click on Login and proceed to fill/submit the application form. Upon submission you would be prompted to the "Apply For Drive" screen.
- Update your NQT Registration Number obtained in Step 1 and click on Apply.
- To confirm your application status for TCS Campus Hiring Navigate to the 'Track Your Application' tab on the Next Step Portal, the status displayed should be "Applied for drive"

Important:

- If you are a 2021 YOP (BE/B.Tech/ME/M.Tech/M.Sc/MCA) and if you have submitted the application form, click on "Apply for drive", update your NQT registration number in the Text box provided and click on "Apply".
- If your status is registered please:

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- Fill/submit the application form and click on "Apply for drive"
- Update your NQT registration number in the Text box provided
- Click on "Apply".
- To confirm your application status for TCS Campus Hiring Navigate to the 'Track Your Application' tab on the Next Step Portal, the status displayed should be "Applied for drive"

Screen-wise Registration Guide

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)



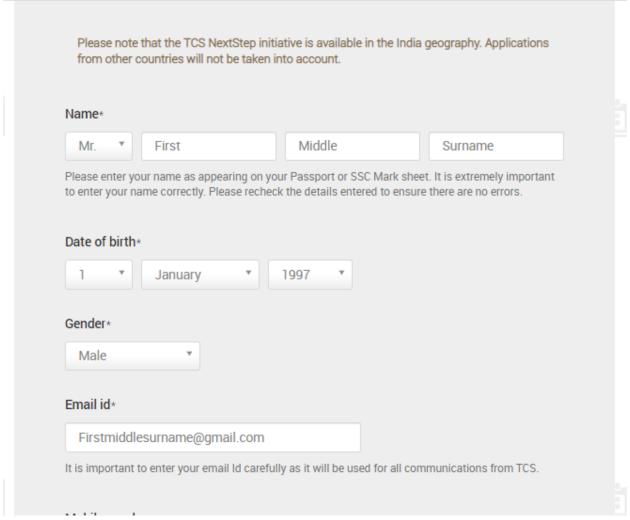


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Step 4: Fill in the Basic details required to proceed.

- 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)

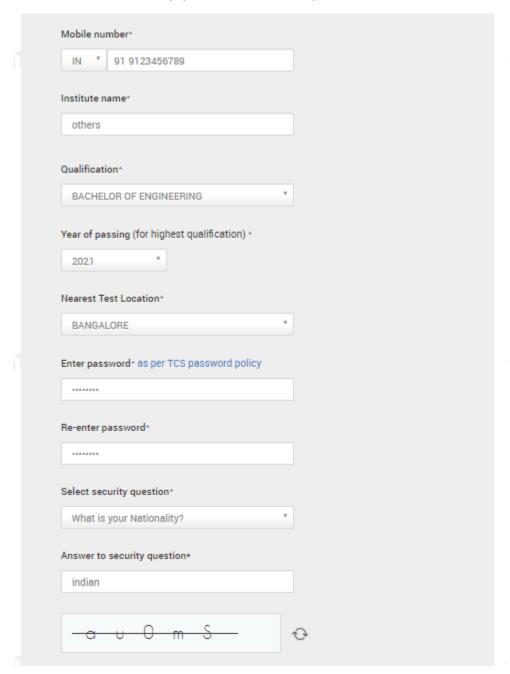


- vi) Select **College Name** from the drop down (In case you don't find the college name from the drop down, choose "others" option & Enter your college name)
 - vii) Choose Qualification
 - > B.Tech choose Bachelor of Engineering
 - > M.Tech choose Master of Engineering
 - > MCA/ BCA choose Master/Bachelor of Computer Application
 - viii) Year of passing could be 2021
- 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)

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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

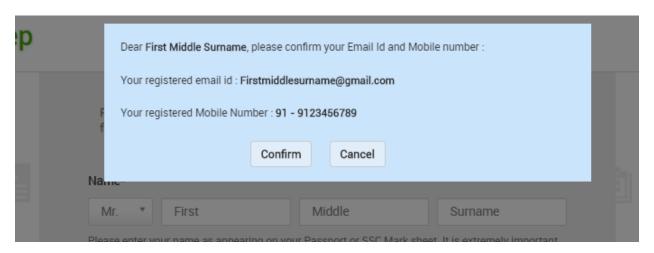


Xii) Click on "Submit" function.

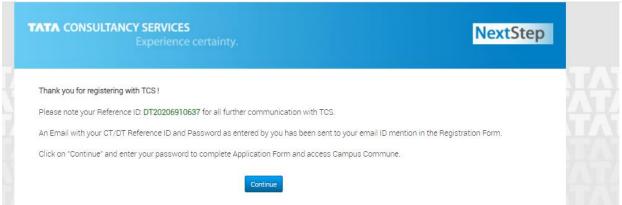
TCS Registration & Application form Submission Steps



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)

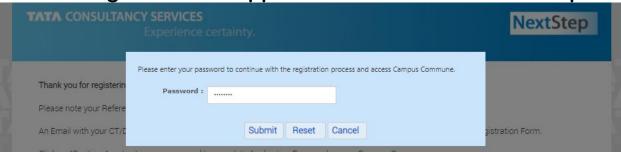


xiv) Upon Clicking confirm, pop-up displays your "TCS Unique CT/DT Reference id" (Kindly save it in your mobile notes & you will also receive a system generated mail wrt your Account creation, Ref id & Password)
This Reference ID is your 'USER ID' – Save it & click on 'Continue'



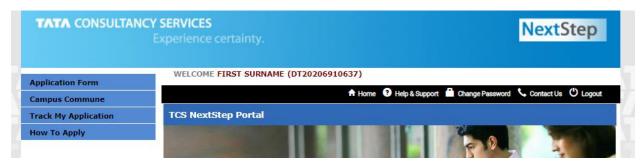
xv) Enter your 'password' & click on 'Submit' to proceed further.

TCS Registration & Application form Submission Steps

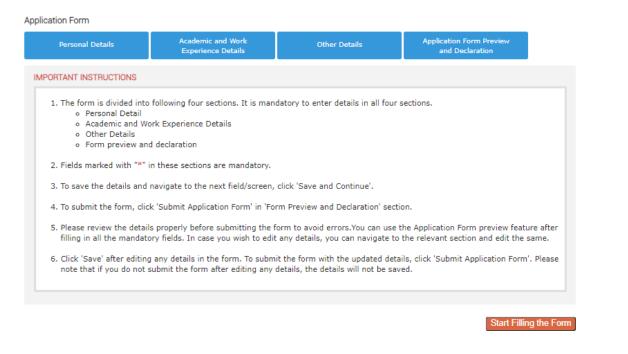


You have successfully completed your account creating in TCS Database. Let us get going & complete your profile completion.

Step: 5 Click on 'Application form' tab



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



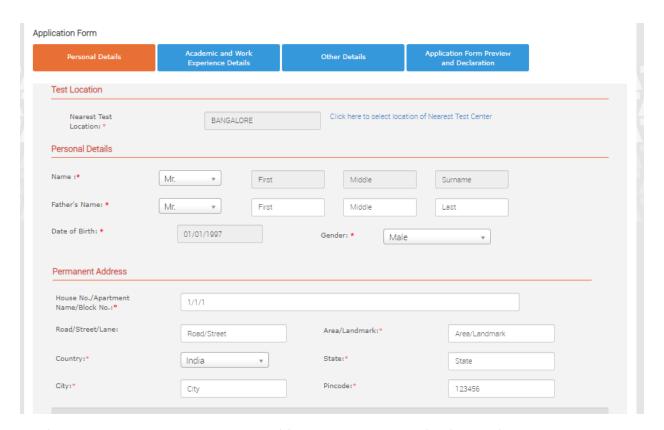
TCS Registration & Application form Submission Steps

Step: 7 Fill in the 'Personal Details' Section

i) Name : Auto Populated

ii) Enter Father's name

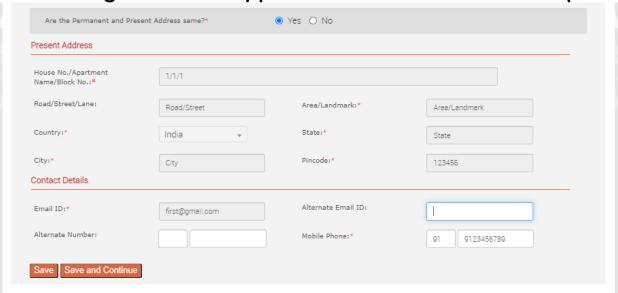
iii) Enter Permanent Address



- 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))

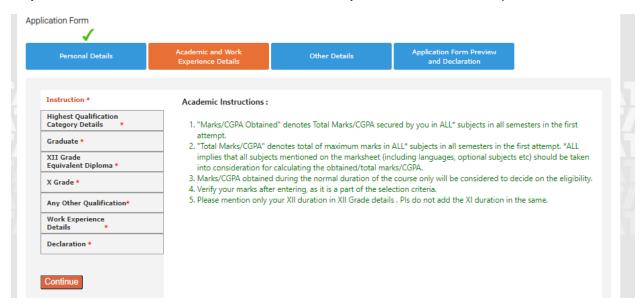
Step:8 Click on Save & Continue

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.

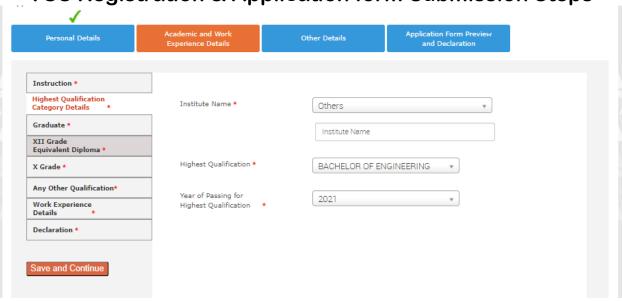


Step: 9.1 Click on 'Highest Qualification Category Details' &

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

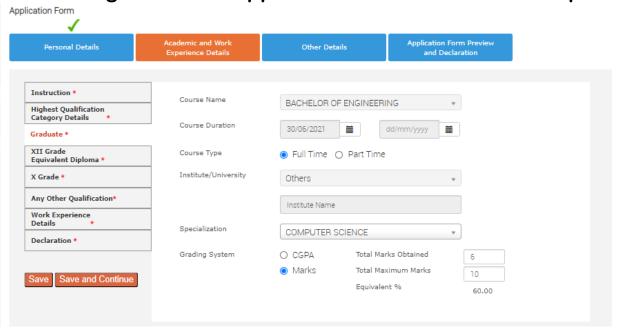
TCS Registration & Application form Submission Steps



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

TCS Registration & Application form Submission Steps



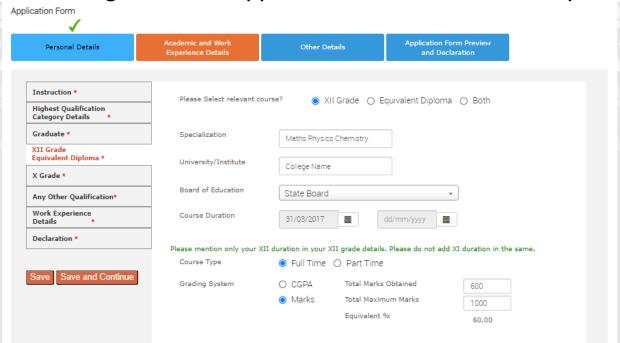
Step: 9.3 Click on 'XII Grade Equivalent Diploma'

- > 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 1st April 2016 to 30th 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

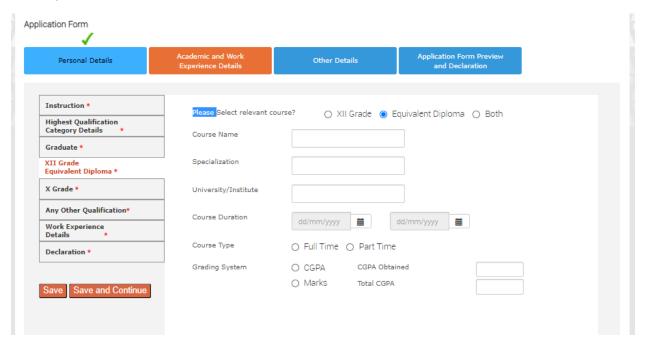
The above same steps need to be followed for the Diploma course as well

(EX: XII Grade)

TCS Registration & Application form Submission Steps



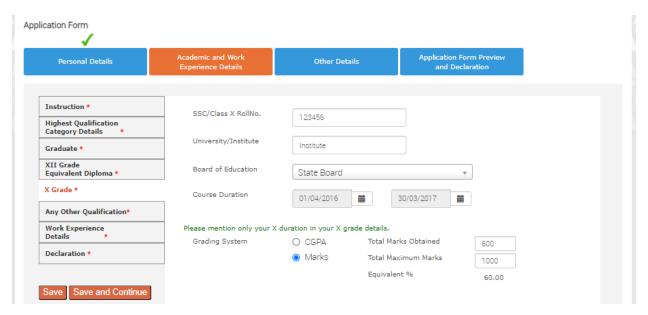
(Ex: Diploma)



Step: 9.4 Click on 'X Grade' > Enter SSC/ Roll no

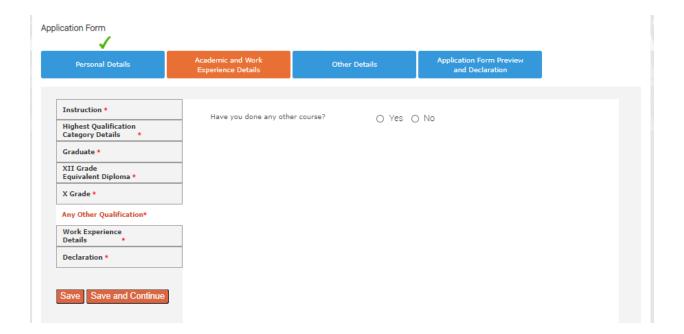
TCS Registration & Application form Submission Steps

- > 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



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

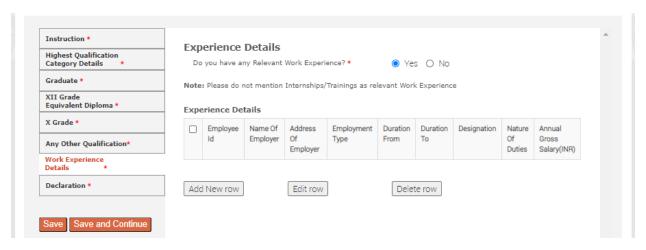
If 'YES' Enter below details & Click on 'Save & Continue' tab



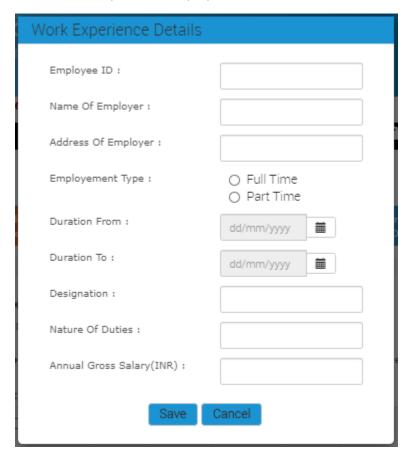
TCS Registration & Application form Submission Steps

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.



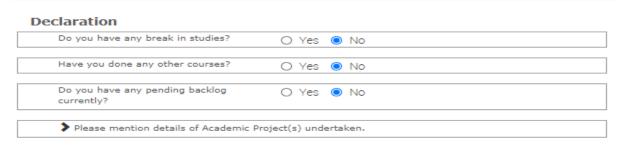
> Click on 'Add new row' & enter experience/employment details



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 10th & Before joining your 11th or Diploma
- # Between 11th & 12th due to personal or financial or medical reasons
- # After 12th & 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 1st year or 2nd year or 3rd 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"



- > 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'

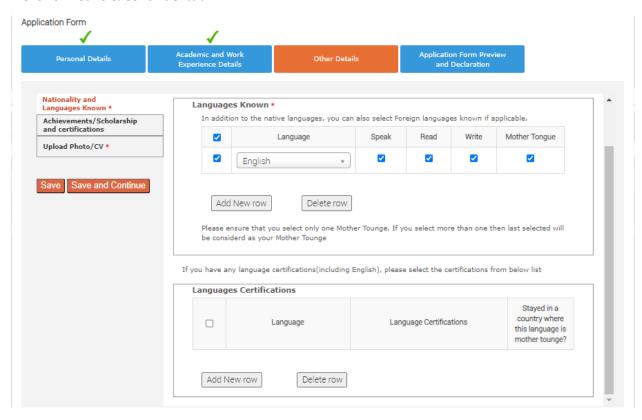
Vou have taken all subject marks into consideration for calculating the Obtained/Total Marks/CGPA in each of the above mentioned academic qualifications.* The Marks/CGPA Obtained" entered by you for each of the above mentioned academic qualifications has been secured in the first attempt. * You have considered only the Marks/CGPA obtained during the normal duration of the course for calculating Obtained/Total Marks/CGPA. * 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. * You have declared break in studies/work experience and pending Oyes Ono backlogs, if any, during your academics. * You have not attended the TCSL Selection Process in the last 6 Oyes Ono months. * You have read the TCSL eligibilty criteria and understand that your candidature/application/offer/onboarding is subject to fulfillment of the specified criteria. * 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.	I agree* □		
Obtained/Total Marks/CGPA in each of the above mentioned academic qualifications.* The Marks/CGPA Obtained" entered by you for each of the above mentioned academic qualifications has been secured in the first attempt. * You have considered only the Marks/CGPA obtained during the normal duration of the course for calculating Obtained/Total Marks/CGPA. * 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. * You have declared break in studies/work experience and pending backlogs, if any, during your academics. * You have not attended the TCSL Selection Process in the last 6 Yes O No Monoths. * You have read the TCSL eligibilty criteria and understand that your candidature/application/offer/onboarding is subject to fulfillment of	and correct and I am competent to furnish as well as verify it with adequate details		
Obtained/Total Marks/CGPA in each of the above mentioned academic qualifications.* The Marks/CGPA Obtained" entered by you for each of the above mentioned academic qualifications has been secured in the first attempt. * You have considered only the Marks/CGPA obtained during the normal duration of the course for calculating Obtained/Total Marks/CGPA. * 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. * You have declared break in studies/work experience and pending backlogs, if any, during your academics. * You have not attended the TCSL Selection Process in the last 6	candidature/application/offer/onboarding is subject to fulfillment of	O Yes O No	
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Obtained/Total Marks/CGPA in each of the above mentioned academic qualifications. * The Marks/CGPA Obtained" entered by you for each of the above mentioned academic qualifications has been secured in the first attempt. * You have considered only the Marks/CGPA obtained during the normal O Yes O No	in the stipulated time as specified by your University/Institute and as per TCSL selection guidelines and do not have any extended	O Yes O No	
Obtained/Total Marks/CGPA in each of the above mentioned academic qualifications. * The Marks/CGPA Obtained" entered by you for each of the above mentioned academic qualifications has been secured in the first		O Yes O No	
Obtained/Total Marks/CGPA in each of the above mentioned academic	mentioned academic qualifications has been secured in the first	O Yes O No	
		O Yes O No	

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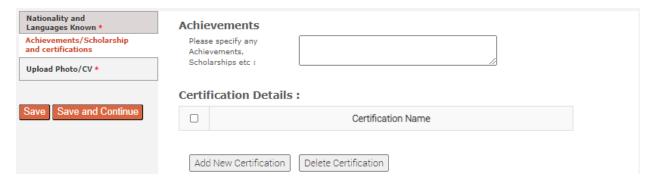
Step: 10 Click on Each section under 'Other Details' & enter details.

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 certfications**, please select the certifications from the drop down. (Ensure language certificate mentioned should also be part of the language kniwn section)
- > Click on 'Save & Continue' tab



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

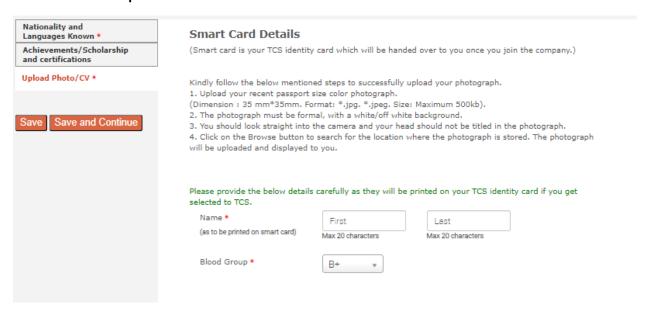


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Step: 10.3 Click on 'Upload Photo/CV' tab

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

> Enter **Blood Group** & Scroll down



Step: 10.4 Upload photo & CV

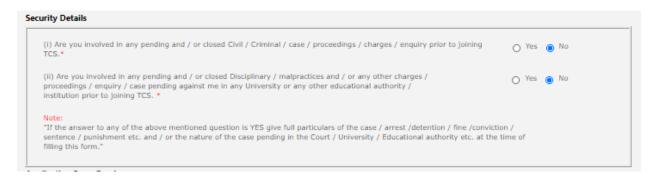
> Please ensure file format is of the following types pdf,.doc,.docx,.txt,.rtf(max 500kb)



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'



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

Application F	orm 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):	O Yes No	

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

Step: 12 click on '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 2nd Tab 'Application form PDF'. This tab is enabled only if you have completed the application form submission.

Edit Application Form
Application Form PDF
Campus Commune
Track My Application
How To Apply

Thank you All the best