

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ, ਕਪੂਰਥਲਾ

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA

Office of Corporate Relations & Alumni

Ref. No. IKGPTU/CRA/...46....

Dated Morcy 22/2024

Directors/ Principals
All the University Campuses/ Colleges & Institutions
Affiliated with IKG PTU

Sub:

TCS BPS Hiring for the Batch of 2024 - Phase II.

Dear Sir/Madam

I K Gujral Punjab Technical University invite students of its campuses & affiliated colleges to participate in TCS BPS Hiring for the Batch of 2024 – Phase II as per the below mentioned details:-

Course/Stream

B. Com, BBA, BSc (Maths, Physics, Chemistry)

Age Limit

Minimum 18 years and Maximum 28 years

Batch Eligible

2024 passing out (No backlogs allowed)

Last date of registration:

April 14, 2024 (Sunday)

Eligibility Criteria:-

- Course Types: Only full-time courses will be considered (part-time / correspondence courses
 will not be considered). Candidates who have completed their Secondary and / or Senior
 Secondary course from NIOS (National Institute of Open Schooling) are also eligible to apply if
 the other courses are full-time.
- Highest Qualification: It is mandatory that the course to be cleared and completed within the stipulated time duration of the course without any backlogs to be eligible for joining in TCS if selected.
- Backlogs: Should not have any backlogs at the time of appearing for TCS Selection process. The
 course should be completed within the stipulated duration of the course.
- Gap / Break in Education: It is mandatory for students to declare gaps in education, if any in TCS Application Form. The overall academic gap should not exceed 24 months until the highest qualification. Relevant document proof, as applicable, will be checked for gaps in education.
- Work Experience: Please note, the role is for 'Entry Level Requirement'. However, prior work
 experience, if any is required to be mandatorily declared by the candidates in the TCS Application
 Form. And necessary documents supporting this experience are required to be submitted by the
 candidates at the time of TCS Selection Process.

Students must register and fill up the application form on the TCS Nextstep portal (if not done already). The status of the student should be "Applied for Drive". This is important to be included in the test process.

"Propelling Punjab to a prosperous Knowledge Society"



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Dated March | 22 | 2024

Steps to complete the Application Process:- (Registration process is attached)

Step 1. Logon to the TCS Next Step Portal here (https://www.tcs.com/careers/india/tcs-bps-fresherhiring-2024)

Step 2. Verification Details as per Aadhaar

- It is important and mandatory to update your details correctly.
- Incorrect details submitted may lead to disqualification of your candidature.

Step 3. Register and apply for the TCS BPS Hiring process for **Batch of 2024.**

Scenario A. If you are a registered user, kindly login and proceed to complete the application form. Upon submission, kindly click on 'Apply for Drive.'

Scenario B. If you are a new user, kindly click on Register Now, choose category as 'BPS' and proceed to fill your details. Submit your application form and click on 'Apply for Drive.'

Important: Please ensure that the details in the TCS Application Form are complete and accurate (Academic Details, Internship, Work Experience, if any)

Step 4. Select your mode of test (In-Centre) and choose your preferred test Centre & then click on Apply. Please Note, test Centre once chosen cannot be changed.

Step 5. To confirm your status, check 'Track Your Application'. The status should reflect as 'Applied for Drive.'

Important Note:-

- Please note that this is an In-Centre test. Kindly be informed that the allotment of seats in the respective center's will be on 'First-Come-First Serve' basis and hence it is important to register and apply at the earliest to select your preferred Test Centre. The selection of preferred city will be restricted once the seats are full (you will not be able to select your preferred city if the seats are already full).
- TCS have a stringent eligibility criterion and a robust selection process. Eligibility as per the defined criteria will be checked at various stages of the selection process. At any point of time if students are found ineligible, or data shared by you is found discrepant, student candidature will be disqualified.

You are requested to kindly direct the Training & Placement Officer/Coordinator of your Campus/College to share the information with the concerned students.

With profound regards,

Er. Navdeepak Sandhu

Deputy Director (CR&A) "Propelling Punjab to a prosperous Knowledge Society"

I.K. Gujral Punjab Technical University

Jalandhar-Kapurthala Highway, Kapurthala -144 603. Phone: 01822-282580, 282549 E-mail: placements@ptu.ac.in Website: www.ptu.ac.in







Handbook for Candidate Registration

Log In to NextStep Campus Portal

Registration Page

Candidate Log

Application Form

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

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Logging on to the



Campus Portal





Select Category

You have a choice to apply for IT or BPS. Please note that you can register with us under only one category and registering in incorrect category may lead you to repeat the entire registration process

Choose **BPS**



Information Technology

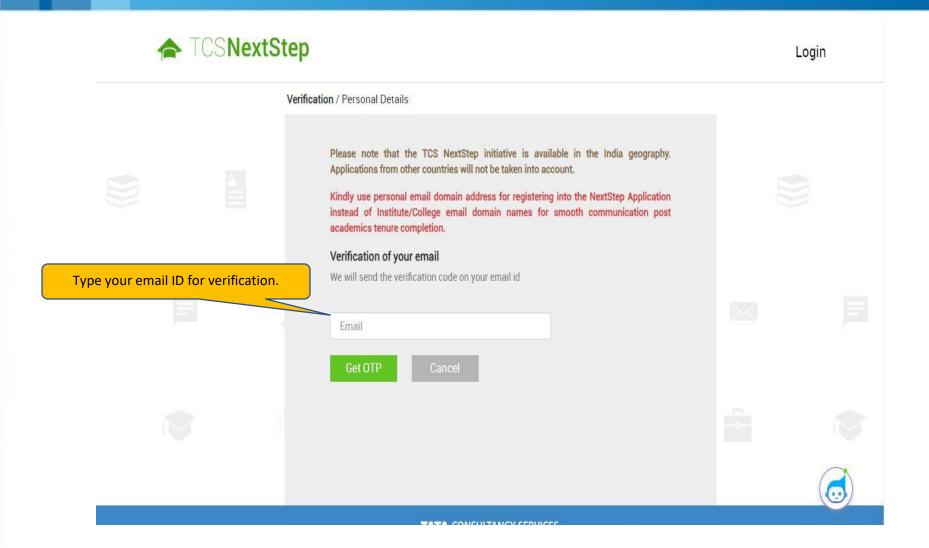


Business Process Services



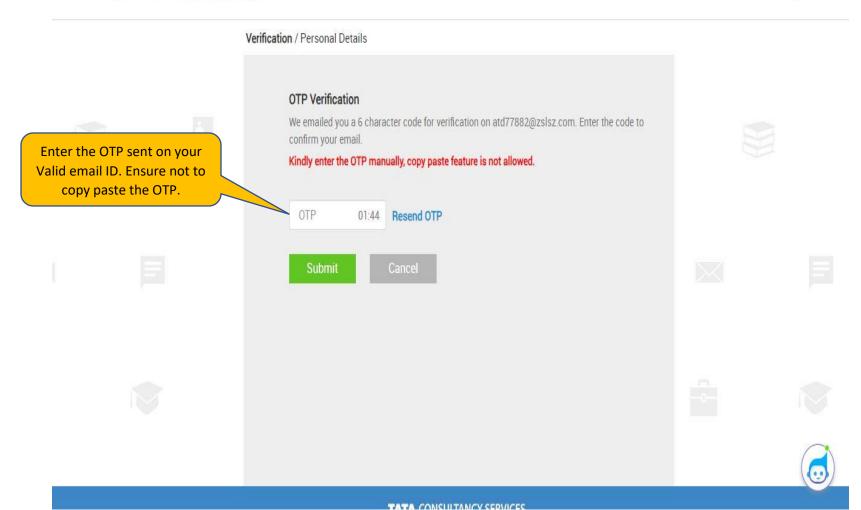


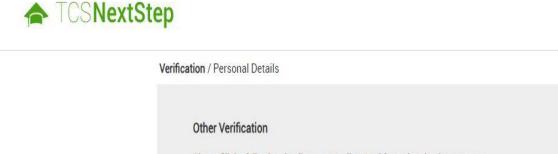
★ TCSNextStep - Registration Page





Login





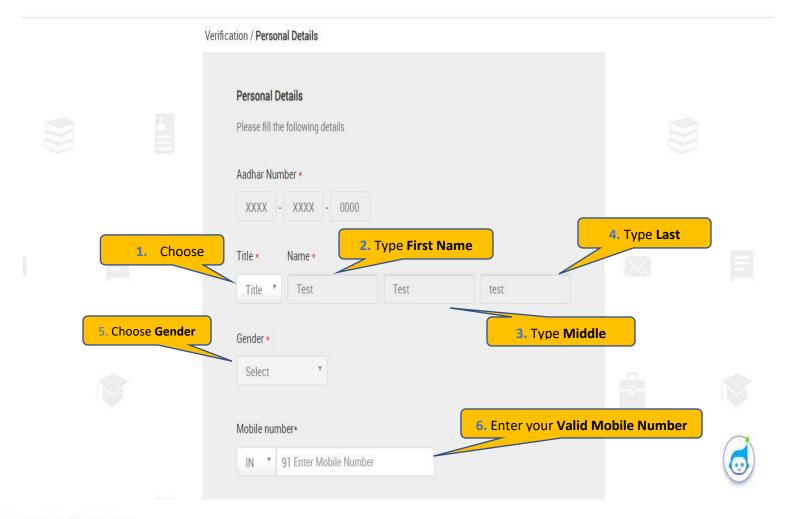
Read the Privacy and Agreement Terms, **tick** on the checkbox and click on "**Proceed.**" Please fill the following details as per Aadhar Card for authentication purpose. Aadhar Number (last 4 digits) * Ensure to enter the correct last 4 digits as per your Aadhar XXXX - XXXX -Name * Enter your name as per Aadhar Card. Middle Surname* First* Enter your DOB as per your government Date of Birth * Month Year ☐ I agree to NextStep Privacy Notice

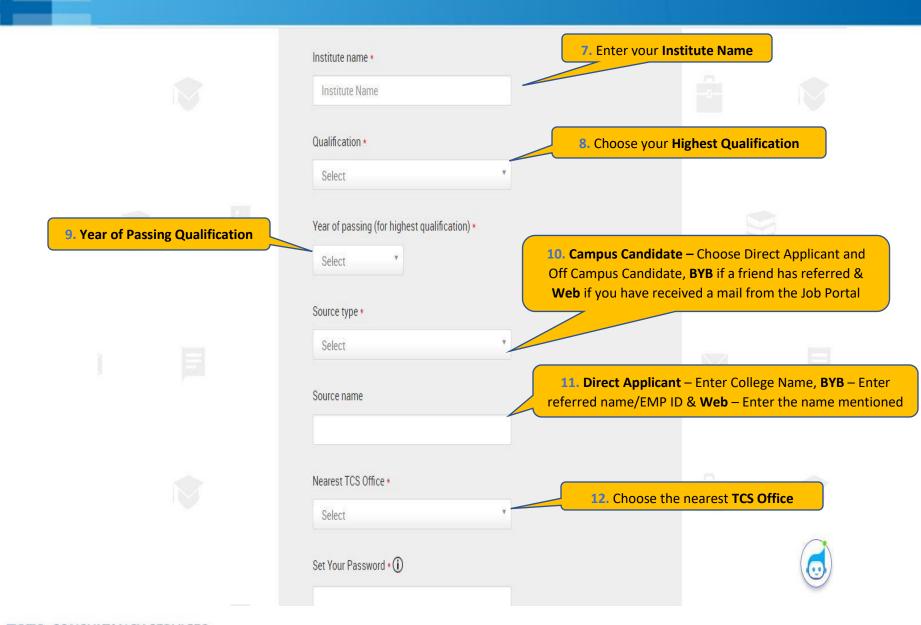
It is **Important/Mandatory** to update your **Aadhar Number, Name, Date of Birth** as per Aadhar Card. Please ensure the details are updated correctly without any error.

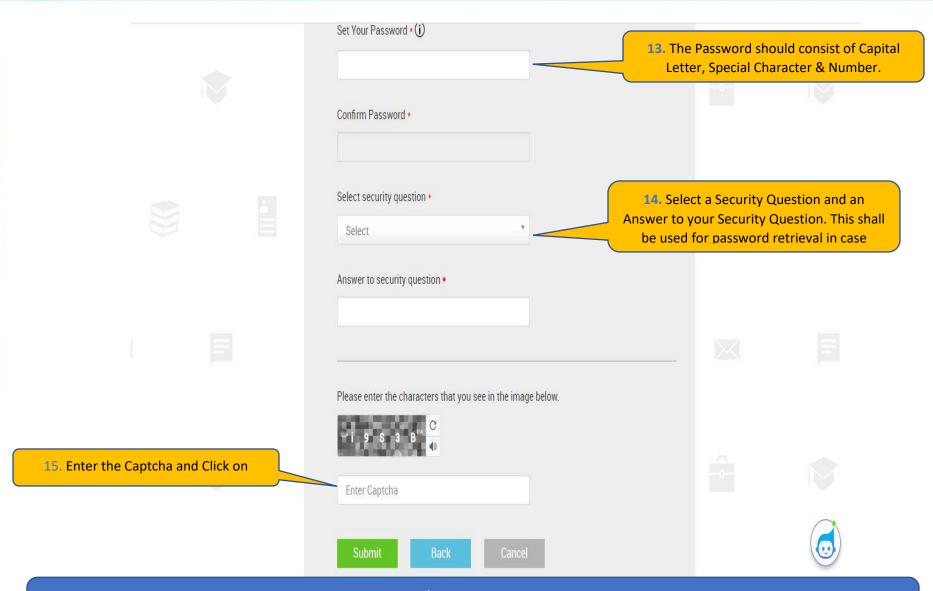
Login



Login







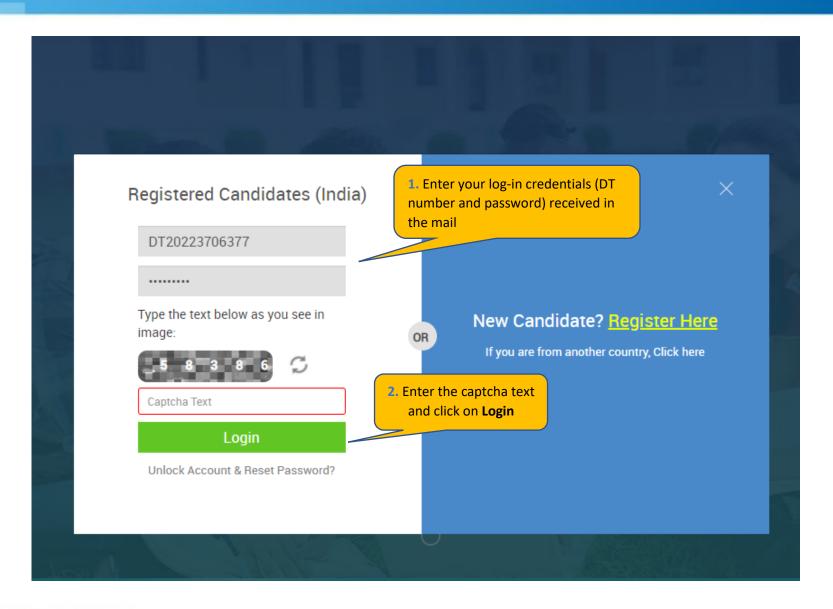
On Clicking SUBMIT, you will receive a CT/DT Reference Number which shall be used for further correspondence with regards to your candidature at TCS.

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- Candidate Log-In



TATA CONSULTANCY SERVICES





3. Click on **Application**



Application Form

Campus Commune

Track My Application

How To Apply

WELCOME SHRUTI SONAWANE (DT20223706377)

↑ Home Help & Support Change Password Contact Us U Logout

TCS NextStep Portal



Welcome aboard on TCS NextStep portal!

TCS NextStep Portal is the first step connecting you with TCS, Asia's leading IT services Company. A single platform that addresses all your needs interactively and simplifies the communication process, this Portal will help you in your transition from being a student on campus to exploring a dynamic career path with TCS.

From keeping you updated on TCS initiatives to answering your queries and helping you explore a world of opportunities, TCS NextStep helps bridge the distance in your journey to becoming a TCSer.

So, go ahead! Explore opportunities. Experience Certainty.

Application Form

Personal Details

Academic and Work Experience Details

Other Details

Application Form Preview and Declaration

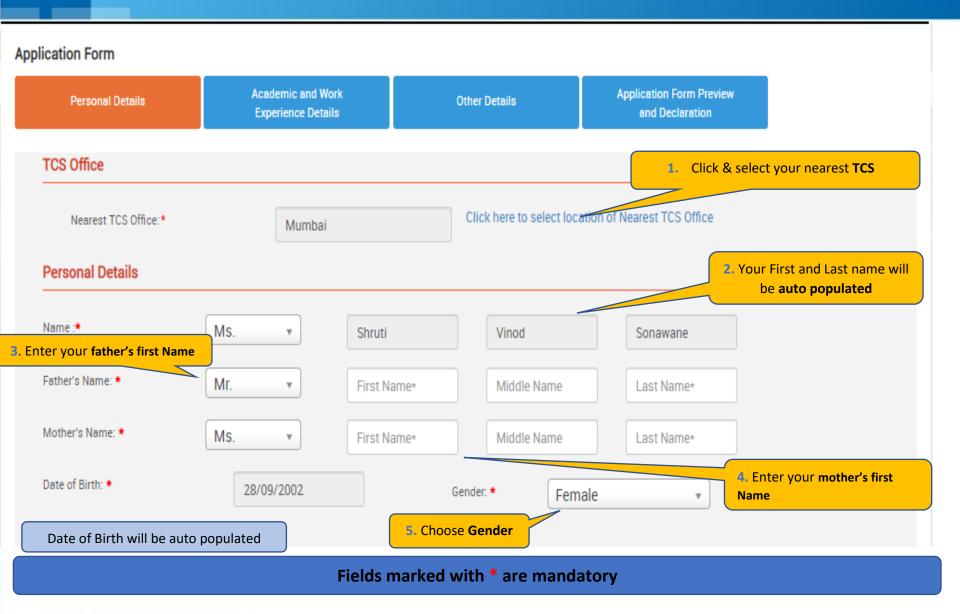
IMPORTANT INSTRUCTIONS

- 1. The form is divided into following four sections. It is mandatory to enter details in all four sections.
 - Personal Detail
 - Academic and Work Experience Details
 - Other Details
 - · Form preview and declaration
- 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.
- 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.
- 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.
- 4. Read important instructions above and click on start filling the form

Start Filling the Form



NextStep - Application Form – Personal Details



Permanent Address		o. Em	er all manuacory decails – Hous	se No, Area/Landmark, Country, City, State and Pin co
House No./ * Apartment Name/ Block No.:				
Road/Street/Lane:			Area/Landmark: *	
Country: *	Type to filter	•	State: *	
City: *	1	-2-	Pincode: *	
Are the premanant and F	Present Address same? *	○ Yes • No	_	7. If your permanent address is different that the present address, click on NO, and enter
House No./ * Apartment Name/			-	your present address below
load/Street/Lane:			Area/Landmark: *	
ountry: *	Type to filter	•	State: *	
ity: *			Pincode: *	
ontact Details		8. Emai		Enter your Residence Phone Number and Cell
mail ID: *	pranav.j@aol.co.uk		Alternate Email ID:	
Telephone(R): *			Mobile No.:	
The second of th	ontinue	9. Once de	one, click on Save and Co r	ntinue to
ave Save and Co				

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NextStep

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 *

Continue

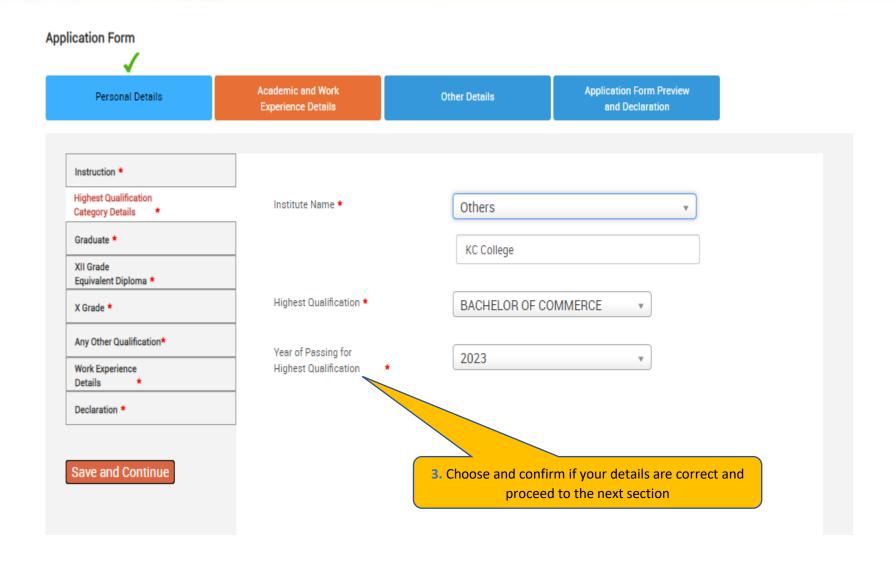
Academic Instructions:

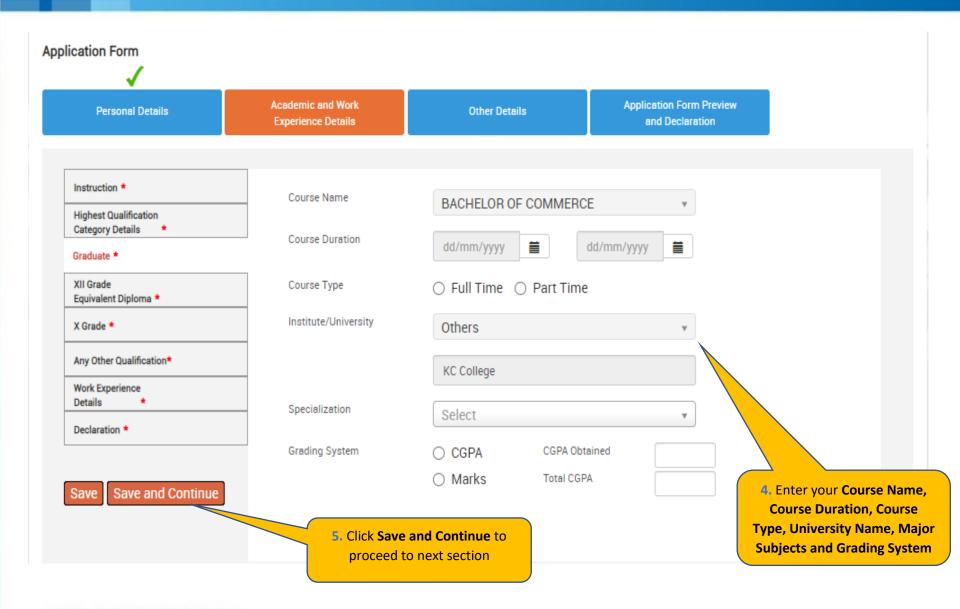
- "Marks/CGPA Obtained" denotes Total Marks/CGPA secured by you in ALL* subjects in all semesters in the first attempt.
- "Total Marks/CGPA" denotes total of maximum marks in ALL* subjects in all semesters in the first attempt. *ALL
 implies that all subjects mentioned on the marksheet (including languages, optional subjects etc) should be
 taken into consideration for calculating the obtained/total marks/CGPA.
- 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.

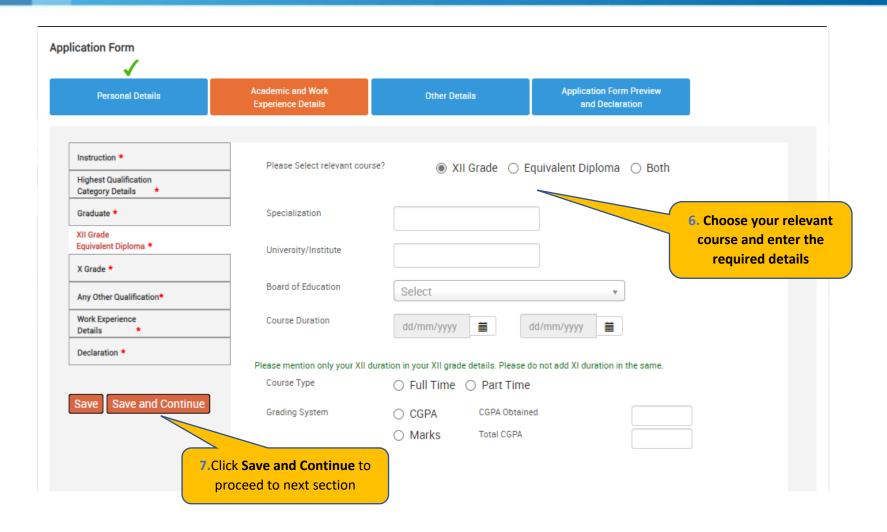
2. Use the side bar to navigate within different sections

1. Read the instructions before you start filling your application form

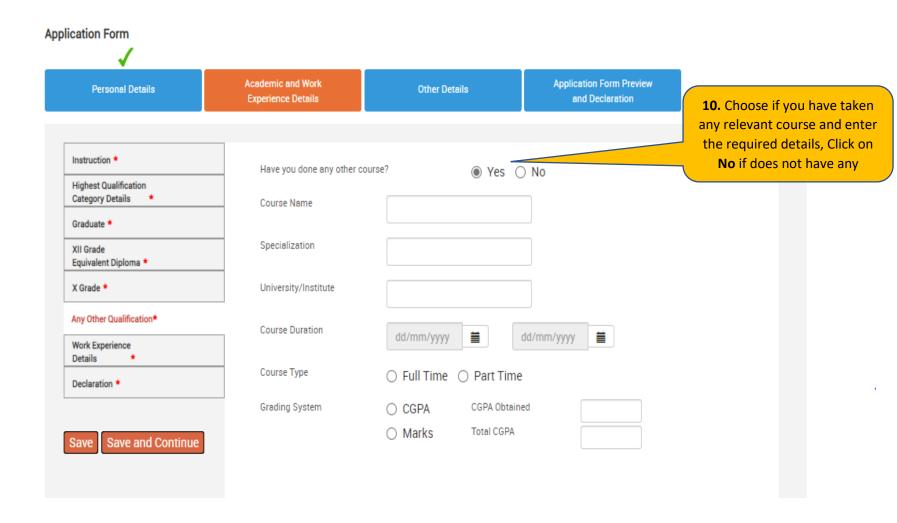
Fields marked with are * mandatory

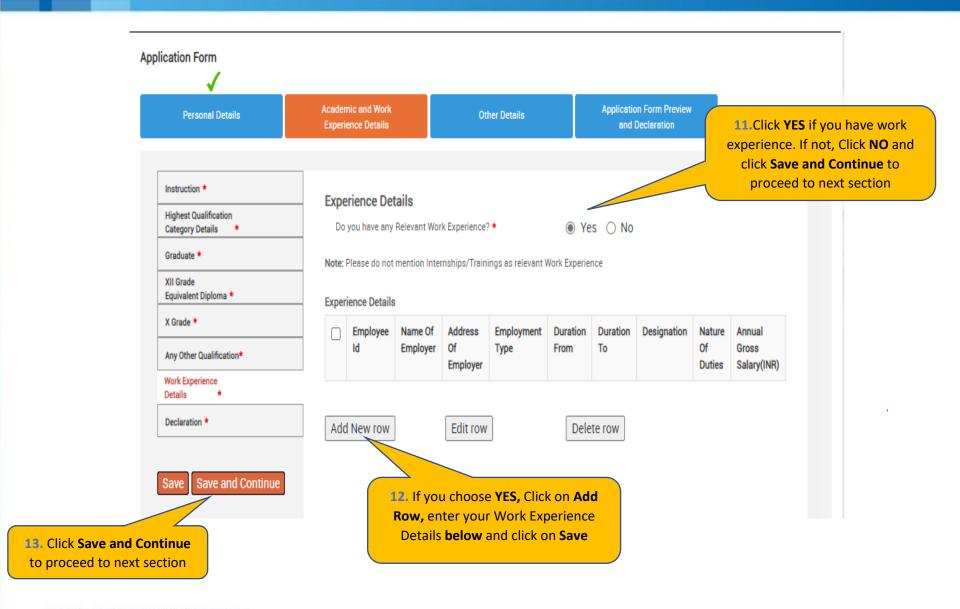


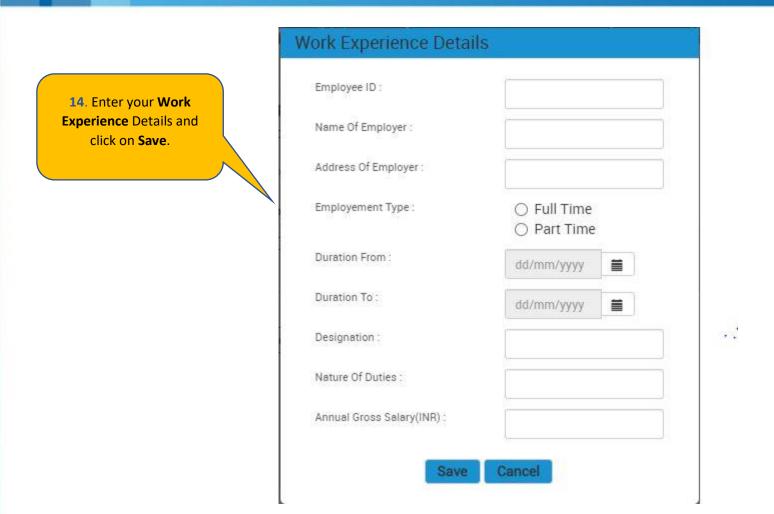


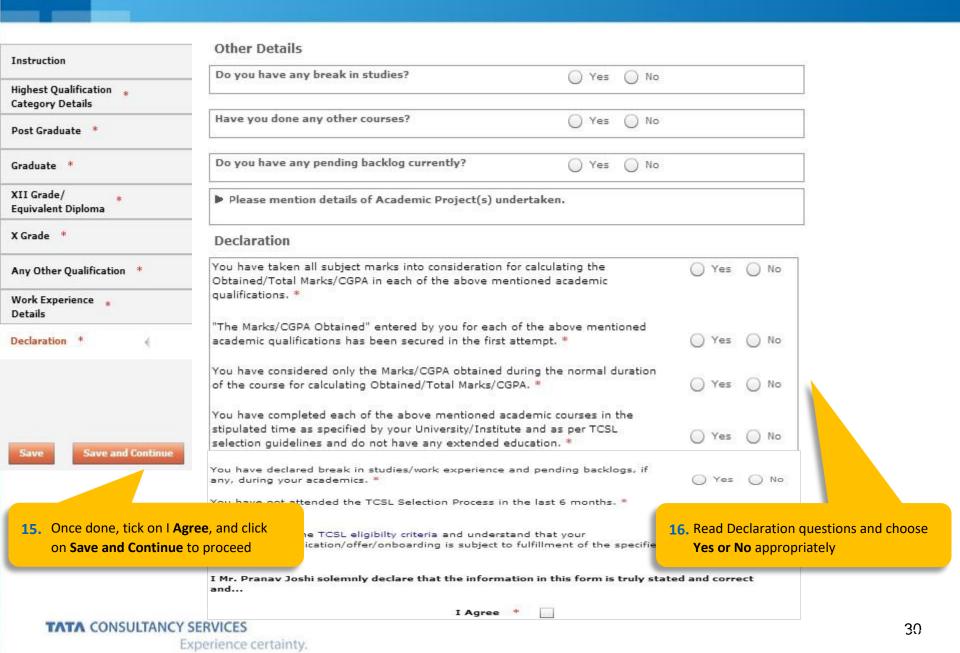








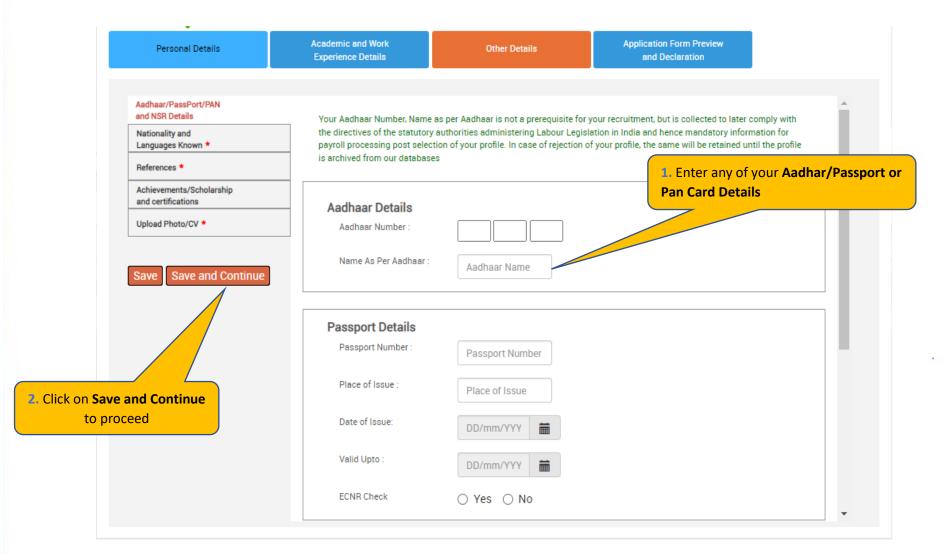




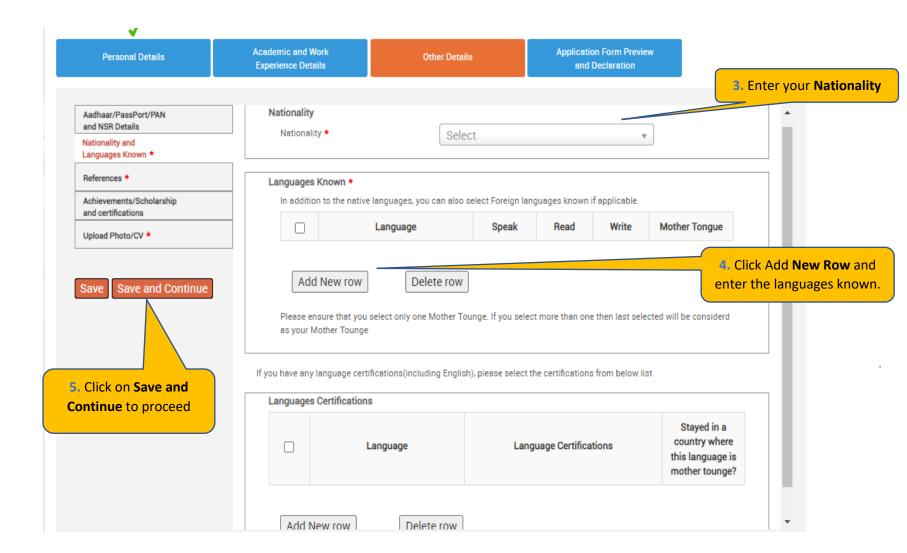


NextStep Application Form – Other Details

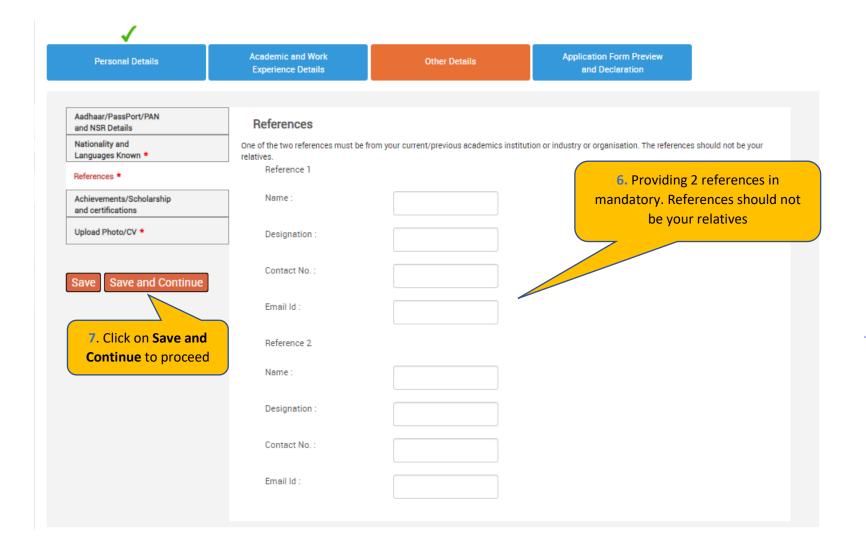
Application Form – Other Details



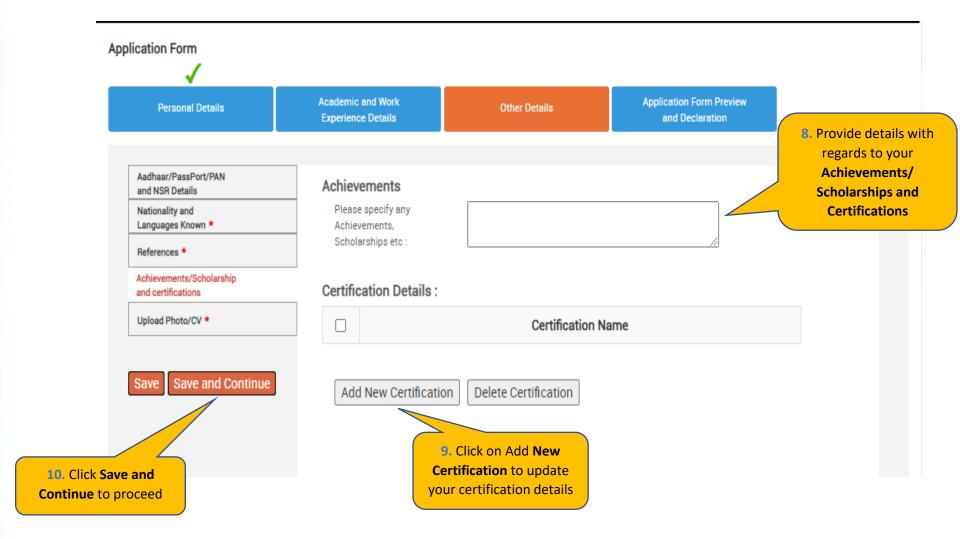
Application Form — Other Details



Application Form – Other Details



Application Form — Other Details



Application Form – Other Details

Personal Details

Academic and Work Experience Details

Other Details

Application Form Preview and Declaration

Passport/PAN/NSR Details	Smart Card Details (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		
Nationality and * Languages Known			
References *			
Achievements/Scholarships and Certifications			
Upload Photo/CV *	will be uploaded and displayed to you		tograph is stored. The photograph
11. Read the Smart Card guidelines, enter your Name as to be printed	Please provide the below details care selected to TCS.	efully as they will be printed on yo	ur TCS identity card if you get
on the smart card choose your Blood Group and Upload your photo and CV	Name * (as to be printed on the smart card)	First Name * (Max 15 Character)	Last Name (Max 15 Character)
Save Save and Continue	Blood Group *	Type to filter ▼	
	Upload Photo *	Browse	and Upload
12. Click Save and Continue to	Upload CV *	Brows	e and Upload

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

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Application Form – Application Form Preview and Declaration

Personal Details

Academic and Work **Experience Details**

Other Details

Application Form Preview and Declaration

Application Form Preview

Click on the Application Form Preview link to view Application Form filled by you.

Please note that you can preview the form only after filling up all the mandatory fields in the form

Kindly confirm your details, as details entered by you would be considered for your final evaluation.

You can edit any information (except name, email ID, date of birth, gender, SSC roll number and mother's maiden name) by navigating to respective section before final submission of the Application Form.

Application Form preview

1. Preview the Application Form, Read the **Declaration**, tick **I Agree**, enter place, and click on **Submit Application Form**

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

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: *

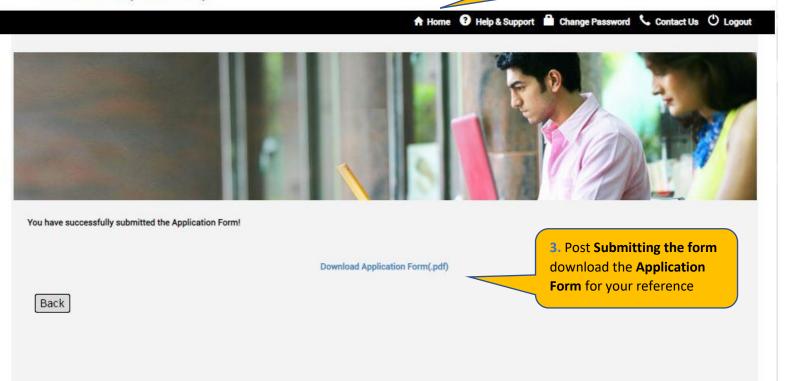
Submit Application Form

TCS is an equal opportunity employer that aims to integrate global diversity and inclusion at each level within our organization. Hiring decisions are solely made on the capability of an individual to perform a role. Any personal details like gender, age and nationality that may be provided by you during the course of application or selection process will be used for administrative records and all qualified applicants will receive consideration for employment without regard to this information.



2. Click on **Home** post downloading the application form

WELCOME SHRUTI SONAWANE (DT20223706377)





★ TCSNextStep

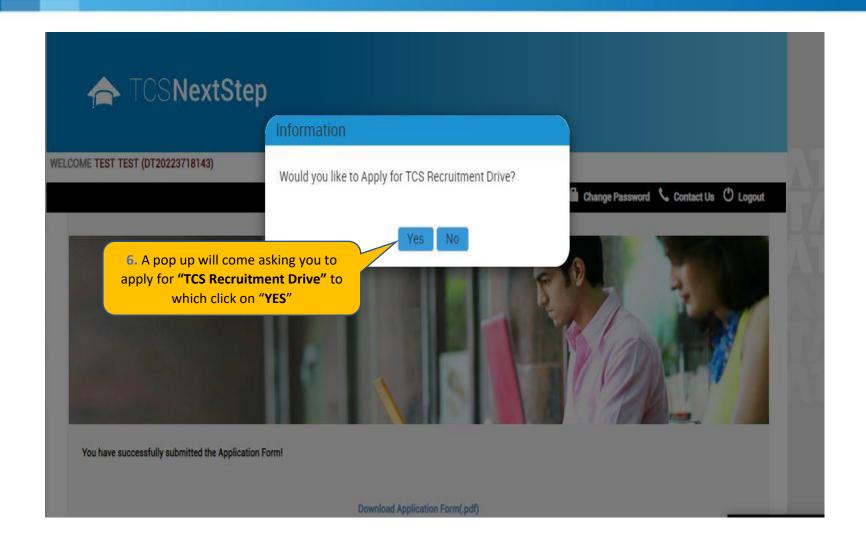
TCS Application Status

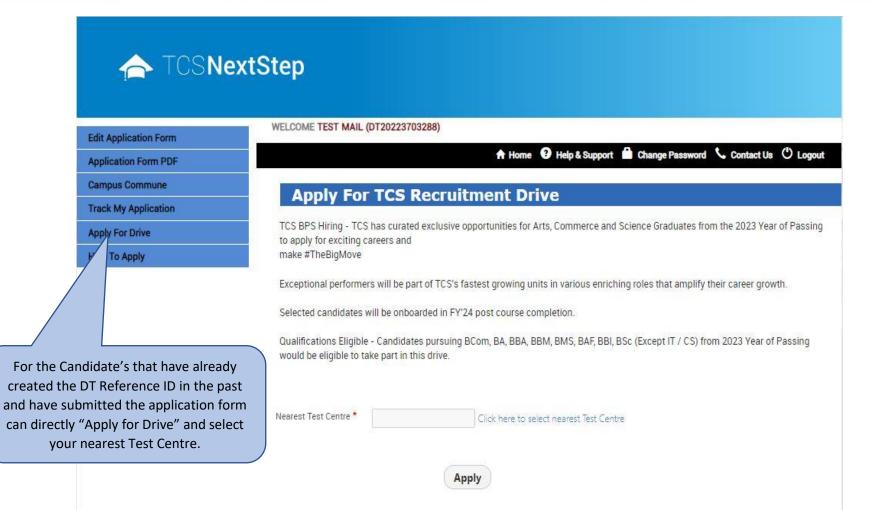
Edit Application Form Application Form PDF Campus Commune My Application To Apply 4. Click on "Track My Application"

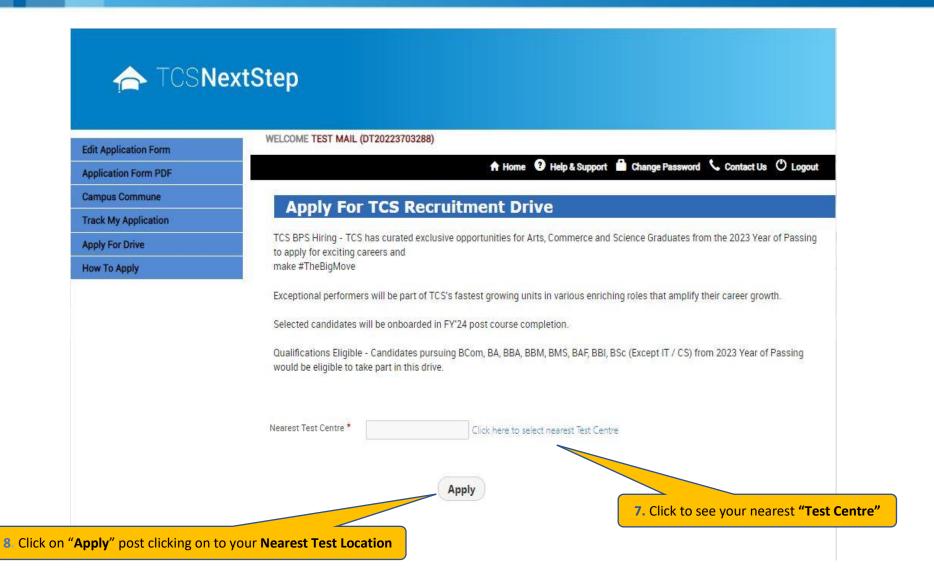
WELCOME SHRUTI SONAWANE (DT20223706377) ♠ Home Help & Support Change Password Contact Us U Logout TCS NextStep Portal

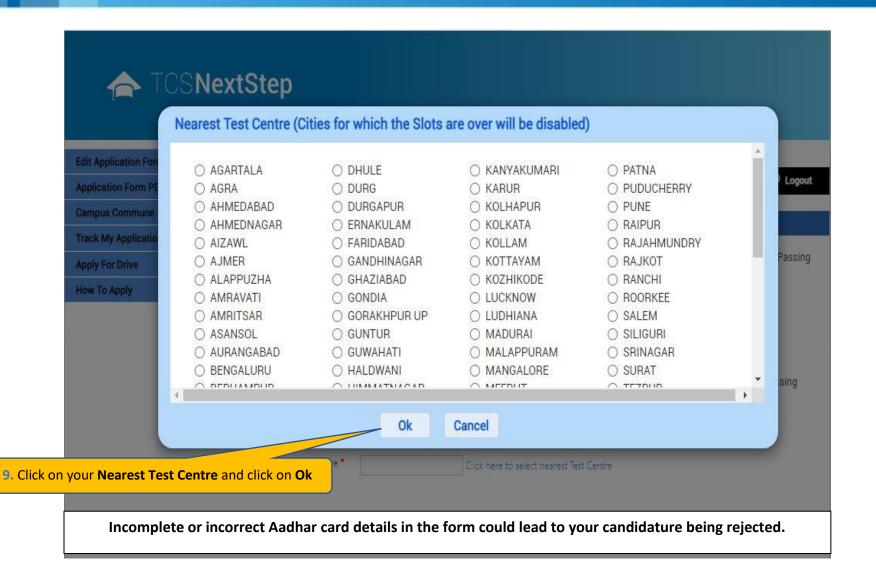
5. Application Status should reflect as **Application Received**

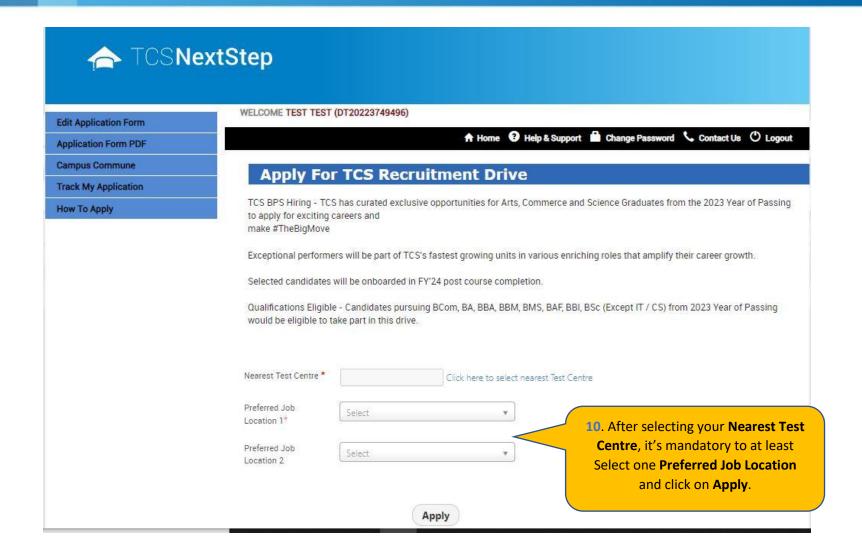
Activity	Status	Date (DD/MM/YYYY)
Application Received	Application Received	09/12/2022 11:59
Candidate Registration	Registered	08/12/2022 15:28

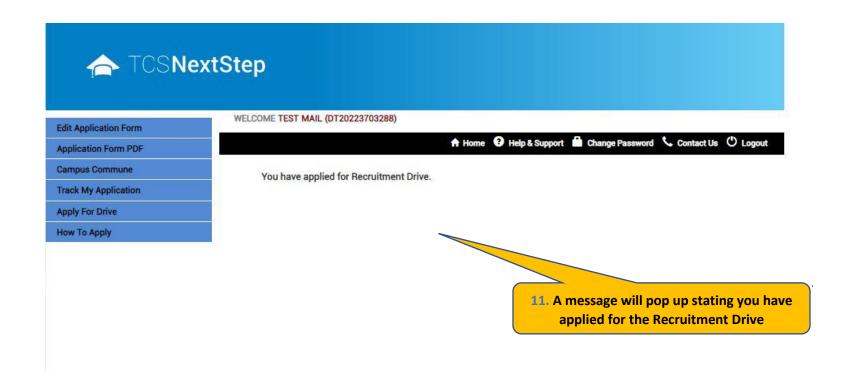












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Thank You



Building on belief

Did you know?



Giving the right information can bring you closer to your goal.

Ensure you get the best chance in the TCS BPS Fresher Hiring by filling out the registration details as per your Aadhar card.

Take a look at what you need to fill:

9	Other Verification Please fill the following details as per Aadhar Card for authentication purpose.	
	Aadhar Number (last 4 digits) • XXXX - XXXX -	
	Name • First • Middle Surname •	
	Date of Birth • Day * Month * Year *	भारत सरकार GOVERNMENT OF INDIA
	I agree to NextStep Privacy Notice Proceed	Name XXXX DOB XX-XX-XXXX Gender: MALE
		आधार - आम आदमी का अधिकार

Cross check and proceed to move ahead in the next step of the registration process.

Adhaar number (last 4 digits)

Please note: Incomplete or incorrect Aadhar card details in the form could lead to your candidature being rejected.

Start right, thrive fast