



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/38.....

Dated. March 18/2024

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

Sub: TCS Admin Off Campus Hiring.

Dear Sir/ Madam

I K Gujral Punjab Technical University invite students/alumni of its campuses & affiliated colleges to participate in TCS Admin Off Campus Hiring as per the below mentioned details:-

Exam Date : April 11, 2024 (Exam duration 60 minutes)  
Last date of registration: March 20, 2024  
Course/Stream : B.Com/BBA/BMS  
Batch Eligible : 2023 passed out & 2024 passing out  
Eligibility criteria : 50% throughout or above (or equivalent CGPA)

**Important points:-**

1. Students **MUST** register and complete the TCS Application Form in the TCS NextStep Portal in 'IT' section and the TCS Reference ID should be present in the excel sheet.
2. All students must ensure that they use their **Personal Email ID** to register in the TCS NextStep Portal. Email ID **CANNOT** be change once submitted.
3. Students should fill up the application form correctly, verify the details before submitting and make sure that their status in the TCS NextStep portal is "**Application Received**". Students can check this by visiting the "**Track My Application**" tab in the NextStep portal.
4. Information retrieved from **TCS Application Form** will be considered for test process.
5. We would not be able to batch students if their 'TCS Application Form' is **incomplete**.

**Process to complete the TCS application form is outlined below:-**

- Students to visit <http://nextstep.tcs.com/campus>
- Click on "Register Now".
- Choose the category as "IT"
- Fill up the details to get a Reference ID.
- Proceed to complete the **Application Form**.

***"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**



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**Eligibility Criteria:-**

**Qualification & Eligibility: -**

- **Course Duration:** Candidates should have completed the course in the stipulated course duration (i.e., No extended education).
- **Gap / Break in Education:** It is mandatory to declare gaps in education if any. Overall academic gap should not exceed 24 months until highest qualification. Relevant document proof, as applicable, will be checked for gaps in education

**Backlogs:-**

- **2024 YoP Students:** - Only one pending backlog is permitted for the candidates, however all pending backlogs should be completed within the stipulated course duration.
- **2023 YoP Students:** - No pending backlogs would be allowed for candidates with YoP 2023. Course should have been completed within the stipulated course duration. Candidate should be able to produce all marksheets and certificates.
- **Course Types:** Only Full-Time courses will 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.
- **Age:** Minimum age should be 18 years and maximum age should be 26 years at the time of being put through the TCS selection process
- **Work Experience:** Candidates with prior work experience of up to 2 years are eligible to apply for the Hiring Process.

**Please note:-** TCS would be doing Eligibility Checks at various stages of the selection process. If a student is found to be ineligible and / or found to have misrepresented any information – it would lead to the disqualification of the candidature.

You are requested to kindly direct the Training & Placement Officer/Coordinator of your Campus/College to forward the student/alumni data of willing students as per attached excel sheet at email [placements.ptu@gmail.com](mailto:placements.ptu@gmail.com) by March 19, 2024 (Tuesday) before 1500 hrs. Also, you are requested to kindly ensure the maximum registration at the TCS portal.

With profound regards,

  
Er. Navdeepak Sandhu  
Deputy Director (T&P)

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