

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ, ਕਪੂਰਥਲਾ I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA **Centre of Training and Placement** 

### Ref. No. IKGPTU/T&P/97

Dated Aug las / 2al 4.

**Directors**/**Principals** All the University Campuses & It's Affiliated Colleges I K Gujral Punjab Technical University

TCS BPS NQT Hiring. Sub:

#### Dear Sir/Madam

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

Test Date	:	Oct 11, 2024 (Friday)
Last date of registration	:	Sept 11, 2024 (Registration Process is attached)
Course/Stream	:	B. Com, BA, BBA, BSc (Except Maths, Physics, Statistics, Computer Science, Information Technology)
Batch Eligible	:	2025 passing out

#### **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 & Extended Education: One active backlog at the time of appearing for the TCS selection process is permitted. However, it is mandatory that the course is cleared and completed within the time duration stipulated by the University without any backlogs for a candidate to be eligible to join TCS, if selected. Extended Education will not be considered as eligible.
- 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.
- Age: Minimum age 18 years and Maximum age 28 years.

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"

## I.K. Gujral Punjab Technical University

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



## ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ, ਕਪੂਰਥਲਾ I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA Centre of Training and Placement

#### Ref. No. IKGPTU/T&P/.27



#### Steps to complete the Application Process:

Step 1. Logon to the TCS Next Step Portal here (<u>https://www.tcs.com/careers/india/tcs-bps-hiring-2025</u>)

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 2025.

**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 Points:**

- 1. 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).
- 2. Kindly note that TCS have a stringent eligibility criteria and a robust selection process. Student's 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 the students you is found discrepant, his/her candidature will be disqualified.

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

With profound regards,

· 12 VEIL 24 Er. Navdeepak Sandhu

Deputy Director (T&P)

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I.K. Gujral Punjab Technical University Jalandhar-Kapurthala Highway, Kapurthala -144 603. Phone : 01822-282580 E-mail : placements@ptu.ac.in Website : www.ptu.ac.in TATA CONSULTANCY SERVICES Experience certainty





## TCSNextStep Handbook for Candidate Registration

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Log In to NextStep Campus Portal

**Registration Page** 

**Candidate Log** 

**Application Form** 

- Personal Details
- <u>Academic and Work Experience Details</u>
- Other Details
- Application Form Preview and Declaration

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## Logging on to TCS NextStep Campus Portal (continued)

TCSNextStep

Alerts Campus Commune TCS BUZZ Login

## Welcome aboard TCS NextStep!

Register Now →

Click on Register Here

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#### 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

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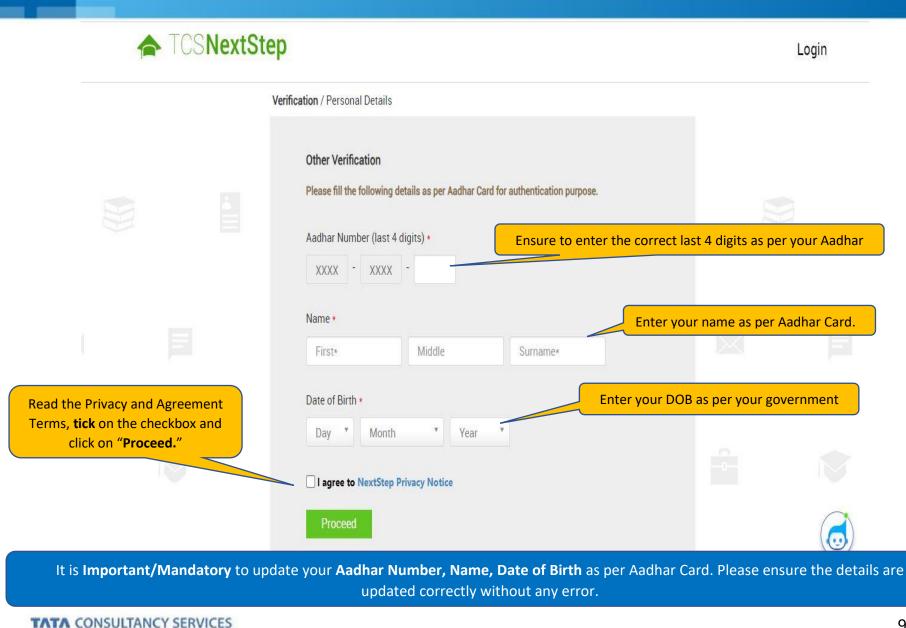
## TCSNextStep Login Verification / Personal Details Please note that the TCS NextStep initiative is available in the India geography. Applications from other countries will not be taken into account. Kindly use personal email domain address for registering into the NextStep Application instead of Institute/College email domain names for smooth communication post academics tenure completion. Verification of your email We will send the verification code on your email id Type your email ID for verification. Email TATA CONCLUTANCY CEDUICE

## TCSNextStep

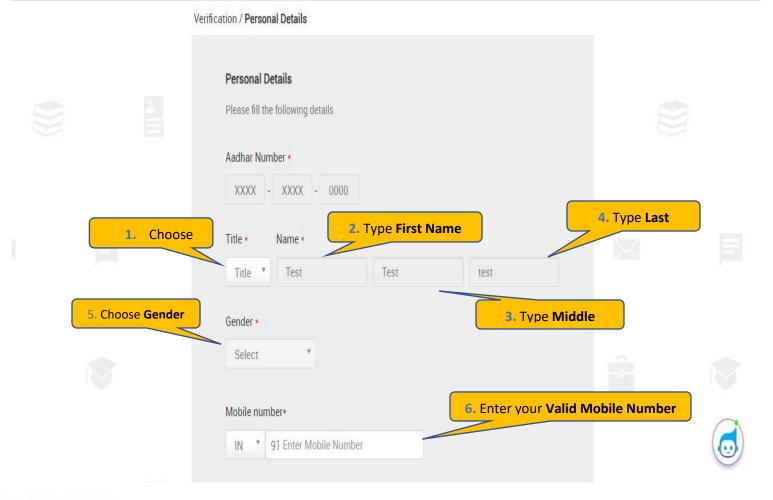


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Login



## TCSNextStep



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	Institute name *	7. Enter vour Institute Name
	Qualification *	8. Choose your Highest Qualification
	Select	Y
9. Year of Passing Qualification	Year of passing (for highest qualification) <b>*</b>	
	Select	<ul> <li><b>10. Campus Candidate</b> – Choose Direct Applicant and</li> <li>Off Campus Candidate, <b>BYB</b> if a friend has referred &amp;</li> <li><b>Web</b> if you have received a mail from the Job Portal</li> </ul>
	Source type *	
	Select	
	Source name	<b>11. Direct Applicant</b> – Enter College Name, <b>BYB</b> – Enter referred name/EMP ID & <b>Web</b> – Enter the name mentioned
	Nearest TCS Office *	12. Choose the nearest TCS Office
	Select	
	Set Your Password * 🛈	

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	Set Your Password * (i)	13. The Password should consist of Capita Letter, Special Character & Number.
	Confirm Password *	
	Select security question *	14. Select a Security Question and an Answer to your Security Question. This shall be used for password retrieval in case
	Answer to security question *	
15. Enter the Captcha and Click on	Please enter the characters that you see in the image below.	
	Submit Back Cancel	

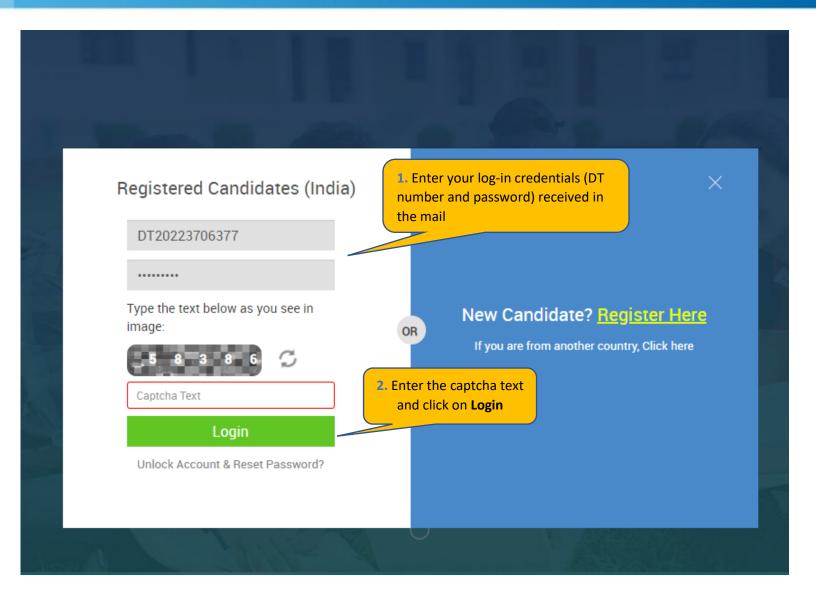
On Clicking SUBMIT, you will receive a CT/DT Reference Number which shall be used for further correspondence with regards to your candidature at TCS.

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## **3.** Click on **Application**

## TCSNextStep

#### WELCOME SHRUTI SONAWANE (DT20223706377)

rm	
nune	A Home 😗 Help & Support 📫 Change Password 🍾 Contact Us 🙂 Logout
ication	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 Forr Campus Commo Track My Applic How To Apply

#### **Application Form**

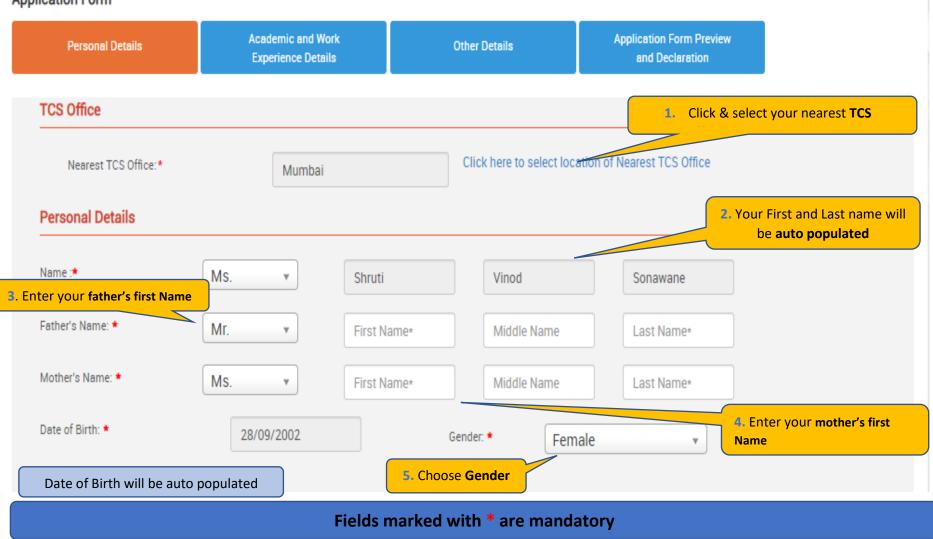
Personal Details	Academic and Work Experience Details	Other Details	Application Form Preview and Declaration	
IMPORTANT INSTRUCTIONS				
<ol> <li>The form is divided into fol</li> <li>Personal Detail</li> <li>Academic and Worl</li> <li>Other Details</li> <li>Form preview and compared to the second se</li></ol>		o enter details in all four sections.		
2. Fields marked with "*" in th	nese sections are mandatory.			
3. To save the details and nat	vigate to the next field/screen, click 'Sa	ave and Continue'.		
4. To submit the form, click 'S	Submit Application Form' in 'Form Prev	iew and Declaration' section.		
	roperly before submitting the form to a you wish to edit any details, you can na		on Form preview feature after filling in a the same.	all the
-	ny details in the form. To submit the for editing any details, the details will not b		mit Application Form'. Please note that	if you do
4. Read important instru	ictions above and click on start filli the form	ing	Start Filling	g the Form

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## **NextStep** - Application Form – Personal Details

#### **Application Form**



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ermanent Address		6. E	nter all mandatory details – Hous	se No, Area/Landmark, Country, City, State and Pin code
House No./ * Apartment Name/ Block No.:				
Road/Street/Lane:			Area/Landmark: *	
Country: *	Type to filter	·	State: *	
City: *			Pincode: *	
Are the premanant and	Present Address same? *	🔿 Yes 💿 N	0	7 If your permanent address is different then
Present Address				<ul><li>7. If your permanent address is different than</li><li>the present address, click on NO, and enter</li></ul>
House No./ * Apartment Name/ Block No.:			1	your present address below
Road/Street/Lane:			Area/Landmark: *	
Country: *	Type to filter	•	State: *	
City: *			Pincode: *	
Contact Details			ail ID will be auto populated. I nber	Enter your Residence Phone Number and Cell
Email ID: *	pranav.j@aol.co.uk		Alternate Email ID:	
Telephone(R): *			Mobile No.:	
ave Save and C	ontinue		done, click on <b>Save and Cor</b>	ntinue to
	Y SERVICES	proceed	to next section	20





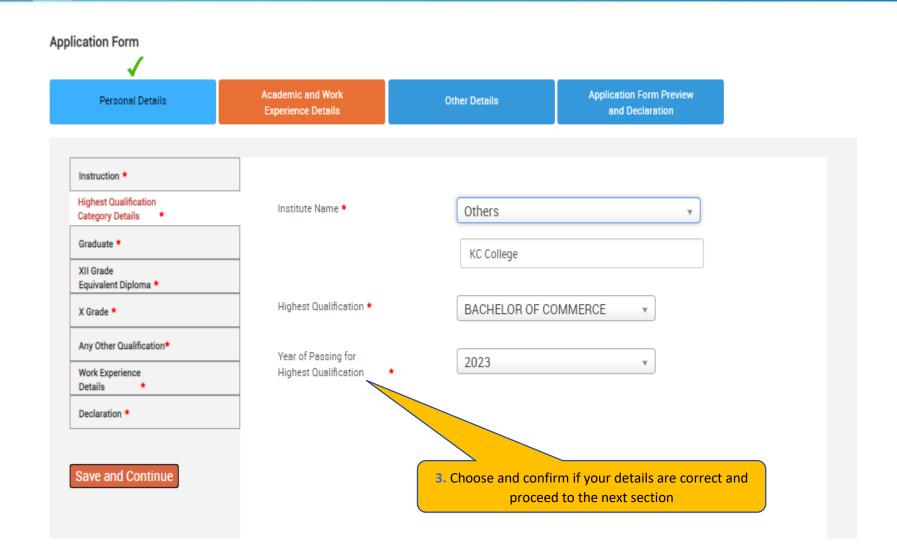
# NextStepApplication Form –Academic & WorkExperience Details

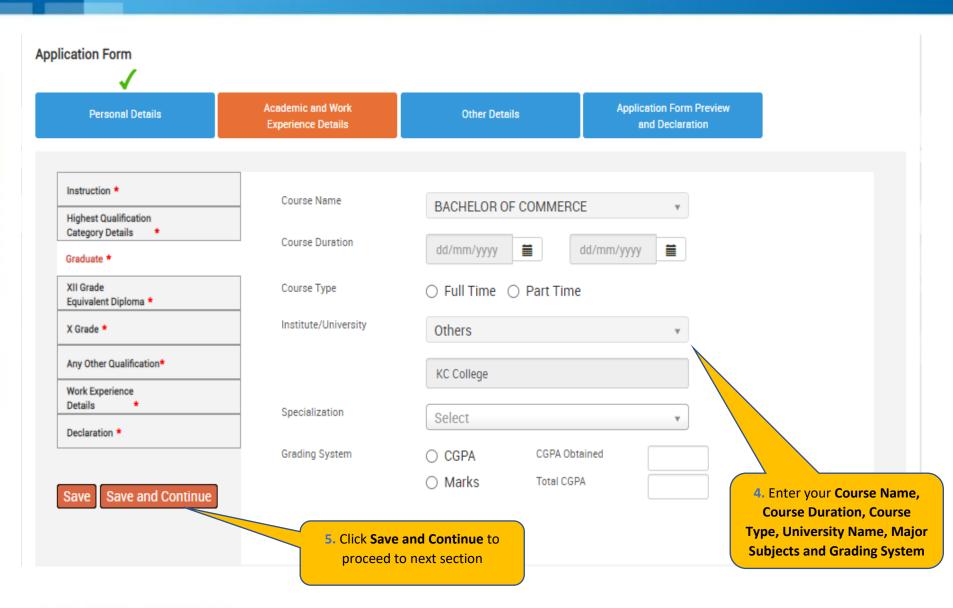
#### **Application Form**

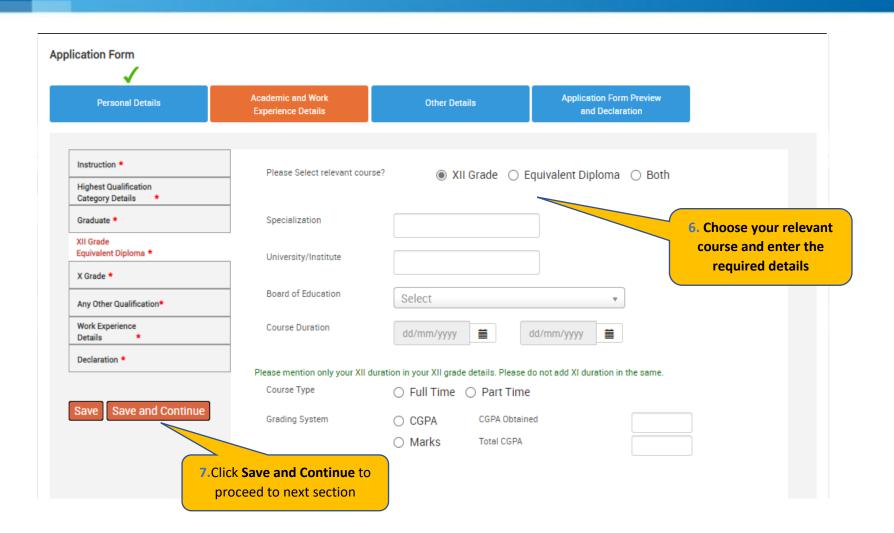
Personal Details	Academic and Work Experience Details	Other Details	Application Form Preview and Declaration	
Instruction *	Academic Instructions :			
Highest Qualification Category Details *	1. "Marks/CGPA Obtain	ed" denotes Total Marks/CGPA sec	ured by you in ALL* subjects in all	semesters in the first
Graduate *	attempt. 2. "Total Marks/CGPA"	denotes total of maximum marks ir	n ALL* subjects in all semesters in t	the first attempt. *ALL
XII Grade Equivalent Diploma *		cts mentioned on the marksheet (ir tion for calculating the obtained/to		cts etc) should be
X Grade *	3. Marks/CGPA obtaine eligibility.	d during the normal duration of the	e course only will be considered to o	lecide on the
Any Other Qualification*		er entering, as it is a part of the sel		
Work Experience Details *	5. Please mention only	your XII duration in XII Grade detail	ls . Pls do not add the XI duration ir	i the same.
Declaration *			1. Read the instructions before	
Continue	2. Use the side bar within different		filling your application	

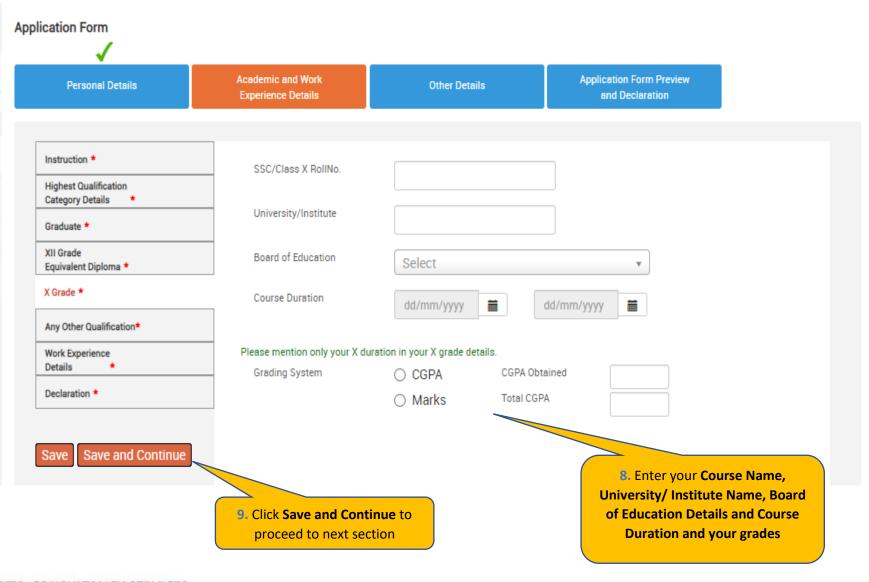
## Fields marked with are \* mandatory

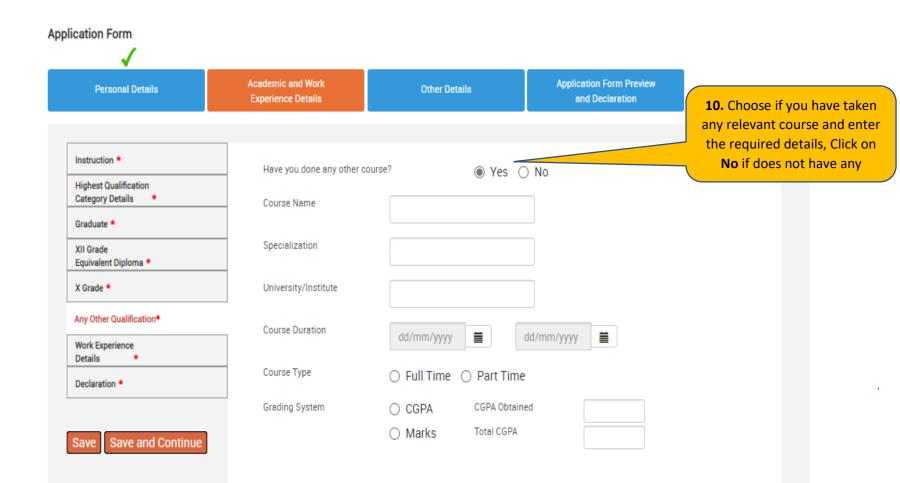
#### TATA CONSULTANCY SERVICES

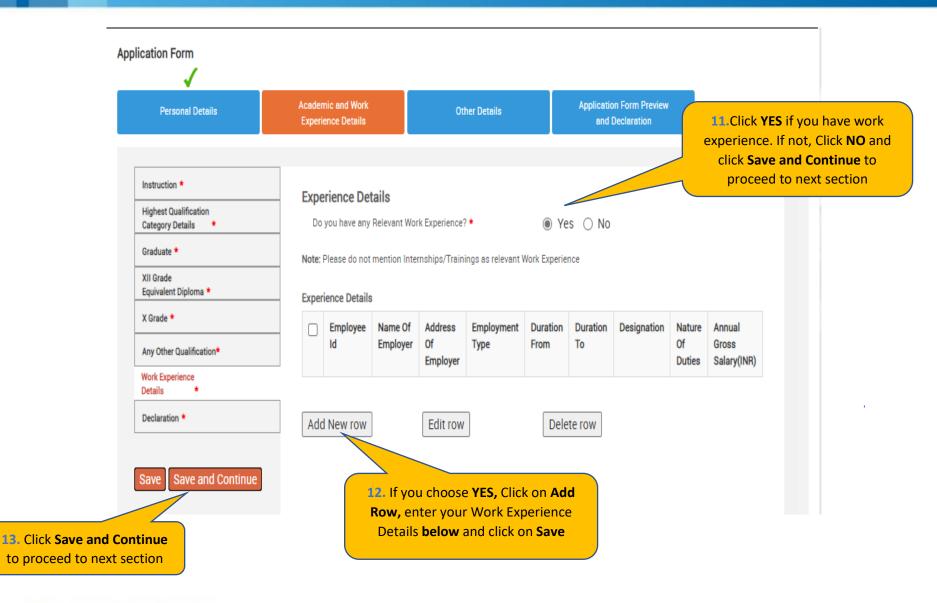












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 Enter your Work
 Experience Details and click on Save.

Employee ID :	
Name Of Employer :	
Address Of Employer :	
Employement Type :	<ul><li>Full Time</li><li>Part Time</li></ul>
Duration From :	dd/mm/yyyy
Duration To :	dd/mm/yyyy
Designation :	
Nature Of Duties :	
Annual Gross Salary(INR)	

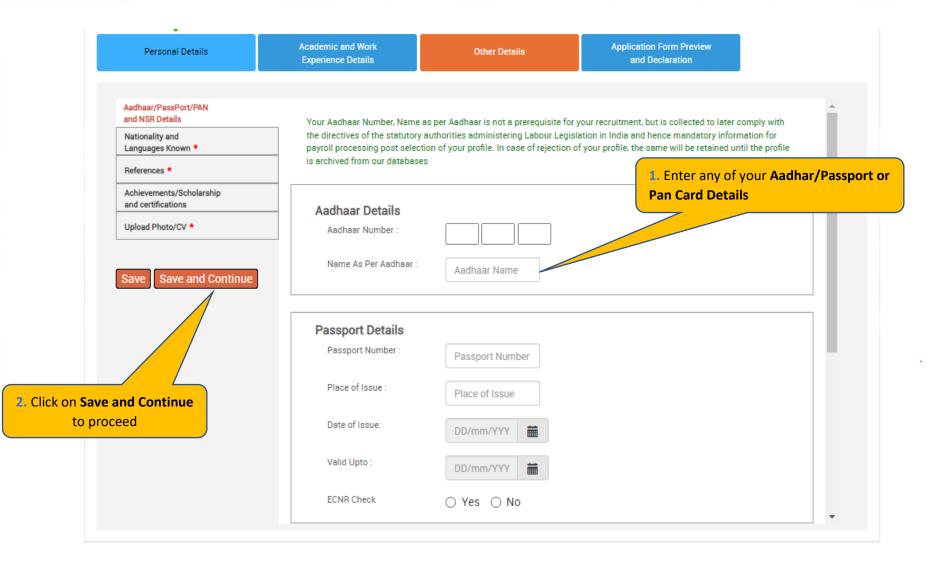
Instruction	Other Details		
Instruction	Do you have any break in studies?		
Highest Qualification * Category Details			
Post Graduate *	Have you done any other courses?		
Graduate *	Do you have any pending backlog currently?		
XII Grade/ * Equivalent Diploma	Please mention details of Academic Project(s) undertaken.		
X Grade *	Declaration		
Any Other Qualification *	You have taken all subject marks into consideration for calculating the Obtained/Total Marks/CGPA in each of the above mentioned academic	🔾 Yes 🔘 No	
Work Experience * Details	qualifications. *		
Declaration *	"The Marks/CGPA Obtained" entered by you for each of the above mentioned academic qualifications has been secured in the first attempt, *	🔘 Yes 🔘 No	
	You have considered only the Marks/CGPA obtained during the normal duration of the course for calculating Obtained/Total Marks/CGPA. *	🔾 Yes 🔘 No	
Save Save and Continue	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. *	O Yes O No	
	You have declared break in studies/work experience and pending backlogs, if any, during your academics. *	🔘 Yes 🔘 No	
	You have not attended the TCSL Selection Process in the last 6 months. *		
<ol> <li>Once done, tick on I Agree on Save and Continue to</li> </ol>	le resc engibility citteria and understand that your	<ol> <li>Read Declaration q</li> <li>Yes or No appropri</li> </ol>	
	I Mr. Pranav Joshi solemnly declare that the information in this form is truly stat and	ted and correct	
	I Agree *		
TATA CONSULTANCY S	ERVICES		30
Ext	perience certainty.		

Experience certainty.



## **NextStep** Application Form – Other Details

## Application Form – Other Details

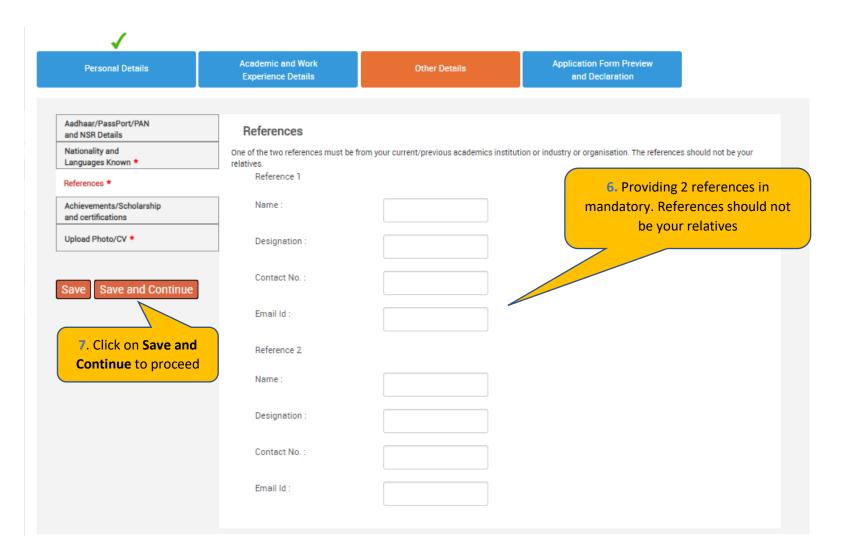


#### TATA CONSULTANCY SERVICES Experience certainty.

## Application Form – Other Details

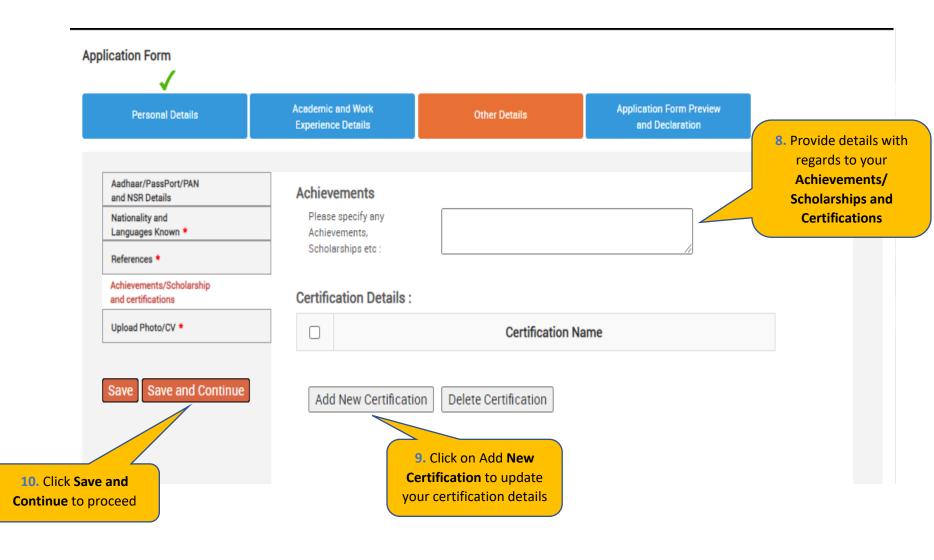
Personal Details	Academic and Work	Other Details	Application Form Preview	,	
	Experience Details		and Declaration		. Enter your <b>Nat</b> i
Aadhaar/PassPort/PAN and NSR Details Nationality and Languages Known *	Nationality Nationality *	Select			
References *	Languages Known *				
Achievements/Scholarship and certifications		uages, you can also select Foreigr	languages known if applicable.		
Upload Photo/CV *	Lan	guage Speak	Read Write	Mother Tongue	
Save Save and Continue	Add New row	Delete row			Click Add <b>New Ro</b> er the languages l
Save Save and Continue	Please ensure that you select as your Mother Tounge	t only one Mother Tounge. If you s	elect more than one then last selec	ente	
Save Save and Continue	Please ensure that you select	t only one Mother Tounge. If you s		ente	

## **Application Form – Other Details**



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#### **Application Form – Other Details**



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## Application Form – Other Details

Smart Card Details

**Personal Details** 

Academic and Work Experience Details

Other Details

Application Form Preview and Declaration

Passport/PAN/NSR Details

Nationality and \* Languages Known

References \*

Achievements/Scholarships and Certifications

Upload Photo/CV \*

 Read the Smart Card guidelines, enter your Name as to be printed on the smart card choose your Blood Group and Upload your photo and CV

Save and

12. Click Save and Con

proceed

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.

(Smart card is your TCS identity card which will be handed over to you once you join the company.)

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.

our our	Name * (as to be printed on the smart card)		
		First Name *	Last Name
		(Max 15 Character)	(Max 15 Character)
	Blood Group *	Type to filter 🗸 🔻	1
ue			
	Upload Photo *	Brov	vse and Upload
	Upload Photo * Upload CV	Brov	vse 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

	Academic and Work Experience Details	Other Details	Application Preview and De	
Application Form P	review			
Please note that you o (indly confirm your de (ou can edit any infor	n Form Preview link to view Ap can preview the form only afte stails, as details entered by yo mation (except name, email I ore final submission of the Ap	r filling up all the mandator ou would be considered for y (D, date of birth, gender , S	ry fields in the form your final evaluation	mother's maiden name) by navigating to
			and the second se	Preview the Application Form, Read the
		Application Fo	rm preview De	claration, tick I Agree, enter place, and click on
Declaration			Sul	bmit Application Form
lave you appeared fo	or TCS Tests/Interviews earlie	r ? If ves kindly furnish det	taile (i.e.	Yes No
ate,place,Position a	pplied for and final results):			U Tes U No
TCS Terms and Con in connection with my certify that the infor actually correct and s accept that an appo	nditions application to render services rmation furnished in this form ubject to verification by TCS in	to Tata Consultancy Servic n as well as in all other for icluding Reference Check a basis can be revoked and/	res Ltd (the "Compa rms filled-in by me nd Background Verif or terminated witho	ny"), I hereby agree as follows:
TCS Terms and Cor In connection with my I certify that the infor factually correct and s I accept that an appo	application to render services rmation furnished in this form ubject to verification by TCS in intment given to me on this b	to Tata Consultancy Servic n as well as in all other for ocluding Reference Check a basis can be revoked and/ ding, deliberately omitted/	res Ltd (the "Compa rms filled-in by me nd Background Verif or terminated witho	ny"), I hereby agree as follows: in conjunction with my traineeship is
In connection with my I certify that the infor factually correct and s I accept that an appo any information has b	application to render services rmation furnished in this form ubject to verification by TCS in intment given to me on this b een found to be false, mislea	to Tata Consultancy Servic n as well as in all other for ocluding Reference Check a basis can be revoked and/ ding, deliberately omitted/	res Ltd (the "Compa rms filled-in by me nd Background Verif or terminated witho suppressed.	ny"), I hereby agree as follows: in conjunction with my traineeship is
TCS Terms and Col In connection with my I certify that the infor factually correct and s I accept that an appo any information has b	application to render services rmation furnished in this form ubject to verification by TCS in intment given to me on this b een found to be false, mislea	to Tata Consultancy Servic n as well as in all other for icluding Reference Check a basis can be revoked and/ iding, deliberately omitted/ I	res Ltd (the "Compa rms filled-in by me nd Background Verif or terminated witho suppressed. Agree *	ny"), I hereby agree as follows: in conjunction with my traineeship is ication. but any notice at any time in future if

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applicants will receive consideration for employment without regard to this information.



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

WELCOME SHRUTI SONAWANE (DT20223706377)

A Home 😧 Help & Support 🚔 Change Password 💪 Contact Us 🖒 Logout

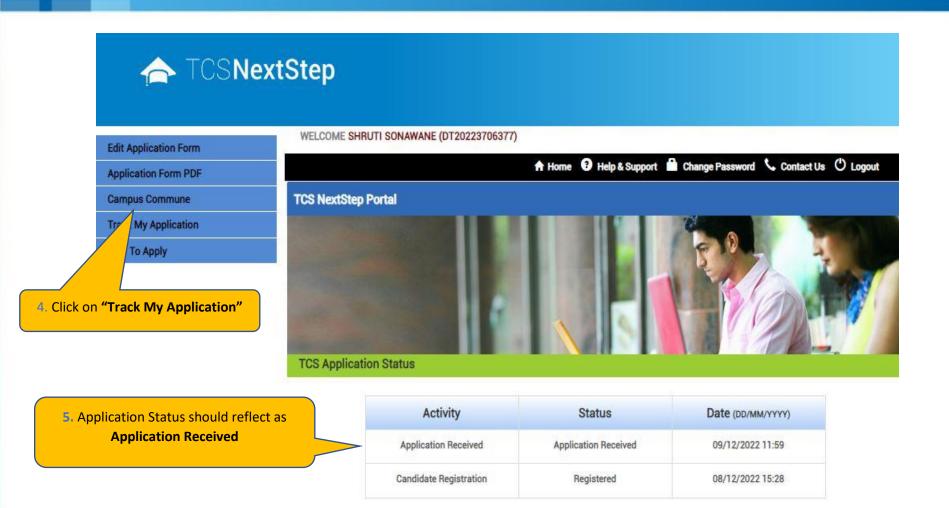


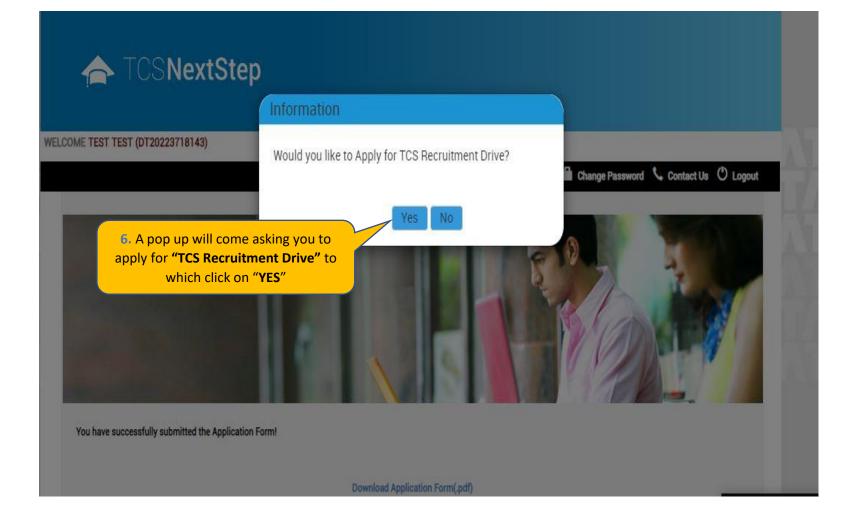
You have successfully submitted the Application Form!

Download Application Form(.pdf)

Post Submitting the form
 download the Application
 Form for your reference

Back





## 🔶 TCSNextStep

Edit Application Form

**Application Form PDF** 

Campus Commune

Track My Application

Apply For Drive

To Apply

#### WELCOME TEST MAIL (DT20223703288)

A Home 🥹 Help & Support 🚔 Change Password 📞 Contact Us 🙂 Logout

#### **Apply For TCS Recruitment Drive**

TCS BPS Hiring - TCS has curated exclusive opportunities for Arts, Commerce and Science Graduates from the 2023 Year of Passing to apply for exciting careers and make #TheBigMove

Exceptional performers will be part of TCS's fastest growing units in various enriching roles that amplify their career growth.

Selected candidates will be onboarded in FY'24 post course completion.

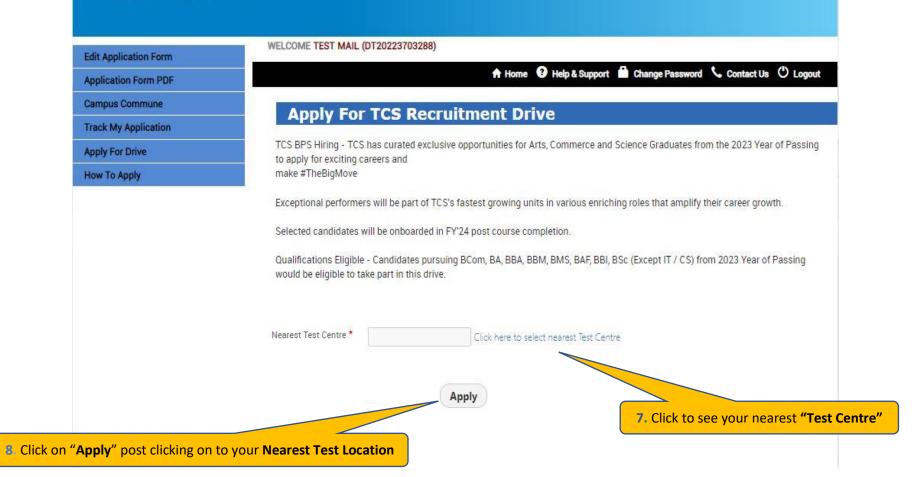
Qualifications Eligible - Candidates pursuing BCom, BA, BBA, BBM, BMS, BAF, BBI, BSc (Except IT / CS) from 2023 Year of Passing would be eligible to take part in this drive.

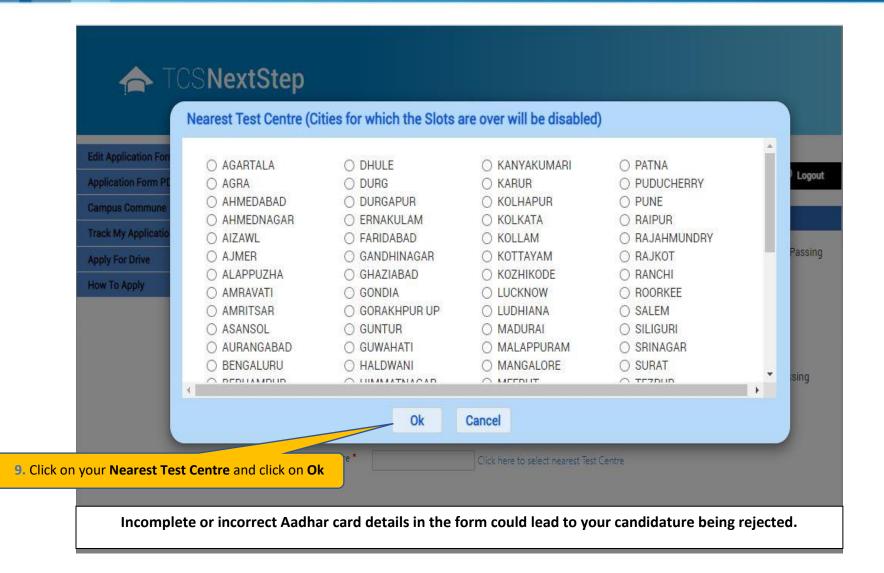
For the Candidate's that have already created the DT Reference ID in the past and have submitted the application form can directly "Apply for Drive" and select your nearest Test Centre.

Nearest Test Centre *	Click here to select nearest Test Centre

Apply

## 🔶 TCSNextStep







	WELCOME TEST TEST (DT20223749496)
Edit Application Form	
Application Form PDF	🛧 Home 🤨 Help & Support 🗎 Change Password 🍾 Contact Us 🖒 Logout
Campus Commune	Apply For TCS Recruitment Drive
Track My Application	Apply For TCS Recruitment Drive
How To Apply	TCS BPS Hiring - TCS has curated exclusive opportunities for Arts, Commerce and Science Graduates from the 2023 Year of Passing to apply for exciting careers and make #TheBigMove Exceptional performers will be part of TCS's fastest growing units in various enriching roles that amplify their career growth. Selected candidates will be onboarded in FY'24 post course completion. Qualifications Eligible - Candidates pursuing BCom, BA, BBA, BBM, BMS, BAF, BBI, BSc (Except IT / CS) from 2023 Year of Passing would be eligible to take part in this drive.
	Nearest Test Centre *       Click here to select nearest Test Centre         Preferred Job Location 1*       Select         Preferred Job Location 2       Select    Select v    ID. After selecting your Nearest Test Centre

Apply



🛧 Home 😗 Help & Support 🚔 Change Password 🕓 Contact Us 🕐 Logout

Campus Commune

Track My Application

Apply For Drive

How To Apply

You have applied for Recruitment Drive.

**11.** A message will pop up stating you have applied for the Recruitment Drive

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## Thank You



**Building on belief** 

0 2

# 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:

5	Other Verification Please fill the following details as per Aadhar Card for authentication purpose.	
	Aadhar Number (last 4 digits) •	
	First* Middle Surname*	
a :	Date of Birth • Day * Month * Year *	भारत सरकार GOVERNMENT OF INDIA
<b>1</b>	I agree to NextStep Privacy Notice	Coch 265 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