

GUSHKARA MAHAVIDYALAYA

P.O. Guskara, Dist. Purba Bardhaman, West Bengal - 713128
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Ref. No.

Date: 22-05-2024

NOTICE

All students from the graduating classes of 2022, 2023 and 2024 of Gushkara Mahavidyalaya are hereby informed that TATA Consultancy Services is recruiting from Arts, Commerce, and Science Streams for TCS BPS in the first week of June, 2024.

This recruitment drive will take place at Galsi Mahavidyalaya campus and all eligible students are urged to take part in this opportunity.

Detailed registration instructions are provided below.

For additional details, please reach out to

Mr. Manoj Sarkar: 7001477476 Mr. Kunal Murmu: 8001752267

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Registration on the below link is mandatory to complete the application process under TCS BPS Hiring.

Step 1. Logon to the TCS Next Step Portal (https://nextstep.tcs.com/campus/#/registrationPage)

Step 2. Register and apply for the TCS BPS Hiring process. Click on 'Register Now', choose category as **'BPS'**, proceed to fill your details and submit your application form

Step 3. Fill up the google form (https://forms.gle/mpSxcczRXfBwHi2j6)

Scenario A: In case you already have CT/DT ID, kindly log on to TCS Next Step Portal and complete/update the application form and submit.

Eligible Qualifications:

- Graduate Freshers only 2022 and 2023 Year of Passing in BCOM, BA, BBA, BSc (except CS and IT streams) from a recognized university/college
- 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
- No work experience
- Post Graduates candidates & candidates with experience are not allowed

Role and Work Timings (Shift Working):

Role: Back Office Operations (Data Processing) - The job involves data processing transactions **Work Timings:** The role involves working in a 24x7 environment which requires working in rotational shifts, including **night shifts**.

Documents to Carry for the Drive (Original Documents):

- 1. Latest passport size photograph 1
- 2. Printout of your TCS Application Form without which you will not be allowed to sit for the interview.
- 3. Printout of your latest Resume
- Original Government Photo ID proof (Aadhar Card / PAN Card / Driving License / Passport / Voter ID) & Original College ID Proof
- 5. 10th Marksheet and Passing Certificate
- 6. 12th Marksheet and Passing Certificate
- 7. Graduation all semester / all year-wise Marksheets
- 8. Graduation Degree Certificate / Provisional Degree Certificate / Course Completion Certificate







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

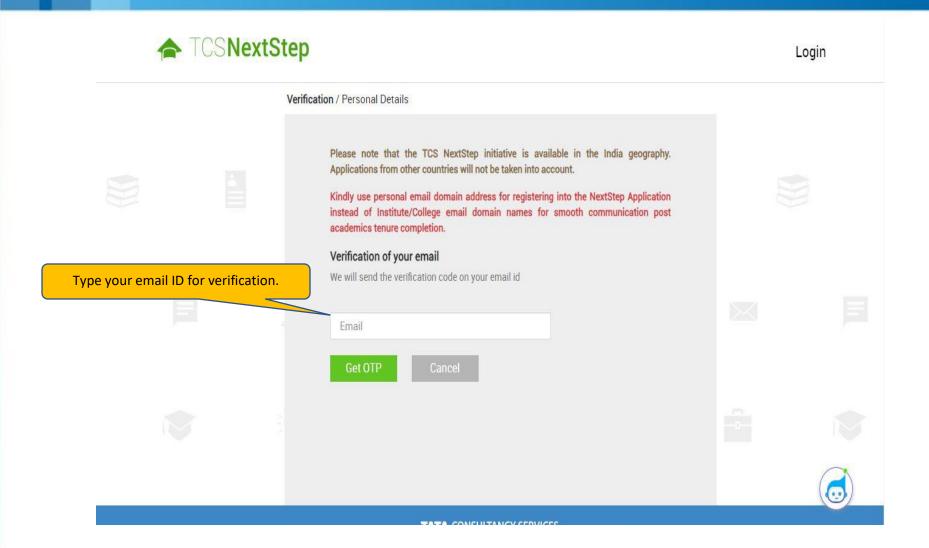


Business Process Services



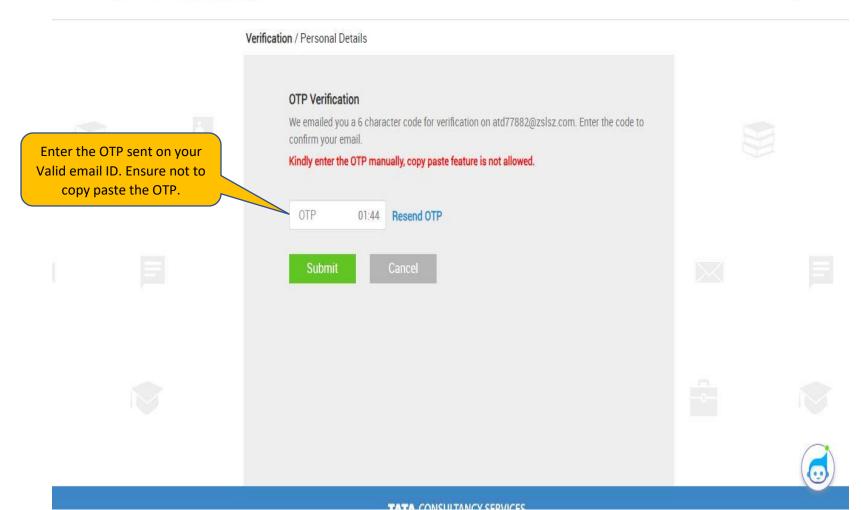


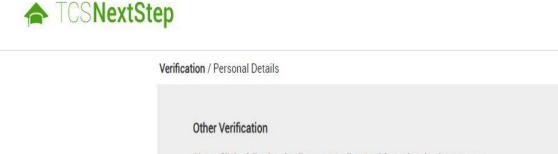
★ TCSNextStep - Registration Page





Login





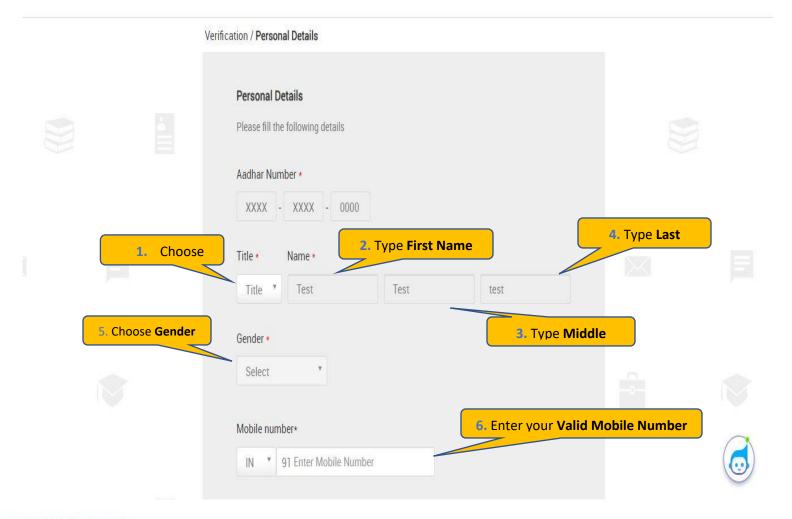
Read the Privacy and Agreement Terms, **tick** on the checkbox and click on "**Proceed.**" Please fill the following details as per Aadhar Card for authentication purpose. Aadhar Number (last 4 digits) * Ensure to enter the correct last 4 digits as per your Aadhar XXXX - XXXX -Name * Enter your name 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

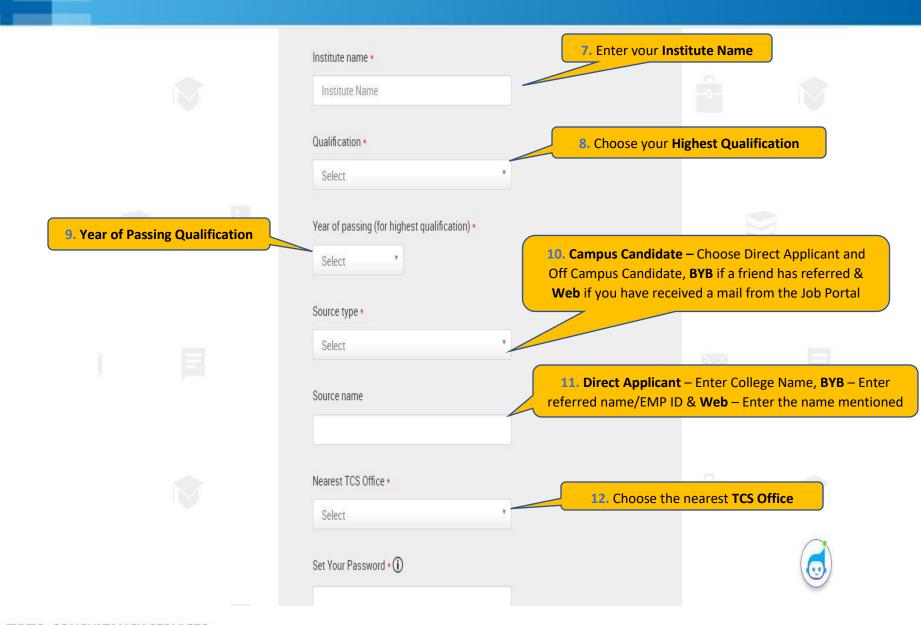
It is **Important/Mandatory** to update your **Aadhar Number, Name, Date of Birth** as per Aadhar Card. Please ensure the details are updated correctly without any error.

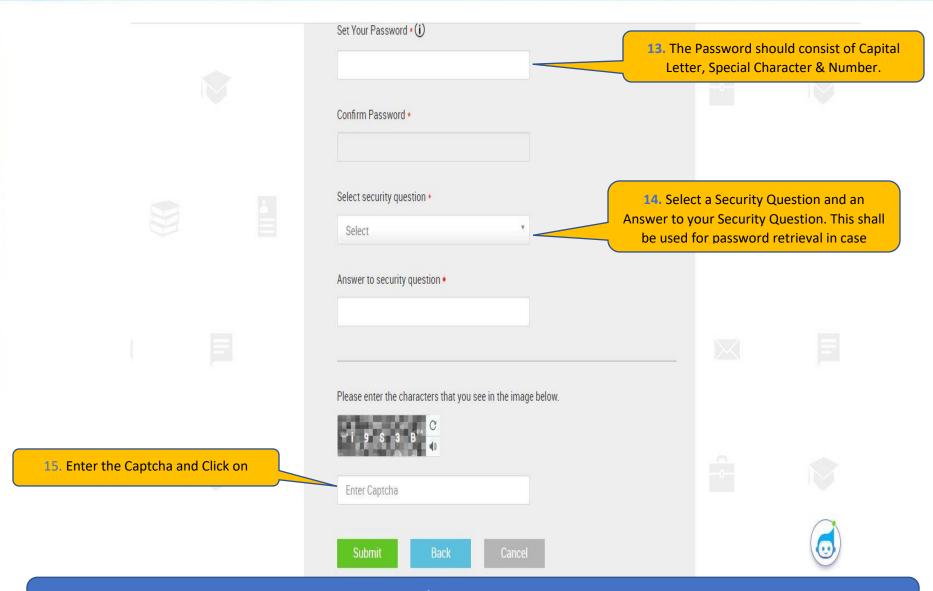
Login



Login







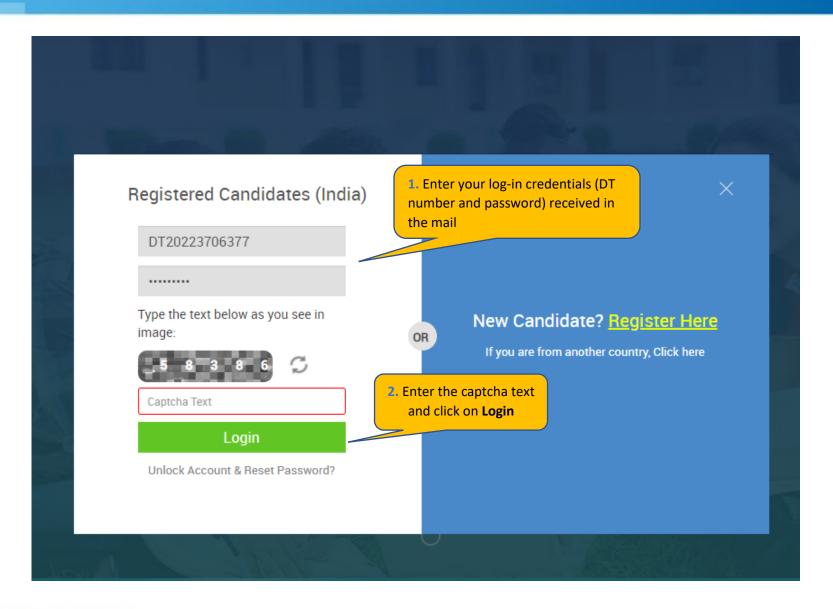
On Clicking SUBMIT, you will receive a CT/DT Reference Number which shall be used for further correspondence with regards to your candidature at TCS.

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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

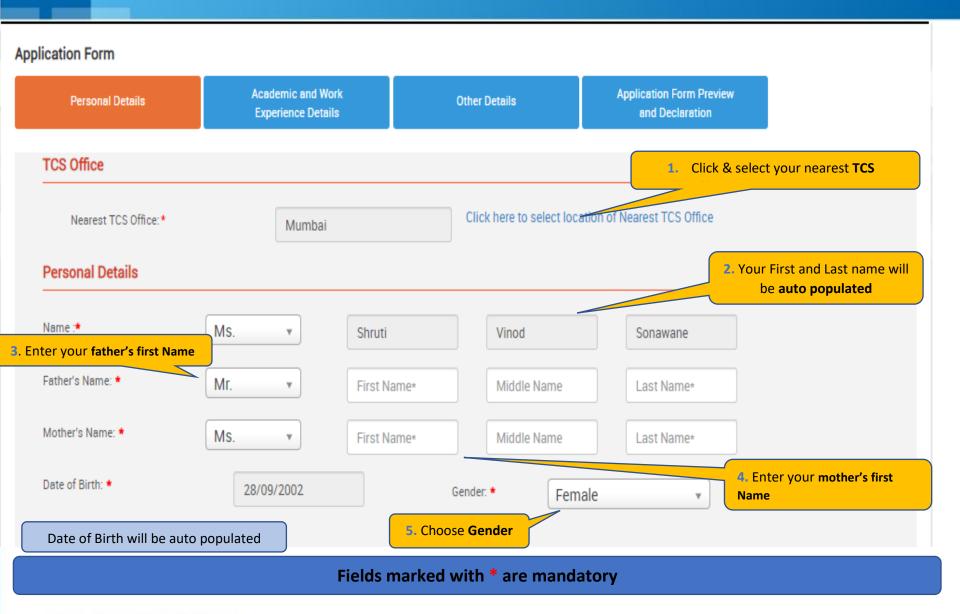
IMPORTANT INSTRUCTIONS

- 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

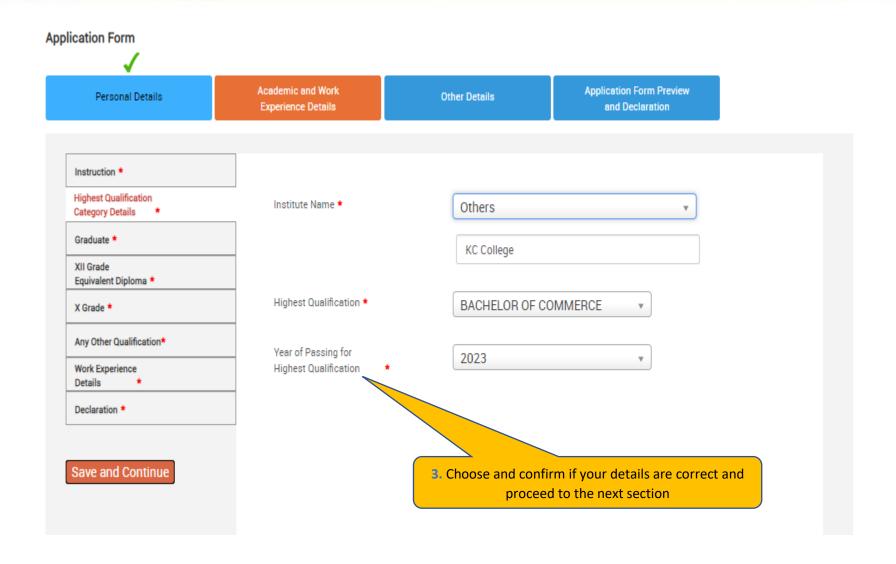
Academic Instructions:

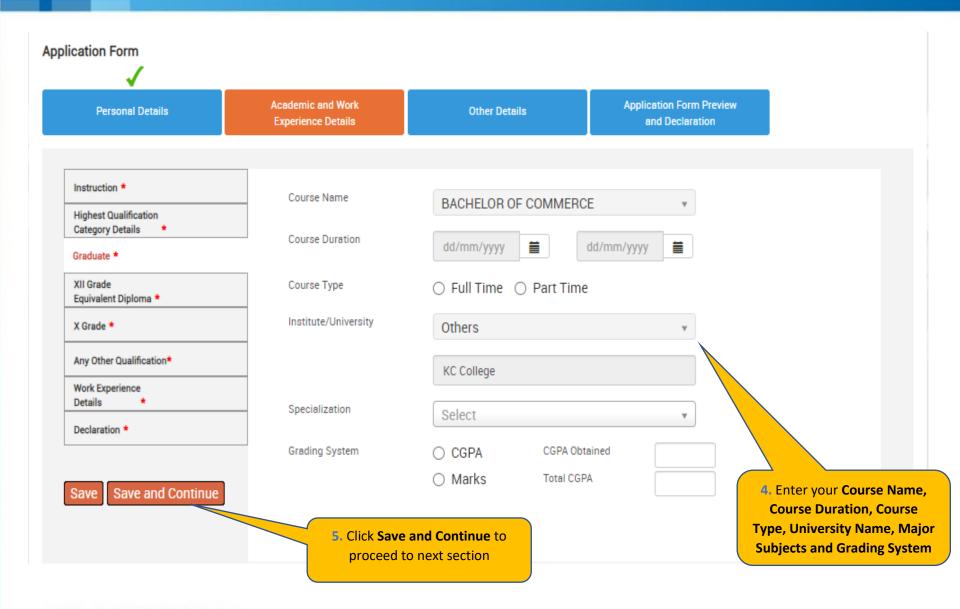
- "Marks/CGPA Obtained" denotes Total Marks/CGPA secured by you in ALL* subjects in all semesters in the first attempt.
- "Total Marks/CGPA" denotes total of maximum marks in ALL* subjects in all semesters in the first attempt. *ALL
 implies that all subjects mentioned on the marksheet (including languages, 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.

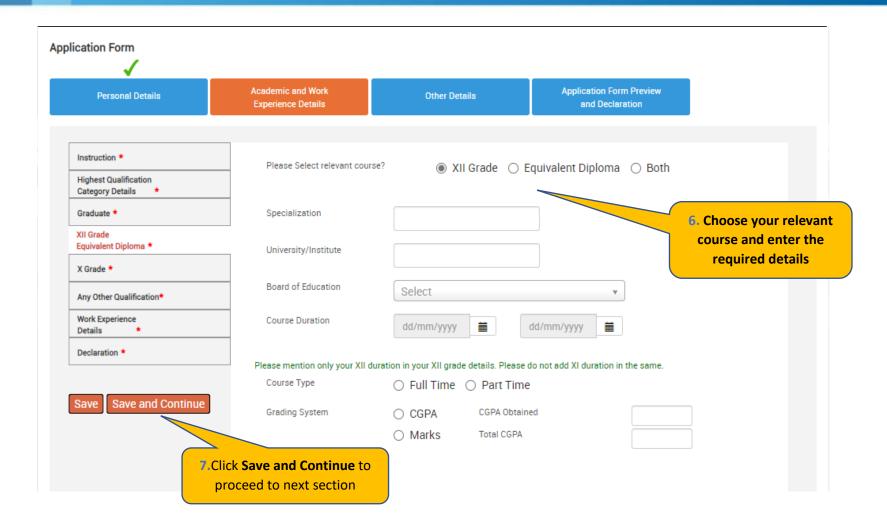
2. Use the side bar to navigate within different sections

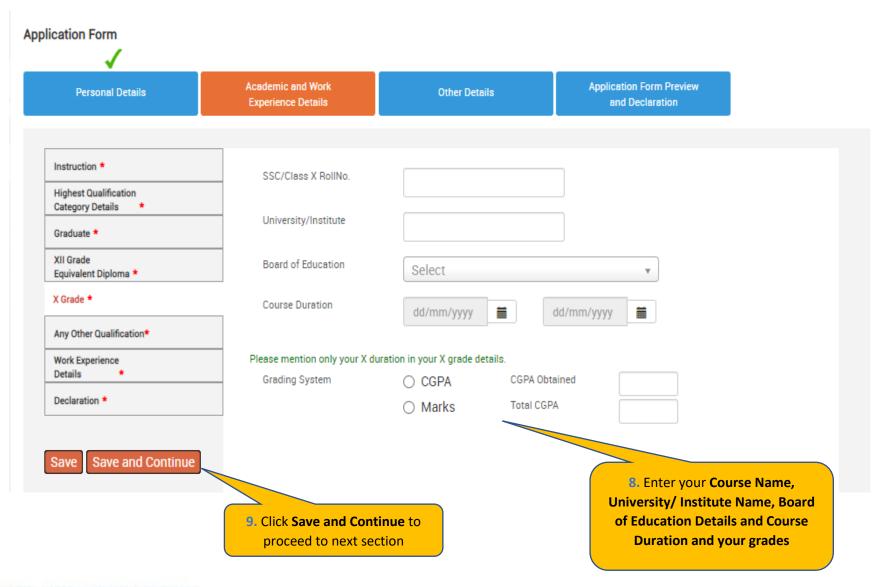
1. Read the instructions before you start filling your application form

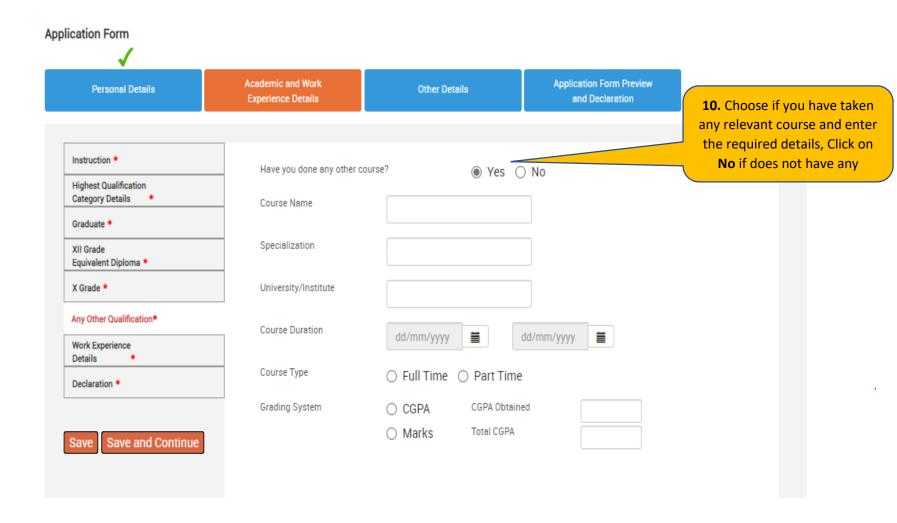
Fields marked with are * mandatory

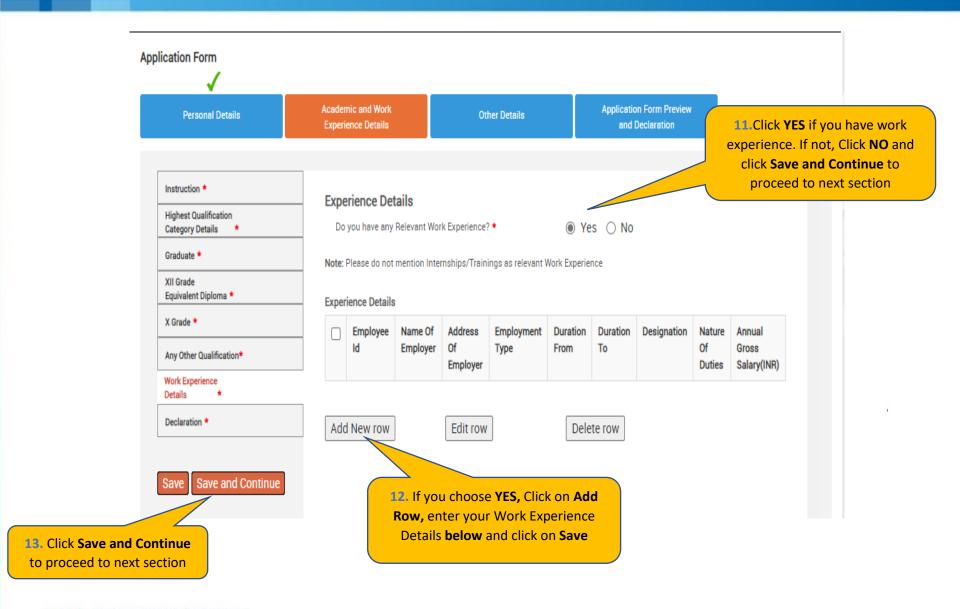


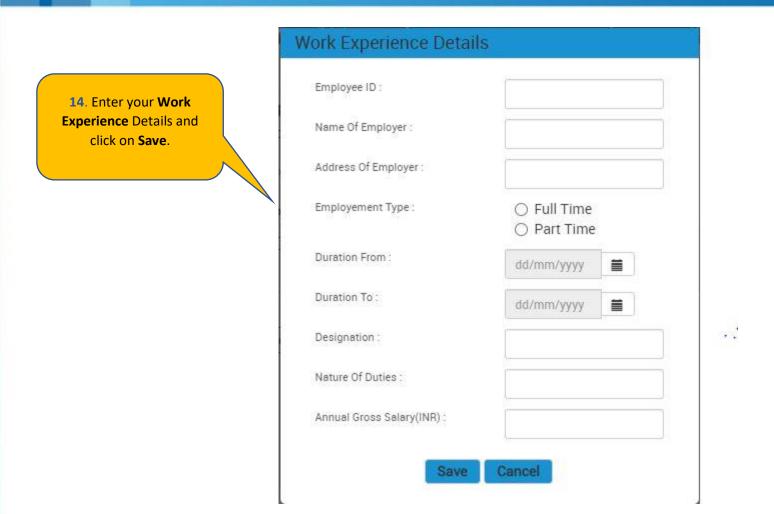


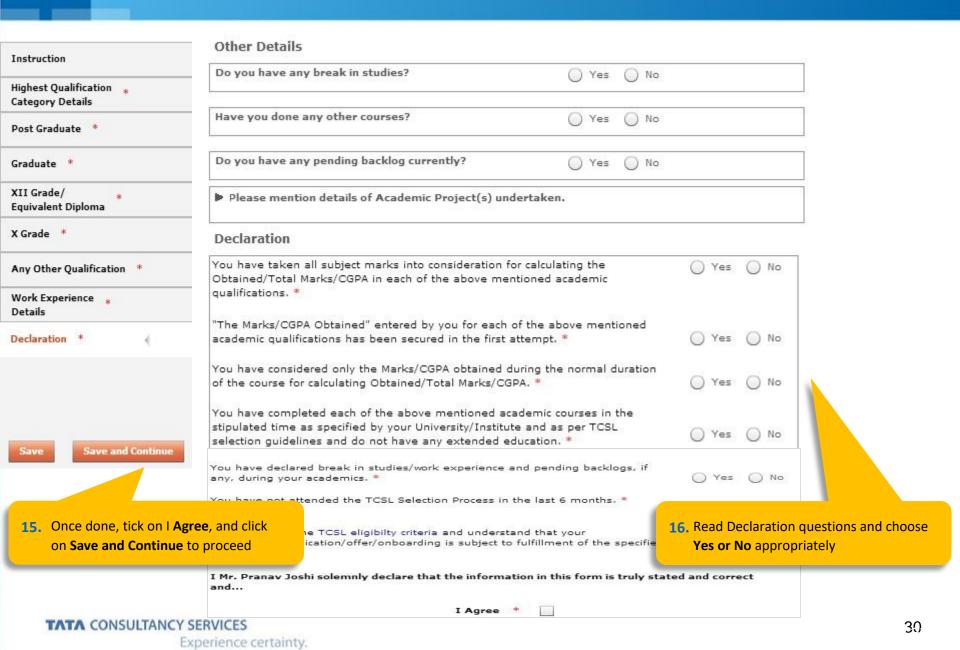








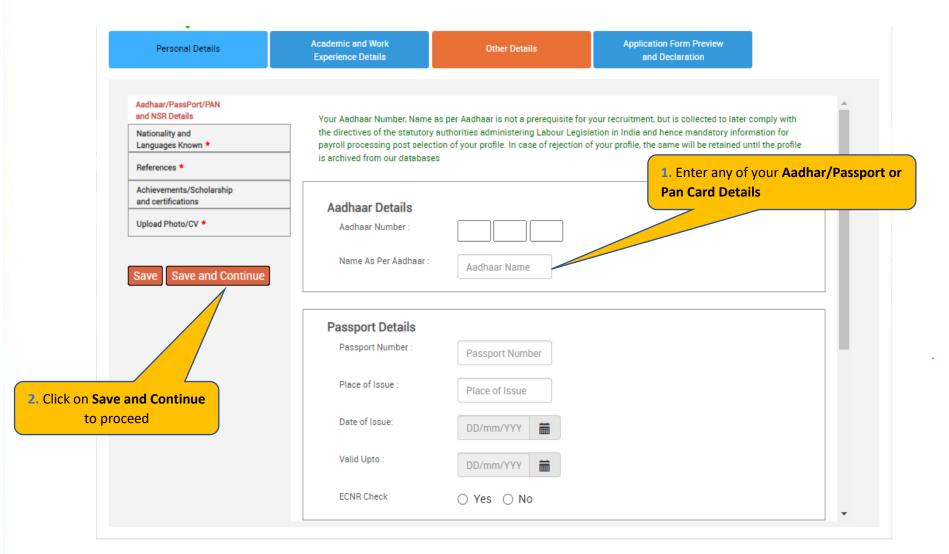




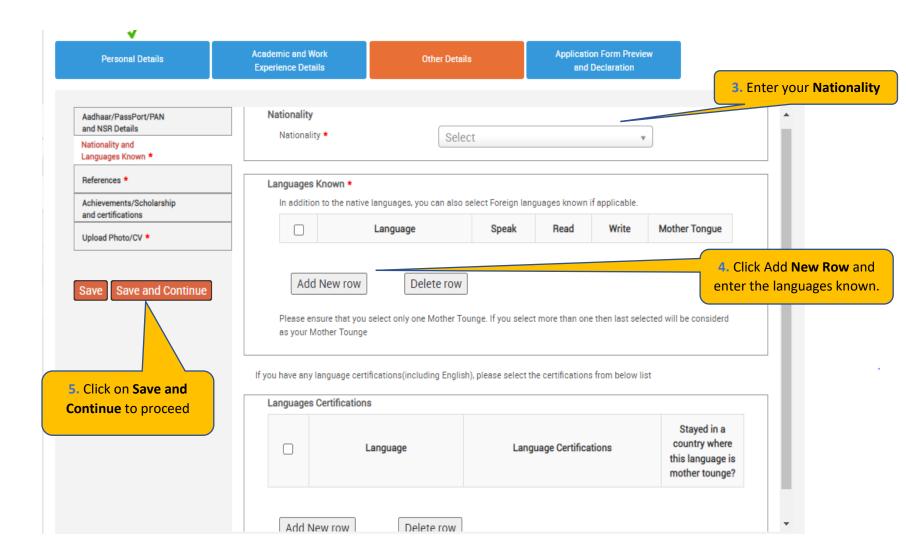


NextStep Application Form – Other Details

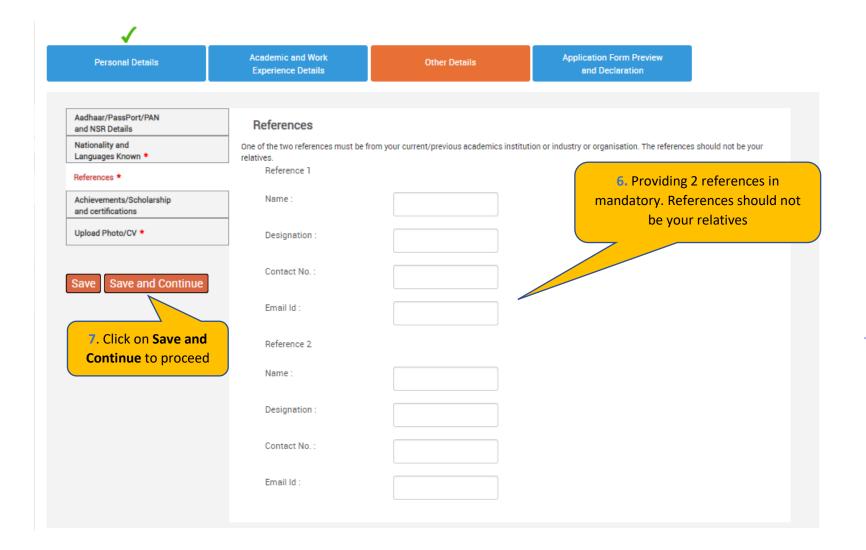
Application Form – Other Details



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		
Nationality and * Languages Known	(Smart card is your TCS identity card	which will be handed over to you	once you join the company.)
References *	Kindly follow the below mentioned st 1. Upload your recent passport size of (Dimension: 35 mm*35mm. Format)	olor photograph.	
Achievements/Scholarships and Certifications	 The photograph must be formal, w You should look straight into the c 	rith a white/off white background amera and your head should not b	be titled in the photograph.
Upload Photo/CV *	 Click on the Browse button to sear 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.	fully 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: *

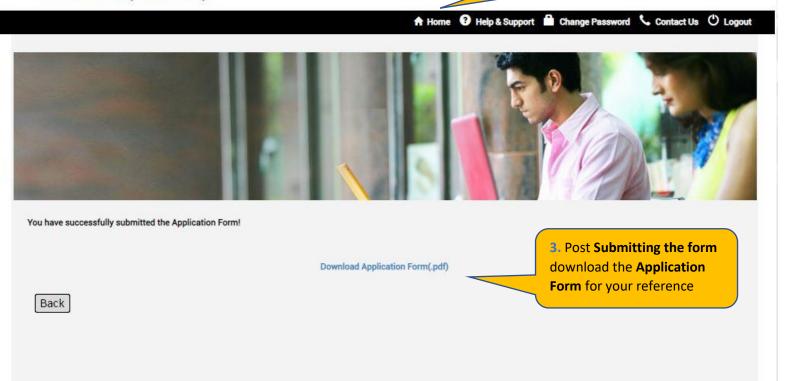
Submit Application Form

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)





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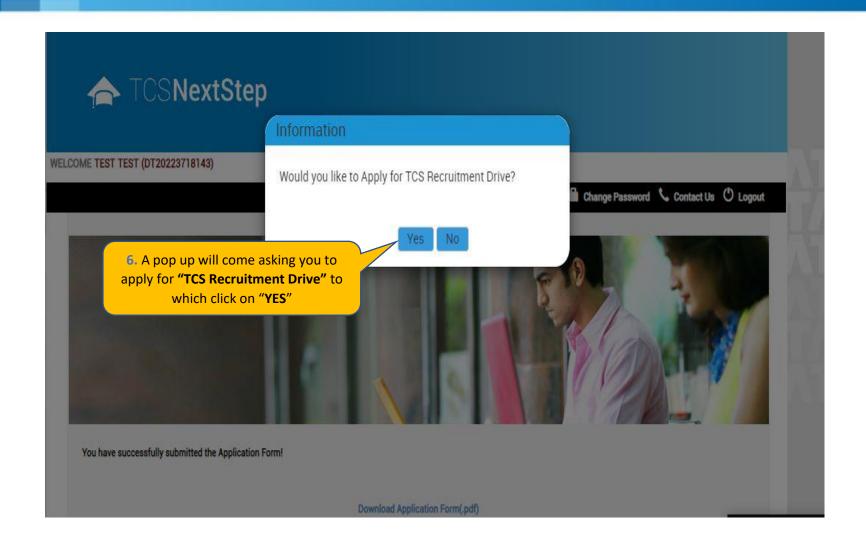
TCS Application Status

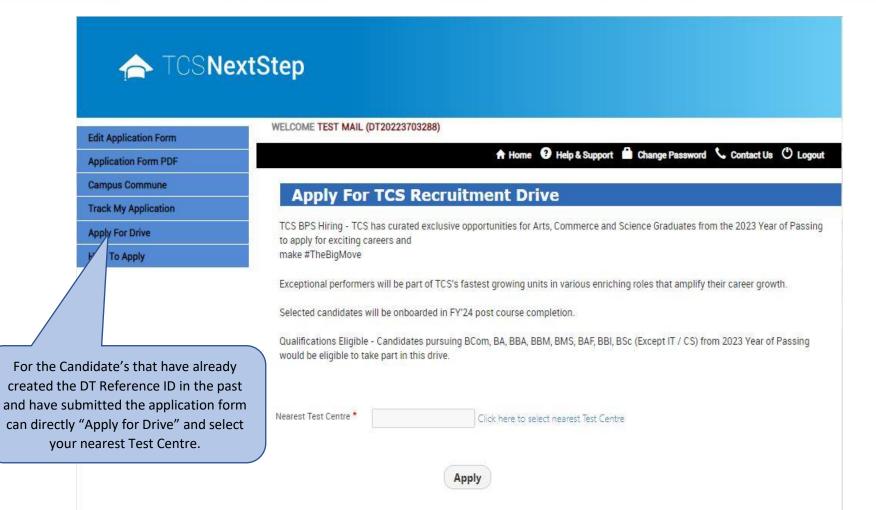
Edit Application Form Application Form PDF Campus Commune My Application To Apply 4. Click on "Track My Application"

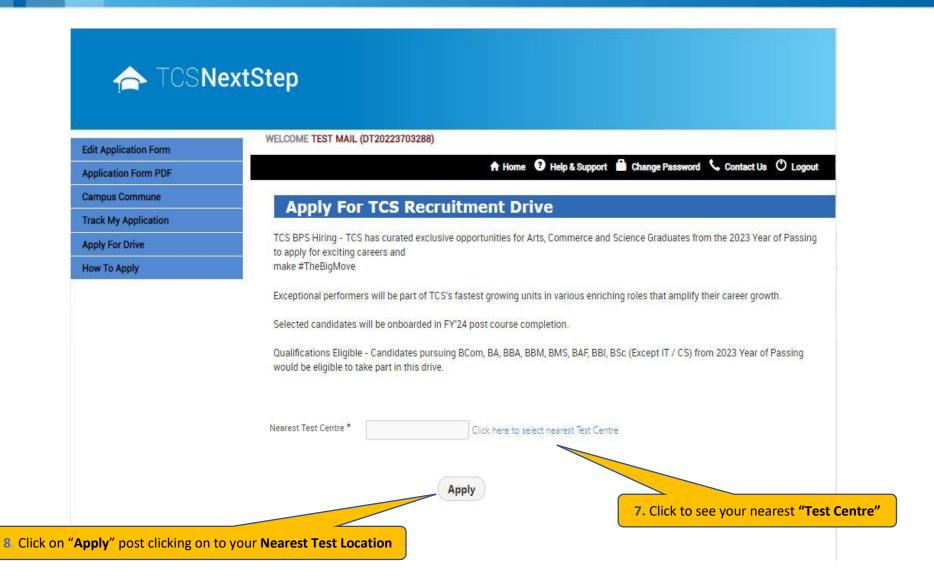
WELCOME SHRUTI SONAWANE (DT20223706377) ♠ Home Help & Support Change Password Contact Us U Logout TCS NextStep Portal

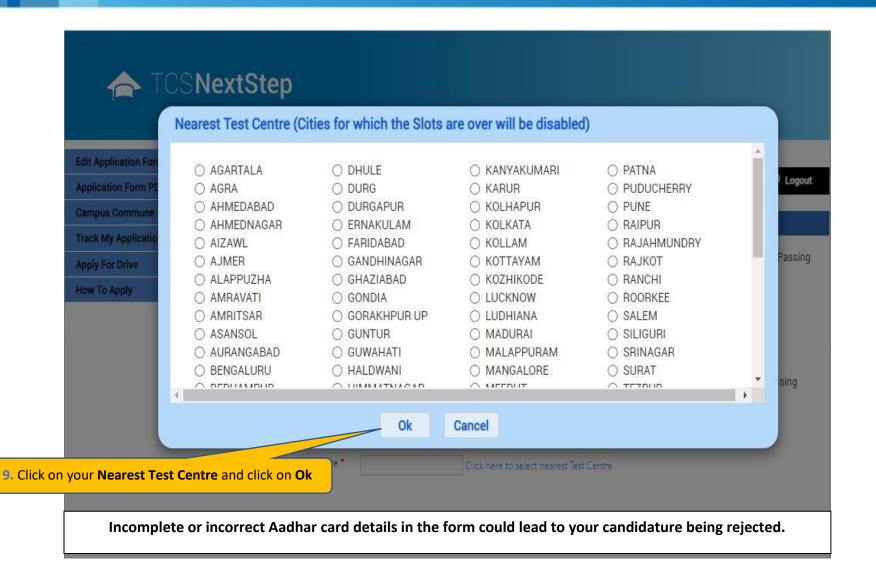
5. Application Status should reflect as **Application Received**

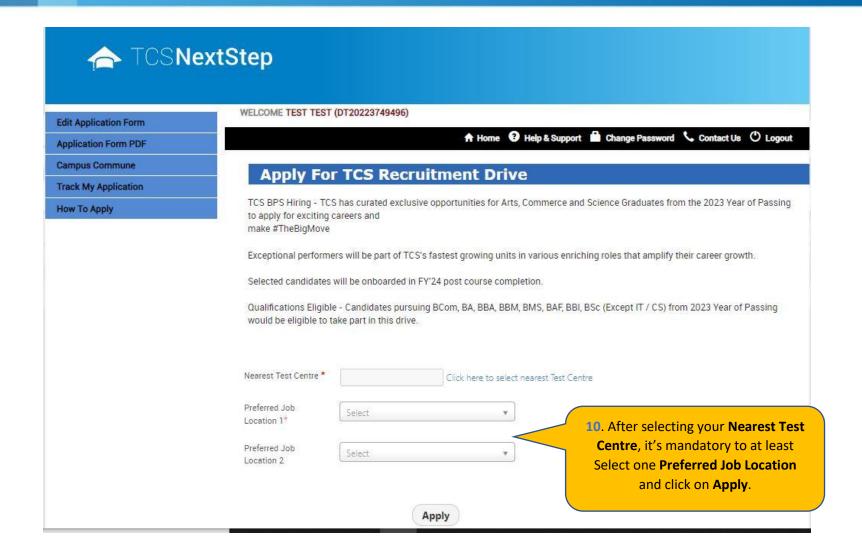
Activity	Status	Date (DD/MM/YYYY)
Application Received	Application Received	09/12/2022 11:59
Candidate Registration	Registered	08/12/2022 15:28

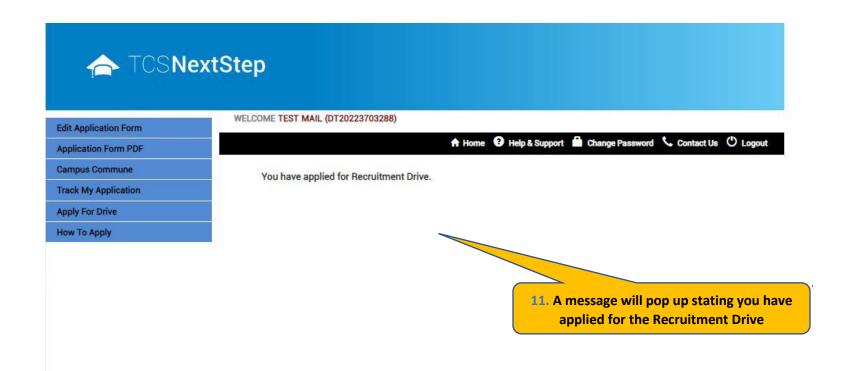












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Thank You