

No. 2022-23/220

NOTICE

Date : 01/07/2023

TCS BPS Walk-in Hiring for B.B.A, B.COM, , M.COM, M.A, B.A, and BSC (Except CMSA) - Year of Passing 2022 & 2023

Recruitment Event	Last date for registration	Date of Walk-in	Venue
'TCS BPS Hiring YOP 2022 & 2023'	3rd July, 2023	19 th July, 2023	TCS Gitanjali Park Office, Newtown, Kolkata – 700156, West Bengal

Eligibility**B.B.A, B.COM, , M.COM, M.A, B.A, and BSC (Except CMSA) - Year of Passing 2022 & 2023**

Role and Work Timings (Shift Working): Role: Back Office Operations (Data Processing) - The job involves data processing transactions depending on the Business Unit where selected.

Work Timings: The role involves working in a 24x7 environment which requires working in rotational shifts, including night shifts.

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:** Candidates should have completed the course in the stipulated course duration (i.e., No extended education – 3 years course should have been completed in the stipulated 3 years' time only)
- **Backlogs:** Only 1 backlog is permitted for the candidates from the YOP-2023 however all pending backlogs should be completed within the stipulated course duration, and ZERO backlog for YOP-2022.
- **Gap / Break in Education:** It is mandatory to declare gaps in education if any in the TCS Application Form. Overall academic gap should not exceed 24 months until highest qualification. Relevant document proof, as applicable, will be checked for gaps in education
- **Work Experience:** Any experience before graduation or any part-time experience is not required and hence will not be considered relevant for the recruitment process.
- **Age:** Minimum age – 18 years and Maximum age – 28 years

****Registration Process for the Candidates - MANDATORY**

(If registration and application form has been submitted already in the TCS Next Step portal for recent past drives, you can move to step 3 directly)

- **Step 1.** Log on to the TCS Next Step Portal <https://nextstep.tcs.com/campus/#/registrationPage>
- **Step 2.** Register and apply for the **TCS BPS** Hiring process and generate your **13 digit TCS Reference ID (CT/DT Number)**

Scenario A: In case you already have DT ID, kindly log on to TCS Next Step Portal (click <https://nextstep.tcs.com/campus/#/registrationPage>) and Complete the Application Form and Submit.

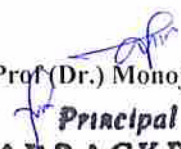
Scenario B: If you are a new user, kindly log on to TCS Next Step Portal > (click <https://nextstep.tcs.com/campus/#/registrationPage>). Click on 'Register Now', choose category as '**BPS**', proceed to fill your details and Complete the Application Form and Submit

- **Step 3. After completing ALL the STEPS – Step 1 & Step 2, Fill up the Google Form : Last Date 03rd July 2023**

<https://forms.gle/vU6WZtT5RhjzU6Rg9>

****Mandatory Documents to Carry for the Walk-In Drive (Original Documents):**

1. Latest passport size photograph – 3
2. Printout of your TCS Application Form without which the candidates will not be allowed to sit for the interview
3. Printout of your Resume
4. 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
9. Post - Graduation all semester / all year-wise Marksheets (if applicable)
10. Post - Graduation Degree Certificate / Provisional Degree Certificate / Course Completion Certificate (if applicable)
11. Copy of Vaccination Certificate (Double dose)


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