Walk-In BPS Drive, for students from the **batch of 2022 & 2023** on **20th November 2023 (Monday)** at **TCS Kolkata – Gitanjali Park Office.**

Date – 20th November 2023 (Monday)

Address:– TCS Gitanjali Park, New Town, Kolkata – 700156, West Bengal

Please be informed that this invite is subject to the candidates qualifying the eligibility criteria and willingness to meet the role requirements and work timings, if selected.

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**.

TCS Application Form Completion (MANDATORY)
Registration in TCS Next Step Portal is mandatory to complete the application process under TCS BPS Hiring.
- **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
    - **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.

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

1. Latest passport size photograph – 1
2. Printout of TCS Application Form
3. 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 Mark Sheets
8. Graduation Degree Certificate / Provisional Degree Certificate / Course Completion Certificate
9. Copy of Vaccination Certificate (Double dose)

Eligibility Criteria

- **Courses & Discipline:** <mark>2022 & 2023 Year of Passing Graduates from Arts, Commerce & Science Streams. B. Com, B.A., B.Sc. (Except IT & CS),</mark>
- **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:** Zero active backlogs.
- **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

Please note the eligibility criteria will be at multiple stages during the selection process. If discrepancies found at any stage, will lead to disqualification of the candidature.