






## NextStep Features- Candidate Module

# Registration Process

Step #1 Campus candidate can register on TCS NextStep portal by clicking on the 'Register here' button

  
Experience certainty.





**Registered Candidates**  
CT/DT Reference ID  
  
Password  
  
 [Forgot Password?](#)

**New Candidate,** [Register here](#)  
[How to Apply?](#)

**Welcome aboard TCS NextStep!**  
TCS NextStep is the first step connecting you with TATA Consultancy Services (TCS), Asia's leading IT Services Company. This interactive platform is a one stop shop to help you explore a dynamic career path with TCS and transition from a student to a world class IT professional.

**TCS in the News**  
TCS earns a top-ranking Platinum Big Tick for corporate responsibility  
Ramadorai new chairman of NSDC  
TCS tops in market capitalization

**ASPIRE**  
Pre-ILP Online Learning Program  
Get equipped for TCS Initial Learning Program

**Open SeeSams**  
TCS Online Assessment Model Question Paper

Candidates can click here to register

**TATA CONSULTANCY SERVICES**

Experience certainty.

# Registration Process

Step #2 Candidate need to click on 'Campus Applicants' button.

The screenshot shows the 'New Candidate' registration page. At the top, there is a breadcrumb trail: 'Home > New Candidate'. Below this is the section 'Guidelines for Registration'. The text in this section provides instructions for campus and off-campus applicants. At the bottom of the page, there are two buttons: 'Campus Applicants' and 'Off Campus Applicants'. A blue callout bubble with a pointer directed at the 'Campus Applicants' button contains the text: 'Campus candidate will click here to register.' On the right side of the page, there are three promotional banners: one for TCS support (1800-209-3111), one for 'Open SeeSame' (TCS Online Assessment Model Question Paper), and one for 'NextStep' (on your fingertips! Access NextStep from Android and iPhone).

Home > New Candidate

## Guidelines for Registration

If you are on campus and your institute is accredited by TCS, create your profile using the **Campus Applicants** option.

If your institute is not accredited by TCS or if you have **already completed** your degree from a TCS accredited institute, create your profile as an off campus applicant using the **Off Campus Applicants** option.

In case of any queries on the category to be selected (Campus or Off Campus Applicants) for profile creation, connect with the Training and Placement Officer in your institution.

**Note:** Creation of profile in the wrong category may lead you to repeat the entire registration process.

**Campus Applicants**      **Off Campus Applicants**

Campus candidate will click here to register.

For Queries or Assistance, call  
**1800-209-3111 (Toll-Free)**  
Monday to Friday  
[8:00am to 8:00pm]  
ilp.support@tcs.com

**Open SeeSame**  
TCS Online Assessment  
Model Question Paper

**NextStep**  
on your fingertips!  
Access NextStep from  
Android and iPhone. [Read More](#)

# Registration Process

Step #3 Candidate will complete the online registration form where all \* fields are mandatory.

**Name :**

**Title \*** **First Name \*** **Middle name** **Last Name**

Please enter your name as appearing on your Passport or SSC Mark sheet. It is extremely important to enter your name correctly. Please recheck the details entered to ensure there are no errors.

**Mother's Maiden Name : \***

**Date Of Birth:(dd/mm/yyyy) \***

**Gender : \***

**Email Id : \***

**Institute Name : \***

**Qualification Category: \***

**Year Of Passing for Highest Qualification\*:**

**Enter Password as per [TCS Password-Policy](#) \***

**Re-enter Password : \***

**Select Security Question : \***

**Answer to Security Question : \***

**Please enter the characters as you see in the image : \***

After filling all the details please click on submit

# Registration Process

Step #4 After clicking the submit button in the registration form candidate's reference id would be generated and displayed which the candidate needs to note down the reference id for their future reference.

Step #5 Candidate can go to the home page to fill in the application form by clicking on continue button and entering their password for confirmation.

**Thank you for registering with TCS !**

Please note your Reference ID: **CT20130731616** for all further communication with TCS.

An email with your CT Reference ID and Password as entered by you has been sent to your email ID mentioned in the Registration Form.

Click on "Continue" and enter your password to complete Application Form and access Campus Commune.

Continue

By clicking on continue candidate will redirect to the next step home page after asking the password.



# Application Form

Candidate need to fill in the Online Application form by clicking on the 'Application Form' tab on the left hand side of the home page.

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Experience certainty.

**NextStep**

Welcome SDS (CT20130731616)

**Application Form**  
Campus Commune  
Track My Application  
How to Apply

**Open SeeSame**  
TCS Online Assessment  
Model Question Paper  
Click to take the  
Practice Test »

TCS NextStep Portal

Candidate can click here to fill the application form

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 will consist 4 sections:

- Personal Details
- Academic and Work Experience Details
- Other Details
- Application Form Preview and Declaration.

Welcome **SDS (CT20130731616)**

[Home](#) [FAQ](#) [Change Password](#) [Contact Us](#) [Logout](#)

### 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

2. 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'

After reading the instructions candidate can start filling the online application form.

[Start filling the Form>>](#)





Step #2 Academic and Work experience Details where candidate can enter their academic and working experience details.

Tick indicates that you have completed this section.

Personal Details ☒ Academic and Work Experience Details ☐ Other Details ☐ Application Form Preview and Declaration ☐

Candidate can read the instructions and continue to fill rest of the details.

**Instruction**

Graduate \*

XII Grade/ Equivalent Diploma \*

X Grade \*

Any Other Qualification \*

NAC-Tech \*

Work Experience Details \*

Declaration \*

**Academic Instructions:**

1. "Marks/CGPA Obtained" denotes Total Marks/CGPA secured by you in ALL\* subjects in all semesters in the first attempt.
2. "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.
3. 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. Enter complete duration for all your qualifications.
6. Please mention only your XII duration in XII Grade details , Pls do not add the XI duration in the same.

Candidates can read the instructions and click continue to fill rest of the details.

Continue

## Academic and Work experience Details

Candidate can fill the academic and work experience details. The Post Graduation link will appear only for candidates with qualification category 'Post Graduates'. Category.

After filling in details for every qualification/field, candidates need to click 'Save' to save details or 'Save and Continue' to move to next qualification/field.

Instruction

Graduate \*

XII Grade /  
Equivalent Diploma \*

X Grade \*

Any Other Qualification \*

NAC-Tech \*

Work Experience  
Details \*

Declaration \*

Please select relevant course? \*

☐ XII Grade ☒ Equivalent Diploma ☐ Both

Course Name:

Major Subjects:

University /  
Institute

Course Duration:

From To

Course Type: ☐ Full Time ☐ Part Time

Grading System: ☐ CGPA ☐ Marks

CGPA Obtained

Total CGPA

Save

Save and Continue

Candidate can either fill XII or diploma details if both have done then select 'both' to fill.

## Other Details

Step #3 Under the "Other Details" section candidate can provide their details such as passport details ,certifications, achievements, languages etc. and can upload the photo and CV.  
After filling in details for each field, candidates need to click 'Save' to save details or 'Save and Continue' to move to next field.

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 \*

Nationality

Nationality \*

Type to filter

Languages Known \*

In addition to the native languages, you can also select Foreign languages known if applicable.

Language	Speak	Read	Write	Mother Tongue

Add New Row

Delete Row

Please ensure that you select only one Mother Tongue. If you select more than one then last selected will be considered as your Mother Tongue

Save

Save and Continue

If you have any language certifications(including English), please select the certifications from below list

## Other Details

Personal Details	Academic and Work Experience Details	Other Details	Application Form Preview and Declaration
<b>Passport/PAN/NSR Details</b>			
<b>Nationality and Languages Known *</b>			
<b>References *</b>			
<b>Achievements/Scholarships and Certifications</b>			
<b>Upload Photo/CV *</b>			
<b>References</b>			
One of the two references must be from your current/previous academics institution or industry or organisation. The references should not be your relatives			
<b>Reference 1</b>			
Name: <input type="text"/>			
Designation: <input type="text"/>			
Contact No.: <input type="text"/>			
Email ID: <input type="text"/>			
<b>Reference 2</b>			
Name: <input type="text"/>			
Designation: <input type="text"/>			
Contact No.: <input type="text"/>			
Email ID: <input type="text"/>			
<b>Save</b>		<b>Save and Continue</b>	

# Application Form preview and Declaration

## Step #4

### Application Form



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 and mother's maiden name) by navigating to respective section before final submission of the Application Form.

Application Form preview

### Declaration

### TCS Terms and Conditions

investigation or sharing of the investigation results as above.  
I certify that I am at present in sound mental and physical condition to undertake employment with TCS. I also declare that there is no criminal case filed against me or pending against me in any Court of law in India or abroad and no restrictions are placed on my travelling anywhere in India or abroad for the purpose of business of the company.

I Agree \* ☒

Date : 05/09/2013

Place : \*

Submit Application Form

Candidate can preview details filled in the Application form

Candidates need to read and accept terms and conditions . To submit the form, they need to click "submit Application form"



# Apply for Drive

To apply for the drive, login into the NextStep portal with your Reference ID and password.

**TATA CONSULTANCY SERVICES**  
Experience certainty.

**NextStep**

Login using your reference id and password to Apply for Drive.

**Registered Candidates**  
CT/DT Reference ID  
  
Password  
  
[Login](#) [Forgot Password?](#)

**New Candidate, Register here**  
[How to Apply?](#)

**Welcome aboard TCS NextStep!**  
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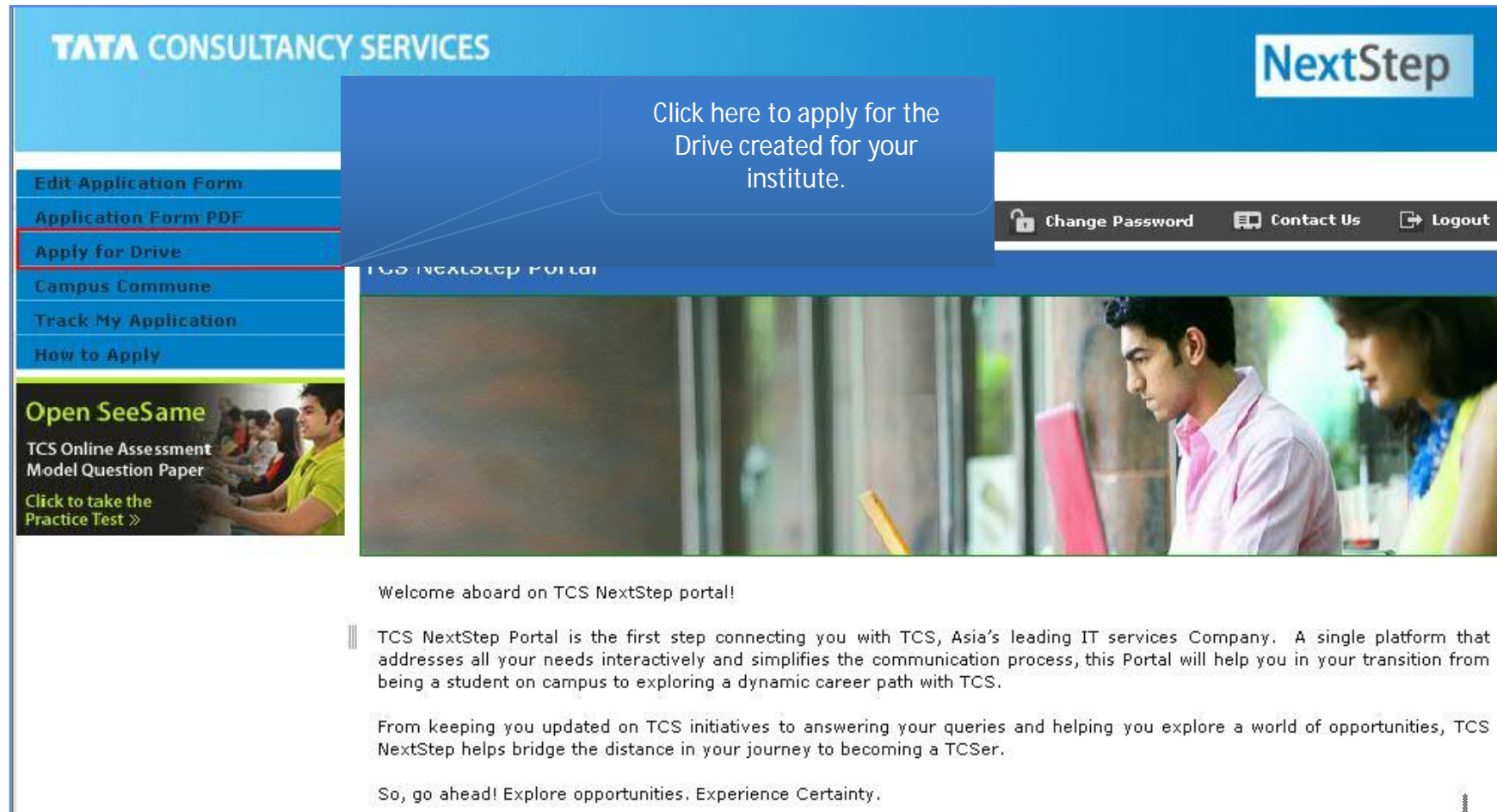
**TCS in the News**  
TCS earns a top-ranking Platinum Big Tick for corporate responsibility  
Ramadorai new chairman of NSDC  
TCS tops in market capitalization.

**ASPIRE**  
Pre-ILP Online Learning Program  
Get equipped for TCS Initial Learning Program

**Open SeeSame**  
TCS Online Assessment Model Question Paper

# Apply for Drive

After login you will get an tab 'Apply for Drive' at the left of NextStep home page.



The screenshot shows the TCS NextStep Portal interface. At the top, the 'TATA CONSULTANCY SERVICES' logo is on the left and the 'NextStep' logo is on the right. Below the logos, a navigation bar contains links for 'Change Password', 'Contact Us', and 'Logout'. On the left side, there is a vertical menu with the following items: 'Edit Application Form', 'Application Form PDF', 'Apply for Drive' (highlighted with a red box), 'Campus Commune', 'Track My Application', and 'How to Apply'. Below the menu, there is a section titled 'Open SeeSame' with the text 'TCS Online Assessment Model Question Paper' and a link 'Click to take the Practice Test >'. A callout box with a blue background and white text points to the 'Apply for Drive' link, stating: 'Click here to apply for the Drive created for your institute.' The main content area features a large banner image of two people working on a computer. Below the banner, the text reads: '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.', and 'So, go ahead! Explore opportunities. Experience Certainty.'

# Apply for Drive

The Apply for Drive screen enlists drive details along with the TCS Eligibility Criteria. Candidates need to click 'apply' to apply for drive.

Application Form

**Apply for Drive**

Campus Commune

Track My Application

How to Apply

Campus Commune

Connect. Share. Explore.

Open SeeSame

TCS Online Assessment Model Question Paper

Take the test >>

ASPIRE

Pre-ILP Online Learning Program

Get equipped for TCS Initial Learning Program

TCS Campus Recruitment Drive has been scheduled in your institute on **08/06/2012**

Please click on **Apply** tab below to apply for the drive.

We recommend that you fill in the application form and apply for the drive at least 48 hours prior to **08/06/2012**

Please note that successful completion of both registration and application forms is mandatory to appear for the TCS Selection Process. Your candidature/application is subject to fulfillment of the TCS eligibility criteria as specified below:

- Minimum aggregate (**aggregate of all subjects in all semesters**) marks of 60% or above in the **first attempt** in each of your Class Xth, Class XIIth, Diploma (if applicable), Graduation and Post-Graduation examination which includes successful completion of your final year/semester examination without any pending arrears/back logs during the entire course duration. Please note that all subjects mentioned on the mark sheets should be taken into consideration while calculating the aggregate marks. For example, best of 5/6 subjects for calculating the aggregate is not acceptable as per the TCS Eligibility Criteria.
- **First attempt** implies that you should pass the final year/semester examination (Xth, XIIth, Diploma, Graduation and Post-Graduation as applicable) with minimum aggregate (aggregate of all subjects in all semesters) marks of 60% and above within the first attempt itself. For example, if you have secured 58.9 % (aggregate of all subjects) in your Standard XIIth examination and you have taken an improvement exam in the next attempt securing 62 %, you are not eligible as per the TCS Eligibility Criteria, as improvement exam is not considered as first attempt.
- Completion of all courses Class Xth onwards within the stipulated time as specified by your University/Institute without any extended education.
- It is mandatory to declare the gaps/arrears/backlogs, if any, during your academic and work experience. Break in education should not be due to extended education. Any break in education should not exceed 24 months.
- Only Full time courses will be considered.
- You should be minimum 18 years of age to be eligible to apply for the TCS Selection process.
- Candidates who have applied to TCS and have not been successful in clearing the TCSL selection process, are not eligible to re-apply to TCS within six months from the date on which they had attended such selection test and/or interview. You are not eligible to appear for the TCS selection process within six months of the previous unsuccessful attempt.

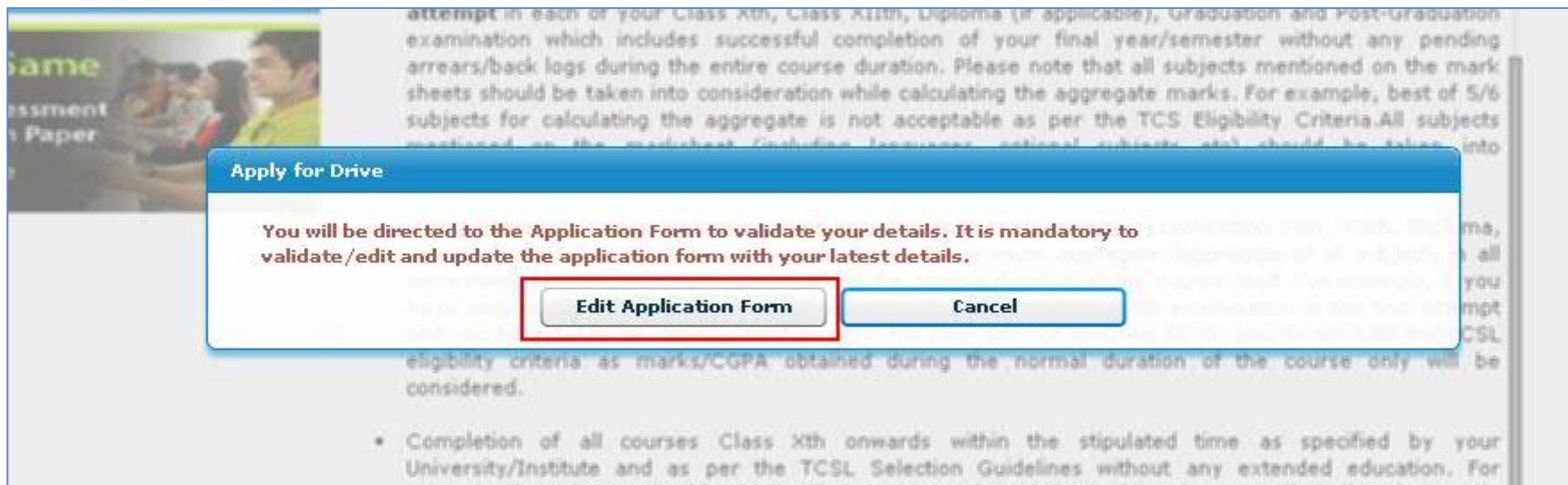
Candidates need to click here

Apply



# Apply for Drive

After clicking 'Apply', candidates would be directed to application form page wherein they need to validate/edit details.



# Apply for Drive

After clicking 'Edit Application Form', candidates can update their details. After updating/editing details, they need to accept terms and conditions and click 'Submit Application Form'.

## TCS Terms and Conditions

connection with the Services, which I may be required to provide to such clients. I confirm and undertake that the Company shall incur no liability or obligation of any nature whatsoever resulting from such investigation or sharing of the investigation results as above. I certify that I am at present in sound mental and physical condition to undertake employment with TCS. I also declare that there is no criminal case filed against me or pending against me in any Court of law in India or abroad and no restrictions are placed on my travelling anywhere in India or abroad for the purpose of business of the company.

Click here to accept TCS Terms and Conditions.

Date : 06/09/2013

Place : \* Bhopal

Submit Application Form

Click here to update changes made in the Application form.

A confirmation pop up will come after submitting the details.

### INFO

Your details have been successfully applied

OK

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# Thank You