



Ref. No.: \_\_\_\_\_

Date : 05.08.2023

**TCS is hiring! Students whose passing year is either 2021, 2022, or, 2023 may apply.**

<b>Qualification</b>	UG- BA/ B. Com (Full Time)
<b>Percentage</b>	Minimum aggregate (aggregate of all subjects as on marksheet in all semesters) marks of 60% or above in each of Class 10th, Class 12th, Diploma (if applicable), Graduation examination which includes successful completion of final year/semester
<b>Batch</b>	2021, 2022, 2023 Year of Passing (YoP) are Eligible.
<b>Work Experience</b>	Candidates with prior experience of up to 2 years would be Eligible.
<b>Backlogs</b>	No Backlogs would be permitted, and students should have all marksheets.
<b>Extended Education</b>	Course should have been completed within the stipulated duration and no extended education would be permitted.
<b>Gaps/ Break</b>	Overall academic gap should not exceed 24 months until highest qualification. Relevant document proof, as applicable, will be checked for gaps in education.
<b>Open Schooling</b>	Only Full-time courses will be considered (Part Time/ Correspondence courses will not be considered). However, 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.
<b>Age</b>	Minimum 18 years and Maximum 26 years.

**\*\*To facilitate this drive, we would require the following details of the interested candidates in the attached format by 7th August, 2023 (Monday) 1 PM. The same has been attached as a candidate template Excel in this email. Please note, due to the limited positions, applications would be processed on a first come, first serve basis. \*\***

**Registration Process for the Candidates - MANDATORY**

- Step 1: Log on to the TCS Next Step Portal <https://nextstep.tcs.com/campus/#/registrationPage>





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- Step 2: Click on '**Register Now**', choose category as '**IT**', proceed to fill your details and generate your 13 digit TCS Reference ID (CT/DT Number)
- Step 3: Log In with your reference ID and set password.
- Step 4: Complete the Application Form and Submit
- Your final status should be "**Application Received.**"

Submit your final details to your TPO / Placement Team in the asked format.

Highest Qualification / Pursuing	UG- BA/ B. Com/ BBA/ BMS (Full Time). YOP – 2021,2022, 2023 Only
Test Location	Kolkata
Job Location	Kolkata
No. of seats allotted to institute	20
TEST DATE	16 September 2023 (Saturday)
MODE OF TEST	In Centre ( TCS ION Centre)
TEST PATTERN	Aptitude Test (3 Sections: Numerical, Verbal and Reasoning Ability)
TEST DURATION	60 Minutes

**Interested and eligible candidates may apply through the link below within the time mentioned in the enclosed mail.**

**[https://docs.google.com/forms/d/e/1FAIpQLScH6fFDBoOI4CE9lv9QF xJZJBm859oAVy7fnpQHJqhH9YaAq/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScH6fFDBoOI4CE9lv9QF xJZJBm859oAVy7fnpQHJqhH9YaAq/viewform?usp=sf_link)**





**JOB DESCRIPTION:**

**Job Title:** Venue Commanding Officer || **Reports to:** Regional Operations Manager ||

**Responsibilities:**

- Monitoring and Managing Operational Activities of the Venue.
- Drive Venue team to achieve assigned objectives as per timeline.
- Review & ensure 100% preparedness of the venue for flawless delivery.
- Review and ensure Policy Compliance
- Reviewing and reporting on daily Risk/ Issues/ Performance parameters/ pre-defined parameters
- Reviewing measures to achieve 100% process adherence.
- Attending briefing sessions to take download on the compliance & project related information/ parameters, as per the schedule.
- Resolve operational and other technical issues at the venue with the guidance from concerned teams & stakeholders.
- Maintain communication with all relevant teams on regular basis prior to, during & post exam.
- Manage the planning and delivery of effective, efficient, and sustainable operations as per requirement.
- Ensure that delivery is in line with key performance indicators, security policies, governance requirements and customer expectations.
- Monitor, support, and guide team members on ground to ensure compliance to all requirements.
- Manage risk for all the services at the venue on an on-going basis, giving early insight into any issues & the actions being taken to mitigate the risk/ issues. Ensure that all service delivery is within and in compliance with relevant regulatory frameworks and contract requirements.

**Requirements:**

- 0-2 years of experience in Operations/Business/Service Delivery
- Good hands-on experience of Microsoft office (XL, PPT and Word etc.)
- Strong communication skills (Ability to communicate in the regional language will be added advantage)
- Strong analytical skills
- Able to travel 70% 80% of the time.
- Ability to work with cross functional teams.
- Attention to Detail
- Self-motivated and ready to work extended hours.
- Enthusiastic and pleasant personality
- Quick Learner

