



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

Date : \_\_\_\_\_

Greetings from TATA Consultancy Services!!!

We are happy to inform you that we are hiring 2022 and 2023 Year of Passing – B.Com & B.B.A. (Finance) to join TCS BPS. We will be conducting a Walk-In BPS Drive at TCS Gitanjali Park Office. We are very happy to extend a warm invitation to all eligible and interested students of your institution to participate in this drive to explore career opportunities with us.

- Venue: TCS Gitanjali Park, K Block, New Town
- Date: 29th November, 2023 (Wednesday)
- Full Day Event

\*\*To facilitate this drive, we would require the following details of the interested candidates in the below format by 25<sup>th</sup> November, 2023 (Saturday).

CT/DT Reference Id	Name	E-mail Address	Mobile Number	Pursuing Course / Highest Qualification	College Name	Year of Passing out

### 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.

### Eligibility Criteria:

- Highest Qualification Courses & Discipline: 2022 & 2023 Year of Passing – B.Com & B.B.A (Finance) only from a recognized university / college from a recognized university / college.
- 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



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

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

*Prafulla Chandra College*

NAAC REACCREDITED  
(Formerly City College Com.Dept.  
South Kolkata Evening)



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

1. Latest passport size photograph – 3
2. TCS Application Form
3. Resume
4. Original Government Photo ID proof (Aadhar Card / PAN Card / Driving License / Passport / Voter ID)
5. Original College ID Proof
6. 10th Marksheet and Passing Certificate
7. 12th Marksheet and Passing Certificate
8. Graduation all semester / all year-wise Marksheets
9. Post-Graduation all semester / all year Marksheets (If applicable)

*R. Dami*  
Principal  
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