

The most important part of joining TCS is its documentation! This is just a general guide to the new ILP candidates. You should always strictly follow your Annexure ! So let's do this fast!

The Joining Process is Divided into seven parts:

1. Accept the joining letter
2. Complete the TCS Survey Monkey
3. Complete the BGC form filling
4. Fill the NSR (NASSCOM) ITPIN
5. Fill the ON BOARDING forms
6. Prepare the Agreements (Service Agreement & Affidavit/Notarized Undertaking)
7. Prepare the supporting documents

Accept the joining letter:

- a). First you have to accept your joining letter by using your DT reference id

TCS Next Step>>ILP corner>>Joining letter>>**Accept**

- b). Download the Joining letter

TCS Next Step>>ILP corner>> Joining letter >>**Download**

Note: Accepting the joining letter is necessary to complete the other formalities

So first accept your joining letter (if you are going to join TCS)

Complete the TCS Survey Monkey

You have to complete the TSC survey monkey. TCS recruitment team will send you the link by mail

Required details:

1. TCSL Reference id (DT reference id)& password

https://www.surveymonkey.com/r/TCS_Careers_Service_Line_Joining_Status_2016-2017

Complete the BGC form filling:

You have to complete the **Background Check Verification** Before Your Joining date

a). Fill BGC Form:

- i). Fill the Basic Details (Passport, PAN, Address Details)
- ii). Academic Details (CGPA or overall percentage)
- iii). Reference: You have to fill any two person's following details

- Ø Name
- Ø Company/Institute Name
- Ø Designation
- Ø Contact No
- Ø Email id
- Ø Relationship with the applicant
- Ø Period for which reference knows the applicant

- iv). Fill Security Details

b). Declaration:

- Ø In declaration part you have to agree and submit
- Ø Download the BGC completed form

c). Documents uploading:

You have to scan and upload the following documents in PDF or JPEG format each file size should be less than 2MB

- Ø NSR e-card
- Ø Birth certificate or Birth Affidavit
- Ø Permanent, present address proof
(aadhaar / passport / ration card / EB, GAS, mobile Bill / credit, debit card / Bank statement)
- Ø PAN card
- Ø Passport / passport application receipt
- Ø ID proof (voter id, ration card, driving license, bank passbook, aadhaar)
- Ø X- grade mark sheet
- Ø XII-grade mark sheet
- Ø All semester mark sheets
- Ø Non-Criminal Affidavit (first page of the stamp paper)

Fill the NSR (NASSCOM) ITPIN:

You have to enter your NSR ITPIN at
TCS Next Step>>ILP corner>>National skill registry>>ITPIN

(you have to complete the registration and bio-metric process of NSR before joining ILP (please visit site www.nationalskillsregistry.com). And they will send you a NSR-e card by mail or you can generate by yourself by login to your NSR profile)

Fill the ON BOARDING forms

You are mandatorily required to fill and submit the Onboarding Forms before your joining date to smoothen your Onboarding process, failing which your joining formalities will not be completed. These forms are required to be filled as per statutory compliance norms.

Onboarding forms consists of five forms:

- Ø Provident Fund (PF)/ Pension Scheme Nomination form (Form 2 — Part A and Part B)
- Ø Gratuity Form (GF)
- Ø Superannuation Form (SF) -only to eligible employees
- Ø Declaration Form (Form 9)
- Ø Group Life Insurance (GLI)

You would have to fill all the Onboarding forms online and declare nominee(s) for the above mentioned forms. Submit a Hard copy of the completed forms on the day of Joining ILP
TCS Next Step>>Onboarding>>Fill all the forms

After filling these form, you can download these 5 documents at “Dashboard tab”-in the same page

Suggestion: 1. nominee is father or mother 2. share of money -100%

Required information: Name, DOB of the nominee

Prepare the Agreements (Service Agreement & Affidavit/Notarized Undertaking):

a) **Service Agreement:**

1. Buy a Rs.100 stamp paper on your name

2. Print the service agreement page 1 Download.pdf

3. Buy 5 demi (court paper) / green paper (court paper) / Legal / A4 papers

4. Print the service agreement page 2 – 6 Download.pdf

Note: page 6 is also called as surety verification form

Note: Blanks should be written using pen it should not print or type

It doesn't matter how many pages in your agreement but make sure that proper page number and proper content

Other instructions:

If Rs.100 stamp paper is not available, you can also do this in two Rs.50 stamp papers. Make sure the text starts in the stamp paper. You can print first 3 Lines on first Rs.50 stamp paper and next some paras on another Rs.50 stamp paper and the remaining pages on other demi paper.

Read the service agreement guidelines carefully before filling up anything. Many might find this silly but I prefer filling up Xerox copies first. It can save you the money for printing again in case something goes wrong! So we are here going to use a Rs.100 stamp paper for the first few lines

(THIS AGREEMENT made at Mumbai on this 1. _____ day of 2. _____, Two thousand and 3. _____ between TATA CONSULTANCY SERVICES LIMITED,)

and print the rest on simple A4 papers or Legal or demi papers. Fill everything up in CAPS, using a pen. Do not remove any clause, not even the page numbers! Don't forget your signature and surety's signature on the bottom of each page!! Service Agreement needn't be notarized.

Surety Verification:

This is a part of the Service Agreement. Any person who is an Income Tax Payee or has Land property can be your surety! Example: your father! So just make sure you place the signatures in proper places and have your surety fill up the "Surety Verification Form". This form has to be attested by a Gazetteer Officer or the manager of a nationalized bank where the surety holds an account or employer of the surety! or public notary

Ø Attested photocopies of the surety's pan card.

Ø Attested photocopies of the surety's Form 16

(or)

Attested photocopies of the surety's latest income tax return

NOTE: Make sure your surety's signature everywhere matches with that done in his/her Pan Card or you are in some serious trouble

b) Non-Criminal Affidavit:

1. Buy a Rs.100 stamp paper on your name
2. Print the Non-criminal affidavit page 1 [Download.pdf](#)
3. Buy 2 demi (court paper) / green paper (court paper) / Legal / A4 papers
4. Print the Non-criminal affidavit page 2 – 3 [Download.pdf](#)
5. Get this affidavit notarized by a notary public in court (signature in all the pages)

Note: Make sure you choose non-blood relation people as witnesses! Example: Neighbors.

Other instructions:

If Rs.100 stamp paper is not available, you can also do this in two Rs.50 stamp papers. Make sure the text starts in the stamp paper. You can print first 2 paras on first Rs.50 stamp paper and next some paras on another Rs.50 stamp paper and the witness page on another demi paper. just fill in the blanks with a pen DO NOT remove any clause.

Prepare the supporting documents:

1. Medical Certificate:

Download medical certificate format from TCS next step portal and print it (Black & white is enough) Make sure The doctor signs and places his seal on the second page. He should also sign and place a seal on your photo. [format download.pdf](#)

You'll need two attested copies of everything but make sure you keep more copies with you (many times it will help you)

Here's a list of the supporting documents you'll need to get attested by:

- Ø Gazetteer Officer or
- Ø Government higher secondary school head master or
- Ø Tehsildar of the village in which the Applicants resides. or
- Ø District collector of the district in which the Applicants resides

1. Birth Certificate:

(If your birth certificate is not in English, or your name/place of birth/date of birth is missing/the details are mismatching, then it is recommended that you apply for a new one before it's too late. Otherwise, you need a notarized affidavit on Rs.100 stamp paper, which is only a temporary arrangement.)

2. Class X - mark sheet.
3. Class XII-mark sheet.
4. Consolidated Mark sheet (from your institution)
5. Degree Certificate(or Provisional Certificate / course complete Certificate if you. Don't receive your Degree Certificate yet)
6. All Semester Mark sheets
7. Transfer certificate (if you have)
8. Your Pan Card
9. Your Passport
10. surety's information:
 - a) If Income tax payee : photocopy attested
 - i). Surety's Form 16
(or)
Surety's Income Tax Return / saral / form 2d / form12B
 - ii). Surety's PAN card
 - b) If Surety have land
 - i). Surety's land documents photo copy – Registered in English
 - ii). Latest land valuation certificate from the respective authority-photo copy with attested
 - c) Else Fixed deposit of Rs. 50,000 at nationalized bank on TCS name for two years) photocopy attested by bank manager
11. your aadhaar card (if you have)
12. your voter card (if you have)
13. Ration card (if you have)

You'll need two self-attested copies of Following documents but make sure you keep more copies with you (many times it will help you)

1. Joining letter
2. Offer letter
3. ID proof (Passport, Voter ID)
4. Address Proof (Passport, Voter ID)- give a separate copy for permanent & (if Present) address
5. Highest degree mark sheets (for BGC)
6. Degree Certificate / Provisional / Course complete (if only degree certificate not provided by your institution)(for BGC)
7. NSR e-card printout (after you're done with Biometrics, you'll get your ITPIN and e-card with your picture, in your e-mail).
8. Documents for break in education (if any otherwise no need)
 - (i) Medical records, if the break was due to medical reasons.
 - (ii) Certificates / Examination results, if the break was due to additional course done.
 - (iii) Affidavit on a Rs.100 stamp paper with notary authorization, if the study break was due to other personal reasons.
9. CID Form (if you are from Mumbai/ Navi Mumbai/ Thane City/ Thane Rural / Pune otherwise no need) You need to submit Self-Attested Criminal Investigation Division (CID) forms for the respective region. (details about forms will be mailed to you just before your joining)
10. 12+ copies Recent passport size photos
11. All the documents Original compulsory. Don't forget to take the originals with you!

Advise: keep more copies of your documents and attested copies it may help you if any problem

Downloads: Revised format 2016-March

- 1.TCS Service agreement page1.pdf
- 2.TCS Service agreement page2-6.pdf
- 3.TCS Non-CriminalAffidavit page1.pdf
- 4.TCS Non-CriminalAffidavit page2-3.pdf
- 5.TCS Medicalcertificate format.pdf
- 6.TCS_Service agreement_rs_100format.pdf
- 7.TCS_Serviceagreement_rs_50format.pdf

8.TCS_non criminalaffidavit_rs100format.pdf

9.TCS_non criminalaffidavit_rs50format.pdf

use these PDF files to make a print. and if you want TCS Service agreement and Non-criminal affidavit in doc or docx format you can download from the below links but you are advised to use PDF format for perfect alignment and Indian rupee symbol (₹ 50,000) in older ms office version (< 50,000) this ₹ symbol won't be there so careful and check before print the service agreement

1.TCS Service agreementpage1.docx

2.TCS Service agreementpage2-6.docx

3.TCS Non-criminal affidavitpage1.docx

4.TCS Non-criminal affidavitpage2-3.docx

Never hurry with the documentation!! You never know when TCS changes the formats. Call up the helpline or your ILP coordinator (if your ILP location is particularly strict about certain formats) and clear your doubts! I think calling up or mailing the ILP coordinator clears your doubts in a major way

key words:

TCS service agreement Preparation - TCS Non criminal affidavit Preparation - TCS Bond Preparation - TCS Stamp paper Preparation - TCS agreement download - TCS agreement download doc - docx - word - format - TCS agreement Preparation -TCS Document preparation - TCS Initial learning Program ILP - TCS joining process - TCS joining procedure - TCS document required - Attested documents - TCS required documents photocopies - TCS freshers document and agreement -TCS service agreement preparation step by step