

Rani Birla Girls' College
38, Shakespeare Sarani, Kolkata- 700017

No. 22/NOTICE/PRIN/2024

Date: 26.01.2024

Notice

Career Counselling and Placement Cell

This is to notify that TCS will be conducting a **Walk-In BPS Drive** at **TCS Gitanjali Park Office, New Town, Kolkata** on **1st February, 2024** for hiring **Graduate Freshers 2022 and 2023 Year of Passing – B.A, B.Sc** (except IT & CS) to join TCS BPS.

- **Walk-In Date: -01 – February – 2024 (Thursday)**
- **Venue: TCS Gitanjali Park, K Block Ground Floor Interview Area, New Town, Kolkata – 700156, West Bengal (Gate 1/2)**
- **Reporting Time: 9:30 AM**

The students **who have completed their graduation in either 2022 or 2023** are requested to check the Annexure attached herewith for further details in this regard. The interested candidates must register and submit the final details to **(9432496030 – Whatsapp only)** in the given format (attached in the Annexure) by **27th January, 2024 by 5pm.**

Saxmila Paul.

Convener

S Bhattacharyya.

Principal

PRINCIPAL
RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI
KOLKATA - 700017

Annexure

Role and Work Time Schedule (Shift Work):

- **Role:** Back Office Operations (Data Processing) - The job involves data processing transactions
- **Work Timing:** 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 – BCom, BA, BSc (**Except IT & CS**), BBA, BBM, BMS, BAF, BBI 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 (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:

Registration is mandatory for appearing in the said recruitment drive. If, both registration and application form have already been submitted in the TCS Next Step portal for recent past drives, you can move to step 3 directly.

- **Step 1:** Log in to the TCS Next Step Portal. Link is given below (<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).

Now, you will face either one of the below-mentioned scenarios:

- **Scenario A:** In case you already have DT ID, kindly log in to TCS Next Step Portal (click <https://nextstep.tcs.com/campus/#/registrationPage>) and Complete the Application Form and Submit.
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- **Scenario B:** If you are a new user, kindly log in 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 below-mentioned format by 27th January, 2024 by 5pm:

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

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)

Please Note: TCS will check the eligibility criteria at multiple stages during the selection process. If discrepancies found at any stage, will lead to disqualification of the candidature.

