



Guru Gobind Singh Indraprastha University
“A State University established by the Govt. Of NCT Delhi”
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 939

28th March 2024

Sub. Placement opportunity for MA English and MA (MC) students of USHSS and USMC, GGSIP University of the batch passing out in year 2024 in the company “TCS” under “TCS BizSkills Hiring YOP 2024”.

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for MA English and MA (MC) students of USHSS and USMC, GGSIP University of the batch passing out in year 2024 in the company “TCS” under “TCS BizSkills Hiring YOP 2024” for your reference and circulation to students to apply on given link by **29th March 2024, 11:00 AM** (Need to complete both parts of registration by given timeline)

REGISTRATION PROCESS: Registration in two parts –

PART A - All eligible interested students are required to register under TCS NextStep portal (Under IT) using personal email ID only, with status reflecting as ‘Application Received’ (steps attached for reference).

PART B – Registration on below Google form for confirmation:

Confirmation Link – <https://forms.gle/8Qc6vy6osSuC6z5e6>

TCS BizSkills Hiring for MA in English/ Communication course for the batch of 2024.

The pen & paper based test for the same would be scheduled on **Monday, April 8th, 2024** in TCS Offices (location would be confirmed shortly).

BizSkills Hiring Eligibility Criteria:-

- **Qualification-** Candidates pursuing Full Time Post Graduation Courses recognized by a state or Private university under the below disciplines (Master of Arts in English Literature / Communication) with Year of passing as 2024 are eligible.
- **Course Duration:** Candidates should have completed the course in the stipulated course duration (i.e., No extended education).
- **Academic Aggregate:** – Consistent academic record of 50% or above (or equivalent CGPA) in Class X, XII and Graduation/Post graduation.
- **Backlog Criteria** -The candidate should not have any pending backlogs in the academics.

- **Gap / Break in Education:** It is mandatory to declare gaps in education, if any. Overall academic gap should not exceed 24 months until highest qualification. Relevant document proof, as applicable, will be checked for gaps in education.
- **Course Types:** Only Full-Time courses will 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.
- **Age:** Minimum age should be 18 years and maximum age should be 28 years at the time of being put through the TCS selection process.
- **Work Experience:** A candidate with up to 2 years of experience may apply. However, prior experience, if any, would not be considered as relevant under the Bizskills hiring. The candidate would be hired as a fresher.

For more information please refer attached JD.



(Dr. Nisha Singh)

Training and Placement Officer
CCGPC, GGSIP University

Steps for Student Application Form Creation on TCS Next Step Portal – PART A

Steps for Registration-

- Step 1 - Log on to the Portal: [NextStep- Tata Consultancy Services \(tcs.com\)](https://tcs.com)
- Step 2 - Click on "Register Now"
- Step 3 - Select the option "**IT - Information Technology**" only.
- Step 4 - Fill Registration Form
- Step 5 - Submit
- Step 6 - TCS Reference ID gets created. (To be shared with TCS)
- Step 7 - Click on "**Application Form**"
- Step 8 - Complete filling the Application Form and **Submit**.
- Step 9 - Click on "Check Status" - The status should **mandatorily** be "Application Received".

Please Note: The candidate must enter Personal Details as per Aadhar Card only.

PART B - Registration on below Google form for confirmation:

Confirmation Link – <https://forms.gle/8Qc6yy6osSuC6z5e6>

JD for Business Skills Faculty Role

Role

- ✓ Business Skills faculty for TCS Xplore Program

Location:

- ✓ Pan India

Responsibilities

- ✓ Conduct and manage the Business Skills training for a specific set of trainees joining the organization.
- ✓ Deliver training sessions (virtual and instructor-led) on various Business Skills modules such as Speaking skills, Writing Skills, Professional Behavior, Team Dynamics
- ✓ Conduct evaluations at regular intervals to assess performance of trainees and provide regular feedback to trainees to help them bridge their learning gap.
- ✓ Conduct ongoing learning activities to improve various skill sets of trainees.
- ✓ Inspire and motivate trainees on Professional Behavior and help meet organization's expectations on professionalism.

Competency requirements:

- ✓ Excellent communication, presentation and interpersonal skills
- ✓ An aptitude and passion for learning and imparting training
- ✓ Proactive, flexible and result oriented

Required Qualification:

- ✓ MA (English Literature,/Linguistics)