GOVERNMENT OF WEST BENGAL

BARASAT GOVERNMENT COLLEGE

NAAC ACCREDITED 'A' GRADE & DST-FIST SPONSORED COLLEGE

10, K.N.C. Road, Barasat, Kolkata - 700124, West Bengal, India
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No.: 26/23-24

Date: 03.08.2023

NOTICE

This is for the information of all concerned that the TATA Consultancy Services is hiring 2021, 2022 and 2023 Year of Passing Candidates to join TCS as Venue Commanding Officer. TCS will be conducting selection drive at TCS iON Centre Office. All eligible and interested candidates of Barasat Government College are encouraged to participate in this drive to explore career opportunities with TCS.

Date	16th September 2023 (Saturday)
Highest Qualification / Pursuing	B.A. (Full Time) - YOP 2021, 2022 & 2023
Venue	TCS iON Centre, New Town, Kolkata

Job 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.

Eligibility Criteria

- **Qualification:** B.A. (Full Time)
- **Percentage:** 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
- **Batch:** 2021, 2022, 2023 Year of Passing (YoP) are Eligible.
- **Work Experience:** Candidates with prior experience of up to 2 years would be Eligible.
- **Backlogs:** No Backlogs would be permitted, and students should have all marksheets.
- **Extended Education:** Course should have been completed within the stipulated duration and no extended education would be permitted.

- **Gaps/ Break:** Overall academic gap should not exceed 24 months until highest qualification. Relevant document proof, as applicable, will be checked for gaps in education.
- **Open Schooling:** 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.
- **Age:** Minimum 18 years and Maximum 26 years.

**Registration Process for the Candidates - MANDATORY

Step 1. Log on to the TCS Next Step Portal https://nextstep.tcs.com/campus/#/registrationPage
Step 2. Register and apply for the TCS Hiring process
- **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 **'IT'**, 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.

(Fill up the Google Form link given below)

Test and Place of Posting Details

- **Test Date:** 16th 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
- **Test Location: Kolkata**
- **Place of Posting: Kolkata**

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

1. Latest passport size photograph – 3
2. **Printout of your TCS Application Form without which the candidates will not be allowed to sit for the interview**
3. Printout of your Resume
4. Original Government Photo ID proof (Aadhar Card / PAN Card / Driving License / Passport / Voter ID) & Original College ID Proof
5. 10th Marksheet and Passing Certificate
6. 12th Marksheet and Passing Certificate
7. Graduation all semester / all year-wise Marksheets
8. Graduation Degree Certificate / Provisional Degree Certificate / Course Completion Certificate
9. Post - Graduation all semester / all year-wise Marksheets (if applicable)
10. Post - Graduation Degree Certificate / Provisional Degree Certificate / Course Completion Certificate (if applicable)
11. Copy of Vaccination Certificate (Double dose)

Requirements

✓ 0-2 years of experience in Operations/Business/Service Delivery (Not Mandatory)
✓ 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

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

For any query, you can mail **Mr. R. Sai Kiran, Recruiter - Campus Hiring - India East,**
Tata Consultancy Services Limited, Kolkata.

Mail to: **saik.r@tcs.com**
Web site: **www.tcs.com**

Google form link: https://forms.gle/NgYhENx1zW8B17Vp8

Submission of this Google form within midnight (11.59 pm) of 05.08.2023 is mandatory for valid candidature.

Jaydip De
Convenor

Career Counselling, Entry-in-service & Placement Cell
Assistant Professor
Barasat Govt. College
Govt. of West Bengal

A. Chatterjee
Principal

Principal
Barasat Govt. College
Govt. of West Bengal

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