About Us:

Tata Consultancy Services is an IT services, consulting and business solutions organization that has been partnering with many of the world's largest businesses in their transformation journeys for the last 50 years. TCS offers a consulting-led, Cognitive powered, integrated portfolio of IT, Business & Technology Services, and Engineering.

A part of the Tata group, India's largest multinational business group, TCS has over 430,000 of the world's best-trained consultants in 46+ countries. The company generated consolidated revenues of approximately US $20 billion in the fiscal year ending on March 31, 2019, and is listed on the BSE (formerly Bombay Stock Exchange) and the NSE (National Stock Exchange) in India.

TCS' proactive stance on climate change and award winning work with communities across the world have earned it a place in leading sustainability indices such as the Dow Jones Sustainability Index (DJSI), MSCI Global Sustainability Index and the FTSE4Good Emerging Index.

TCS is also one of the country's largest equal opportunity employer with more than one-lakh female associates and is a continuously ranked a leader in the 'India's Most Respected Companies' survey conducted by the Business World magazine.

TCS has planned Off-Campus drives - National Qualifier Test to select the best talent in the country from the **2019-20 batch** to learn, grow and excel with us. Candidates will be offered opportunities with one of TCS' fastest growing units - **Cognitive Business Operations (CBO), Banking and Financial Services and Insurance (BFSI), and Life Sciences** in various enriching roles that will amplify their career growth.

Job Description:

Role	Data Processing - Back office operations
General Summary	The Associate is responsible for the daily data processing transactions related to their unit.
Major Job Function	1. Data processing activities 2. Tracking and reporting of metrics
Essential Skills	1. Good Communication Skills (Spoken, Written) and interpersonal skills 2. Good analytical & logical reasoning skills 3. Willing to work in 24x7 environment (any shift) 4. Basic computer and systems skills 5. Ability to use various applications in PC (especially MS word, MS excel proficiency is very essential).
Additional Skills	1. Basic Mathematics and Logical Reasoning Ability 2. Good keyboard skills
Position	BPO S – Trainee
Qualifications	**Eligible:** All 2019-20 - BCom, BA & BBA/BBM/BMS eligible. **Not Eligible:** B.A Economics, B.Tech, BE, BMM, B.A. Statistics, BA Journalism, BSc, CA, ICWA, MBA, M.Sc., MA, M.Com are NOT eligible for the Test.
Basic Criteria	• Only 2019-20 Arts, Commerce and Management Graduates are eligible for the test. • Only full-time graduates are eligible (15 years of regular education) – No Undergraduates/Correspondence Courses/Part-time/Open school. • Candidates with a gap of more than 2 years in education are ineligible for the test. • Candidates should NOT have more than 3 months of work experience to be eligible for the test. • Candidates should be comfortable working in rotational shifts, including night shifts. • Post graduates, students pursuing higher education and/or candidates with active backlogs are not eligible.