CUIC – TNSLPP (TIRUNELVELI ZONE) – INFOSYS (REGISTRATION) - URGENT

All the students of the colleges falling under Tirunelveli Zone (as per CUIC’s earlier announcement) are requested to register with M/s Infosys Limited after receiving the ‘User Name’ and ‘Password’ from Infosys. The Placement Officers are requested to help the students in the registration process.

The students are requested to attend the TNSLPP drive with the hard copy of the Hall Ticket sent by M/s Infosys Limited. The Hall Ticket is compulsory for taking the Online Test.

The students of the colleges falling under Coimbatore Zone (as per CUIC’s earlier announcement) who had registered late and received the hall ticket can also attend the TNSLPP at PSN College of Engineering and Technology, Melathediyyoor, Tirunelveli District – 627 152 on 10.01.2014 with hard copy of the Hall Ticket.

The students having hard copy of the Hall Ticket are alone permitted by the M/s Infosys Limited for the online test.

Note: The students who had registered in Google Drive but not received the User Name and Password mail from M/s Infosys Limited are directed to do the following:

2. Click on Login under Freshers
3. Click on Password Forgotten
4. Provide your email id (as given by you in the google drive) and click Request Password
5. Password will be reset and you will receive an email from ‘talentacquisition@infosys.com’ at your registered email id. The email will contain new login credentials, which will enable you to register and receive Hall Ticket.
6. Make sure you check spam and junk folders as well.

For further clarification regarding User Name / Password Registration / Hall Ticket, the students are requested to contact M/s Infosys Limited campusregistration@infosys.com

STEP BY STEP PROCEDURE FOR THE REGISTRATION is given in the next page.
Step by Step Application Filling Process For Freshers
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Step by step application filling process

How to update the Personal information?
1. Select Job Posting by clicking on the extreme left hand side of the row and click “Continue/Display Application”

Note: If you click on Delete/Withdraw button we will not be able to receive your application

2. Click **Continue**

3. Fill in your Personal Information and click **Education/Training**
How to update the Education information?

4. To Update educational details Click **Add**

5. Update all the full time educations details starting from 10th, 12th and Graduation (Diploma and Post-Graduation if applicable)

Once you update one education details, click **Ok** for saving the information and Click **Add** to update new education.

**Note:** Please select **others** as option from the drop down menu only when the relevant item is not displayed and update the respective items in the **Free Text.** The Free Text would be available as soon as you select others in any of the drop downs list.
6. All the saved educational details will be displayed in separate rows. To modify the uploaded records, select the **row** and click **Edit**

To delete any education details that is uploaded, select the row & click **Delete**

7. Modify the details that you wish to do and click **OK** to save the changes
How to update Work Experience?

8. To update your experience details, click **Work Experience**

Note: Update only the Full time employment as experience (*Internship will not be counted as experience*)

9. Click **Add** to update your Work experience

10. Enter all the required details and click **Ok** to save the details.
11. To edit the work experience select Row and click Edit. To delete a work experience select row and click delete.

How to upload Resume?

12. To upload your resume click Attachments. Click Add to upload your resume.

13. Locate your file in your system; update other details like document title, attachment type, language and click Save to upload your resume.
14. To edit your resume select **Row** and click **Edit**.

To delete resume, select **row** and click **delete**

15. Click **Replace Current Document** and repeat step 13

**How to update questionnaire?**

16. Click **Questionnaire**
17. Answer all the Questions in the section and Click **Complete Application**

![Application Wizard](image1)

**Note:** The text boxes cannot be left blank. If your answer is “No” for any of the questions, please update “NA” wherever applicable in the textboxes.

**How to preview and submit the profile?**

18. You can go through your profile details in the Data Overview section. If you wish to make any change to any of the details you can click on the relevant section highlighted in Red and make the changes. If all the details are correct, tick both the check boxes and click **Send Application Now.**

![Data Overview](image2)
19. Your application has now been sent to Infosys Ltd. for further processing. Once Your Profile is shortlisted, you will receive an email from us to print the Application form.

![Application Wizard](image)

Thank you for applying to Infosys.

We are checking the information in your application and will be in touch with you soon.

You can now close the window.

**Note:** All eligible candidates have to download the Online Application form which will be available on Infosys career site **three** days prior to the day of the recruitment test.

**How to download and print online application form?**

20. To download Application form, click My Application under **Employment opportunities**

![My Applications](image)

21. Select the row and you will be able to see a hyperlink to download the application.
20. You may open or save the application on the local drive

*Please take a back-to-back print out of the online application form.