

## Guidelines for Application

1. **Nature of Employment:** TAS In-house is open only to employees on permanent rolls of Tata Group companies and Tata Joint Venture companies (excluding employees on JV partner rolls).
2. **Minimum Educational Qualification:** A full-time Bachelor’s degree in any discipline, is mandatory.
3. **Minimum Service within the Group:** As on 1<sup>st</sup> April 2022, applicants should have minimum 2 years of current continuous service in the Group. As an exception, all Management Trainees / Graduate Engineer Trainees / employees of other structured group programmes who have joined the group on or before 15<sup>th</sup> September 2020, will be eligible for TAS In-house 2022.
4. **Maximum Work Experience:** As on 1<sup>st</sup> April 2022, applicants to have total professional work experience post the Bachelor’s degree, of not more than 6 years. Of those, at least 2 years should be continuous service in the Tata Group on permanent rolls, as stated in points 1 and 3 above.

For the computation of the balance work experience, if any, Full-time, Permanent, Part-time, Temporary, Consultant, Retainership assignments / employment will be considered. Short term project internships will not be considered as work experience.

5. **Performance Management Cycle:** Employees should have undergone minimum 2 continuous appraisal cycles within the Group as on 1<sup>st</sup> April 2022, with the exception mentioned in point 3 above.
6. **Valid Score:** A GMAT/CAT/XAT score with validity as defined below:

<b>GMAT:</b> A valid score, for a GMAT test taken in 2017 or after	<b>OR</b>	<b>CAT:</b> A valid percentile, for a CAT test taken in 2019 or after	<b>OR</b>	<b>XAT:</b> A valid percentile, for a XAT test taken in 2020 or after
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7. **Registration:**
  - a. Once the registration window opens, interested applicants will have to register (**with their official Tata email ID only**) on the TATA website <https://www.tata.com/careers/programs/tas/tas-in-house-program>
  - b. **An applicant can register only once.** Applicants with multiple registrations/entries with varying details – name, GMAT/CAT/XAT score combinations, email IDs, etc, will be disqualified for the TAS In-house process.
  - c. Applicants should register on the website only once a valid CAT/XAT/GMAT score is secured. **Applicant must pick one of the above-mentioned exam scores to submit.** Multiple scores will not be considered.
  - d. **In the first stage, applicants are only required to complete the registration process and not fill the TAS application form.** The TAS application form (post logging in) needs to be completed post meeting the score cut-off. Candidates will be informed via mail about when to start filling the form.
8. **Sabbatical / Long Leave:** Applicants currently on sabbatical, study leave, medical leave and leave without pay are eligible to apply for TAS In-house subject to approval from the respective company HR department and provided they are on the rolls of the company and viewed as continuous service. If selected, the applicant will have to join the program on the declared date of commencement.