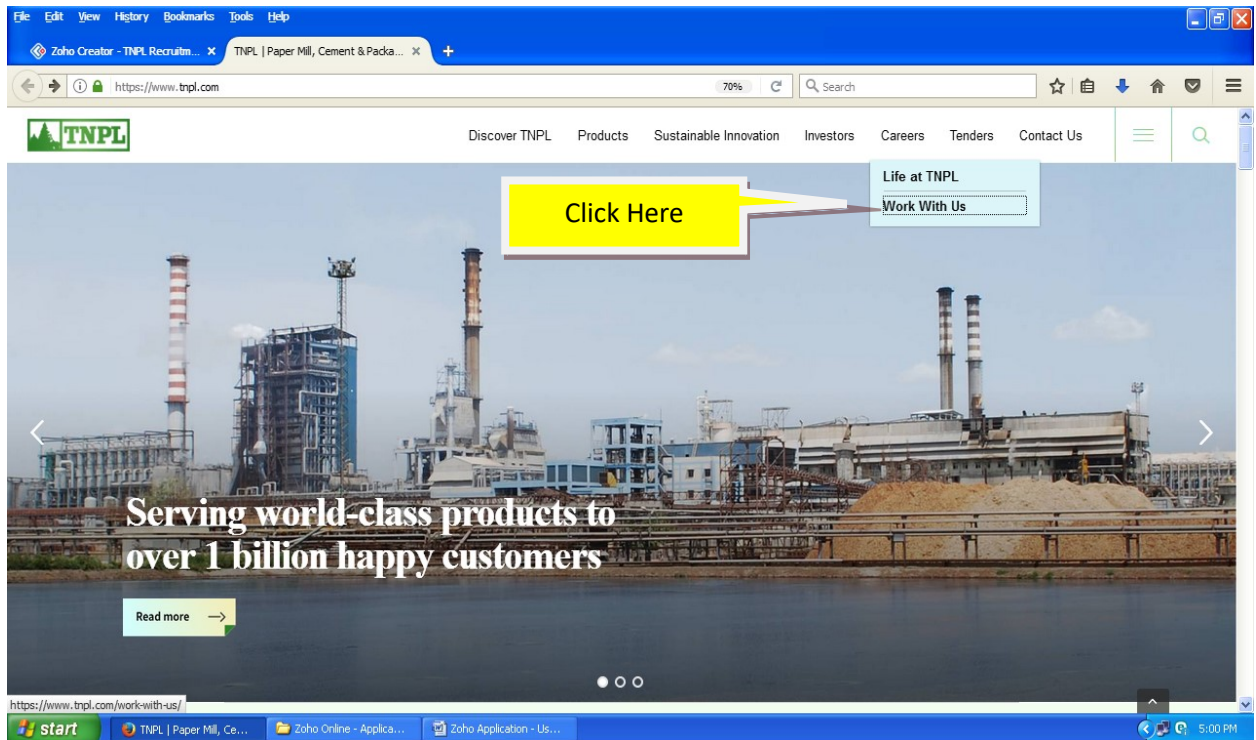# USER MANUAL - HOW TO APPLY ONLINE

1. Go to https://www.tnpl.com and select **Careers** under **Work With Us** Menu.

2. Current Job openings are displayed as below.

> Go through the advertisement detail carefully to check your eligibility

> Click here to apply if meeting eligibility norms

3. Select a Job post from List of values

Candidate Application Form

Post *	-Select- ⌄
	Assistant Plant Engineer (Electrical)
Advertisement Number	Assistant Plant Engineer (Mechanical)
Name (As in HSC / SSLC / Matric Certificates) *	Assistant Shift Engineer (Chemical) Father Name
Email	✉
Confirm email	✉
Phone *	+91 ▾ 8123456789
Nationality	-Select- ⌄
Religion	-Select- ⌄
Date of Birth *	dd-MMM-yyyy 📅

Candidate Application Form

Post *	Assistant Plant Engineer (El... ✕ ⌄
Advertisement Number	DIPR/1050/DISPLAY/2019
Name (As in HSC / SSLC / Matric Certificates) *	None ⌄
	Prefix Name of Candidate Father Name
Email	✉
Confirm email	✉
Phone *	+91 ▾ 8123456789
Nationality	-Select- ⌄
Religion	-Select- ⌄
Date of Birth *	dd-MMM-yyyy 📅

4. Fill in the Name in Capital Letters (As in SSLC/HSC/Matric Certificate); provide the valid email address for further communication

5. Email and Confirm email should be same.

6. Date of Birth Should be as per Certificate (As in Birth Certificate/SSLC/HSC/Matric Certificate)

7. Fill the Correct permanent and present address of communication (Don't Use Symbol '& in address line)

Gender	Male	× ∨
Community *	BC	× ∨
Caste *	Kongu	
Aadhar Card No *	982858469875	

Permanent Address

Z1 TNPL Colony
Address Line 1

Kagithapuram
Address Line 2

Karur	tamil nadu
City / District	State / Province
639136	India × ∨
Postal Code	Country

639136	India × ∨
Postal Code	Country

Is present address same as permanent address	Yes	× ∨

Present Address

Z1 TNPL Colony
Address Line 1

Kagithapuram
Address Line 2

Karur	tamil nadu
City / District	State / Province
639136	India × ∨
Postal Code	Country

Have you ever been involved in any criminal case / arrested / remanded / Convicted?	No	× ∨

8. Fill the address of the father/Husband

9. Select the perfect match qualification from the Drop down.

10. Fill the qualification details in ascending order from SSLC to Higher qualifications as in incremental date

11. Fill the experience details in ascending order from first organization to present organization

12. Upload your resume in Additional Information; upload the passport photo and signature (Image size should be below 10 MB)

13. After filling all the details, submit the application (Ensure twice before clicking the submit button after submission there is no provision to edit or modify). On successful completion a mail with applied information (PDF Format) will be sent to the email

Message will be displayed on successful submission

14. You are required to take two printouts of the Application Form(Received in Mail) and retain one copy for future reference and send another copy of the Application Form with required documents in a cover superscribing "APPLICATION FOR THE POST OF _____" by Post / Courier latest by _____ to the following address:-

GENERAL MANAGER-HR
TAMILNADU NEWSPRINT AND PAPERS LIMITED
TNPL UNIT-II, MONDIPATTI, K.PERIYAPATTI (POST),
MANAPPARAI (TK), TRICHY DISTRICT-621 306, TAMILNADU.

15. **List of Documents**
Self Attested copies of following documents are to be enclosed along with the Application Form:-

   a) Proof of Date of Birth (Birth Certificate / SSLC or HSC mark statement).
   b) Aadhaar Card.
   c) PAN Card.
   d) Proof for possessing required Qualifications (Provisional / Degree Certificates and Consolidated / Semester-wise mark Statements).
   e) Community Certificate.
   f) Experience Certificate from the past employers wherein designation, date of joining and date of relieving should be clearly mentioned.
   g) Latest Pay slip from the present employer and / or any other document wherein designation and date joining should be clearly mentioned.

   Please note that canvassing for selection in any form through any source will result in your candidature being rejected.