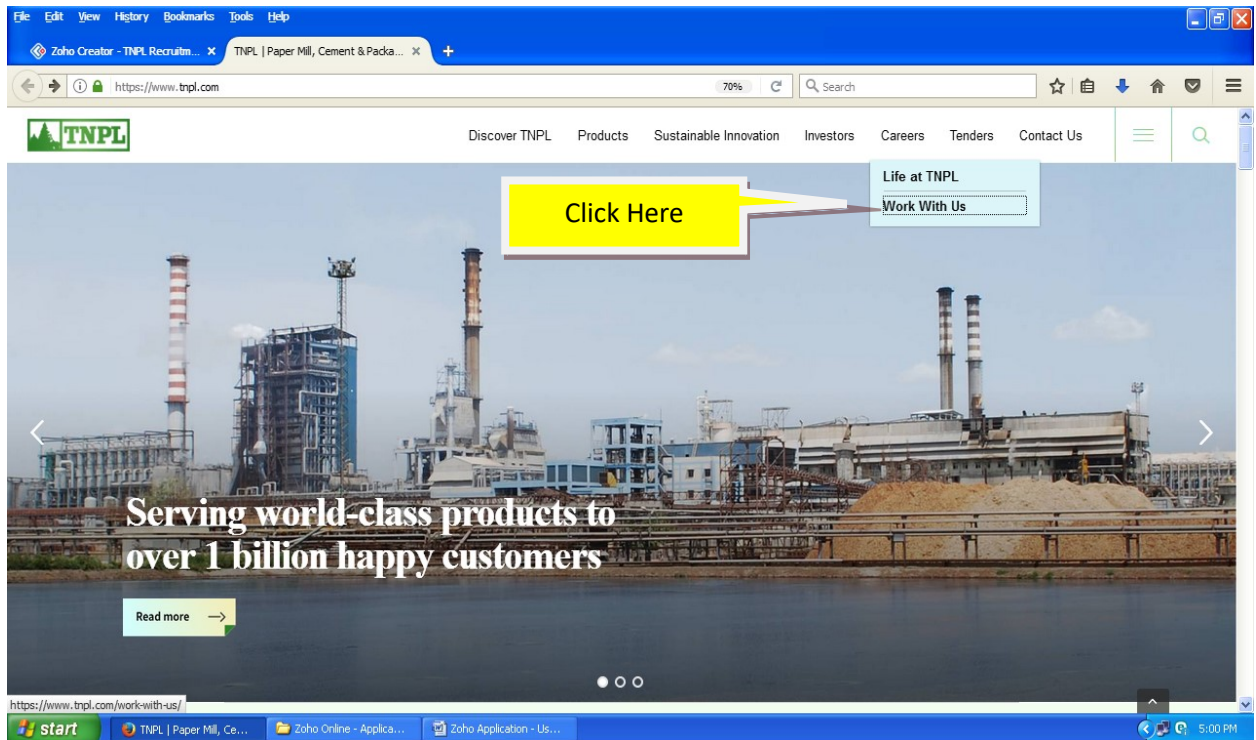


USER MANUAL - HOW TO APPLY ONLINE

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



2. Current Job openings are displayed as below.

Careers

S.NO	Advertisement No	Published In	Date of Advertisement	Designation	Apply Online	Advertisement	Due Date
1	DIPR/1693/Display/2018	The New Indian Express, The Hindu and Daily Thanthi	28/08/2019	1. Officer(Accounts)/ 2. Assistant Manager(Accounts)/ 3. Deputy Manager(Accounts) 4. Officer(Secretarial)/ 5. Assistant Manager(Secretarial)/ 6. Manager(Secretarial)	Apply URL	Advertisement Details	30/09/2019 05.30 PM

[DOWNLOAD MANUAL FOR APPLYING POST](#)

Go through the advertisement detail carefully to check your eligibility

Click here to apply if meeting eligibility norms

USER MANUAL - HOW TO APPLY ONLINE

3. Select a Job post from List of values

Candidate Application Form

Post *	-Select-	
Advertisement Number	Assistant Plant Engineer (Electrical)	
Name (As in HSC / SSLC / Matric Certificates) *	Assistant Plant Engineer (Mechanical)	
	Assistant Shift Engineer (Chemical)	Father Name
Email		
Confirm email		
Phone *	+91 81234 56789	
Nationality	-Select-	
Religion	-Select-	
Date of Birth *	dd-MMM-yyyy	

Candidate Application Form

Post *	Assistant Plant Engineer (EL... X	
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 81234 56789	
Nationality	-Select-	
Religion	-Select-	
Date of Birth *	dd-MMM-yyyy	

USER MANUAL - HOW TO APPLY ONLINE

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

Candidate Application Form		
Post *	Assistant Plant Engineer (EL... x v	
Advertisement Number	DIPR/1050/DISPLAY/2019	
Name (As in HSC / SSLC / Matric Certificates) *	THIRU. v ARULMURUGAN VAIYAPURI	
	Prefix	Name of Candidate Father Name
Email	arulpuri@gmail.com	
Confirm email	arulpuri@gmail.com	
Phone *	+91 81234 56789	
Nationality	-Select- v	
Religion	-Select- v	
Date of Birth *	dd-MMM-yyyy	

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)

Phone *	+91 9800000000
Nationality	Indian x v
State in India	Tamil Nadu x v
Religion	Hindu x v
Date of Birth *	01-Jan-1986
Age	33Y 07M 00D
Gender	-Select- v
Community *	-Select- v
Caste *	
Aadhar Card No *	
Permanent Address	

USER MANUAL - HOW TO APPLY ONLINE

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

Gender	Male	x v
Community *	BC	x v
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 x v
	Postal Code	Country

	639136	India	x v
	Postal Code	Country	
Is present address same as permanent address	Yes	x v	
Present Address	Z1 TNPL Colony		
	Address Line 1		
	Kagithapuram		
	Address Line 2		
	Karur	tamil nadu	
	City / District	State / Province	
	639136	India	x v
	Postal Code	Country	
Have you ever been involved in any criminal case / arrested / remanded / Convicted?	No	x v	

USER MANUAL - HOW TO APPLY ONLINE

8. Fill the address of the father/Husband

Family Information

Relation ☒ Father ☐ Husband

Name Vaiyapuri
First Name Last Name

Occupation Farmer

Address Z1 TNPL Colony
Address Line 1
Kagithapuram
Address Line 2
Karur Tamilnadu
City / District State / Province
639136 India x v
Postal Code Country

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

Prasanth Male x v 01-Jan-2014 05Y08M17D

First Name Last Name

< >

+ Add New

Languages Known (Mother Tongue First) *

Language	Actions
<u>English</u>	x Read x Write x Speak

+ Add New

Required Qualifications *

Qualification Details (Enter the qualification details in ascending order) *

Qualification	Degree/Discipline/Branch	Name	Percentage
-Select- v			
B.E.(Electrical & Electronics Engineering)			
B.Tech.(Electrical & Electronics Engineering)			

+ Add New

USER MANUAL - HOW TO APPLY ONLINE

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

Required Qualifications B.E.(Electrical & Electronic... x v

Qualification Details (Enter the qualification details in ascending order) *

Qualification	Degree/Discipline/Branch	Name of the Institution / University	Percentage
-Select-			
SSLC			
+ Add	HSC or Equivalent		
Addit	B.E.(Electrical & Electronics Engineering)		
Qualification	Name of the Institution / University	Percentage	Class
+ Add New			

Apprenticeship & Training

Experience Details (Kindly fill the experience details in ascending

English x Read x Write x Speak

[+ Add New](#)

Required Qualifications B.E.(Electrical & Electronic... x v

Qualification Details (Enter the qualification details in ascending order) *

Enter the qualification details in ascending order

Qualification	Degree/Discipline/Branch	Name of the Institution / University	Percentage
SSLC	State Board	TNPL	75
HSC or Equivalent	State Board(Biology Matchs)	TNPL	80
B.E.(Electrical & Electronic...	Anna University	MIT	74

[+ Add New](#)

Additional Qualifications

English x Read x Write x Speak

[+ Add New](#)

Required Qualifications B.E.(Electrical & Electronic... x v

Qualification Details (Enter the qualification details in ascending order) *

Percentage	Class	Date of passing	Mode of Study
	I Class	01-Apr-2002	Full Time
	I Class	01-Apr-2004	Full Time
	I Class	01-Mar-2008	Full Time

[+ Add New](#)

Additional Qualifications

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

Apprenticeship & Training

Experience Details (Kindly fill the experience details in ascending order) *

Name of the Organization	Position Held	From	To
TNPL	Assitant Officer	01-Dec-2008	01-Aug-2019

< >

+ Add New


Total Experience 10Y 08M 00D

Are you undergoing / underwent any medical treatment? -Select- v

Are you a differently abled? -Select- v

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


Any other Additional Information


Select File 

No file selected.


Employment Exchange

Have you registered in Employment Exchange? -Select- v

Photo * Select Image 
Make sure the size of Image doesn't exceed 10MB

Signature * Select Image 
Make sure the size of Image doesn't exceed 10MB

Place

Date 20-Aug-2019 

Section

USER MANUAL - HOW TO APPLY ONLINE

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

The screenshot shows a web form for submitting an application. It includes fields for Photo, Signature, Place (set to Kagithapuram), and Date (set to 20-Aug-2019). There is a 'Section' field and a checkbox for 'I Agree'. Below the checkbox is a declaration statement. At the bottom, there are 'Submit' and 'Reset' buttons.

Photo *

Select Image

Make sure the size of Image doesn't exceed 10MB

Signature *

Select Image

Make sure the size of Image doesn't exceed 10MB

Place

Kagithapuram

Date

20-Aug-2019

Section

☒ I Agree *

I hereby declare that the above particulars furnished by me are true to best of my knowledge and belief and these will form the basis of employment if I am employed by Tamilnadu Newsprint and Papers Limited. I am aware that any particulars furnished by me is found incorrect at any stage or correct information is found to be suppressed, I am liable to be terminated forthwith without any notice

[View Log Details](#)

Submit Reset

The screenshot shows the application form with a yellow banner at the top stating 'Candidate Application Added Successfully'. A red callout box points to the banner with the text 'Message will be displayed on successful submission'. The form fields include Post, Advertisement Number, Name (As in HSC / SSLC / Matric Certificates) *, Email, Confirm email, Phone *, Nationality, and Religion.

Post *

✓ Candidate Application Added Successfully

Advertisement Number

Name (As in HSC / SSLC / Matric Certificates) *

None

Prefix Name of the Father Name

Email

Confirm email

Phone *

+91 8123456789

Nationality

-Select-

Religion

-Select-

Message will be displayed on successful submission

USER MANUAL - HOW TO APPLY ONLINE

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.