

TNPL, a well known Paper and Paper Board Manufacturing Company having its manufacturing facility at Kagithapuram, Karur District and also at Mondipatti, Trichy District with a turnover of ₹ 5000 plus Crores, requires the following personnel for its Corporate Office at Chennai, Tamil Nadu:-

Sl. No.	Name of the post	No. of posts	Reservation	Monthly Stipend / Scale of Pay * ₹
1	Junior Assistant Grade-III Trainee	4	GT-1 BC(other than BC Muslims)-1 MBC/DNC-1 SC-1	<u>Training Period - 2 years:-</u> I st year Stipend : ₹ 12,200/-p.m. II nd year Stipend: ₹ 14,100/-p.m. (After completion of training, candidates will be absorbed as Junior Assistant Grade-III in the pay scale of ₹ 9668-127-10303-139-10998-151-11753).

* Pay Scales are under revision.

For detailed advertisement on disciplines, eligibility criteria, general conditions and instructions for filling the **Online Application**, please visit TNPL website: www.tnpl.com/careers.

DIPR/1114/Display/2023**www.tnpl.com**

1. JUNIOR ASSISTANT GRADE-III TRAINEE FOR CORPORATE OFFICE, CHENNAI:-

No.of vacancies	:	4
Reservation	:	General Turn-1, BC(other than BC Muslims)-1; MBC/DNC-1; SC-1
Qualification	:	First Class Full time M.Com from recognized University / Institution. Preference will be given to candidates with additional qualification in Diploma in Computer Applications.
Age	:	<u>Maximum as on 01/09/2023:-</u> GT : 25 years BC/BCM/MBC/DNC : 27 years SC/SCA/ST : 30 years
Location	:	Corporate Office, Chennai

GENERAL INSTRUCTIONS:-

- 1) Wherever CGPA / OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University / Institute. Candidates will be required to submit documentary proof / certificate to this effect from the Institute / University at the time of Certificate Verification, if required.
- 2) The Candidates should ensure that they fulfill the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respect. In case it is detected at any stage of recruitment process that the candidate does not meet the eligibility criteria and / or the candidate has furnished any incorrect / false information or has suppressed any material fact(s), the candidature of such a candidate is liable to be rejected. If any of the above shortcoming(s) is/are detected, even after appointment, he / she will be terminated and prosecuted.
- 3) Applications that are not in conformity with the requirements indicated in this advertisement / incomplete applications will not be entertained.
- 4) TNPL reserves the right to cancel / restrict / enlarge / reopen the recruitment process, if the need so arises, without issuing any further notice or assigning any reason thereof.
- 5) Candidates who are claiming benefit of reservation / relaxation are required to produce Community Certificate issued by the Appropriate Authority from Government of Tamil Nadu.

HOW TO APPLY?

- 1) Candidates who conform to the job requirements as given above may apply through our web portal **www.tnpl.com**. No other mode of application will be accepted.
- 2) Before applying **Online**, the candidates should possess valid E-mail ID and Mobile Number.
- 3) Candidates are advised to go through the User Manual before filling the Online Application and follow the instructions / procedures.
- 4) Candidates can access the Online Application portal at **www.tnpl.com**. The Online Application portal will be active **from 08:30 hours on 27/09/2023 to 17:30 hours on 11/10/2023**.
- 5) After submitting the Application through ONLINE, an Application Form will be generated and it will be sent to the candidate's e-mail ID with Application Number, which has to be quoted for all future references. Candidates are required to take two copies of print out of the same and
 - a) Retain one with them for reference, and
 - b) Send the other copy of the Application Form along with the documents in a cover superscribing "**APPLICATION FOR THE POST OF JUNIOR ASSISTANT GRADE - III TRAINEE**" by **Post / Courier latest by 18/10/2023** to the following address:-

GENERAL MANAGER (HR)
TAMILNADU NEWSPRINT AND PAPERS LIMITED
KAGITHAPURAM-639 136, KARUR DISTRICT, TAMILNADU

LIST OF DOCUMENTS:-

Self Attested copies of following documents are to be enclosed along with the Application Form:-

- i) Proof of Date of Birth (Birth Certificate / SSLC or HSC mark statement).
 - ii) Aadhaar Card.
 - iii) PAN Card.
 - iv) Proof for possessing required Qualifications (Provisional / Degree Certificates and Consolidated / Semester-wise mark Statements).
 - v) Community Certificate.
- 6) Applications received with insufficient documents will be summarily rejected.
- 7) The candidature of the applicant who fails to submit the hard copy of the Application Form (or) received belatedly after the stipulated time will not be considered.
- 8) After the scrutiny of applications, only shortlisted candidates will be called for Written Test.
- 9) In case of any clarification, candidates can contact the Helpline No.9489090251 (Extn: 2894, 2655, 2698, 2677) between 08.30 Hours and 17.30 Hours on all working days or mail us to recruitment.hr@tnpl.co.in.

NOTE:-

Please do not send any original certificates along with the hard copy of the Application Form. Original Certificates are to be produced at the time of certificate verification only.

IMPORTANT DATES:-

Online Application - Opening	08.30 Hours on 27/09/2023.
Online Application - Closing	17.30 Hours on 11/10/2023.
Receipt of Hard Copy of the Application Form	17.30 Hours on 18/10/2023.
