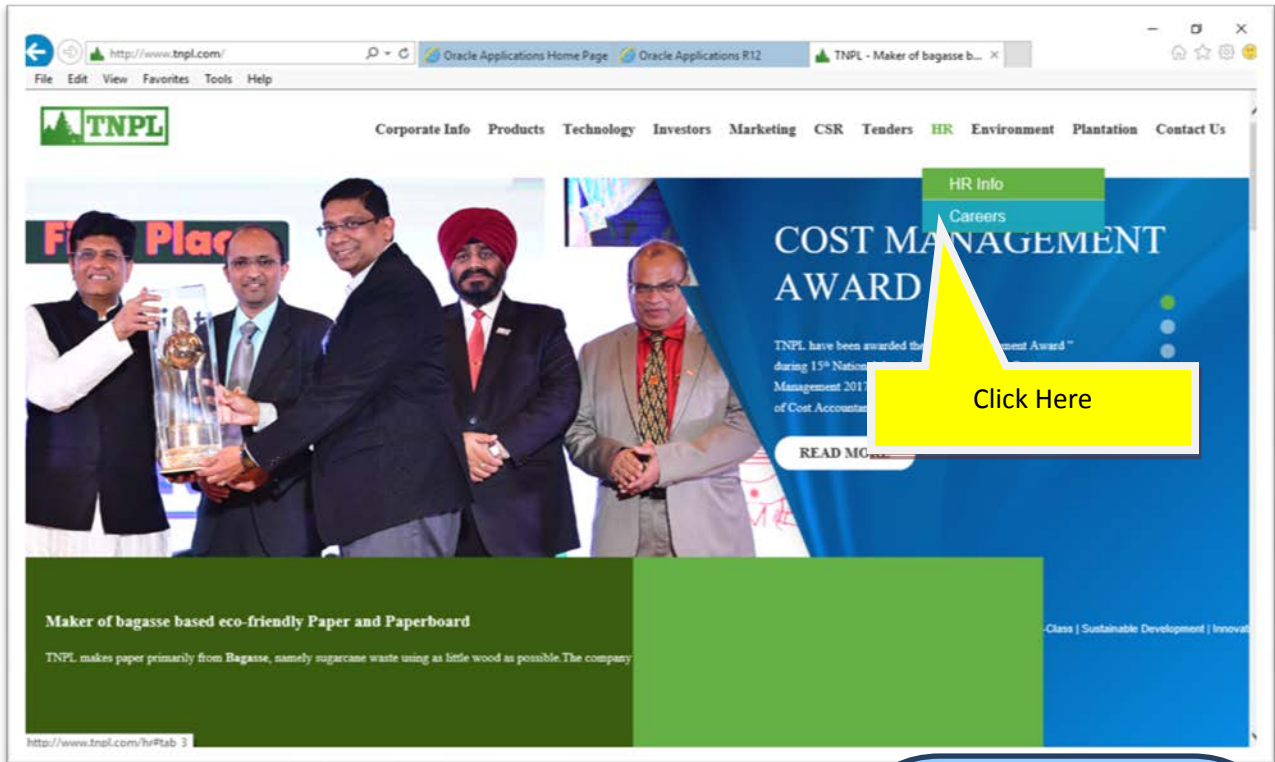


USER MANUAL - HOW TO APPLY ONLINE

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



2. Current Job openings are displayed as below.

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](#)

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3. Select a Job post from List of values

Candidate Application Form

Post *

Advertisement Number

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

Email

Confirm email

Phone *

Nationality

Religion

Date of Birth *

Assistant Plant Engineer (Electrical)
Assistant Plant Engineer (Mechanical)
Assistant Shift Engineer (Chemical)

Father Name

Candidate Application Form

Post *

Advertisement Number

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

Prefix Name of Candidate Father Name

Email

Confirm email

Phone *

Nationality

Religion

Date of Birth *

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

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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 v 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 v 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	

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

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

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

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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 05Y 08M 17 D

First Name Last Name

+ Add New

Languages Known (Mother Tongue First) *

Language	Actions
English	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

+ Add New

-Select-
B.E.(Electrical & Electronics Engineering)
B.Tech.(Electrical & Electronics Engineering)

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

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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			
HSC or Equivalent			
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 Matches)	TNPL	80
B.E.(Electrical & Electronic...	Anna University	MIT	74

[+ Add New](#)

Additional Qualifications

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English

[+ Add New](#)

Required Qualifications * B.E.(Electrical & Electronic...

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

Percentage	Class	Date of passing	Mode of Study
<input type="text"/>	I Class <input type="button" value="x"/>	01-Apr-2002 <input type="button" value="x"/>	Full Time <input type="button" value="x"/>
<input type="text"/>	I Class <input type="button" value="x"/>	01-Apr-2004 <input type="button" value="x"/>	Full Time <input type="button" value="x"/>
<input type="text"/>	I Class <input type="button" value="x"/>	01-Mar-2008 <input type="button" value="x"/>	Full Time <input type="button" value="x"/>

[+ Add New](#)

Additional Qualifications

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
<input type="text" value="TNPL"/>	<input type="text" value="Assitant Officer"/>	<input type="text" value="01-Dec-2008"/>	<input type="text" value="01-Aug-2019"/>

[+ Add New](#)

Total Experience

Are you undergoing / underwent any medical treatment?

Are you a differently abled?

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

The screenshot shows a web form with the following fields and options:

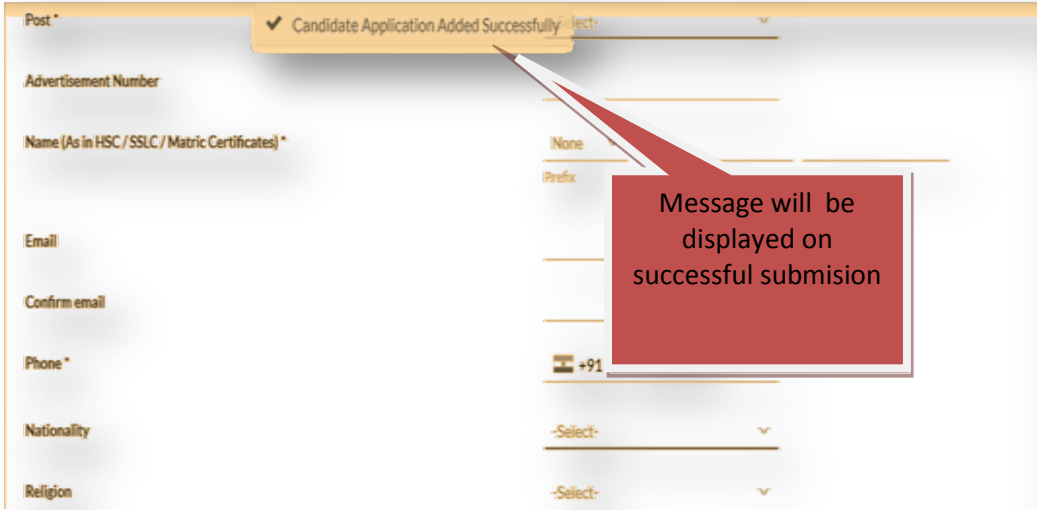
- Any other Additional Information:** A text input field with a "Select File" button and an upload icon. Below it is a "No file selected." message.
- Employment Exchange:** A text input field.
- Have you registered in Employment Exchange?:** A dropdown menu currently showing "-Select-".
- Photo *:** A "Select Image" button with an upload icon. Below it is the instruction: "Make sure the size of Image doesn't exceed 10MB".
- Signature *:** A "Select Image" button with an upload icon. Below it is the instruction: "Make sure the size of Image doesn't exceed 10MB".
- Place:** A text input field.
- Date:** A date input field showing "20-Aug-2019" with a calendar icon.
- Section:** A text input field.

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 the bottom portion of the application form:

- Photo *:** "Select Image" button with an upload icon. Instruction: "Make sure the size of Image doesn't exceed 10MB".
- Signature *:** "Select Image" button with an upload icon. Instruction: "Make sure the size of Image doesn't exceed 10MB".
- Place:** Text input field containing "Kagithapuram".
- Date:** Date input field showing "20-Aug-2019" with a calendar icon.
- Section:** Text input field.
- I Agree *:** A checked checkbox.
- Declaration:** A paragraph of text: "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:** A blue link.
- Submit/Reset:** Two buttons at the bottom right, "Submit" (blue) and "Reset" (grey).

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The image shows a screenshot of an online application form. At the top, there is a dropdown menu for 'Post' with a checkmark and the text 'Candidate Application Added Successfully'. Below this, there are several input fields: 'Advertisement Number', 'Name (As in HSC / SSLC / Matric Certificates)*' (with a dropdown set to 'None'), 'Prefix', 'Email', 'Confirm email', 'Phone*' (with a dropdown set to '+91'), 'Nationality' (with a dropdown set to '-Select-'), and 'Religion' (with a dropdown set to '-Select-'). A red callout box with a white border points to the success message, containing the text: '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:-

**CHIEF GENERAL MANAGER-HR
TAMIL NADU NEWSPRINT AND PAPERS LIMITED
KAGITHAPURAM-639 136, KARUR DISTRICT, TAMIL NADU**

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) Proof for possessing required Qualifications (Provisional / Degree Certificates and Consolidated / Semester-wise mark Statements).
- d) Community Certificate.
- e) Experience Certificate from the past employers wherein designation, date of joining and date of relieving should be clearly mentioned.
- f) 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.