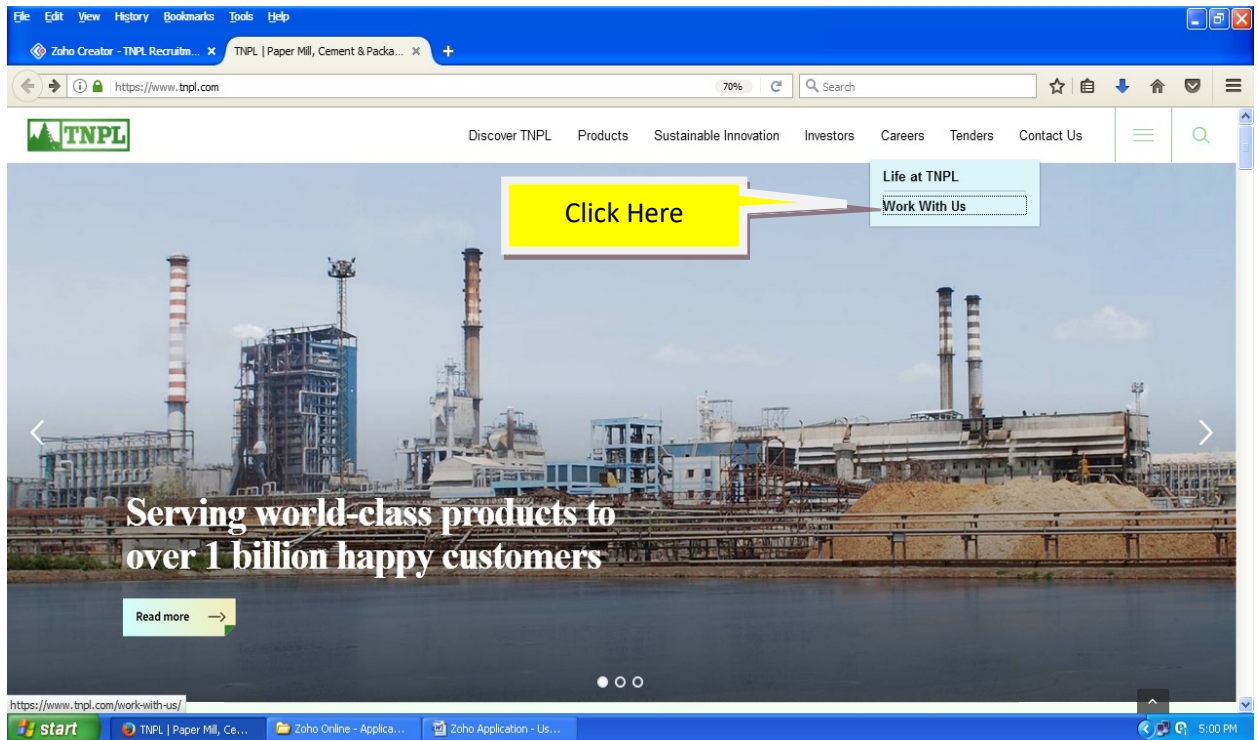


# USER MANUAL - HOW TO APPLY ONLINE

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



2. Current Job openings are displayed as below.

Go through the advertisement detail carefully to check your eligibility

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)	<a href="#">Apply URL</a>	<a href="#">Advertisement Details</a>	30/09/2019 05:30 PM

DOWNLOAD MANUAL FOR APPLYING POST

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)	Father Name
	Assistant Shift Engineer (Chemical)	
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	Father Name
	Prefix	Name of Candidate
Email		
Confirm email		
Phone *	+91 81234 56789	
Nationality	-Select-	
Religion	-Select-	
Date of Birth *	dd-MMM-yyyy	

## USER MANUAL - HOW TO APPLY ONLINE

- 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 v 81234 56789
Nationality	-Select- v
Religion	-Select- v
Date of Birth *	dd-MMM-yyyy 📅

- Email and Confirm email should be same.

- 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	

## 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-	
		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			
<ul style="list-style-type: none"> <li>HSC or Equivalent</li> <li>B.E.(Electrical &amp; Electronics Engineering)</li> </ul>			
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**

## USER MANUAL - HOW TO APPLY ONLINE

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

Are you undergoing / underwent any medical treatment?


Are you a differently abled?


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

Any other Additional Information  


Employment Exchange

Have you registered in Employment Exchange?

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

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

Place

Date  

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 with the following fields and content:

- Photo \***: Select Image button with an upload icon. Below it, text reads: "Make sure the size of Image doesn't exceed 10MB".
- Signature \***: Select Image button with an upload icon. Below it, text reads: "Make sure the size of Image doesn't exceed 10MB".
- Place**: Text input field containing "Kagithapuram".
- Date**: Text input field containing "20-Aug-2019" with a calendar icon.
- Section**: A horizontal line separator.
- 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** and **Reset** buttons at the bottom right.

The screenshot shows a web form with a success message and several fields:

- Post \***: A dropdown menu with a checkmark and the text "Candidate Application Added Successfully".
- Advertisement Number**: An empty text input field.
- Name (As in HSC / SSLC / Matric Certificates) \***: A dropdown menu with "None" selected. Below it are three sub-fields: "Prefix", "Name of Candidate", and "Father Name".
- Email**: A text input field with a checkmark icon.
- Confirm email**: A text input field with a checkmark icon.
- Phone \***: A text input field containing "+91 8123456789" with a phone icon.
- Nationality**: A dropdown menu with "-Select-" selected.
- Religion**: A dropdown menu with "-Select-" selected.

A red callout box with a white border points to the success message, containing the text: "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)**  
**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) PAN Card.
- d) Proof for possessing required Qualifications (Provisional / Degree Certificates and Consolidated / Semester-wise mark Statements).
- e) Community Certificate.

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