



TAMILNADU NEWSPRINT AND PAPERS LIMITED

FINANCE & ACCOUNTS TRAINEES

TNPL, a Government of Tamil Nadu Enterprise and a reputed Paper, Paper Board and Cement Manufacturing Company having its manufacturing facility at Karur and Trichy Districts with a turnover of more than ₹5000 Crores, intends to hire prospective Finance & Accounts candidates.

Job Description	As a Trainee you will learn and provide support in the Finance & Accounts function's day to day operations.
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.
No. of Posts	3 (Three)
Reservation	GT-1, MBC/DNC-1, SC-1
Location	Corporate Office at Chennai, Tamil Nadu
Pay & Benefits	1 st year Stipend : Rs.17,000/- p.m. 2 nd year Stipend : Rs.19,500/- p.m. Diversified Learning Opportunity combined with Excellent Work Life Balance.
Career Growth	Post completion of training, candidates will be absorbed as " Junior Assistant " in the appropriate Pay Scale with all applicable statutory benefits.

Hiring Procedure: Written Test & Interview (only for candidates qualified in the Written Test).

How to apply: Prospective candidates with the above mentioned qualification may apply through **ONLINE** by visiting our website: www.tnpl.com/careers. Applicants should download the filled online application and send the hard copy along with the required documentary proof to the below mentioned address:-

GENERAL MANAGER (HR)
TAMIL NADU NEWSPRINT AND PAPERS LIMITED
NO.67, MOUNT ROAD, GUINDY, CHENNAI – 600 032, TAMIL NADU

Online Application - Opening	10th Jan 2024 10.00 AM
Online Application - Closing	24th Jan 2024 5.00 PM
Receipt of Hard Copy of the Application form with Documentary Proof	31st Jan 2024 5.00 PM

(Application with insufficient documentary proof will be summarily rejected)

TNPL is an Equal Opportunity Employer.

DIPR/19/DISPLAY/2024

TNPL – Maker of bagasse based eco-friendly Paper



JUNIOR ASSISTANT TRAINEE:-

No.of vacancies	:	3 (Three)
Reservation	:	GT-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 01/01/2024:-</u> GT : 25 years BC/BCM/MBC/DNC : 27 years SC/SCA/ST : 30 years



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 10:00 hours on 10/01/2024 to 17:00 hours on 24/01/2024**.
- 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 TRAINEE”** by Post / Courier latest by **31/01/2024** to the following address:-

GENERAL MANAGER (HR)

TAMIL NADU NEWSPRINT AND PAPERS LIMITED

NO.67, MOUNT ROAD, GUINDY, CHENNAI – 600 032, TAMIL NADU

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.8300452381 (Extn: 2805, 2894, 2655, 2677, 2698) 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	10.00 Hours on 10/01/2024.
Online Application - Closing	17.00 Hours on 24/01/2024.
Receipt of Hard Copy of the Application Form	17.00 Hours on 31/01/2024.
