



## TAMIL NADU NEWSPRINT AND PAPERS LIMITED

TNPL, a well known Paper Manufacturing Company with a turnover of over ₹ 3000 Crore requires the following personnel for its Paper Mills (Unit-I) at Kagithapuram, Karur District and for its Multilayer Double Coated Board Plant (Unit-II) in Manapparai Taluk, Trichy District, Tamil Nadu:-

Sl. No.	Name of the post	No. of posts	Reservation	Scale of Pay ₹	Monthly CTC at the minimum of Pay Scale as of 01.02.2018 ₹
1	Officer (Purchase) /	1 (for Unit-I)	BC-1	19200-480-24000	74,000/-
	Assistant Manager (Purchase) /			23400-590-29300	89,000/-
	Deputy Manager (Purchase)			28200-710-35300	1,07,800/-
2	Officer (Stores) /	2 (for Unit-I)	BCM-1; SC-1	19200-480-24000	74,000/-
	Assistant Manager (Stores) /			23400-590-29300	89,000/-
	Deputy Manager (Stores)			28200-710-35300	1,07,800/-
3	Medical Officer (Junior Officer grade) /	3 (for Unit-II)	MBC/DNC-2; SC-1	13900-320-17100	47,700/-
	Medical Officer (Assistant Officer grade) /			15000-380-18800	65,100/-
	Medical Officer (Officer grade)			19200-480-24000	74,000/-
4	Officer (Legal) /	Total-2 (1 for Unit-I, 1 for Unit-II)	BC-1; MBC/DNC-1	19200-480-24000	74,000/-
	Assistant Manager (Legal) /			23400-590-29300	89,000/-
	Deputy Manager (Legal)			28200-710-35300	1,07,800/-
5	Officer (HR) /	Total-4 (2 for Unit-I, 2 for Unit-II)	BC-1; MBC/DNC-2; SC-1	19200-480-24000	74,000/-
	Assistant Manager (HR)			23400-590-29300	89,000/-

For details relating to age, qualification, experience, etc, please visit TNPL's website: [www.tnpl.com](http://www.tnpl.com). Bio-data format is available in our website.

Candidates who conform to the job requirements as given in the website may apply in the prescribed format by post in strict confidence superscribing the name of the post within 15 days from the date of release of this advertisement to:

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

giving full details of age, qualification with year of passing, experience, community, salary drawn and position being held along with copies of testimonials towards proof for the same.

***Separate application is to be submitted for each post.***

**Applicants should enclose documentary proof for Date of Birth, Community, Educational Qualifications, Class & Percentage of Marks, Experience, salary drawn, etc, along with the Bio-data form. Bio-data form with insufficient documentary proof will be summarily rejected.**

**Date of Advertisement : 10-02-2018**

**Last Date of receipt of applications : 24-02-2018**

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**DIPR/172/Display/2018**

**[www.tnpl.com](http://www.tnpl.com)**



**1. OFFICER / ASSISTANT MANAGER / DEPUTY MANAGER (PURCHASE) :-**  
**(FOR UNIT-I)**

No. of vacancy	:	1
Reservation	:	BC(other than BC Muslims)-1
Qualification	:	First Class full time Engineering Degree with First Class MBA / First Class Post Graduate Diploma in Materials Management. (or) First Class full time MBA. (or) First Class full time Degree in Arts / Science / Commerce with First Class Post Graduate Diploma in Materials Management / First Class MBA. (or) First Class full time B.E. / B.Tech. in any branch of Engineering / Technology.
Age	:	<b><i>For Officer:-</i></b> Minimum 28 years as on 01/02/2018.  <b><i>For Assistant Manager:-</i></b> Minimum 29 years as on 01/02/2018.  <b><i>For Deputy Manager:-</i></b> Minimum 34 years as on 01/02/2018.
Experience	:	<b><i>For Officer :-</i></b> Should have minimum 8 years of post qualification experience as on 01/02/2018.  <b><i>For Assistant Manager :-</i></b> Should have minimum 10 years of post qualification experience as on 01/02/2018.  <b><i>For Deputy Manager :-</i></b> Should have minimum 14 years of post qualification experience as on 01/02/2018.  Should have been working in the Purchase / Procurement department in any manufacturing organization preferably in a continuous process industry and involved in purchase / procurement of indigenous / imported plant and machinery, spares, raw materials, chemicals etc. Candidates should be conversant with tendering, evaluation and ordering process for various materials, chemicals etc., and overall Purchase functions. Experience in computerized environment and ERP shall be an added advantage.  (Post qualification experience will be calculated after acquiring B.E/B.Tech / PGDMM / MBA)



**2. OFFICER / ASSISTANT MANAGER / DEPUTY MANAGER (STORES) :-**  
**(FOR UNIT-I)**

No. of vacancies	:	2
Reservation	:	BC Muslims-1; SC-1
Qualification	:	First Class full time Engineering Degree with First Class MBA / First Class Post Graduate Diploma in Materials Management. (or) First Class full time MBA. (or) First Class full time Degree in Arts / Science / Commerce with First Class Post Graduate Diploma in Materials Management / First Class MBA. (or) First Class full time B.E. / B.Tech. in any branch of Engineering / Technology.
Age	:	<b><i>For Officer:-</i></b> Minimum 28 years as on 01/02/2018.  <b><i>For Assistant Manager:-</i></b> Minimum 29 years as on 01/02/2018.  <b><i>For Deputy Manager:-</i></b> Minimum 34 years as on 01/02/2018.
Experience	:	<b><i>For Officer :-</i></b> Should have minimum 8 years of post qualification experience as on 01/02/2018.  <b><i>For Assistant Manager :-</i></b> Should have minimum 10 years of post qualification experience as on 01/02/2018.  <b><i>For Deputy Manager :-</i></b> Should have minimum 14 years of post qualification experience as on 01/02/2018.  Should have been working in the Stores section of a large size Engineering industry or Pulp & Paper / Chemical / Fertilizer industries and involved in receiving various goods / materials after verification of various documents, safe storage, issue of materials against indents, stock monitoring, Inventory Control & Planning with overall knowledge of all Stores functions. Experience in computerized environment and ERP shall be an added advantage.  (Post qualification experience will be calculated after acquiring B.E/B.Tech / PGDMM / MBA)



**3. MEDICAL OFFICER (JUNIOR OFFICER / ASSISTANT OFFICER / OFFICER GRADE):-**  
**(FOR UNIT-II)**

No. of vacancies	:	3
Reservation	:	MBC/DNC-2; SC-1
Qualification	:	MBBS from a recognized University.
Age	:	<b><i>For Junior Officer:-</i></b> Maximum as on 01/02/2018 MBC/DNC-27 years; SC-30 years  <b><i>For Assistant Officer:-</i></b> Minimum 25 years as on 01/02/2018.  <b><i>For Officer:-</i></b> Minimum 28 years as on 01/02/2018.
Experience	:	<b><i>For Junior Officer :-</i></b> Should have minimum 3 years experience after registration as Medical Graduate as on 01/02/2018. Industrial experience will be preferred.  <b><i>For Assistant Officer :-</i></b> Should have minimum 5 years experience after registration as Medical Graduate as on 01/02/2018. Industrial experience will be preferred.  <b><i>For Officer :-</i></b> Should have minimum 8 years experience after registration as Medical Graduate as on 01/02/2018. Industrial experience will be preferred.



**4. OFFICER / ASSISTANT MANAGER / DEPUTY MANAGER (LEGAL) :-**  
**(1 POST FOR UNIT-I & 1 POST FOR UNIT-II)**

No. of vacancies	:	2
Reservation	:	BC(other than BC Muslims)-1; MBC/DNC-1
Qualification	:	Full time 3 / 5 years B.L. Degree from a recognized University.
Age	:	<b><i>For Officer:-</i></b> Minimum 28 years as on 01/02/2018.  <b><i>For Assistant Manager:-</i></b> Minimum 29 years as on 01/02/2018.  <b><i>For Deputy Manager:-</i></b> Minimum 34 years as on 01/02/2018.
Experience	:	<b><i>For Officer :-</i></b> Should have minimum 8 years of post qualification experience as on 01/02/2018 in handling legal matters in large industrial organization of repute.  <b><i>For Assistant Manager :-</i></b> Should have minimum 10 years of post qualification experience as on 01/02/2018 in handling legal matters in large industrial organization of repute.  <b><i>For Deputy Manager :-</i></b> Should have minimum 14 years of post qualification experience as on 01/02/2018 in handling legal matters in large industrial organization of repute.  The incumbent should have good drafting skills and fully conversant with Court practices and proceedings. The incumbent will be required to deal with cases in Civil / Criminal / Labour Court, appear before various statutory authorities, monitor legal cases pending in various courts, liaise with company's legal counsel, draft legal documents, vet commercial contracts and agreements.  Should have fluency in Tamil and knowledge of legal systems and procedures.  (Post qualification experience will be calculated after acquiring B.L. Degree)



**5. OFFICER / ASSISTANT MANAGER (HR) :-**  
**(2 POSTS FOR UNIT-I & 2 POSTS FOR UNIT-II)**

No. of vacancies	:	4
Reservation	:	BC(other than BC Muslims)-1; MBC/DNC-2; SC-1
Qualification	:	Full time Arts / Science / Engineering Degree and First Class 2 years full time M.A. (Social Work) with specialization in Personnel Management / Industrial Relations / Labour Welfare / HRM. (or) Full time Arts / Science / Engineering Degree and First Class 2 years full time MBA with Specialication in HR.
Age	:	<b><i>For Officer:-</i></b> Minimum 28 years as on 01/02/2018. <b><i>For Assistant Manager:-</i></b> Minimum 29 years as on 01/02/2018.
Experience	:	<b><i>For Officer :-</i></b> Should have minimum 8 years of post qualification experience as on 01/02/2018. <b><i>For Assistant Manager :-</i></b> Should have minimum 10 years of post qualification experience as on 01/02/2018.  Should have been working in an organisation of repute in HR Department dealing with Manpower Planning, Recruitment, Performance Appraisal, Labour and Labour Laws, Labour Welfare, Contract Labour, Training and Development, Industrial Relations, Counseling, Grievance redressel, RTI, Corporate Social Responsibility, Legal, Administration etc.  Candidates should have fluency in spoken and written Tamil.  Knowledge in Computer and Computer Applications in HR will be an added advantage.  (Post qualification experience will be calculated after acquiring M.A (Social Work) / MBA)