



TAMIL NADU NEWSPRINT AND PAPERS LIMITED

TNPL, a well known Paper Manufacturing Company with a turnover of over ₹ 3100 Crore requires the following personnel for its Corporate Office at Chennai:-

Sl. No.	Name of the post	No. of posts	Reservation	Scale of Pay (Pay Scales are under revision) ₹	Monthly CTC at the minimum of Pay Scale as of 01.12.2018 ₹
1	Officer (Accounts) /	4	BC-1; MBC/DNC-1; SC-2	19200-480-24000	77,800/-
	Assistant Manager (Accounts)/			23400-590-29300	93,700/-
	Deputy Manager (Accounts)			28200-710-35300	1,13,200/-
2	Officer (Secretarial) /	2	GT-2	19200-480-24000	77,800/-
	Assistant Manager (Secretarial) /			23400-590-29300	93,700/-
	Manager (Secretarial)			33600-910-42700	1,28,700/-

For details relating to age, qualification, experience, etc, please visit TNPL's website: 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:-

**DEPUTY GENERAL MANAGER (CORP. HR & STRATEGY)
TAMIL NADU NEWSPRINT AND PAPERS LIMITED
NO.67, MOUNT ROAD, GUINDY
CHENNAI-600 032, 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 : 26/12/2018

Last Date of receipt of Applications : 09/01/2019

DIPR/1693/Display/2018

www.tnpl.com

**1. OFFICER (ACCOUNTS) / ASSISTANT MANAGER (ACCOUNTS) /
DEPUTY MANAGER (ACCOUNTS) FOR CORPORATE OFFICE**

No. of vacancies	:	4
Reservation	:	BC (other than BC Muslims)-1; MBC/DNC-1; SC-2
Qualification	:	CA (or) ICWAI
Age	:	<u>For Officer (Accounts):-</u> Minimum 28 years as on 01/12/2018 <u>For Assistant Manager (Accounts):-</u> Minimum 29 years as on 01/12/2018 <u>For Deputy Manager (Accounts):-</u> Minimum 34 years as on 01/12/2018
Experience	:	<u>For Officer (Accounts):-</u> Should have minimum 8 years of post qualification experience in reputed organizations as on 01/12/2018 <u>For Assistant Manager (Accounts):-</u> Should have minimum 10 years of post qualification experience in reputed organizations as on 01/12/2018 <u>For Deputy Manager (Accounts):-</u> Should have minimum 14 years of post qualification experience in reputed organizations as on 01/12/2018 Candidates should have worked in Finance and Accounts Department of a reputed manufacturing company and should have exposure in the areas of Project Finance, Resource Mobilization, Cost Control, Payroll and Performance Monitoring. Working experience in an ERP environment with exposure to IFRS is preferred.



**2. OFFICER (SECRETARIAL) / ASSISTANT MANAGER (SECRETARIAL) /
MANAGER (SECRETARIAL) FOR CORPORATE OFFICE**

No. of vacancies	:	2
Reservation	:	General Turn-2
Qualification	:	Should be a Graduate and an Associate Member of the Institute of Company Secretaries of India (ICSI).
Age	:	<u>For Officer (Secretarial):-</u> Minimum 28 years as on 01/12/2018 <u>For Assistant Manager (Secretarial):-</u> Minimum 29 years as on 01/12/2018 <u>For Manager (Secretarial):-</u> Minimum 37 years as on 01/12/2018
Experience	:	<u>For Officer (Secretarial):-</u> Should have minimum 8 years of post qualification experience in Secretarial Department of reputed organizations as on 01/12/2018 <u>For Assistant Manager (Secretarial):-</u> Should have minimum 10 years of post qualification experience in Secretarial Department of reputed organizations as on 01/12/2018 <u>For Manager (Secretarial):-</u> Should have minimum 17 years of post qualification experience in Secretarial Department of reputed organizations as on 01/12/2018 The incumbent should have good exposure in Company Law, Stock Exchange Regulations, SEBI Guidelines. Should have exposure to latest amendments in Companies Act, 2013. Should be computer literate with good communication skill. Must possess ability to liaise with various agencies like Financial Institutions, Merchant Bankers, SEBI, Stock Exchange, Registrar & Transfer Agents, etc.