



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 Corporate office at Chennai:

| Sl. No. | Name of the Post | No. of posts | Reservation | Scale of Pay ₹ | Monthly CTC at the minimum of Pay Scale as of 01.04.2018 ₹ |
|---------|-------------------------------------|--------------|-------------|-------------------|---|
| 1 | Assistant Manager (Secretarial) / | 2 | BC-1; | 23400-590-29300 | 92,200/- |
| 2 | Officer (Secretarial) | | MBC/DNC-1 | 19200-480-24000 | 76,600/- |

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 (CORPORATE TECHNICAL CELL)
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.

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 : 02.05.2018
Last Date of receipt of applications : 16.05.2018**

DIPR/530/Display/2018

www.tnpl.com



1. ASSISTANT MANAGER (SECRETARIAL) / OFFICER (SECRETARIAL):

| | | |
|-----------------|---|---|
| No of Vacancies | : | 2 (Two) |
| Reservation | : | BC-1 (Other than BCM);MBC/DNC-1; |
| Qualification | : | Should be a Graduate and an Associate Member of the Institute of Company Secretaries of India (ICSI). |
| Age | : | <u>for Assistant Manager (Secretarial):</u> Minimum 29 years as on 01/04/2018 <u>for Officer (Secretarial):</u> Minimum 28 years as on 01/04/2018 |
| Experience | : | <u>for Assistant Manager (Secretarial):</u> Minimum 10 years of post qualification experience in Secretarial Department of reputed organizations as on 01/04/2018. <u>for Officer (Secretarial):</u> Minimum 8 years of post qualification experience in Secretarial Department of reputed organizations as on 01/04/2018. 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. |
| Place of Work | : | Corporate Office, Chennai |