



Form No.: VSI/Personnel/ Job Advt./ATB/2023-24/12.5.23

Job Title*	Walk-in-interview for the Post of Customer Care Executive (CCE) (1 post) at Department of Alcohol Technology and Biofuels on Monday 22nd May 2023 at 10.30am to 3.30pm
Company Name	VASANTDADA SUGAR INSTITUTE PUNE
Company Profile	VSI established in 1975 by the sugarcane growers of the co-operative sugar factories, is the only organization of its kind in the World. The institute performs under one umbrella all scientific, technical and educational functions relevant to the Sugar Industry. The institute endeavor to improve and increase the productivity in the Sugar Industry through three main channelsnamely - Academics, Research and Extension. VSI symbolizes a unique partnershipbetween Sugar Industry, the Scientific Community and the Cane Growers.
Name of the Post*	Customer Care Executive (CCE- AT&B)
Name of Department*	Department of Alcohol Technology and Biofuels (AT&B)
Remuneration (Per month)*	Consolidated Rs. 15000/- pm (This Post is Purely on Contractual basis for a period of 11 months)
Job Profile*	Job Profile in detail; 1. CCE (AT&B) will work under HOD of AT&B 2. CCE (AT&B)will receive Non-NABL (AT&B) samples and allot them to the respective analyst. 3. CCE (AT&B)will be involved in customer care related activitiessuch as sample inward, analysis report outward, dispatch of analytical reports, customer's feedback, attending customers call, documentation, record-keeping,etc. 4. CCE (AT&B)will prepare payment receipt, its tax invoices/pro-forma invoice and also take follow up of the payments. 5. CCE should be proficient in English 6. CCE should have good Knowledge of word/ excel/ email,databases, data entries
Qualification*	Any Science Graduate
Experience*	1-2 yrs
Ref. No.*	dated 4/05/2023
Location*	Generally by default is 'Pune' and 'Anywhere in India'



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Terms & Conditions*	<ul style="list-style-type: none">• These posts are purely temporary contractual basis for a period of 11 months.• No TA or DA will be given to the candidates appear for interview by the Institute.• Candidates should bring original mark sheets/certificates, testimonials and experience certificates along with certified copies at the time of interview.• The decision of the Selection committee of the Institute will be final.• Institute reserves the rights to fill or cancel any post or all posts without assigning any reasons thereof.• For location of VSI, see Location/ map.
Details of mode of application Submission*	Walk-in-interview at Department of Alcohol Technology and Biofuels on Monday 22nd May 2023 at 10.30am to 3.30pm
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Keywords*	Customer care, Alcohol, Analysis Reports, Documentation, ISO, NABL

Director General