



Form No.: VSI/Personnel/ Job Advt./Agri. Engg./2022-23/17.09.2022

<b>Job Title*</b>	<b>Walk-in-interview for the Post of Customer Care Executive (CCE) (1 post) at NABL accredited lab – Agril. Engg. Section on 28.09.2022 at 10.30 am</b>
<b>Company Name</b>	VASANTDADA SUGAR INSTITUTE PUNE
<b>Company Profile</b>	VSI established in 1975 by the sugarcane growers of the cooperative 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 productivity in the Sugar Industry through three main channels namely - Academics, Research and Extension. VSI symbolizes a unique partnership between Sugar Industry, the Scientific Community, and the Cane Growers.
<b>Name of the Post*</b>	<b>Customer Care Executive (CCE)</b>
<b>Name of Department*</b>	<b>NABL accredited lab – Agril. Engg. Section</b>
<b>Compensation (Per month)*</b>	<b>Rs. 18000 to 20000/- pm depending upon qualification and experience (This Post is Purely on a Contractual basis for a period of 11 months)</b>
<b>Job Profile*</b>	<b>Job Profile in detail:</b> <ul style="list-style-type: none"><li>• To work under the Quality/Dy. Quality Manager of the Amalgamated NABL accredited laboratories.</li><li>• To receive NABL samples at one central point and will put the samples along with the requisition letter in the basket of respective labs.</li><li>• To I inform the respective Technical Manager about the receipt of the samples and hand over the sample to the respective lab.</li><li>• To issue tax /Pro-forma invoices to the customer and follow up for the payment.</li><li>• To assist the Quality Manager for updating the Quality Management System documents, correspondence, the conduct of the internal audit, MRM, and other lab-related work.</li><li>• To assist to Quality Manager in NABL-related work, making the arrangements for traveling, lodging, and boarding of auditor during the external audit of the laboratory by NABL</li><li>• .The CCE should be proficient in English and should have good Knowledge of word/ excel/ email, databases, and data entries.</li></ul>
<b>Qualification*</b>	Any Science Graduate
<b>Experience*</b>	2 yrs
<b>Ref. No.*</b>	17.09.2022
<b>Location*</b>	<b>Generally by default 'Pune' and 'Anywhere in India'</b>



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<b>Terms &amp; Conditions*</b>	<ul style="list-style-type: none"><li>• This post is purely on a temporary contractual basis for a period of 11 months.</li><li>• No TA or DA will be given to the candidates who appear for interviews by the Institute.</li><li>• Candidates should bring original mark sheets/certificates, testimonials, and experience certificates along with certified copies at the time of the interview.</li><li>• The decision of the Selection Committee of the Institute will be final.</li><li>• Institute reserves the right to fill or cancel any post or all posts without assigning any reasons thereof.</li><li>• For the location of VSI, see <a href="#">Location/ map</a>.</li></ul>
<b>Details of the mode of application Submission*</b>	Walk-in-interviews will be held at <b>NABL LAB- Agricultural Engineering Section on 28<sup>th</sup> September 2022 at 10.30 am</b>
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<b>Keywords*</b>	Customer care, NABL, Analysis, Reports