



Form No.: VSI/Personnel/ Job Advt./Admin. Dept./2024-25/28.10.2024

Job Title*	Walk-in-interview for the Post of Steno-Typist (02 Posts) & Typist cum Clerk (01 Post) at Administration Department On 14/11/2024 at 10.00 am
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 endeavour to improve and increase the 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.
Name of the Post*	<ul style="list-style-type: none">• Steno-Typist (02 Posts)• Typist Cum Clerk (01 Post)
Name of Department*	Administration Department
Remuneration (Per month)*	Rs.25,000/- for Steno-Typist Rs.20,000/- for Typist cum Clerk (These Posts are Purely on Contractual basis for a period of 11 months)
Job Profile*	<ul style="list-style-type: none">• Taking dictations in Marathi and English and typing Viz. letters, reports, notes, articles, minutes of the meeting etc.• Candidate should know all type of Clerical work, Computer, email correspondence, internet etc.• He/She should be well versed with MS Word, MS Excel and Power point presentation.• Candidate must be fluent in Marathi and English language.• To take charge of the movement of Official Papers\desk within & outside the institute.• To help keeping files\Office record in neat & tidy condition• To render assistance for all kinds of Administrative work.• To perform such other duties as may be assigned to him\her from time to time by superiors
Qualification*	For Steno- Typist : Graduate from any Faculty with Marathi Shorthand 80 w.p.m& English Stenography 100 w.p.m and Marathi Typing 40 w.p.m. and English Typing 50 w.p.m. For Typist Cum Clerk: Graduate from any Faculty with Marathi Typing 40 w.p.m. and English Typing 50 w.p.m.& MS.CIT pass out.



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Experience*	For Steno-Typist : Minimum Two-year experience as Steno-Typist (Marathi & English) in reputed Organization/Institute/Company. For Typist Cum Clerk: Minimum Two-year experience as Typist (Marathi & English) in reputed Organization/Institute/Company. & Clerical work
Ref. No.	11/10/2024
Location*	Generally by default is 'Pune' and 'Anywhere in Maharashtra'
Terms & Conditions*	<ul style="list-style-type: none">• These posts are purely on temporary & on contractual basis for a period of 11 months.• No TA or DA will be given to the candidates appearing for Test/ interview.• 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 or all posts without assigning any reasons thereof. For location of VSI, see Location/ map.
Details of mode of application Submission*	Walk in interviews & Typing test will be held at Administration Dept. on 14/11/2024 at 10.00 am
Contact Information*	Mr. Tukaram Patil Administrative Manager Vasantdada Sugar Institute Manjari (Bk.), Tal. Haveli, Dist.Pune 412 307. Phone: 020-26902100/ext. No.121/122 Fax : 020-26902244
Website	www.vsisugar.com
Keywords*	Stenography, Typing (English & Marathi language), Clerical work

Director General