



Form No.: VSI/Personnel/ Job Advt./FM-16/2020-21

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| Job Title* | Applications are invited for the post of Steno- Typist (3 Posts) at VSI . Application should be submitted through Post or by Hand or by Email to VSI along with Photo copies of original academic qualification & Experience Certificates and updated CV/Resume on or before 27th November 2020 |
| 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* | Steno- Typist (3 Posts) |
| Compensation (Per month)* | Rs. 20,000/-pm (These Posts are Purely on Contractual basis for a period of 1 year) |
| Job Profile* | Taking dictations in Marathi and English and typing Viz. letters, Reports, notes, articles minutes of the meeting etc. Candidate should know all types of clerical work, computer, Email correspondence, internet etc. He/she should be well versed with MS Word, MS Excel & Power point Presentation. Candidate must be fluent in Marathi & English language |
| Qualification* | Graduate of any discipline with Marathi Shorthand 80 WPM & English Shorthand 100 WPM and Marathi Typing 40 WPM & English Typing 50 WPM. |
| Experience* | Minimum 3 to 5 years' experience as Steno-Typist (Marathi & English) in reputed organization/Institute/Company. |
| Ref. No. | 20/10/2020 |
| Location* | Pune |
| Terms & Conditions* | <ul style="list-style-type: none">• These posts are Purely temporary on Contract basis for a Period of one year likely to be extended considering performance & requirement.• Age Limit not more than 35 years. Age relaxation up to 40 years depending on merit.• Application with requisite qualification, experience and Received by Post or by Email or by Hand to VSI on or before 27/11/2020.• No TA/DA will be provided if candidate called for Written/ Personal interview at Institute. |



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| | <ul style="list-style-type: none">• Decision of Selection Committee of the Institute shall be final• Institute reserves the right to fill in the post or cancel post without assigning any reason thereof *For location of VSI see location Map. |
| Details of mode of application Submission* | Application supported with evidence of academic and experience may be sent super scribing the envelope "Application for the Post of "STENO-TYPIST" By Post or by Hand or email to, The Director General Vasantdada Sugar Institute Manjari (Bk.), Tal. Haveli, Dist.Pune 412 307. |
| Last Date of Application Submission by Post or by Hand or By Email* | On or before 27th November 2020 |
| Contact Information* | Mr. R.S. Gangele Personnel Manager Vasantdada Sugar Institute Manjari (Bk), Pune 412307 Tel: 020-26902100/113/114 |
| Web-mail* | sp.jadhav@vsisugar.org.in |
| Website | www.vsisugar.com |
| Keywords* | Shorthand, Typing, Clerical work, Computer |

Director General