



Form No.: VSI/Personnel/ Job Advt./Registrar& Hostel/2026-27/06.04.2026

Job Title*	Applications are invited for the post of Clerk Cum Record Keeper (01 Post) at Registrar & Hostel Section . Applications along with photocopies of original certificates and CV/Resume should be submitted through Post or by hand or by email on or before 20th May 2026 .
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 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*	Clerk Cum Record Keeper (01 Post)
Name of Department*	Registrar & Hostel Section
Remuneration* (Per month)	Consolidated Rs. 18,000/- pm (This Post is Purely on Contractual basis for a period of 11 Months)
Job Profile*	<ul style="list-style-type: none">• To take charge of the movement of Official Papers\desk within & outside the institute.• To help keeping files\Office record in neat & tidy condition• Knowledge of computer and typing• 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*	Graduate/Postgraduate from Any Faculty & Basic Computer Knowledge and typing
Age Limit	Not more than 40 years
Experience*	Minimum one year of experience in reputed education Institute \ Organization and related field
Ref. No.*	Dated 16/03/2026
Location*	Generally by default is 'Pune' and 'Anywhere in India'
Terms & Conditions*	<ul style="list-style-type: none">• This post is purely on temporary contractual basis for a period of 11 Months.• Canvassing in any form would lead to disqualification of the candidate.• No TA/ DA will be paid for attending the interview.• The selected candidates shall not claim for any regular appointments at this institute as the above positions are purely contractual, non-regular, time bound.



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	<ul style="list-style-type: none">• 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 more information about VSI please visit to website: www.vsisugar.com for location of VSI follow this link Location/ map
Details of mode of application Submission* Last Date of Application Submission*	The eligible candidates are requested to send their application in the enclosed format along with a copy of scanned documents and CV as Annexure-I through Email to rdevarumath@gmail.com or abhishekmane.official30@gmail.com on or before May 20, 2026 . After screening the application, the shortlisted eligible candidates will be called for interview and we informed for further details regarding interview by email or phone.
Contact Information	Dr. R.M.Devarumath Sr. Scientist & I/c Principal Registrar & Hostel Section, Vasantdada Sugar Institute, Manjari (Bk), Pune 412307 Tel: 020-2690 2235
Web-mail*	rm.devarumath@vsisugar.org.in / rdevarumath@gmail.com / abhishekmane.official30@gmail.com
Website	www.vsisugar.com
Keywords*	VSI, Admin. Work, Record Maintain, Data updation.

Director General