



Form No.: VSI/Personnel/ Job Advt./Admn./2022-23/04.02.2023

<b>Job Title*</b>	<b>Walk-in-interview for the Post of Office Attendant (01 Post) at Administration Department on 27<sup>th</sup> February 2023 at 1.30 pm</b>
<b>Company Name</b>	VASANTDADA SUGAR INSTITUTE PUNE
<b>Company Profile</b>	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.
<b>Name of the Post*</b>	<b>Office Attendant</b>
<b>Name of Department*</b>	<b>Administration Department</b>
<b>Remuneration</b>	<b>Consolidated Rs.15,000/- PM</b> <b>(This Post is Purely on Contractual basis for a period of 11 months)</b>
<b>Job Profile*</b>	<ul style="list-style-type: none"><li>• To take charge of movement of official papers/Desk within and outside the Institute</li><li>• To clean table/Racks, Chairs etc.</li><li>• To help keeping for all kinds of dispatch work</li><li>• To lock and open office etc.</li><li>• To render assistance for all kinds of dispatch work</li><li>• To Perform such other duties as may be assigned to him/her from time to time by superiors</li></ul>
<b>Qualification*</b>	SSC Pass
<b>Experience*</b>	Minimum 02 years of experience in reputed Institute/ organization/Company
<b>Ref. No.*</b>	31.01.2023
<b>Location*</b>	<b>Generally by default is 'Pune' and 'Anywhere in India'</b>
<b>Terms &amp; Conditions*</b>	<ul style="list-style-type: none"><li>• <b>This post is purely on temporary contractual basis for a period of 11 months.</b></li><li>• No TA or DA will be given to the candidates appear for interview by the Institute.</li><li>• Candidates should bring original mark sheets/certificates, testimonials and experience certificates along with certified copies at the time of interview.</li><li>• The decision of the Selection Committee of the Institute will be final.</li><li>• Institute reserves the rights to fill or cancel any post or all posts without assigning any reasons thereof.</li><li>• For location of VSI, see <a href="#">Location/ map</a>.</li></ul>
<b>Details of mode of application Submission</b>	Walk in interviews will be held at Administration Department on 27 <sup>th</sup> February 2023 at 1.30 pm
<b>Contact Information</b>	<b>Mr. T.P. Patil</b> <b>Administrative Manager</b> <b>Administration Department</b> <b>Vasantdada Sugar Institute</b> <b>Manjari (Bk.), Tal. Haveli, Dist.Pune 412 307.</b> <b>Phone: 020-26902100/ext. No.121/122</b> <b>Fax : 020-26902244</b>



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<b>Web-mail*</b>	-
<b>Website</b>	<a href="http://www.vsisugar.com">www.vsisugar.com</a>
<b>Keywords*</b>	Office Attendant, Xeroxing, Binding, Cleaning, dispatch

Director General