



Form No.: VSI/Personnel/ Job Advt./VSI./2023-24/30.05.2023

Job Title*	Walk-in-interview for the Post of 1) Office Attendant (11 Posts) 2) Wireman (01 Post) 3) Driver for Heavy Vehicle (01 Post) at Vasantdada Sugar Institute On 07.06.2023 at 11:00 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 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*	1) Office Attendant (11 Posts) 2) Wireman (01 Post) 3) Driver for Heavy Vehicle (01 Post)
Remuneration*	For Sr. No.1 Consolidated Rs.15,000/- pm For Sr. No. 2 Consolidated Rs. 17,000/- to 18,000/- pm For Sr. No. 3 Consolidated Rs. 17,000/- to 18,000/- pm (These Posts are Purely on Contractual basis for a period of 11 Months)
Job Profile*	<u>For Sr. No.1</u> <ul style="list-style-type: none">To take charge of the movement of Official Papers\desk within & outside the institute.To Clean Tables\Racks\Chairs etc.To help keeping files\Office record in neat & tidy conditionTo render assistance for all kinds of Dispatch work.To lock & Open Office etc.To perform such other duties as may be assigned to him\her from time to time by superiors <u>For Sr. No.2</u> <ul style="list-style-type: none">Installation of electrical wiring to machine and system.To conduct testing and troubleshoot on the electrical wiring system.To maintain and operate all electrical pannels and equipment.To engage all electrical repairs works.DG Set operating, AC Chiller Plant operating, Motor Starters fault finding & maintenance work.He should work night shift <u>For Sr. No.3</u> Driving of Heavy Vehicle as well as Light Vehicle
Qualification*	<u>For Sr. No. 1</u> 8 th to 10 th Std Pass/fail <u>For Sr. No.2</u> SSC with ITI (Electrical), having PWD License holder <u>For Sr.No.3</u> 10 th /12 th Class pass and valid driving licenses and badge for heavy vehicle
Age Limit	Not more than 30 years



Form No.: VSI/Personnel/ Job Advt./VSI./2023-24/30.05.2023

Experience*	<u>For Sr. No.1</u> Minimum 1 Year Experience in Reputed Institute \ Organization \Company. Fresher can also attend the interview <u>For Sr. No.2</u> Minimum 3 years experience and he should have generator operating knowledge & maintenance work <u>For Sr. No.3</u> Minimum 2 years in reputed organization for heavy Vehicle as well as Light Vehicle Driving.
Ref. No.*	dated 29.05.2023
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 Month.• No TA or DA will be given to the candidates for appearing interview.• Candidates should bring updated CV, original mark sheets/certificates, Aadhar Card, Pan Card, Driving License, 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 post or all posts without assigning any reasons thereof.• For location of VSI, see Location/ map.
Contact Information	Mr. R.S. Gangele Personnel Manager Vasantdada Sugar Institute Manjari (Bk.), Tal. Haveli, Dist.Pune 412 307. Phone: 020-26902100/ext. No.114/113 Fax : 020-26902244
Website	www.vsisugar.com
Keywords	Office attendant, wirman, Heavy Vehicle driving

Director General