



Form No.: VSI/Personnel/ Job Advt./Admin. Dept../2022-23/30.07.2022

Job Title*	Applications are invited for the post of Steno-Typist (01 Post) at Administration Department . Application should be submitted in PRESCRIBED APPLICATION FORMAT which is available at VSI website . Application Should send through Post or by Hand to VSI along with photo copies of original Certificates and CV/Resume on or before 16th August 2022
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 (01 Post)
Name of Department*	Administration Department
Compensation (Per month)*	VSI Pay Level S-12 (Rs. 19530 – 61850) (Starting Salary: Rs. 30,857/- pm (including all eligible allowances))
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.
Qualification*	Minimum HSC passed 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.
Experience*	1. Minimum five years' experience as Steno-Typist (Marathi & English) in reputed Organization/Institute/Company.
Ref. No.	21.01.2022
Location*	Generally by default is 'Pune' and 'Anywhere in India'
Terms & Conditions*	<ul style="list-style-type: none">• Age limit not more than 35 years.• Application with requisite qualification, experience and received BY Postor by Hand only to VSI• The post carries prescribed pay-scale, DA, HRA and other benefits as per the rules of the Institute.• Working employees should forward their application Through Proper channel



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	<ul style="list-style-type: none">• No TA/DA will be provided if candidate called for Written/ Personal interview at Institute.• 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 should be submitted in PRESCRIBED APPLICATION FORMAT along with supported with evidence of academic and experience may be sent super scribing the envelope “ Application for the Post of STENO-TYPIST - ADMINISTRATION DEPARTMENT ” BY POST, OR BY HAND ONLY 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	On or before 16th August 2022
Contact Information*	Mr. R.S. Gangele Personnel Manager Vasantdada Sugar Institute Manjari (Bk), Pune 412307 Tel: 020-26902100/113/114
Website	www.vsisugar.com
Keywords*	Stenography, Typing (English & Marathi language), Clerical work

Director General