



Form No.: VSI/Personnel/ Job Advt.(Revised)/Admin. Dept./2022-23/20.08.2022

Job Title*	Applications are invited for the post of Steno-Typist (01 Post) in the Administration Department. The application should be submitted in PRESCRIBED APPLICATION FORMAT which is available on the VSI website. Application Should send through Post or by Hand to VSI along with photocopies of original Certificates and CV/Resume on or before 12th September 2022
Company Name	VASANTDADA SUGAR INSTITUTE PUNE
Company Profile	VSI established in 1975 by the sugarcane growers of the cooperative 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 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. 31,443/- 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 types of Clerical work, Computer, email correspondence, internet, etc.• He/She should be well versed with MS Word, MS Excel, and Powerpoint presentations.• The 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 three years experience as Steno-Typist (Marathi & English) in a reputed Organization/Institute/Company.
Ref. No.	21.01.2022 & 18.08.2022
Location*	Generally by default 'Pune' and 'Anywhere in India'
Terms & Conditions*	<ul style="list-style-type: none">• The age limit is not more than 35 years.• Application with requisite qualification, experience, and received BY Post or by Hand only to VSI• The post carries a 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 the candidate called for Written/ Personal interview at Institute.• The decision of the Selection Committee of the Institute shall be final.• Institute reserves the right to fill in the post or cancel the post without assigning any reason thereof• For the location of VSI see location Map.
Details of the mode of application Submission*	The application should be submitted in PRESCRIBED APPLICATION FORMAT along with supporting evidence of academic and experience may be sent superscribing 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 12th September 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