



Form No.: VSI/Personnel/ Job Advt./Admin./2022-23/27.03.2023

Job Title*	Walk-in-interview for the Post of Office Attendant (02 Posts) at Administration Dept. on 05.04.2023 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*	Office Attendant (02 Posts)
Name of Department*	Administration
Remuneration*	Consolidated Rs.15000 to Rs.17,000/- 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 Clean Tables\Racks\Chairs etc.• To help keeping files\Office record in neat & tidy condition• To 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
Qualification*	10'th Class Pass.
Age Limit	Not more than 30 years
Experience*	Minimum 2 Years Experience in Reputed Institute \ Organization \ Company
Ref. No.*	dated 13/03/2023 & 20/03/2023
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 original mark sheets/certificates, testimonials and experience certificates along with certified copies at the time of interview.• 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. Tukaram Patil Administrative Manager Vasantdada Sugar Institute Manjari (Bk.), Tal. Haveli, Dist.Pune 412 307. Phone: 020-26902100/ext. No.121/122 Fax : 020-26902244
Website	www.vsisugar.com

Director General