



Form No.: VSI/Personnel/ Job Advt./Accounts/2026-27/05.10.2026

Job Title*	Applications are invited for the post of Cashier cum Accounts Assistant (01 Post) at Accounts Dept. Applications should be submitted through Post or by Hand to VSI along with photo copies of original Certificates and CV/Resume on or before 23rd October 2026
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*	Cashier cum Accounts Assistant (01 Post)
Name of Department*	Accounts Department
Remuneration (Per month)*	VSI Pay Level S-14 (Rs. 20560 – Rs. 65090) (Starting Salary: Rs. 39,064 /- pm (including all eligible allowances)
Job Profile*	1. Knowledge Cash Handling & Maintain the Cash Book and ensure that all receipts and payments are recorded accurately and promptly. 2. Assist in maintaining General Ledger, Subsidiary Ledgers and other accounting records. 3. Ensure proper custody of cash, timely banking of collections and adherence to prescribed cash-handling procedures & Maintain confidentiality of financial information and ensure accuracy in all accounting and cash-related transactions. 4. Knowledge of Verification of supplier bills, Labour bills, supplier & various types of payments, Bank Reconciliation, Debtors & Creditors ledger scrutiny, Finalization of Accounts. 5. Knowledge in recent laws regarding Income Tax, Goods and Service Tax (GST) etc. 6. Adequate knowledge in computer operation in Words, Excel and Power Point etc. 7. Perform other cash, accounts and finance-related duties assigned by the competent authority from time to time.
Qualification*	B. Com OR M. Com.
Experience*	1) B. Com with 5 years' minimum experience in Accounts functions & procedures OR 2) M. Com with 2-year minimum experience in Accounts functions & procedures. Candidate having experience of cashier will be given preference.
Ref. No.	11.09.2026



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Location*	Generally by default is 'Pune' and 'Anywhere in India'
Terms & Conditions*	• Eligible candidates with good academic record should send their detailed resume along with Xerox copies of certificates and testimonials etc. subscribing the envelope- "Application for the post of Cashier cum Accounts Assistant". • Applications with required in-line qualification experience and received BY POST/BY HAND will be considered, no email application will be considered. Only short-listed candidate will be called for Written/interview and the date will be communicated to eligible candidates. • The post carries prescribed pay-scale, DA, HRA and other benefits as per the rules of the Institute. • No TA/DA will be provided if candidate called for Written/ Personal interview at Institute. • Age Limit not more than 40 Years. • The Decision of the 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 supported with evidence of academic and experience may be sent super scribing the envelope "Application for the Post of "CASHIER CUM ACCOUNTS ASSISTANT" BY POST, OR BY HAND, 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 23rd October 2026
Contact Information*	Mr. S. P. Jadhav Personnel Manager Vasantdada Sugar Institute Manjari (Bk), Pune 412307 Tel: 020-26902100/113/114
Website	www.vsisugar.com
Keywords*	Cashier, Accounts Assistant, Accounting, Processing of salary, Verification of running bills, Income Tax, Good and Service Tax (GST), etc.

Director General