



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

Job Title*	Applications are invited for the post of 1) Purchase Officer (02 Posts) 2) Purchase / Accounts Officer (01 Post) at Purchase Section. 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*	Purchase Officer (02 Posts) & Purchase/Accounts Officer (01 Post)
Name of Department*	Purchase Section
Remuneration (Per month)*	VSI Pay Level S-18 (Rs. 35210 – Rs. 111550) (Starting Salary: Rs. 66,899/- pm (including all eligible allowances)
Job Profile*	1) Verification of indents, inviting quotations, making comparative statements, Negotiations with supplier, Processing of E-tenders, import of equipment's and other material purchase procedures. 2) Ensuring compliance with the Comptroller and Auditor General (CAG) Audit Related purchase procedures relating to procurement of goods, services, equipment, civil works, repairs, maintenance and other requirements. 3) Coordinating with Accounts Department for Purchase bills Procedure, Stores, Administrative departments, Technical Departments and other concerned departments for timely and efficient completion of procurement activities and Timely payments to suppliers. 4) Knowledge in recent laws regarding Income Tax, Goods and Service Tax (GST), etc. 5) Adequate knowledge in computer operation in Words, Excel and Power Point etc. 6) Perform any other Purchase and Accounts related duties assigned by the competent authority from time to time.
Qualification*	B. Com OR M. Com OR Passing of C.A. - Inter OR C.M.A. - Inter with any graduation.
Experience*	1) B. Com with 8 years' minimum experience in Accounts & Purchase functions & procedure OR 2) M. Com with 5 years' minimum experience in Accounts & Purchase functions & procedures OR 3) Passing of C.A. - Inter OR C.M.A. – Inter along with any graduation & Minimum 2 Years Working Experience 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 Purchase Officer OR Purchase/Accounts Officer". • 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 is 45 years & relaxation of age upto 47 years will be given depending upon Experience. • 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 PURCHASE OFFICER OR PURCHASE /ACCOUNTS OFFICER " 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*	Purchase, Accounts, Tenders, quotation, Income Tax, Good and Service Tax (GST), etc.

Director General