

BHARATI VIDYAPEETH
Bharati Vidyapeeth Bhavan
Lal Bahadur Shastri Marg, Pune 411 030

Phone: 020 – 24407100, 24407199

REQUIRED

Applications are invited from the qualified and eligible candidates for the following posts to be filled in Bharati Vidyapeeth, Pune 30.

Sr. No.	Name of Post	Qualification and Experience
1.	Steno Typist (English & Marathi)	Graduate in any faculty with good command over English and speed of 100 w.p.m. in English & Marathi Shorthand and 40 w.p.m. in Typing (English & Marathi). Candidate should possess good writing and verbal communication skills. Preference will be given to candidates who have done their studies through English Medium. Computer knowledge is essential. One to three years experience in similar field.
2.	Receptionist	Graduate in any faculty with pleasing personality and good command over English and Marathi. Preference will be given to candidates who have done their studies through English Medium. Experience in similar position for a minimum period of two years. Proficient in Microsoft Office Able to type 35 wpm minimum Strong phone skills Comfortable multi-tasking and prioritizing tasks without guidance Excellent interpersonal skills RESPONSIBILITIES FOR RECEPTIONIST Answer and direct phone calls in a polite and friendly manner Welcome visitors in a warm and friendly manner and answer any questions of visitors Maintain reception area and all common areas in a clean and tidy manner at all times Keep detailed and accurate records of visitor requests and of calls received Maintain the general office filing system
3.	Junior Clerk	Graduate in any faculty and good command over English and Marathi. Preference will be given to candidates who have done their studies through English Medium. 4-5 years experience Typing knowledge of English at the level of 40 W.P.M. and Marathi 30 W.P.M. MS-CIT examination and also Certificate level examinations of Tally, Microsoft Windows – Word, Excel, Power Point and Internet / E.mail etc.

The Salary will commensurate with the qualifications and experience of the candidate subject to the rules of Bharati Vidyapeeth.

For detailed information about post, qualification and online application, please visit Bharati Vidyapeeth's website <http://bvp.bharatividyaapeeth.edu/index.php/careers> . **The last date for receiving online applications will be 10 days from the date of publication of the advertisement.**

Please also send a hard copy of the application submitted online and attested xerox copies of all certificates to,The Secretary, Bharati Vidyapeeth Bhavan, 4th floor, Bharati Vidyapeeth Central Office, L.B.S. Marg, Pune 411030 by post or courier only.

Secretary,
Bharati Vidyapeeth, Pune