



INSTITUTE OF DRIVING TRAINING AND RESEARCH SOCIETY

Near Hotel Kalasagar, Next to State Bank of India,

Old Pune-Mumbai, Highway, Kasarwadi,

Pune 411 034

Email: idtrpune@gmail.com, Website: www.idtrpune.org

IDTRS/ADMN/Recruitment/2026-27

13th October 2026

ADVERTISEMENT

Institute of Driving Training and Research Society, Pune invites application for the following positions purely on temporary and contractual basis. Required qualification, Experience, Age Limit, Remuneration and job description is as given below:

1.	DRIVER-CUM-TRAINER (01)		
	Method of appointment	:	Direct on Contract basis
	Qualification & Experience	:	- Minimum Xth passed - Valid Permanent Driving License for LMV & HMV - Min. 2 years LMV and six months HMV driving experience
	Age Limit	:	Min. age 24 yrs. and Max. age 60 yrs.
	Consolidated Remuneration	:	Remuneration will be decided based on qualification and experience and as per IDTR norms.
2.	DRIVER INSTRUCTOR (04)		
	Method of appointment	:	Direct on Contract basis
	Qualification & Experience	:	- Minimum Xth passed / XIIth passed - A certificate in a course in motor mechanics (ITI) or NCTVT in Motor Vehicle Mechanic/ Automobile Trade any other higher qualification in mechanical engineering from central or state Govt. or from recognized institution by Board of Technical Education of a State Government - BE in Mechanical or Automobile engineering is desirable. - Valid Permanent Driving License of LMV/HMV - Min. 5 years LMV / HMV driving experience - Ability to demonstrate and to explain the functions of different components, parts of the vehicle - Adequate knowledge of Marathi, Hindi & English language - Computer Knowledge
	Age Limit	:	Maximum 60 years
	Consolidated Remuneration	:	Remuneration will be decided based on qualification and experience and as per IDTR norms.

3.	JUNIOR ACCOUTANT (02 Nos.)		
	Method of appointment	:	• Direct on Contract basis
	Educational Qualification	:	• Graduate and above in Commerce / Management
	Experience	:	• Two-year Experience in Accounts / Financial/Taxation department with knowledge of tally software is must.
	Age Limit	:	• Minimum 25 years and maximum 45 years.
	Consolidated emoluments per month	:	• Remuneration will be decided based on qualification and experience and as per IDTR norms.
4.	ADMIN ASSISTANT (1 No.)		
	Method of appointment	:	• Direct on Contract basis
	Educational Qualification & Experience	:	• A candidate Must Be Graduate in Commerce/ Arts/ Science • Two years' experience in routine office procedures and clerical activities OR Post Graduate in Commerce/Arts/ Science/Management will be preferred.
	Age Limit	:	• Minimum 25 years and maximum 40 years.
	Consolidated emoluments per month	:	• Remuneration will be decided based on qualification and experience and as per IDTR norms.
5.	ASSISTANT PROJECT COORDINATOR (01 POST)	:	
	Educational Qualification & Experience	:	• Master of Social Work (MSW) from a recognized University/Institution; OR • Bachelor of Social Work (BSW) from a recognized University/Institution with minimum one (01) year of relevant experience in implementation of CSR projects; OR • Bachelor's Degree in any discipline from a recognized University with minimum five (05) years of relevant experience in CSR projects, skill development programmes, or a Government/Private Training Institute.
	Consolidated emoluments per month	:	• Rs. 25,000/- per month
	Age Limit	:	• Minimum 25 years and maximum 45 years.

Other terms and conditions:

- The Institute of Driving Training and Research Society (IDTRS), Pune, collaborates with Central and State Government organisations, including SARTHI, Government of Maharashtra, as well as corporates, for the implementation of their CSR projects. The ongoing projects are expected to continue for a minimum period of 18 months. Accordingly, the engagement of the appointee shall initially be for the project period and may be extended based on satisfactory performance, subject to the continuation of the project and its approved duration, whichever is earlier.

- Eligible candidates are requested to submit the application along with self-attested photocopies/scanned copies of educational qualification certificate, experience certificate, proof of date of birth and relevant documents addressed to Principal IDTRS mentioning the post applied for and shall be sent by email at idtrpune@gmail.com /in person on or before 08th November, 2026.
- Only shortlisted candidates shall be called for the further process of recruitment. Any attempt to influence the process will immediately result in disqualification of the candidate.

S/d-
PRINCIPAL