



INSTITUTE OF DRIVING TRAINING AND RESEARCH SOCIETY,

Old Pune-Mumbai Highway, Near Hotel Kalasagar,
Behind State Bank of India, Kasarwadi, Pune 411 034

Email: idtrpune@gmail.com

IDTRSP/ADM/Recruitment/2024-25

27th June 2024

ADVERTISEMENT

IDTRS, Pune invites applications for the post of “**ACCOUNTANT**”, “**DRIVER INSTRUCTOR**” and “**ADMIN ASSISTANT**”. Required qualification, Experience, Age Limit and Remuneration is as given below:

(1) Name of the Post	:	ACCOUNTANT
Method of appointment	:	Direct on Contract basis
Number of Vacancies	:	01
Qualification & Experience	:	A candidate must be Graduate in Commerce/ Management with 3 years' experience in Accounts/ Financial departments. Exposure in Tally accounting software will be preferred.
Age Limit	:	Minimum 25 to Maximum 35 years
Consolidated Remuneration	:	Rs. 22,000/- per month (EPF & ESI as applicable)

(2) Name of the Post	:	DRIVER INSTRUCTOR
Method of appointment	:	Direct on Contract basis
Number of Vacancies	:	02
Qualification & Experience	:	<ul style="list-style-type: none">• Xth OR XIIth plus ITI/ DME/ DAE• BE in Mechanical OR Automobile engineering is desirable.• Min. 5 years LMV/ HMV driving experience• Computer Knowledge• Driving license of 2W plus LMV/ Transport Class
Age Limit	:	Maximum 60 years, but can be up to 65 for ex-serviceman/State or Central Govt./ STU retiree)
Consolidated Remuneration	:	Rs. 22,000/- per month (EPF & ESI as applicable)

(3) Name of the Post	:	ADMIN ASSISTANT
Method of appointment	:	Direct on Contract basis
Number of Vacancies	:	02
Qualification & Experience	:	A candidate Must be Graduate in Commerce/ Arts/ Science OR Diploma in Mechanical/Automobile with experience in routine office procedures and clerical activities will be preferred.
Age Limit	:	Maximum 35 years
Consolidated Remuneration	:	Rs. 15,000/- per month (EPF & ESI as applicable)

Other terms and conditions:

- The appointment is purely on contract basis initially period of one year which may be further extended based on the performance.
- The employment shall be governed by the terms and conditions of the contract signed by the selected candidate and IDTRS Pune.
- Eligible candidates are requested to submit the application along with self-attested photocopies/scanned copies of the following documents:
 - Educational qualification certificates
 - Experience certificates (Essential for considering experience in years)
 - Proof of date of birth
 - Other relevant documents
- Application should be addressed to the Principal IDTRS clearly mentioning the post applied for and shall be sent by Post/courier/Email at idtrpune@gmail.com /in person on or before **17th July, 2024**.
- Applications lacking the required scanned copies/photocopies of the specified documents will not be considered for further processing.
- 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, IDTR, Pune