



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

IDTRSP/ADM/CSR Project/25-26

06th August 2025

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.	Name of the Post (01)	:	PROJECT CORDINATOR (FEMALE)
	Educational Qualification	:	Master of Social Work (MSW)
	Experience	:	One year Experience in any CSR Project
	Contract Period	:	Initially project period of eight months which may be further extendable
	Consolidated emoluments per month	:	Rs. 40,000/- per month (PF and ESIC as applicable)
	Age Limit	:	Minimum 25 years to 35 years
	Job Description	:	<ul style="list-style-type: none">• Develop and implement training schedules and action plans.• Ensure timely commencement and completion of training batches.• Guide and supervise mobilizers, trainers, and support staff.• Conduct team meetings to review performance and resolve challenges.• Oversee enrolment, training delivery, assessments, and certification.• Address issues faced by trainees related to attendance, learning, or logistics.• Coordinate with local government bodies, NGOs, training partners, and community organizations.• Facilitate stakeholder visits, reviews, and audits.• Maintain records of training progress, attendance, and outcomes.

			<ul style="list-style-type: none"> • Prepare detailed reports on project progress, challenges, and achievements. • Identify employment opportunities with cab aggregators, fleet operators, government transport schemes, and private organizations. • Organize placement drives, employer meetings, and job readiness sessions. • Facilitate entrepreneurship or self-employment opportunities (e.g., e-rickshaw ownership, cab driving). • Track post-training placements and success stories. • Monitor expenses in line with project budgets. • Ensure availability of training infrastructure, vehicles, and materials. • Support mobilizers in community awareness and enrolment drives. • Represent the programme in public events, media, and exhibitions. • Any other relevant work as per demand of the situation.
2.	Name of the Post (01)	:	MOBILIZER (FEMALE)
	Educational Qualification	:	12 th Std. OR Equivalent OR 10 th Std. plus one year working experience social field
	Experience	:	One year Experience in any CSR Project will be preferred
	Contract Period	:	Initially project period of eight months which may be further extendable
	Consolidated emoluments per month	:	Rs. 15,000/- per month (PF and ESIC as applicable)
	Age Limit	:	Minimum 25 years to 35 years
	Job Description	:	<ul style="list-style-type: none"> • Identify potential women candidates from communities, NGOs, and local networks. • Conduct door-to-door visits, group meetings, and community sessions to promote the training programme. • Organize awareness drives, workshops, and orientation sessions to inform women about the benefits of driving skills and job opportunities.

		<ul style="list-style-type: none"> • Address social barriers or resistance related to women's mobility and employment. • Assist candidates with registration and document collection (ID proof, license eligibility, etc.). • Maintain a database of mobilized and enrolled candidates with tracking mechanisms. • Follow up regularly with trainees for attendance, progress, and feedback. • Submit daily/weekly reports on mobilization activities, enrolment numbers and challenges faced. • Liaise with local NGOs, Panchayats, Women's groups, and employment cells to support mobilization. • Build trust and rapport within the community to promote sustained participation.
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Other terms and conditions:

- The appointment is purely on contract basis initially project period of eight months which may be further extendable subject to the project period.
- 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 idthrpune@gmail.com /in person on or before **14th August, 2025.**
- 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