



INSTITUTE OF DRIVING TRAINING AND RESEARCH SOCIETY

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

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IDTRSP/ADM/CSR Project/26-27

22nd June 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.	Name of the Post	:	PROJECT COORDINATOR (01 POST)
	Educational Qualification	:	Master of Social Work (MSW) from a recognized University/Institution
	Experience	:	Two years' Experience in any CSR Project
	Contract Period	:	Initially, the appointment shall be for a period of one year or until the completion of the project, whichever is earlier
	Consolidated emoluments per month	:	Rs. 42,000/- per month
	Age Limit	:	Minimum 25 years and maximum 45 years . Female candidates will be given preference.
	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.

		<ul style="list-style-type: none"> • Maintain records of training progress, attendance, and outcomes. • 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. <p>Any other relevant work as per demand of the situation.</p>
2.	Name of the Post	: 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.
	Contract Period	: Initially, the appointment shall be for a period of one year or until the completion of the project, whichever is earlier
	Consolidated emoluments per month	: Rs. 25,000/- per month
	Age Limit	: Minimum 25 years and maximum 45 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. • 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. • 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.
3.	Name of the Post	:	JUNIOR ACCOUTANT (01 POST)
	Educational Qualification	:	Graduate and above in Commerce / Management
	Experience	:	Two-year Experience in Accounts / Financial/Taxation department with knowledge of tally software is must.

Contract Period	:	Initially, the appointment shall be for a period of one year or until the completion of the project, whichever is earlier
Consolidated emoluments per month	:	Rs. 20,000/- per month
Age Limit	:	Minimum 25 years and maximum 40 years .
Job Description	:	<ul style="list-style-type: none"> • To Maintain separate books of accounts for CSR projects. • Record all financial transactions in accounting software/manual registers. • Prepare payment vouchers, receipt vouchers, and journal vouchers. • Process vendor bills, reimbursements, and project-related payments. • Maintain project-wise expenditure statements and budget utilization reports. • Reconcile project accounts with bank statements on a monthly basis. • Assist in preparation of Utilization Certificates (UCs) and financial reports required by CSR partners. • Maintain proper documentation of all financial records for audit purposes. • Coordinate with Project Coordinators regarding project expenditures and budget monitoring.

Other terms and conditions:

- The appointment is purely on contract basis.
- 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 **04th July, 2026 up to 05.00 PM.**
- 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