



# 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](mailto:idtrpune@gmail.com)

IDTRSP/ADM/Recruitment/2025-26

25<sup>th</sup> February 2026

## **ADVERTISEMENT**

Institute of Driving Training and Research Society, Pune invites applications for the post of “**DRIVER CUM TRAINER**”, “**ACCOUNTANT**” and “**DRIVER INSTRUCTOR**”. Required qualification, Experience, Age Limit and Remuneration is as given below:

1.	<b>DRIVER-CUM-TRAINER (01)</b>	
	Method of appointment	: Direct on Contract basis
	Qualification & Experience	: <ul style="list-style-type: none"> <li>• Minimum X<sup>th</sup> passed</li> <li>• Valid Permanent Driving License for LMV &amp; HMV</li> <li>• Min. 5 years LMV and 2 years HMV driving experience</li> </ul>
	Age Limit	: <ul style="list-style-type: none"> <li>• Minimum age 24 years and Maximum age 60 years.</li> </ul>
	Consolidated Remuneration	: <ul style="list-style-type: none"> <li>• Rs. 18,000/- per month (EPF &amp; ESI as applicable)</li> </ul>
2.	<b>ACCOUNTANT (01)</b>	
	Method of appointment	: Direct on Contract basis
	Required Qualification	: <ul style="list-style-type: none"> <li>• Graduate in Commerce / Management</li> <li>• Post Graduate in Commerce / Management will be preferred</li> </ul>
	Accounting Experience	: <p>Minimum 6–7 years of relevant experience in Accounts and Financial Management, including:</p> <ul style="list-style-type: none"> <li>• Preparation and maintenance of books of accounts</li> <li>• Handling TDS compliance – deduction, payment and filing of TDS returns</li> <li>• Filing of GST returns (GSTR-1, GSTR-3B, reconciliation, etc.)</li> <li>• Compliance with Professional Tax provisions and returns</li> <li>• Preparation and filing of Income Tax Returns</li> <li>• Bank reconciliation statements and fund management</li> <li>• Assistance in statutory audits and internal audits</li> <li>• Budget preparation, expenditure control and financial reporting</li> <li>• Working knowledge of accounting software with valid Tally Certificate and proficiency in MS-Operating system</li> </ul>
	Age Limit	: <ul style="list-style-type: none"> <li>• 35 to up to 50 years</li> </ul>
	Consolidated Remuneration	: <ul style="list-style-type: none"> <li>• Rs. 40,000/- per month (EPF &amp; ESI as applicable)</li> </ul>

3.	<b>DRIVER INSTRUCTOR (02)</b>		
	Method of appointment	:	Direct on Contract basis
	Qualification & Experience	:	<ul style="list-style-type: none"> <li>• Minimum X<sup>th</sup> passed</li> <li>• A certificate in a course in motor mechanics or 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</li> <li>• BE in Mechanical or Automobile engineering is desirable.</li> <li>• Valid Permanent Driving License of LMV/HMV</li> <li>• Min. 5 years LMV / HMV driving experience</li> <li>• Ability to demonstrate and to explain the functions of different components, parts of the vehicle</li> <li>• Adequate knowledge of Marathi, Hindi &amp; English language</li> <li>• Computer Knowledge</li> </ul>
	Age Limit	:	<ul style="list-style-type: none"> <li>• Maximum 60 years</li> </ul>
	Consolidated Remuneration	:	<ul style="list-style-type: none"> <li>• Rs. 22,000/- per month (EPF &amp; ESI as applicable)</li> </ul>

Other terms and conditions:

- The appointment is purely on contract basis initially for a 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
  - Driving License
  - Experience certificates
  - 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](mailto:idtrpune@gmail.com)/in person on or before **20<sup>th</sup> March 2026**.
- 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