

JOB RECRUITMENT NOTICE

জিলা কম্পিউটাৰ কেন্দ্ৰ

DISTRICT COMPUTER CENTRE

(UNDER 11TH FINANCE COMMISSION COMPUTER EDUCATION PROGRAMME, GOVT. OF INDIA)

SONAPUR COLLEGE (AUTONOMOUS) EXTENSION CENTRE, KAMRUP(M)

Operated by Pentacle Systems Pvt. Ltd. as Amtron Training Associate

 Shortlisted candidates will be invited for selection

 All positions are purely temporary and performance based.

 No permanent claim will be entertained.



1. CENTER INCHARGE CUM TRAINER (01 POST)

Role: Oversee center operations, lead trainer, maintain standards and coordinate with stakeholders.

Who Can Apply: BCA/BSc (IT/CS), DOEACC 'A' Level, Graduate with 1 year recognised computer diploma plus teaching experience.

Note: Preference will be given to person working at Sonapur College.



2. TRAINER (01 POST)

Role: Deliver engaging theory and practical computer classes, shaping the tech skills of our students.

Who Can Apply: BCA/BSc(IT/CS), DOEACC 'A' Level, Graduate with 1 year recognised diploma in computer plus teaching experience.

Note: Hardware knowledge is required.



3. MOBILISER (01 POST)

Role: Connect with local schools, colleges and local youths and spread awareness about our skill development courses.

Who Can Apply: HS passed with strong local communication skills (experience in marketing/mobilisation is a plus!). Should have basic IT and Digital Marketing Skills.



5. COUNSELLOR CUM OFFICE ASSISTANT (01 POST)

Role: Manage front office operations, handle student queries, and maintain day to day administrative records.

Who Can Apply: HS passed with good communication and office management skills. Atleast 6 months computer diploma with good knowledge in DTP/TALLY. Female candidates are preferred.



6. 4TH GRADE STAFF (02 POSTS)

Role: General maintenance, housekeeping, centre cleanliness and hygiene.

Who Can Apply: Person with punctuality and diligence, no basic qualification required.

Note: Preference will be given to person working at Sonapur College.



IMPORTANT DETAILS

Remuneration: As per institutional norms.

How to Apply: Send an application with your updated resume, all certificates and passport size photo to the email: dccsonapurec@gmail.com

LAST DATE OF APPLICATION: 18.9.2026

