



**Info Tech Corporation of Goa Limited**  
 (A Government of Goa Undertaking)  
 (An ISO 9001:2015 Certified Company)



**GENERAL INSTRUCTIONS TO APPLICANTS FOR THE POST OF ATTENDANT**

**(UN RESERVED):**

- All the eligible Applicants who are shortlisted in proficiency/skill test conducted by the ITG on 15/02/2020 for the post of Attendant regular require to undergo Practical/Viva Examinations schedule on 06/11/2020 to be conducted by ITG in the following allocated batch:

Bach Code	Seat Nos		Schedule of Examination
Batch A	002	017	Reporting Timing - 03:00 p.m.
	009	019	
	010	021	Examination Timing - 03:30 p.m. to 04:15 p.m.
	011	024	
	016	031	Date - 06/11/2020

- The Applicants shall undergo Practical Examinations which shall be of 50 marks as per below mentioned details:

Sr. No.	Description	Marks	Duration
1	• Short Essay/Letter in English Language or any language included in the 8th Schedule of the Constitution	50	45 mins
<b>Total</b>		<b>50</b>	<b>45 mins</b>

- The minimum passing marks for Practical/Viva Examination shall be 25 marks.**
- ITG reserves the right to modify the structure of the Practical/Viva examination if required which will be intimated on its website.
- Applicants should be present at the venue (ITG, 3<sup>rd</sup> Floor, IT HUB, Altinho, Panaji-Goa) within the reporting time mentioned. No Applicants will be permitted to enter exam centre after the reporting time under any circumstances.
- The Examination Centre will implement the social distancing and other measures as per Government of India guidelines in current scenario of COVID19 to ensure health and safety of the applicants.**
- Applicant is required to be present on the Practical/Viva examination day along with the printout of online submitted acknowledgement of application form, two passport size photographs, self attested photocopies of all documents in support of age, education and other qualifications, work experience, valid employment registration, 15 years of residence certificate issued by the competent authority. The Applicants are also required to carry **their Hall Tickets duly signed by the invigilator** for Practical/Viva Examination.



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- If there are any discrepancies, the applicant may e-mail us at [itggoa.helpdesk@gmail.com](mailto:itggoa.helpdesk@gmail.com) or telephone no. 0832-2226024/2224192 (between 10:00 hours to 17:00 hours on working days) **before examination date**.
- The test will begin after completion of the formalities like checking of attendance and verification of required documents.
- Applicant will not be permitted to leave the examination hall without prior permission of Supervisor/Invigilator. Applicant should strictly comply with the directions of the Supervisor/Invigilator. If any applicant is found disregarding these directions will be liable to be debarred from the test.
- All electronic devices including mobile phones, cameras, electronic watches, calculators etc. are not allowed at the examination center.
- The selection of applicants is further subject to the relevant rules in force.
- The marks allotted for the **proficiency/skill test are 50** and for **Practical/Viva Examination are 50**. The final selection will be on merit based on the combined marks scored in the computer proficiency/skill test and Practical/Viva Examination and shall be subject to the scrutiny and authentication of the documents submitted by the applicants.
- Application for Post for Attendant (Un Reserved) at ITG does not confer any right / assurance whatsoever that the applicant will be appointed with ITG. Letter of offer of appointment will be issued by ITG.
- Applicants are advised to regularly keep in touch with the official ITG website [www.infotech.goa.gov.in](http://www.infotech.goa.gov.in) for details and updates.
- Decision of Managing Director shall be final incase any dispute/ discrepancies arise.



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**MEASURES TO BE FOLLOWED WHILE APPEARING FOR THE PRACTICAL/VIVA EXAMINATION DUE TO COVID19 PANDEMIC:-**

- Applicants to be allowed entry only if using transparent face shield/masks. The transparent face shield/mask has to be worn at all times inside the examination centre.
- The simple public health measures that are to be followed to reduce the risk of COVID19. These measures need to be observed by all applicants at the exam centre at all times. These include:
  - Physical distancing to be followed as far as feasible.
  - Use of transparent face shield/mask mandatorily.
  - Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
  - Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
  - Self-monitoring of health by all and reporting any illness at the earliest to exam controller.
  - Spitting shall be strictly prohibited.
  - Installation and use of Aarogya Setu app

**Note: Hand Sanitizer is a fire hazard, and it should not be kept near any sensitive material and it should be handled with utmost care.**