



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:

- All eligible Applicants responded to our advertisement dated 01/01/2020 require to undergo skill test conducted by the ITG on 15/02/2020 as per following allocated batch:

Bach Code	Seat Nos	Schedule of Examination
Batch A	Seat no. 001 to 036	Reporting Timing - 09:30 a.m. Examination Timing - 10:00 a.m. to 10:30 a.m.

- The Applicants for the post of Attendant shall undergo skill test which shall be of 50 marks as per below mentioned details:

Sr. No.	Description	Marks	Duration
1	Multiple Choice Questions:- <ul style="list-style-type: none"> Office Procedure General Knowledge Reasoning Basic Computer Knowledge 	50	30 mins
Total		50	30 mins

- ITG reserves the right to modify the structure of the examination which may be intimated through its website.
- Applicants should be present at the venue (ITG, 3rd 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.
- Applicant is required to be present on the examination day with their Hall Ticket. Applicant can collect their Hall Ticket from the Office of ITG. If there are any discrepancies in the Hall Ticket, the applicant may e-mail us at 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 Applicant will not be allowed to enter the examination hall without the Hall Ticket. In addition, the Applicants shall carry any one of the following for photo identification in original (Aadhaar Card, Voter ID, Passport, Driving License or any Government issued photo Id proof).
- Applicant should ascertain exact location of the venue well in advance of the date of examination. ITG will not be responsible for any delay or disruption in transport.
- The test will begin after completion of the formalities like checking of attendance, obtaining signature on the Hall Ticket and verification of photo identity proof of Applicant. The Applicant will have to affix his/her signature in the space provided, in the presence of the Supervisor/Invigilator.



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- Applicant will not be permitted to leave the examination hall without prior permission of Supervisor/Invigilator. Applicant should strictly comply with the directions given by the Supervisor/Invigilator. If any applicant is found disregarding these directions, he/she shall 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.
- Note that Applicants are allowed to appear for examination only once with details of the last successful registration.
- Only those Applicants who pass the skill test with a minimum marks will be called for Practical Examination. **The minimum passing marks for the skill test is 25 marks.**
- The marks allotted for the skill test are 50 and for Practical Examination are 50. The final selection will be in order of merit based on the combined marks scored in the skill test and Practical Examination. The date/time for Practical Examination will be informed later to shortlisted applicants.
- Applicants are advised to regularly keep in touch with the official ITG website <https://infotech.goa.gov.in> for details and updates.
- Decision of Managing Director shall be final incase of any dispute/discrepancies arises.