



## Info Tech Corporation of Goa Ltd. (ITG)

(A Government of Goa Undertaking)

[An ISO 9001:2015 Certified Company]

IT Hub, 3<sup>rd</sup> Floor, Altinho, Panaji – Goa 403 001

Ph. No. 2226024 / 2225192



No. ITG/DEO/Empanelment/2021/2226

Date: 30.09.2021

### **PUBLIC NOTICE FOR EMPANELMENT OF SERVICES OF DATA ENTRY OPERATORS**

The Department of Information Technology (DOIT), Government of Goa has appointed ITG as one of the Empaneled Agency for providing data entry operator services. ITG proposes to empanel **additional** Data Entry Operators **ON ASSIGNMENT BASIS** for a period of 1 year to be placed as and when required by Government Department/Offices/Boards/Corporations etc.

| Sl No. | Name of the Service  | Consolidated monthly fees | Educational and other Qualification   |
|--------|----------------------|---------------------------|---|
| 1.     | Data Entry Operators | Rs. 12,930/- p.m.         | <u>Essential:</u><br>1. Higher Secondary School Certificate (10+2) from a recognized Board or equivalent.<br>2. Should be Computer literate (6 months or more course in Computer from recognized institution). 3. Should possess typing speed of 40 words per minute and possess speed not less than 8000 key depression per hour data entry work and should be well conversant with MS – Office.<br>4. Should have at least one year experience clerical or data entry work.<br>5. <i>Age limit</i> – Minimum 18 years and not exceeding to 42 years as on 01.10.2021 with domicile of Goa for 15 years.<br>6. Knowledge of Konkani. <u>Desirable:</u> Knowledge of Marathi. |

Please note that the Data Entry Operators whose services are already empanelled by ITG need not apply again.

#### **How to Apply:**

- The interested candidates may visit our official website <https://www.infotech.goa.gov.in> under APPOINTMENTS for filling the application form online.

#### **Mode of Selection:**

- The eligible candidates would be called for a computer proficiency/skill test in batches, after receiving sufficient number of applications as per the requirement. The empanelment of data entry operators process will remain in force until the period of empanelment with the Department of Information Technology. Those who obtain minimum Qualifying marks will be called for Viva-voice (oral interview). The minimum Qualifying Marks for Shortlisting of the candidates for Viva-Voice will be 25 Marks, final selection would be based on performance in the computer proficiency/skill test & Viva-voice. The time, date and venue of the test & Viva-Voice would be intimated through SMS, email, ITG website and will be displayed on the notice board of ITG.
- Final empanelment as Data Entry Operator shall be subject to the scrutiny and authentication of the documents submitted by the applicants.
- Application for empanelment at ITG does not confer any right / assurance whatsoever that the applicant will be empanelled with ITG.

All the applications are to be submitted online only. The applications received by post/courier or submitted incomplete and /or without the relevant documents as mentioned above, shall be summarily rejected.

**MANAGING DIRECTOR**

**30.09.2021**