



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



**GENERAL INSTRUCTIONS TO CANDIDATES FOR DATA ENTRY OPERATOR**  
**ON CONTRACT BASIS:**

- All eligible Candidates responded to our advertisement dated 16/05/2020 require to undergo computer proficiency/skill test conducted by the ITG on 10/01/2021 (Sunday) as per following allocated batches.

Bach Code	Seat Nos	Schedule of Examination
Batch-A	Seat no. 001 to 050	Reporting Timing - 9:00 a.m. Examination Timing - 9:30 a.m. to 10:00 a.m.
Batch B	Seat no. 051 to 100	Reporting Timing - 10:00 a.m. Examination Timing - 10:30 a.m. to 11:00 a.m.
Batch C	Seat no. 101 to 150	Reporting Timing - 11:00 a.m. Examination Timing - 11:30 a.m. to 12:00 noon
Batch D	Seat no. 151 to 200	Reporting Timing - 12:00 noon Examination Timing - 12:30 a.m. to 1:00 p.m.
Batch E	Seat no. 201 to 250	Reporting Timing - 1:30 p.m. Examination Timing - 2:00 p.m. to 2:30 p.m.
Batch F	Seat no. 251 to 300	Reporting Timing - 2:30 p.m. Examination Timing - 3:00 p.m. to 3:30 p.m.
Batch G	Seat no. 301 to 350	Reporting Timing - 3:30 p.m. Examination Timing - 4:00 p.m. to 4:30 p.m.
Batch H	Seat no. 351 to 390	Reporting Timing - 4:30 p.m. Examination Timing - 5:00 p.m. to 5:30 p.m.

- The Candidates will undergo computer proficiency/skill test which shall be of 70 marks as per below mentioned details:

Sr. No.	Description	Marks	Duration
1	Basic Computer Skills(MCQ)	20	10 mins
2.	Typing Speed of 40 WPM and 8000 key depression per hour	25	5 mins
3.	Form Filling exercise in MS Office Skills	25	10 mins
<b>Total</b>		<b>70</b>	<b>25 mins</b>



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- ITG reserves the right to modify the structure of the examination which may be intimated through its website.
- Candidates should be present at the venue (ITG, 3<sup>rd</sup> Floor, IT HUB, Altinho, Panaji-Goa) within the reporting time mentioned. No Candidates will be permitted to enter exam centre after the reporting time under any circumstances.
- Candidate is required to be present on the examination day with their Hall Ticket. Candidate can download the Hall Ticket through registered login credentials from the website <https://.infotech.goa.gov.in/APPOINTMENTS>. If there are any discrepancies in the Hall Ticket, the candidate may e-mail us at [itggoa.helpdesk@gmail.com](mailto:itggoa.helpdesk@gmail.com) or telephone no. 0832-2226024/2224192/9881740603 (between 10:00 hours to 17:00 hours on working days) before examination date.
- The Candidate will not be allowed to enter the examination hall without the Hall Ticket. In addition, the Candidates 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 ).
- Candidate 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 Candidate. The Candidate will have to affix his/her signature in the space provided, in the presence of the Supervisor/Invigilator.
- Candidate will not be permitted to leave the examination hall till without prior permission of Supervisor/Invigilator. Candidate should strictly comply with the directions given to you by the Supervisor/Invigilator. If any candidate is found disregarding these directions he/she will be liable to be debarred from the test.
- All electronic devices including mobile phones, cameras, electronic watches, calculators, Bluetooth enabled, etc. are not allowed at the examination center.
- The selection of candidates is further subject to the relevant rules in force.
- Only those Candidates who pass the computer proficiency/skill test with a minimum marks will be called for Viva-Voice (Oral Interview). **The minimum passing marks for the computer proficiency/skill test is 25 marks.**
- The marks allotted for the computer proficiency/skill test are 70 and for Viva-Voice (Oral Interview) are 30. The final selection will be in order of merit based on the combined marks scored in the computer proficiency/skill test and Viva-Voice (Oral Interview). The date/time for interview will be informed later to shortlisted candidates.



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- Candidates 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 in case of any dispute/discrepancies arise.
- **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 candidates.**

**MEASURES TO BE FOLLOWED WHILE APPEARING DUE TO COVID19 PANDEMIC:-**

- Candidates 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.**