



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 01.10.2021 require to attend Interview test conducted by the ITG on 27.10.2021 (Wednesday) as per following allocated batches.

Bach Code	Seat Nos	Schedule of Examination
Batch-A	App. no. 001 to 040	Reporting Timing - 9:30 a.m. Interview Timing - 10.00 a.m. to 11:00 a.m.
Batch B	App. no. 041 to 080	Reporting Timing - 10.30 a.m. Interview Timing - 11.00 a.m. to 12.00 noon
Batch C	App. no. 081 to 120	Reporting Timing - 1.30 p.m. Interview Timing - 2.00 p.m. to 3.00 p.m.
Batch D	App. no. 121 to 136	Reporting Timing - 2.30 p.m. Interview Timing - 3.00 p.m to 4:00 p.m.

- Candidates should be present at the venue (ITG, 3rd 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 interview day with their Application Form filled online. Candidate can download their application form 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 support@itcgl.in 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 interview hall without the Application Form. 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 interview. ITG will not be responsible for any delay or disruption in transport.
- The Interview will begin after completion of the formalities like checking of attendance and verification of photo identity proof of Candidate.



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- The selection of candidates is further subject to the relevant rules in force.
- 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 Interview 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 COVID-19 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.

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.