



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 TECHNICAL ASSISTANT (IT):

- All the eligible Applicants who are shortlisted in computer proficiency/skill test conducted by the ITG on **15/02/2020** for the post of Technical Assistant (IT) regular require to undergo Practical Examinations schedule on **01/11/2020** to be conducted by ITG in the following allocated batches.

Bach Code	Seat Nos			Schedule of Examination
Batch A	006	033	053	Reporting Timing - 10:30 a.m. Examination Timing - 11:00 a.m. to 11:45 a.m. Date - 01/11/2020
	007	036	054	
	008	037	062	
	011	038	066	
	012	039	068	
	014	043	069	
	017	044	071	
	020	045	074	
	022	046	077	
	024	048	080	
	026	049	082	
	032	051	085	
			088	

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

Sr. No.	Description	Marks	Duration
1	<ul style="list-style-type: none"> Programming and Data Structures Databases Operating Systems Basic Computer & Advance Computer Networking, System Analysis 	50	45 mins
Total		50	45 mins

- The minimum passing marks for Practical Examination shall be 25 marks.**
- ITG reserves the right to modify the structure of the Practical examination if required which will be intimated on 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.
- 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 examination day along with the printout of online submitted acknowledgement of application form, two passport



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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 Examination.

- If there are any discrepancies, 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 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 **computer proficiency/skill test are 50** and for **Practical Examination are 50**. The final selection will be on merit based on the combined marks scored in the computer proficiency/skill test and Practical Examination and shall be subject to the scrutiny and authentication of the documents submitted by the applicants.
- Application for Post for Technical Assistant (IT) 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 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 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.