



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



GENERAL INSTRUCTIONS TO CANDIDATES:

- All eligible Candidates responded to our advertisement dated 05/04/2018 require to undergo computer proficiency/skill test conducted by the ITG on 28/04/2018 as per following allocated batches.

Bach Code	Seat Nos	Schedule of Examination
Batch-A	Seat no. 001 to 053	Reporting Timing - 9:00 a.m. Examination Timing - 9:30 a.m. to 10:00 a.m.
Batch B	Seat no. 054 to 106	Reporting Timing - 10:00 a.m. Examination Timing - 10:30 a.m. to 11:00 a.m.
Batch C	Seat no. 107 to 159	Reporting Timing - 11:00 a.m. Examination Timing - 11:30 a.m. to 12:00 noon
Batch D	Seat no. 160 to 213	Reporting Timing - 12:00 noon Examination Timing - 12:30 a.m. to 1:00 p.m.
Batch E	Seat no. 214 to 267	Reporting Timing - 2:30 p.m. Examination Timing - 3:00 p.m. to 3:30 p.m.
Batch F	Seat no. 268 to 314	Reporting Timing - 3:30 p.m. Examination Timing - 4:00 p.m. to 4:30 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
Total		70	25 mins

- 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, 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.



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- 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 www.infotechgoa.com/APPOINTMENTS. If there are any discrepancies in the Hall Ticket, the candidate 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 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 etc. are not allowed at the examination center.
- The selection of candidates is further subject to the relevant rules in force.
- Note that a candidate is allowed to appear only once for the examination. Multiple appearances will result in cancellation of candidature. Candidates would be allowed to appear for examination only once with details of the last successful registration.
- 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.
- Candidates are advised to regularly keep in touch with the official ITG website www.infotechgoa.com for details and updates.