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1. **General information**

All applications for positions at the Public Service Commission (PSC) and Disciplined Forces Service Commission (DFSC) must be submitted through the e-Recruitment portal on the [http://psc.govmu.org](http://psc.govmu.org) page.

Please note that the PSC and DFSC only accept applications from citizens of Mauritius.

Candidates should ensure that they complete and submit their application online well in advance of the closing date in order to meet the deadline. Candidates bear full responsibility for the timely submission of their application. The PSC and DFSC cannot be held liable for any delays that are unrelated to its own systems.

Candidates are advised that if they apply for a position and subsequently make changes to their profile, these changes will be reflected in the submitted application. Please bear this in mind if you are considering amending your application for the purpose of applying for another post.

Upon successful submission of your application, you will receive an automatic acknowledgement of receipt. If you have not received an acknowledgement of receipt you have not submitted your application correctly, and the PSC and DFSC will not consider you as a candidate.

If you have any questions regarding your application, please send an e-mail to [pscrecruitment@govmu.org](mailto:pscrecruitment@govmu.org) and [pscpostal@govmu.org](mailto:pscpostal@govmu.org) quoting the reference number of the position.

For any other query, please contact the PSC help desk on e-mail address [pdsc@govmu.org](mailto:pdsc@govmu.org), phone number 670 9705 and fax number 670 3417.

If you encounter technical problems (username and password), please send an e-mail to Government Online Centre on [support@ncb.mu](mailto:support@ncb.mu) or phone on 454 9955. Support is available Monday to Friday from 08:45 to 16:00.

Before applying for any position, please consider whether your qualifications are commensurate with the competencies stipulated in the vacancy notice. Indiscriminately applying for vacancies might harm your credibility.

If you have been approached by any persons or companies claiming to be recruiting on behalf of the PSC and DFSC and requesting the payment of a fee, please send an e-mail immediately to [pdsc@govmu.org](mailto:pdsc@govmu.org) and report the case immediately to the nearest Police Station.
When applying for vacancy, please apply only through our e-Recruitment system (via our website http://psc.govmu.org).

2. **Before you apply**

Before applying for a position at the PSC and DFSC, we recommend that you read our FAQs, Notes and Instructions for Online Application and Disclaimer Notice.

3. **Searching and applying for a position at the PSC and DFSC**

To display the list of current vacancies, click on http://psc.govmu.org/English/Pages/ServingOfficersHome.aspx

For Internet Explorer users, only versions 8 and above are supported.
Preferred browser: Mozilla Firefox

To apply for a specific vacancy, click on the “Apply” button at the bottom of the page.
To view the vacancy particulars click on the link of the vacancy.

You then reach the government portal.

If you have already registered a profile, login using your applicant username and password that you created previously (see below).
Note: If you have previously created an applicant account, login using the previously created username and password. You will not be able to create another account using the same e-mail address.

If you do not remember your username and password, you should request a new password on support@ncb.mu

If you have forgotten your password, you will have to reset it via the government portal by clicking on Password forgotten?

Enter all the required information and submit your request.
Complete all mandatory fields if you already have an account or register if you do not have an account on the government portal as shown below.

Completing your profile does not mean that you have applied for a position.
After signing in, you have now entered the application wizard.  
Once logged into the PSC online application, your above navigation row remains static.

Use this row to navigate through the menus.

Avoid using the back button of your browser.

If your computer freezes and will not let you continue, the problem is most likely with your browser or your computer capacity. You may need to use a different computer.
4. **Personal Info.**

The “Personal Info.” is **editable** only on the government portal [http://www.govmu.org](http://www.govmu.org). Some fields can still be updated such as **Title, Phone No., Place of Birth** etc.

5. **Saving your data**

💡 We recommend that you save your data as often as possible. The system will automatically sign you out if you leave it inactive for 15 minutes or more.

Click on the button “Save Changes” on each page of the application form.

💡 This process can be repeated after each update to ensure that all your data are saved.
If the system will not let you go to the next page, the system may have found an error in a required field (such as invalid Character, skipped a field, etc). You may not be allowed to continue until these errors have been corrected. If a mandatory field is not filled in properly, the system will continue return you to the page.

6. Adding Secondary Qualifications

Click on button to Add Subject and button to Delete Subject as shown below.

7. Adding Other Secondary Qualifications

Fill in all the details and click ‘Add’ to insert secondary qualifications. Follow same process to add several qualifications.

Similarly, Subjects can be added or deleted by using the or respectively.
8. **Adding Technical Qualifications**

For technical qualifications, click on ‘**Click here to add qualification**’, fill in all the details. Click on ‘**Add Qualification**’. The qualification/s will appear in the ‘**List of Technical Qualifications**’.

If you have several qualifications, repeat the process above. After adding your qualifications, all of them should appear under “List of Technical Qualifications”. Use the button to delete a qualification.

9. **Adding Tertiary Qualifications**

Follow same steps as for ‘adding technical qualifications’ to add tertiary qualifications. Click on Delete button to delete qualifications.
10. Other Qualifications

Provide other qualifications (if applicable) as laid down in the advertisement such as Registration Certificate or Driving License or Skills relevant to the post applied for.

When uploading a document please select the relevant attachment type (i.e. academic certificate, other professional certificate or vocational certificate), the formats to be used are: .pdf, .docx, each document should not exceed 2MB.

Click on the Choose button, select the file you are uploading, and click on Open. The file name should appear in the textbox.

Click on the Upload button to start the upload process.

To delete an attachment, highlight the relevant document and then click on “Delete” button.
11. **Employment History**

Provide information on any present employment in the Government Service or previous employment in the Government Service or employment other than in the Government Service (if applicable).

![Employment History Form](image1)

12. **Other Info.**

Answer all questions before submitting the application.

![Other Info Form](image2)
13. Submit Application

You can submit your application when all the information below has been entered.

You can also **preview** your filled application form before you **submit**.

Check that you have answered all questions. If any mandatory questions are left blank, you will not be able to continue with the successful submission of your application.
When you see the message shown in the green banner, application has been successfully saved and received by PSC.
Ensure that you have received your acknowledgement in the email account mentioned in the message.

You can update your application several times and repeat the process of Submit Application as long as the closing date has not yet expired.

**Note: Consideration will be given to the last application you have submitted.**

14. **Acknowledgement Receipt**

After successful submission of your application, you will receive an acknowledgement in the format below in the email account you have submitted when you registered on the government portal:
To apply for SAME or ANOTHER vacancy, navigate to ‘VACANCIES’, click on ‘Apply’.

15. Updating your profile

To update your profile click on ‘UPDATE PROFILE’ and save changes.

You will receive the following message: “Profile has been updated”.
Updating your profile does not mean that you have submitted the latest version of your application for a position.

To submit your application after updating your profile, follow step 14, under ‘VACANCIES’.

To view post/s you applied, click on ‘MY APPLICATIONS’.

Under the section ‘MY APPLICATIONS’ you will be able to monitor the “Status” of your applications.

If Status ‘Submitted’ is displayed next to the post applied, your application has been sent to PSC.

Otherwise, if Status is on ‘Not Submitted’, you have not yet submitted your application, click on the link of the vacancy to apply for the same post again or on other links to apply for other posts.

However, if the closing date has passed, you will no longer be able to apply for the post in question.
For help and frequently asked questions, click on ‘FAQ’.

16. Viewing or Printing your Application

It is recommended to GO GREEN, but if required you can obtain a printed copy of your application when you click on ‘Print’ button under ‘MY APPLICATIONS’ if you are already signed in.

However, if you receive the pop up message as shown below, click on “Options”
Select “Edit Pop_up Blocker Options”…

Click on “Allow” for https://psconlineapplication.govmu.org and click on “Save Changes”.
Your application is displayed as follows.

Your application is displayed as follows.

You can also view or print your application anytime by clicking on the link http://psc.govmu.org/English/Pages/ServingOfficersHome.aspx and click on ‘Apply’ for any other post (see below) or on ‘Print Already Applied Post’. You will need to sign in to access the PSC application form and follow the steps above for ‘Viewing or Printing your Application’ to be able to view or print your form.
13. **Sign out**

💡 For security reasons, always remember to log off, particularly if you are using a public computer.