User guide to the e-Recruitment System

December 2020

Public Service Commission and Disciplined Forces Service Commission

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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 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 and 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, phone number 6709705 and fax number 6703417.

If you encounter technical problems, please send an e-mail to Government Online Centre on 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 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, How To Apply and Disclaimer Notice.

3. Searching and applying for a position at the PSC and DFSC
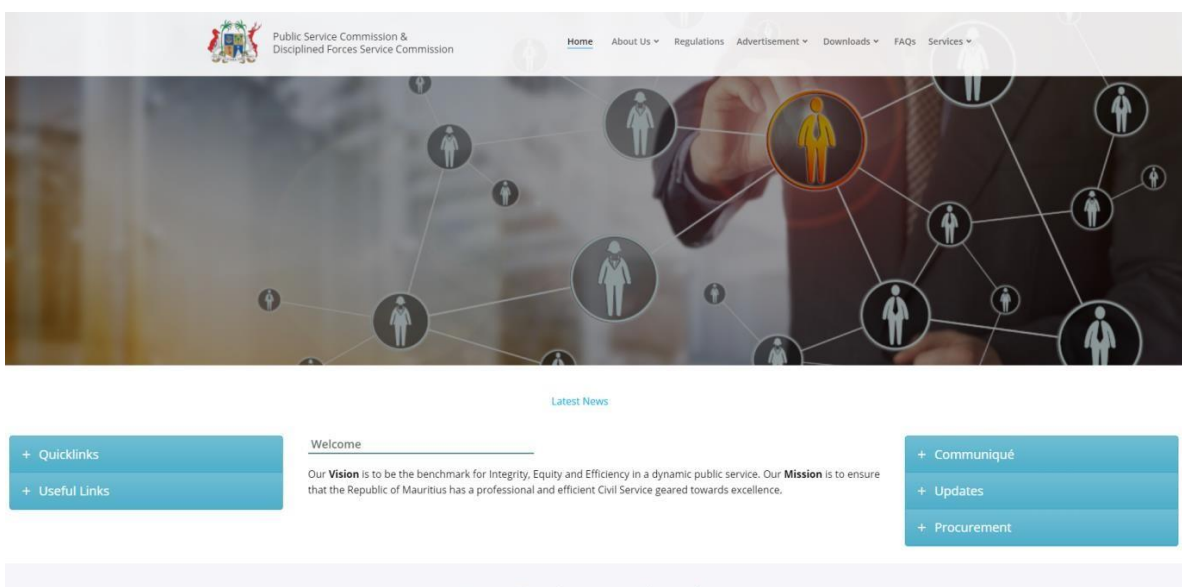
To view list of current vacancies, click on

>>> http://psc.govmu.org <<<

Browser which are supported for online application are:
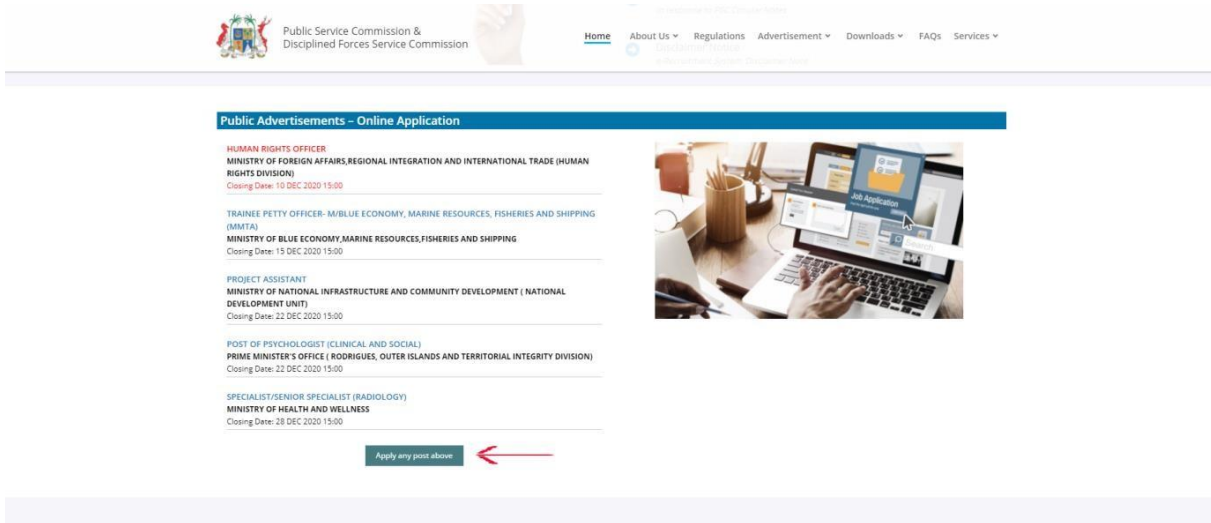
➢ Firefox
➢ Google chrome

>> To Apply for a post at the PSC & DFSC

a). Go to New PSC website

b). Scroll down to check available vacancies with particulars and click on "Apply any post above"

c). You will be redirected to MAUPASS (National Authentication Framework)
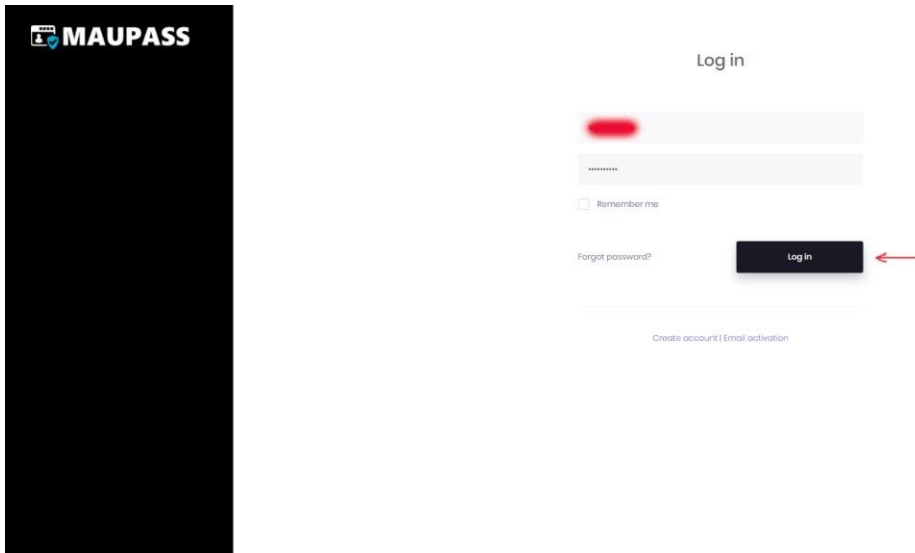
1. Enter Email or User name and pass word and click on Login

To apply for a specific vacancy, click on the "Apply" button at the bottom of the page.

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. or call on 454 9955 for any issue with login access.

Or use the "Previous" and "Next" buttons provided within the system.

4. Personal Info.

The "Personal Info." is editable only on the government portal.

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 Save changes.

💡 This process can be repeated after each update to ensure that all your data is saved.

6. Adding Secondary Qualifications

Click on ⊕ button to Add Subject and ⊗ button to Delete Subject.

7. Adding Other Secondary Qualifications

Fill in all the details and click "Add" to insert secondary qualifications.

Subjects can be added or deleted.

Follow same process to add several qualifications.

8. Adding TechnicalQualifications

For technical qualifications, after all details have been filled in, click on "Add Qualification".

The qualification will appear in the list of Technical qualifications.

By repeating this process, several qualifications can be added.

9. Adding Tertiary Qualifications

Follow same steps as above (adding technical qualifications) to add tertiary qualifications.

Click on Delete to delete qualifications.

9. 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".

10. 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).

Personal Info.	Secondary Qual.	Other Secondary Qual.	Technical Qual.	Tertiary Qual.	Other Qual.	Employment History	Other Info.	Complete Application

Present Employment in the Government Service ⌃

Post held	LABORATORY ATTENDANT - MINISTRY OF EDUCATION AND HUMAN RESOI ▾
Ministry/Department	CONSUMER PROTECTION(MINISTRY OF INDUSTRY,COMMERCE AND CONS ▾
Substantive	⦿ Yes ○ No
Date of Present Appointment	
Date of Confirmation in the Service	
Present Salary per month (Rs)	0

Previous Employment in the Government Service ⌃

Post held	Substantive	Ministry/Department	Date of Appointment	Add	Delete
CHIEF WORKS OFFICER, CANCELLED, SEE ▾	-- ▾	Select Ministry/Department ▾		⊕	

11. Other Info.

Answer these questions before submitting the application.

12. Submit Application

Check that you have answered all questions. If any mandatory questions are left blank, you will not be able to continue with your application.

You can now submit your application.

Application has been successfully saved.

IMPORTANT: Applicants are allowed to only one-time submission of application per Post.

- Applicant **CANNOT UPDATE** his/her application once it has been submitted.

- Applicant is therefore requested to verify all filled information and details prior to submission of his/her application.

13. Acknowledgement Receipt

After successful submission of your application, you will receive an acknowledgement in this format:

Dear ....,

The Public Service Commission and Disciplined Forces Service Commission has received your

application for the post of DEPUTY DIRECTOR CENTRAL INFORMATICS BUREAU M/TECHNOLOGY,

COMM & INNOV on 05/06/2017

Your application Reference Number is O_62...8CIB/9/2

Yours faithfully

Recruitment Section

Public Service Commission and

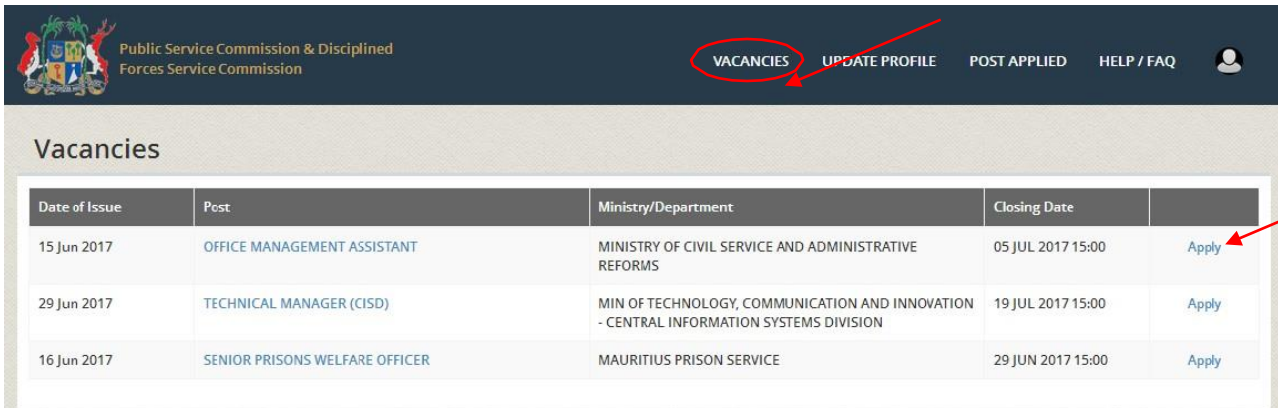Disciplined Forces Service Commission

7 Louis Pasteur Street

Forest Side.

Tel No.   670 9705

Fax No.   670 3417

E-mail Address: pdsc@govmu.org

To apply for SAME or ANOTHER vacancy, navigate to "VACANCIES". Click on "Apply".

14. Updating your profile

To update your profile click on "UPDATE PROFILE" and repeat step 5.

💡 **Updating your profile does not mean that you have submitted the latest version of your application for a position.**

You will receive the following message: "Profile has been updated".

Repeat Step 12 each time you update your profile to submit the latest version of your application.

To view post/s you applied, click on "POST APPLIED"

Under the section "POST APPLIED" you will be able to monitor the status of your applications.

For help click on "HELP / FAQ".

You can obtain a printed copy of your document when you click on "Print" button under "POST APPLIED".

However, if you receive the pop-up message as shown below, click on "Options"
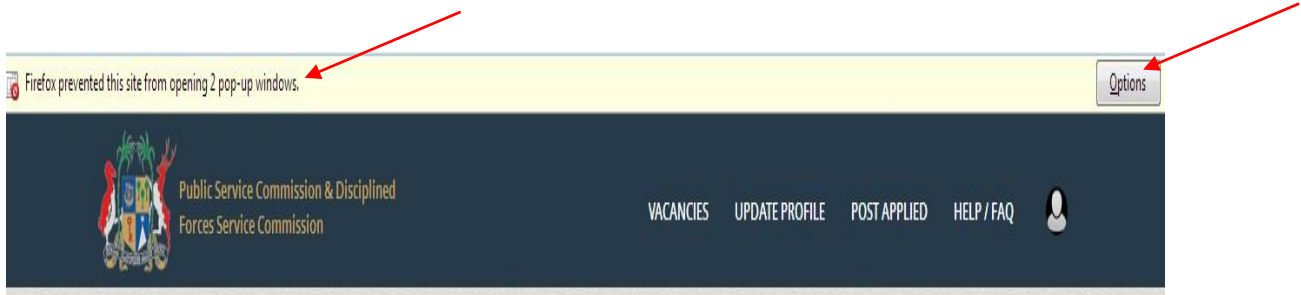
Select "Edit Pop-up Blocker Options"…
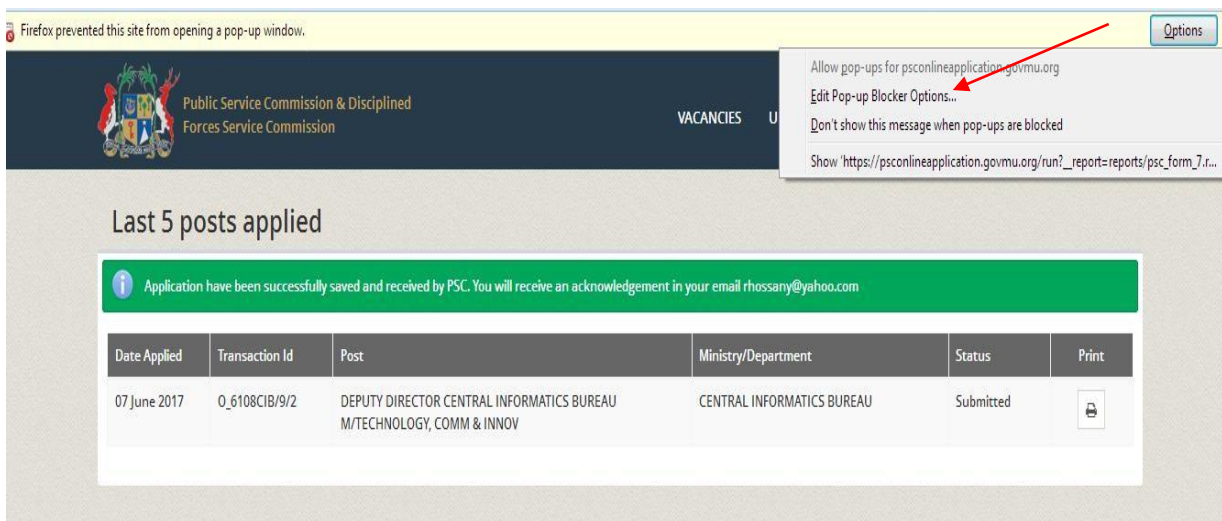
Click on "Allow" for https://psconlineapplication.govmu.org and click on "Save Changes".
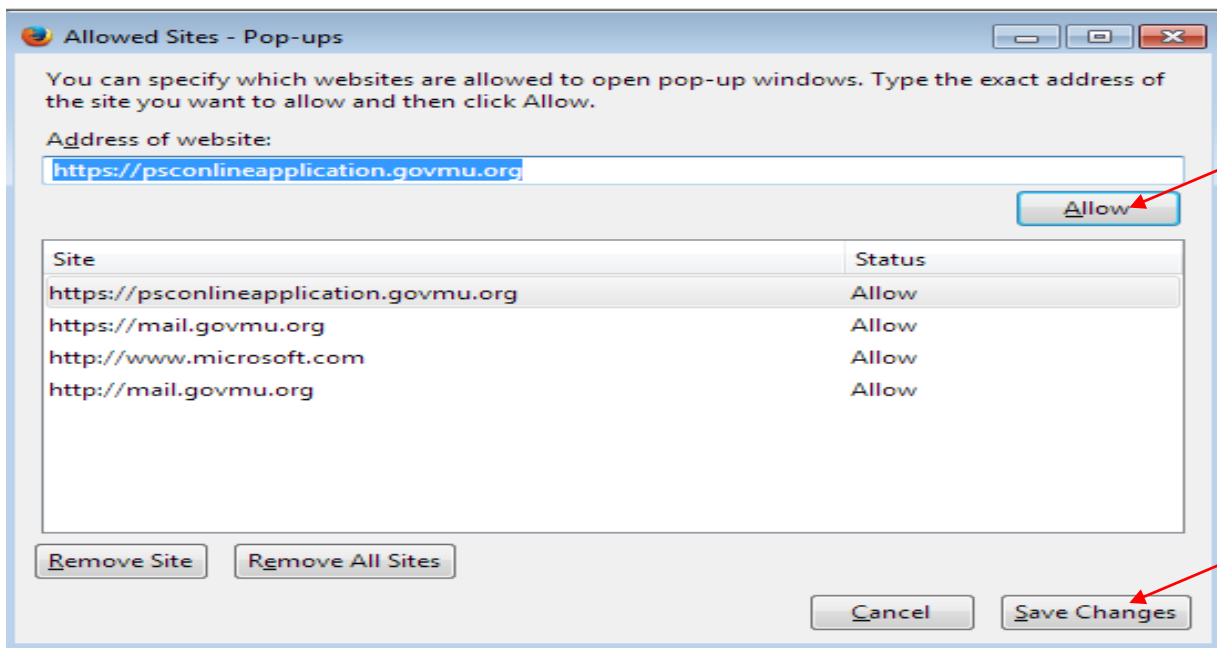
Your document is displayed as follows.

REPUBLIC OF MAURITIUS

D.F.S.C / P.S.C Form 7
FOR OFFICIAL USE

PUBLIC SERVICE COMMISSION / DISCIPLINED FORCES SERVICE COMMISSION

Application Form

1. **Post applied for**   DEPUTY DIRECTOR CENTRAL INFORMATICS BUREAU M/TECHNOLOGY, COMM & INNOV

Ministry/Department   **CENTRAL INFORMATICS BUREAU**

Date of Advertisement/Vacancy Circular   **01/06/2017**

Previous Posts Applied for

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13. Sign out

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