

User guide to the e-Recruitment System

December 2020

Public Service Commission and Disciplined Forces Service Commission

Contents	Page
1. General Information	2
2. Before you apply	3
3. Searching and applying for a position at the PSC and DFSC	3
4. Personal Info.	8
5. Saving your data	9
6. Adding Secondary Qualifications	10
7. Adding Other Secondary Qualifications	11
8. Adding Technical Qualifications	11
9. Adding Tertiary Qualifications	12
10. Adding Other Qualifications	12
11. Employment History	14
12. Other Info.	14
13. Submit Application	15
14. Updating your profile	16
15. Acknowledgement Receipt	16
16. Sign out	21

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](tel:6709705) and fax number [6703417](tel:6703417).

If you encounter technical problems, please send an e-mail to Government Online Centre on support@ncb.mu or phone on [454_9955](tel: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

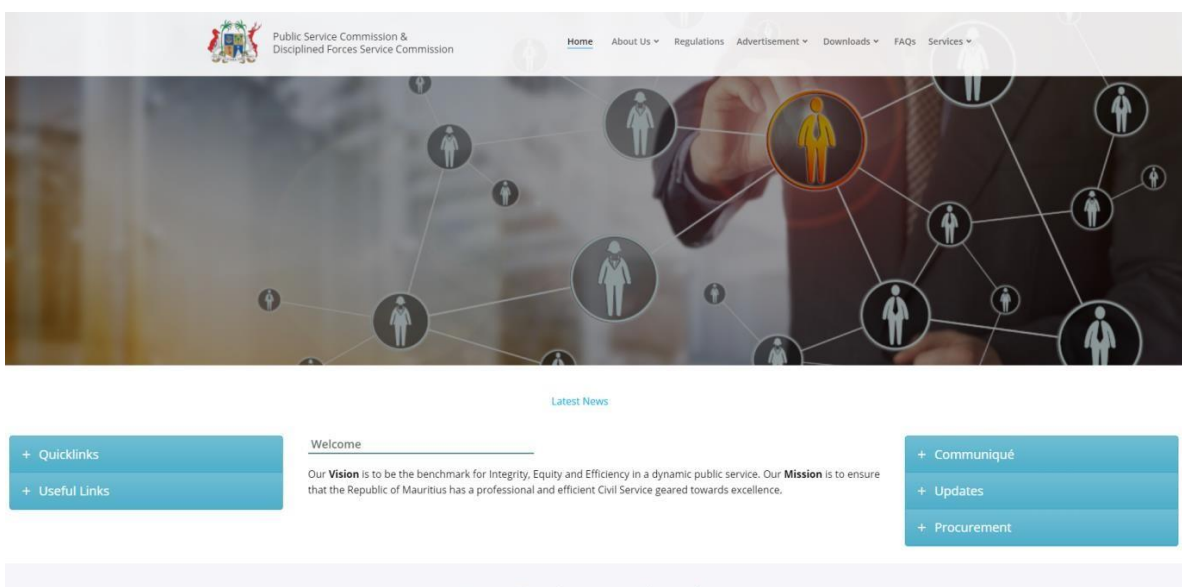
>>> <http://psc.govmu.org> <<<

Browser which are supported for online application are:

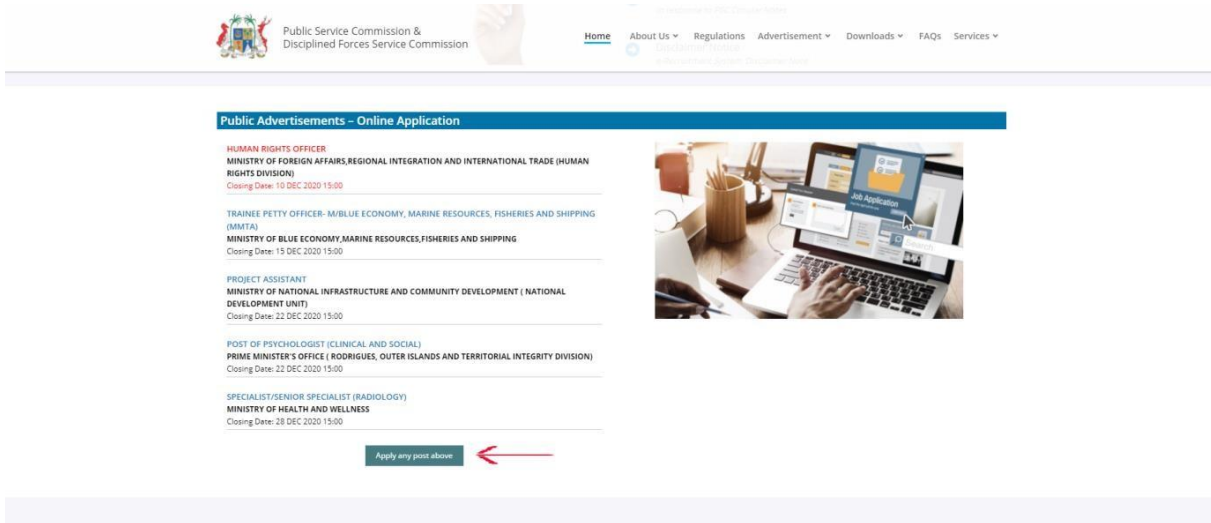
- Firefox
- Google chrome

>> 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”

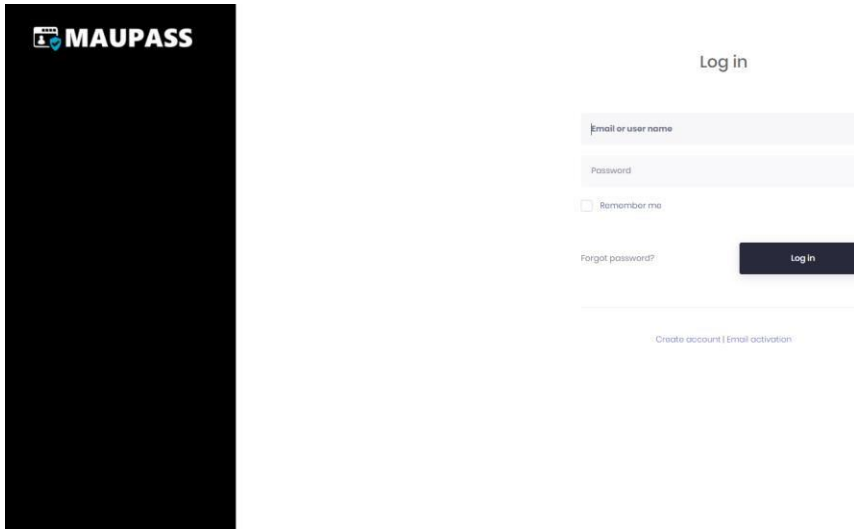


The screenshot shows the website of the Public Service Commission & Disciplined Forces Service Commission. The header includes the commission's name, logo, and navigation links: Home, About Us, Regulations, Advertisement, Downloads, FAQs, and Services. Below the header, there is a section titled "Public Advertisements – Online Application". This section lists several job openings with their respective closing dates:

- HUMAN RIGHTS OFFICER**
MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE (HUMAN RIGHTS DIVISION)
Closing Date: 10 DEC 2020 15:00
- TRAINEE PETTY OFFICER- M/BLUE ECONOMY, MARINE RESOURCES, FISHERIES AND SHIPPING (MMTA)**
MINISTRY OF BLUE ECONOMY, MARINE RESOURCES, FISHERIES AND SHIPPING
Closing Date: 13 DEC 2020 15:00
- PROJECT ASSISTANT**
MINISTRY OF NATIONAL INFRASTRUCTURE AND COMMUNITY DEVELOPMENT (NATIONAL DEVELOPMENT UNIT)
Closing Date: 22 DEC 2020 15:00
- POST OF PSYCHOLOGIST (CLINICAL AND SOCIAL)**
PRIME MINISTER'S OFFICE (RODRIGUES, OUTER ISLANDS AND TERRITORIAL INTEGRITY DIVISION)
Closing Date: 22 DEC 2020 15:00
- SPECIALIST/SENIOR SPECIALIST (RADIOLOGY)**
MINISTRY OF HEALTH AND WELLNESS
Closing Date: 28 DEC 2020 15:00

At the bottom of the list, there is a button labeled "Apply any post above" with a red arrow pointing to it.

c). You will be redirected to MAUPASS (National Authentication Framework)

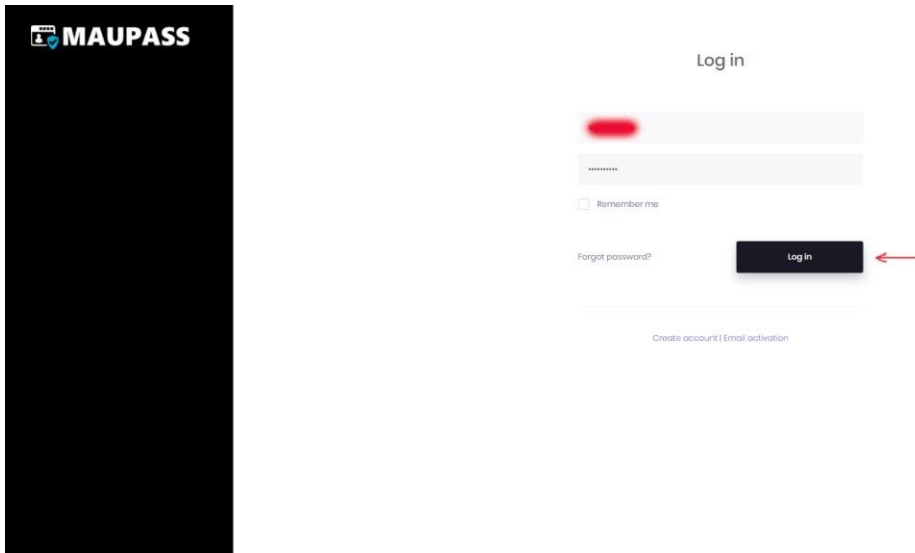


The screenshot shows the MAUPASS login page. The header includes the MAUPASS logo. The main content area is titled "Log in" and contains the following fields and buttons:

- Email or user name
- Password
- ☐ Remember me
- Forgot password?
- Log in

At the bottom, there are links for "Create account" and "Email activation".

1. Enter Email or User name and pass word and click on Login



The screenshot shows the MAUPASS login page with the input fields filled and the Login button highlighted. The fields are:

- Email or user name (filled with a redacted email address)
- Password (filled with a redacted password)
- ☐ Remember me
- Forgot password?
- Log in

A red arrow points to the "Log in" button.

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

Public Service Commission & Disciplined Forces Service Commission					
Vacancies					
Date of Issue	Post	Ministry/Department	Advertisement	Closing Date	
20 Nov 2020	HUMAN RIGHTS OFFICER	MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE (HUMAN RIGHTS DIVISION)	Public	10 DEC 2020 15:00	Apply
20 Nov 2020	ASSISTANT PROCUREMENT AND SUPPLY OFFICER	GENERAL STORES SERVICES-MIN. OF FINANCE, E.P & D	Serving Officers	10 DEC 2020 15:00	Apply
20 Nov 2020	SYSTEMS ANALYST	MINISTRY OF INFORMATION TECHNOLOGY, COMMUNICATION AND INNOVATION (CENTRAL INFORMATION SYSTEMS DIVISION)	Serving Officers	10 DEC 2020 15:00	Apply
24 Nov 2020	ASSISTANT SUPERVISOR(ORIENTAL LANGUAGES - TELUGU)	MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY	Serving Officers	14 DEC 2020 15:00	Apply
25 Nov 2020	TRAINEE PETTY OFFICER- M/B BLUE ECONOMY, MARINE RESOURCES, FISHERIES AND SHIPPING (MMTA)	MINISTRY OF BLUE ECONOMY, MARINE RESOURCES, FISHERIES AND SHIPPING	Public	15 DEC 2020 15:00	Apply
02 Dec 2020	ASSISTANT SCHOOL SUPERINTENDENT	MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY	Serving Officers	22 DEC 2020 15:00	Apply
<div> << < 1 > >> </div>					

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.

Public Service Commission & Disciplined Forces Service Commission

VACANCIES UPDATE PROFILE POST APPLIED HELP / FAQ

Ministry/Department: CENTRAL INFORMATICS BUREAU

Date of Advert/Vacancy Circular: 01 Jun 2017

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

SECONDARY ORDINARY LEVEL

First Sitting Second Sitting

Certificate: CAMBRIDGE SCHOOL CERTIFICATE Delete Qualification

Month: November Year: 1988 Exam. Centre No. Index No.

Subject	Grade	Add Subject	Delete Subject
ENGLISH	6	+	
BIOLOGY	6	+	×

Above row allows you to navigate through the menus

Or use the “Previous” and “Next” buttons provided within the system.

SECONDARY ADVANCED LEVEL

First Sitting Second Sitting

Certificate: -- Delete Qualification

Month: -- Year: YYYY Exam. Centre No. Index No.

Subject	Grade	Level	Add Subject	Delete Subject
Choose Subject	--	--	+	

« Previous

Next »

The screenshot shows a web browser window with the URL https://psconlineapplication.govmu.org/jsf/onlineApplication/applicationForm.xhtml?applyParams=108@CIB_9_2. The page header includes the logo of the Public Service Commission & Disciplined Forces Service Commission and navigation links: VACANCIES, UPDATE PROFILE, POST APPLIED, and HELP / FAQ. The main content area displays the following information:

Post Applied for #	DEPUTY DIRECTOR CENTRAL INFORMATICS BUREAU M/TECHNOLOGY, COMM & INNOV
Ministry/Department	CENTRAL INFORMATICS BUREAU
Date of Advert/Vacancy Circular	01 Jun 2017

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..

The screenshot shows the 'Personal Info.' form with a tabbed interface. The tabs are: Personal Info., Secondary Qual., Other Secondary Qual., Technical Qual., Tertiary Qual., Other Qual., and Employment History. The 'Personal Info.' tab is selected, showing the following fields:

Date of Advert/Vacancy Circular	01 Jun 2017
National Identity No	<input type="text"/>
Title	<input type="text"/> ▼
Gender	<input type="text"/> ▼
Marital Status	<input type="text"/> ▼
Surname	<input type="text"/> Editable only on government portal
Other Names	<input type="text"/>
Maiden Name (if applicable)	<input type="text"/>
Residential Address	<input type="text"/>

A red arrow points to the 'Surname' field, which has a tooltip that reads 'Editable only on government portal'.

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.

Public Service Commission & Disciplined Forces Service Commission

VACANCIES UPDATE PROFILE POST APPLIED HELP / FAQ

Phone No. Home

Email Address

Date of Birth

Place of Birth

Nationality

Certificate No. (if Naturalised)

Date Naturalised

Photo

Note: The formats to be used are : .jpg, .png Photo 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



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

6. [Adding Secondary Qualifications](#)

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



SECONDARY ORDINARY LEVEL

First Sitting Second Sitting

Certificate

Month Year Exam. Centre No. Index No.

Subject	Grade	Add Subject	Delete Subject
ENGLISH	6	<input type="button" value="+"/>	<input type="button" value="x"/>
BIOLOGY	6	<input type="button" value="+"/>	<input type="button" value="x"/>
FRENCH	1	<input type="button" value="+"/>	<input type="button" value="x"/>
ACCOUNTING	3	<input type="button" value="+"/>	<input type="button" value="x"/>
CHEMISTRY	4	<input type="button" value="+"/>	<input type="button" value="x"/>

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.

Public Service Commission & Disciplined Forces Service Commission

VACANCIES UPDATE PROFILE POST APPLIED HELP / FAQ

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

Other Secondary Qualifications (e.g. Baccalaureat, Matriculation, Secondary & Higher Certificates from Overseas)

Examining Body: ACADEMIE DE STRASBOURG
 Country: ISRAEL
 Date: 02/03/2006
 Certificate: CAMBRIDGE HIGHER SCHOOL CERTIFICATE
 Equivalence: SECONDARY ADVANCED LEVEL

Enter results for subjects

Subject	Grade	Marks	Percentage	Add subject	Delete subject
Choose Subject	--			+	

Add

8. [Adding Technical Qualifications](#)

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

The qualification will appear in the list of Technical qualifications.

TECHNICAL AND VOCATIONAL QUALIFICATIONS (e.g. Typing and shorthand, B.A.P. Technician Certificate, LVT.B. Certificate (NTC) etc.)

Qualification: Choose Qualification
 Name of University/Examining Body: Choose Name of University
 Country: Choose Country
 Duration of course/study:
☐ Part time ☐ Full time ☐ Distance Education
 Class/Division/Level: --
 Date of result:

Add Qualification

List of Technical Qualifications

Technical Qualification	University	Country	Duration	Class/Division/Level	Result date	Delete
195 HOUR SHORT COURSE IN INFORMATION TECHNOLOGY	UNIVERSITY OF MAURITIUS	MAURITIUS	02/03/2001 - 02/06/2001	DISTINCTION	02/07/2001	

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.

TERTIARY / PROFESSIONAL QUALIFICATIONS (e.g. Diploma, Degree, etc., ACCA, etc.)

Type of Qualification
Choose Qualification

Qualification
Choose Qualification

Name of University/Examining Body
Choose Name of University

Country
Choose Country

Duration of course/study

☐ Part time
☐ Full time
☐ Distance Education

Class/Division/Level
--

Date of result

Add Qualification

List of Tertiary/Professional Qualifications

Level	Qualification	University	Country	Duration	Class/Division/Level	Result date	Delete
Degree/Professional	ASSOCIATE MEMBER	ACADEMIC COUNCIL OF NIIT	CANADA	06/08/2003 - 03/01/2008	FIRST CLASS	03/05/2008	

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.

Attach Document (e.g. Attach documentary evidence)

Choose

Upload

Cancel

Note: 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

Attachments/Documents : Uploaded attachments

File Name	Download	Delete
No records found.		

« Previous
Next »

Click on the Upload button to start the upload process.

TEST

Attach Document (e.g. Attach documentary evidence)

Choose Upload Cancel

Note: 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

Attachments/Documents : Uploaded attachments

File Name	Download	Delete
No records found.		

« Previous Next »

To delete an attachment, highlight the relevant document and then click on “Delete”.

PRIVATE CAR Manual 05/08/2012

Skills relevant to the post applied for

☐ COMPUTER BASED TYPING MASTER TYPING TEST ☒ COMPUTER LITERATE ☐ GOOD COMMUNICATION SKILLS ☐ TYPING SKILLS



Attach Document (e.g. Attach documentary evidence)

Choose Upload Cancel

Note: 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

Attachments/Documents : Uploaded attachments

File Name	Download	Delete
certificates.docx		

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												
<div> Present Employment in the Government Service ^ </div> <div> <div>Post held</div> <div>LABORATORY ATTENDANT - MINISTRY OF EDUCATION AND HUMAN RESO</div> <div>Ministry/Department</div> <div>CONSUMER PROTECTION(MINISTRY OF INDUSTRY,COMMERCE AND CONS</div> <div>Substantive</div> <div> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> <div>Date of Present Appointment</div> <div></div> <div>Date of Confirmation in the Service</div> <div></div> <div>Present Salary per month (Rs)</div> <div>0</div> </div>																				
<div> Previous Employment in the Government Service ^ </div> <table border="1"> <thead> <tr> <th>Post held</th> <th>Substantive</th> <th>Ministry/Department</th> <th>Date of Appointment</th> <th>Add</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>CHIEF WORKS OFFICER, CANCELLED, SEE</td> <td>--</td> <td>Select Ministry/Department</td> <td></td> <td>+</td> <td></td> </tr> </tbody> </table>									Post held	Substantive	Ministry/Department	Date of Appointment	Add	Delete	CHIEF WORKS OFFICER, CANCELLED, SEE	--	Select Ministry/Department		+	
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.

Personal Info.	Secondary Qual.	Other Secondary Qual.	Technical Qual.	Tertiary Qual.	Other Qual.	Employment History	Other Info.	Complete Application												
Other Information																				
<p>If on leave without pay whilst in government service during the last five years state :</p> <table border="1"> <thead> <tr> <th>From</th> <th>To</th> <th>Purpose (study, employment etc...)</th> <th>Details (Organisation, Post held etc.)</th> <th>Add</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td></td> </tr> </tbody> </table>									From	To	Purpose (study, employment etc...)	Details (Organisation, Post held etc.)	Add	Delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
From	To	Purpose (study, employment etc...)	Details (Organisation, Post held etc.)	Add	Delete															
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																	
<p>Have you been the subject of an investigation/enquiry for any offence during the last 10 years ?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, indicate nature of offence and date of outcome</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>																				
<p>Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years ?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, give details (court, charge, date of judgment and sentence - e.g. imprisonment, fine, caution or conditional discharge)</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>																				
<p>Have you ever resigned or retired or been dismissed from the Public Service on any grounds whatsoever ?</p>																				

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.

Public Service Commission
 Forces Service Commission

POST APPLIED
 [HELP / FAQ](#)

Date of Advert/Vacancy Circular

Personal Info.	Secondary Qual.	Other Secondary Qual.	Technical Qual.	Tertiary Qual.	Other Qual.	Employment History	Other Info.	Complete Application
<div> <div> IMPORTANT ! You must agree to the terms first.. </div> <div> <input type="text"/> </div> <div> <input type="button" value="Close"/> </div> </div>								

IMPORTANT !
 PLEASE READ THE ADVERTISEMENT CAREFULLY : Incomplete, inadequate or inaccurate filling of the form may cause the applicant's elimination from consideration. It is an offence to give false information or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.

☐ I declare that the particulars in this application are true and accurate and that I have not wilfully suppressed any material fact.

Security code

You can now submit your application.

Public Service Commission & Disciplined Forces Service Commission

VACANCIES UPDATE PROFILE POST APPLIED HELP / FAQ

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

i IMPORTANT !

PLEASE READ THE ADVERTISEMENT CAREFULLY : Incomplete, inadequate or inaccurate filling of the form may cause the applicant's elimination from consideration. It is an offence to give false information or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.

☒ I declare that the particulars in this application are true and accurate and that I have not wilfully suppressed any material fact.

Security code

30406

Submit Application

Previous

Application has been successfully saved.

Public Service Commission & Disciplined Forces Service Commission

VACANCIES UPDATE PROFILE POST APPLIED HELP / FAQ

Last 5 posts applied

Application have been successfully saved and received by PSC. You will receive an acknowledgement in your email

Date Applied	Transaction Id	Post	Ministry/Department	Status	Print
09 June 2017	O_6108CIB/9/2	DEPUTY DIRECTOR CENTRAL INFORMATICS BUREAU M/TECHNOLOGY, COMM & INNOV	CENTRAL INFORMATICS BUREAU	Submitted	

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

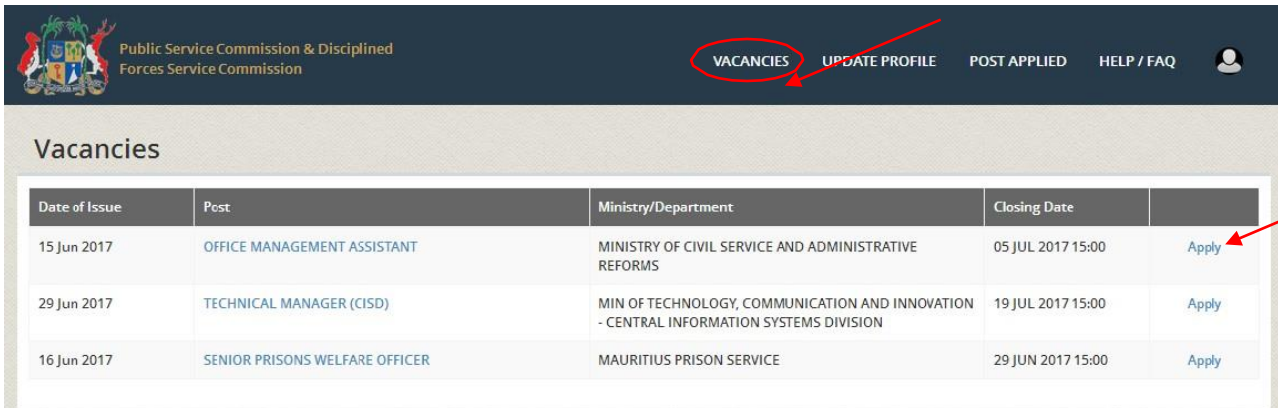
Forest Side.

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".



Public Service Commission & Disciplined Forces Service Commission

VACANCIES UPDATE PROFILE POST APPLIED HELP / FAQ

Vacancies

Date of Issue	Post	Ministry/Department	Closing Date	
15 Jun 2017	OFFICE MANAGEMENT ASSISTANT	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	05 JUL 2017 15:00	Apply
29 Jun 2017	TECHNICAL MANAGER (CISD)	MIN OF TECHNOLOGY, COMMUNICATION AND INNOVATION - CENTRAL INFORMATION SYSTEMS DIVISION	19 JUL 2017 15:00	Apply
16 Jun 2017	SENIOR PRISONS WELFARE OFFICER	MAURITIUS PRISON SERVICE	29 JUN 2017 15:00	Apply

14. [Updating your profile](#)

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

Public Service Commission & Disciplined Forces Service Commission				
		VACANCIES	UPDATE PROFILE	POST APPLIED
		HELP / FAQ		

Vacancies				
Date of Issue	Post	Ministry/Department	Closing Date	
01 Jun 2017	DEPUTY DIRECTOR CENTRAL INFORMATICS BUREAU M/TECHNOLOGY, COMM & INNOV	CENTRAL INFORMATICS BUREAU	21 JUN 2017 15:00	Apply

 **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”.

Mauritius

Phone No.

Email Address

Date of Birth

Place of Birth

Nationality

Certificate No. (if Naturalised)

Date Naturalised

Photo

Profile has been updated

Close

Choose

Upload

Cancel

Note: The formats to be used are : .jpg, .png Photo 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





Save changes

Next »

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”

Public Service Commission & Disciplined Forces Service Commission				
		VACANCIES	UPDATE PROFILE	POST APPLIED
		HELP / FAQ		

Last 5 posts applied					
Date Applied	Transaction Id	Post	Ministry/Department	Status	Print
28 June 2017	O_5111CSAD/9/3	OFFICE MANAGEMENT ASSISTANT	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	Submitted	
23 June 2017	O_5109WRF/2/9	HEAD, PLANNING AND RESEARCH UNIT	MINISTRY OF GENDER EQUALITY, CHILD DEVELOPMENT AND FAMILY WELFARE	Submitted	
21 June 2017	O_6108CIB/9/2	DEPUTY DIRECTOR CENTRAL INFORMATICS BUREAU M/TECHNOLOGY, COMM & INNOV	CENTRAL INFORMATICS BUREAU	Submitted	
16 June 2017	O_1113PRI/9/51	SENIOR PRISONS WELFARE OFFICER	MAURITIUS PRISON SERVICE	Submitted	

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



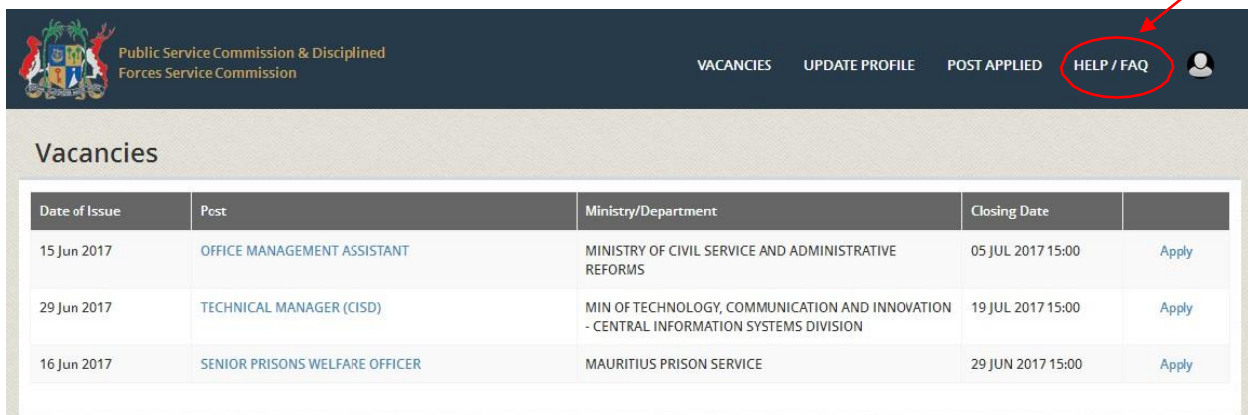
Public Service Commission & Disciplined Forces Service Commission

VACANCIES UPDATE PROFILE POST APPLIED HELP / FAQ

Last 5 posts applied

Date Applied	Transaction Id	Post	Ministry/Department	Status	Print
28 June 2017	O_5111CSAD/9/3	OFFICE MANAGEMENT ASSISTANT	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	Submitted	
23 June 2017	O_5109WRF/2/9	HEAD, PLANNING AND RESEARCH UNIT	MINISTRY OF GENDER EQUALITY, CHILD DEVELOPMENT AND FAMILY WELFARE	Submitted	
21 June 2017	O_6108CIB/9/2	DEPUTY DIRECTOR CENTRAL INFORMATICS BUREAU M/TECHNOLOGY, COMM & INNOV	CENTRAL INFORMATICS BUREAU	Submitted	
16 June 2017	O_1113PRI/9/51	SENIOR PRISONS WELFARE OFFICER	MAURITIUS PRISON SERVICE	Submitted	

For help click on “HELP / FAQ”.



Public Service Commission & Disciplined Forces Service Commission

VACANCIES UPDATE PROFILE POST APPLIED **HELP / FAQ**

Vacancies

Date of Issue	Post	Ministry/Department	Closing Date	
15 Jun 2017	OFFICE MANAGEMENT ASSISTANT	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	05 JUL 2017 15:00	Apply
29 Jun 2017	TECHNICAL MANAGER (CISD)	MIN OF TECHNOLOGY, COMMUNICATION AND INNOVATION - CENTRAL INFORMATION SYSTEMS DIVISION	19 JUL 2017 15:00	Apply
16 Jun 2017	SENIOR PRISONS WELFARE OFFICER	MAURITIUS PRISON SERVICE	29 JUN 2017 15:00	Apply

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



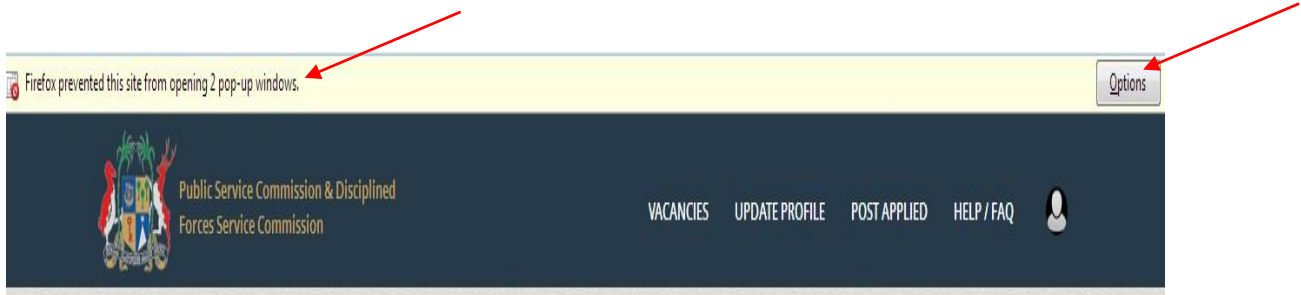
Public Service Commission & Disciplined Forces Service Commission

VACANCIES UPDATE PROFILE POST APPLIED HELP / FAQ

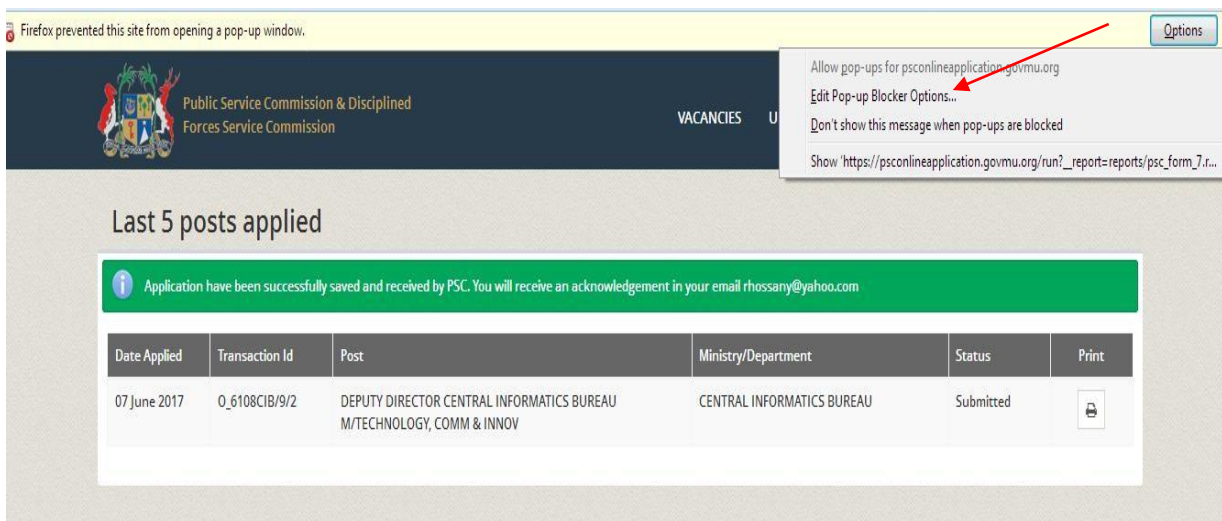
Last 5 posts applied

Date Applied	Transaction Id	Post	Ministry/Department	Status	Print
28 June 2017	O_5111CSAD/9/3	OFFICE MANAGEMENT ASSISTANT	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	Submitted	
23 June 2017	O_5109WRF/2/9	HEAD, PLANNING AND RESEARCH UNIT	MINISTRY OF GENDER EQUALITY, CHILD DEVELOPMENT AND FAMILY WELFARE	Submitted	
21 June 2017	O_6108CIB/9/2	DEPUTY DIRECTOR CENTRAL INFORMATICS BUREAU M/TECHNOLOGY, COMM & INNOV	CENTRAL INFORMATICS BUREAU	Submitted	
16 June 2017	O_1113PRI/9/51	SENIOR PRISONS WELFARE OFFICER	MAURITIUS PRISON SERVICE	Submitted	

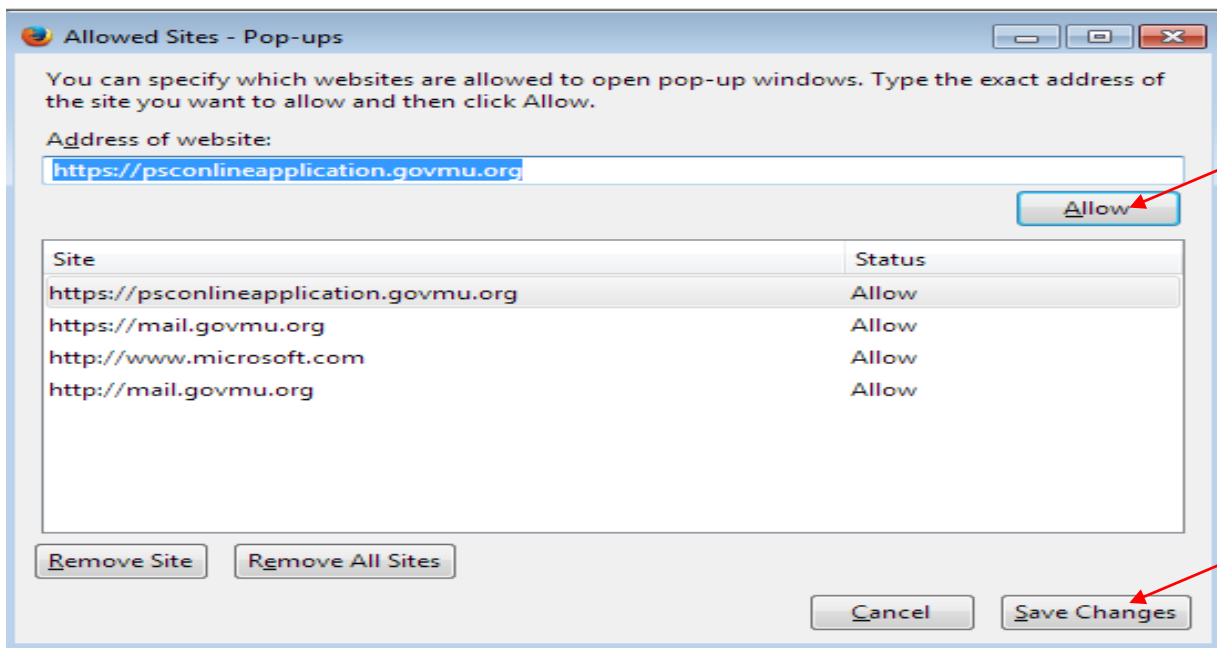
However, if you receive the pop-up message as shown below, click on “Options”



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		

13. Sign out



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

Public Service Commission & Disciplined Forces Service Commission

VACANCIES UPDATE PROFILE POST APPLIED HELP / FAQ

SECONDARY ADVANCED LEVEL

First Sitting Second Sitting

Certificate --

Month -- Year YYYY Exam. Centre No. --

Subject Grade Level

Choose Subject -- --

Last Login Date: 08/06/2017 11:52:18

Sign out

Click here

Sign out Here