

PUBLIC SERVICE COMMISSION

NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (In response to PSC Circular Notes)

- 1) The Online Application Form can be accessed on <http://psc.govmu.org/English/Pages/ServingOfficersHome.aspx>
- 2) Candidates are required to follow the procedures that can be accessed through the “How To Apply” option on the above link.
- 3) The candidates should ensure that the Online Application Forms are filled in correctly and with utmost care. **Incomplete, inadequate or inaccurate filling of the Online Application Form may entail a candidate’s elimination.**
- 4) It is an offence to give information which is false 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.
- 5) Qualifications obtained **after** the closing date for the submission of applications as specified in the advertisement **will not** be accepted. Only qualified persons should apply.
- 6) The **onus** for the prompt submission of applications by the closing date lies **solely** on the candidates.
- 7) The duly filled in Online Application Form should contain full details regarding qualifications, previous experience and any other factors which would qualify the candidate for consideration relating to the post applied for. Documentary evidence and a statement of relevant particulars, e.g. job description and content, dates and employer’s certificate (scanned documents as well as any additional details) should be sent to the following e-mail address, stating the post applied for (as indicated in the Online Application Form).
 - a) pscrecruitment@govmu.org
 - b) pscpostal@govmu.org
- 8) The original of the birth certificate, school leaving certificate, examination certificates, testimonials or any other documents should **NOT** be sent with the Online Application Form unless specified otherwise, but same should be readily available and produced as and when requested.
- 9) A candidate who is overseas must inform the Commission by e-mail that he is an “overseas candidate” and should make his own arrangements to return to Mauritius to attend an interview/examination by the Commission if required to do so.
- 10) A candidate should **immediately** inform the Commission about any change of address.
- 11) A candidate who is proceeding abroad, should immediately inform the Commission of his overseas address and the expected date of his return.
- 12) Recruitment by the Commission is made solely on the basis of qualifications and merit. Candidates must guard themselves against any person who promises employment against reward, financial or otherwise, and report the case immediately to the nearest Police Station.
- 13) Any person who directly or indirectly by himself or by other person and in any manner, influences or attempts to influence any decision of the Commission or the Chairperson or any Deputy Chairperson or any Commissioner shall commit an offence and shall on conviction be liable to a fine and to imprisonment.
- 14) The Commission reserves the right to convene for interview **only** the best qualified candidates.
- 15) The Commission will not give any reason to candidates not convened for interview.