

Read carefully the enclosed Notes & Instructions to candidates before filling this form

PUBLIC SERVICE COMMISSION
Application Form

FOR OFFICIAL USE

1. Post Applied for.....
.....
Ministry/Department.....
Date of Advertisement/Vacancy Circular.....
Previous Posts Applied for 1.....
2.....

Height	Chest	Weight	Grading

2. National Identity No.

Title Mr Mrs Miss Ms

Marital Status : Married Single Other :

Surname :
(in block letters)

Other Names :
(in block letters)

Maiden Name (if applicable) :

3. Residential Address :
(in block letters)

INDEX No.

Phone No : Office..... Home..... Mobile..... Email address :

Date of Birth Age Place of Birth.....

Nationality..... Certificate No. (If Naturalised)..... & Date.....

4. SECONDARY ORDINARY LEVEL

State whether Cambridge S. C. or Cambridge G.C.E. or London General Certificate of Education (Ordinary Level)

Month/Year Exam. Centre No. Index No.

Subject	Grade

Result..... Aggregate.....

Month/Year Exam. Centre No. Index No.

Subject	Grade

Result..... Aggregate.....

5. SECONDARY ADVANCED LEVEL

State whether Cambridge H. S. C. or Cambridge G.C.E. or London General Certificate of Education (A Level)

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Month/Year Exam. Centre No. Index No.

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Subject	Level	Grade
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Level — Principal, Subsidiary, Advanced Subsidiary

Result.....

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Month/Year Exam. Centre No. Index No.

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Subject	Level	Grade
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Level — Principal, Subsidiary, Advanced Subsidiary

Result.....

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

Note : Attach photocopies of marksheets/result slips and equivalence of certificates (*if available*)

Examining Body.....

Country..... Year.....

Certificate.....

Subject	Grade
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Marks	Percentage
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Result.....

TOTAL.....

7. TECHNICAL AND VOCATIONAL QUALIFICATIONS (e.g. *Typing and shorthand, B.A.P., Technician Certificate, I.V.T.B. Certificate (NTC) etc.*)

Name of University/Examining Body..... Country.....

Duration of course/study : From..... To..... Part Time Full Time Distance Education

Specify (i) exact qualifications obtained..... Class/Division/Level.....

(ii) Date of result :

Subjects (State whether main/subsidiary/major etc where applicable)

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8. DIPLOMA QUALIFICATIONS (*Below Degree level*) (*Attach photocopies of marksheets*)

Name of University/Examining Body..... Country.....

Duration of course/study : From.....To..... Part Time Full Time Distance Education

Specify (i) exact qualifications obtained..... Class/Division/Level.....

(ii) Date of result :.....

Subjects (State whether main/subsidiary/major etc where applicable)

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9. DEGREE/PROFESSIONAL QUALIFICATIONS (*Attach photocopies of marksheets*)

Name of University/Examining Body..... Country.....

Duration of course/study : From.....To..... Part Time Full Time Distance Education

Specify (i) exact qualifications obtained..... Class/Division/Level.....

(ii) Date of result :.....

Subjects (State whether main/subsidiary/major etc where applicable)

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.....

Please write your name and address below

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PUBLIC SERVICE COMMISSION

Name :

Address :

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10. POST DEGREE QUALIFICATIONS (*Attach photocopies of marksheets*)

Name of University/Examining Body..... Country.....

Duration of course/study : From..... To..... Part Time Full Time Distance Education

Specify (i) exact qualifications obtained..... Class/Division/Level.....

(ii) Date of result :

Subjects (State whether main/subsidiary/major etc where applicable)

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11. Other Qualifications as laid down in the advertisement (*e.g. Driving Licence (Specify type), First Aid, IT etc. Specify date*)

12. Experience and skills relevant to the post applied for (*Attach documentary evidence*)

EMPLOYMENT HISTORY

13.1 (i) Present Employment in the Government Service

Post held

Temporary/Substantive

Min./Dept.

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Date of Present Appointment

Date of Confirmation in the Service

Present Salary per month
Rs

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(Date Month Year
e.g. 01 01 02

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(ii) Previous Employment in the Government Service

<i>Post held</i>	<i>Temporary/Substantive</i>	<i>Min./Dept.</i>	<i>Date of Appointment</i>
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13.2 If on leave without pay whilst in government service during the last five years state :

Period on leave : From..... To..... Purpose (study, employment etc...)

Give details if applicable : (Organisation, Post held etc.)

13.3 EMPLOYMENT OTHER THAN IN THE GOVERNMENT SERVICE

<i>Post/s</i>	<i>Date</i>		<i>Name and address of employer</i>
	<i>From</i>	<i>To</i>	
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14. (a) Have you been the subject of an investigation/enquiry for any offence during the last 10 years ?

Answer Yes or No..... If Yes, indicate nature of offence and date of outcome.

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(b) Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years ?

Answer Yes or No..... If yes, give details (court, charge, date of judgment and sentence - e.g. imprisonment, fine, caution or conditional discharge) :—

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Please also fill in the following acknowledgement slip



Dear Sir / Madam

Index No :

I am directed by the Public Service Commission to acknowledge receipt of your application made in response to Public Advertisement / Circular Note :

Dated :(write date of advert / circular)

Post :(write post applied for)

*for Secretary
Public Service Commission*

15. Have you ever resigned or retired or been dismissed from the Public Service on any grounds whatsoever ?

Answer Yes or No..... If yes, give details :—

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16. **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.**

DECLARATION

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

Date

Signature.....

PUBLIC SERVICE COMMISSION

NOTES AND INSTRUCTIONS TO CANDIDATES

- (1) The Application Form should be completed in the candidate's own **handwriting** and forwarded to the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side.
- (2) It is very important for the candidate to indicate his National Identity Number in the space provided at item 2 of the Application Form.
- (3) Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail a candidate's elimination.** 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.
- (4) 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.
- (5) Applications not made on the prescribed form **will not** be accepted.
- (6) Applications received **after** the closing date and time mentioned in the advertisement will not be accepted. The onus for the prompt submission of applications so that they reach the Secretary of the Commission in time lies solely on applicants.
- (7) If a candidate is employed by Government, the application form should be completed in duplicate and the duplicate forwarded through his Supervising Officer.
- (8) The post applied for should be clearly marked on the top left hand corner of the envelope.
- (9) The completed form should contain full details regarding previous experience, qualifications and any other factors which would qualify the candidate to carry out the duties of the post applied for. Documentary evidence and a statement of relevant particulars, e.g. job description and content, dates and employer's certificate should be attached with the Application form.
- (10) Should there be any matter not covered by the Application Form that the candidate wishes to be considered with his application, the details must be given on an additional sheet to be annexed thereto.
- (11) Birth certificate, school leaving certificate, examination certificates, testimonials or any other papers should not be sent with the Application Form unless specified otherwise, but these should be readily available and produced when requested.
- (12) A candidate who is overseas must indicate clearly at the top of the Application Form that he is an "overseas candidate" and must make his own arrangements to return to Mauritius to attend an interview by the Commission if required to do so.
- (13) A candidate should **immediately** inform the Commission about any change of address.
- (14) A candidate who is proceeding abroad, should **immediately** inform the Commission of his overseas address and the expected date of his return.
- (15) 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.
- (16) 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 Chairman or any Deputy Chairman or any Commissioner shall commit an offence and shall on conviction be liable to a fine and to imprisonment.
- (17) The Commission reserves the right to convene for interview **only** the best qualified candidates.
- (18) The Commission will not give any reason to candidates not convened for interview.

