

REPUBLIC OF MAURITIUS

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

LOCAL GOVERNMENT SERVICE COMMISSION
Application Form

L.G.S.C Form7a
FOR OFFICIAL USE

INDEX No.

1. Post Applied for
Municipality / District Council/ Local Government Service
Date of Advertisement/Vacancy Circular
Previous Posts Applied for 1.
2.

2. National Identity No. [Grid]

Title Mr [ ] Mrs [ ] Miss [ ] Ms [ ]

Marital Status: Married [ ] Single [ ] Divorced [ ] Other: [ ]

Surname: (in block letters)

Other Names: (in block letters)

Maiden Name (if applicable):

3. Residential Address:
(In block letters)

Phone No: Office Home Mobile Email address

Date of Birth [Grid] Age [Grid] Place of Birth

Nationality Certificate No. (If Naturalised) & Date

4. Primary Level

State whether PSLC, CPE or PSAC

Month/Year Centre No Index No.

Table with 2 columns: Subject, Grade

Result Aggregate

Month/Year Centre No Index No.

Table with 2 columns: Subject, Grade

Result Aggregate

**5. 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.  

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 Month/Year      Exam. Centre No.      Index No.  

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Subject	Grade

Subject	Grade

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

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

**6. SECONDARY ADVANCED LEVEL**

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

.....  
 Month/Year      Exam. Centre No.      Index No.  

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.....  
 Month/Year      Exam. Centre No.      Index No.  

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Subject	Level	Grade

Subject	Level	Grade

Level- Principal, Subsidiary, Advanced Subsidiary

Level- Principal, Subsidiary, Advanced Subsidiary

Result .....

Result .....

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

.....  
 Examining Body .....  
 Country..... Year .....  
 Certificate.....

Subject	Grade

Marks	Percentage

Result.....

TOTAL .....

**8. 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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**9. CERTIFICATE/DIPLOMA QUALIFICATIONS** (*Below Degree Level*)

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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.....	.....
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.....	.....

**10. DEGREE /PROFESSIONAL QUALIFICATIONS**

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

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

Specify (i) exact qualification obtained ..... Class/Division/Level .....  
(ii) Date of result : .....

**Subjects** (state whether main/subsidiary/major etc where applicable)

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**11. POST DEGREE QUALIFICATIONS**

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

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

**14. EMPLOYMENT HISTORY**

**14.1 (i) Present Employment in the Local Government Service**

<i>Post held</i>	<i>Temporary/Substantive/PPE</i>	<i>Local Authority</i>												
.....	.....	.....												
<i>Date of Present Appointment</i>	<i>Date of Confirmation in the Service</i>	<i>Present Salary per month</i>												
<table border="1" style="width: 100px; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>							<table border="1" style="width: 100px; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>							Rs
<small>( Date    Month    Year)</small> <small>e.g. 01    01    02</small>														

**(ii) Previous Employment in the Local Government Service**

Post held	Temporary/Substantive	Local Authority	Date of Appointment
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**14.2** If on leave without pay whilst in the Local 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.)

**14.3 EMPLOYMENT OTHER THAN IN THE LOCAL GOVERNMENT SERVICE**

<i>employer</i>	<i>Post/s</i>	<i>Date</i>		<i>Name and address of</i>
		<i>From</i>	<i>To</i>	
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
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**15. (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.

.....  
.....

**(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): -

.....  
.....

**16. Have you ever resigned or retired or been dismissed from the Local Government Service on any grounds whatsoever?**

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

.....  
.....  
.....  
.....

**17. 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 willfully suppressed any material fact.

Date: .....

Signature .....

## REPUBLIC OF MAURITIUS

### LOCAL GOVERNMENT SERVICE COMMISSION NOTES AND INSTRUCTIONS TO CANDIDATES

- (1) Incomplete, inadequate or inaccurate filling of the Application Form may cause 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.
- (2) It is very important for the candidate to indicate his National Identity Card Number (NIC) in the space provided at item 2 of the Application form. Photocopy of NIC to be attached with the Application Form.
- (3) The Application Form should be completed in the candidate's own handwriting and forwarded to the Secretary, Local Government Service Commission, Louis Pasteur Street, Forest Side.
- (4) Applications and qualifications obtained after the closing date and time mentioned for the submission of applications as specified in the advertisement will not be accepted. Only qualified persons should apply. The onus for the prompt submission of applications so that they reach the Secretary of the Commission in time, lies solely on applicants.
- (5) Applications not made on the prescribed form will not be accepted.
- (6) If a candidate is employed in the Local Government Service, the application form should be completed in duplicate and the duplicate forwarded through his Responsible Officer.
- (7) The post applied for should be clearly marked on the top left hand corner of the envelope.
- (8) 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. Relevant documentary evidence should be attached.
- (9) 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.
- (10) Applicants may be requested to call in person at the Commission for verification of the qualifications and other details mentioned in the application form. Photocopies of all certificates mentioned in the application form will then have to be produced. Failure to do so will entail elimination from the competition.
- (11) The onus for the submission of equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.
- (12) A candidate who is overseas must indicate clearly at the top of the Application Form that he is an "Overseas candidate". He will be required, if convened for interview, to produce evidence to that effect. The candidate must be prepared to return to Mauritius to attend an interview by the Commission if required to do so and make his own arrangements.
- (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. Recruitment is not made against reward of any kind. Candidates must therefore 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 Member shall commit an offence and shall on conviction be liable to a fine and to imprisonment.
- (17) The Commission reserves the right to convene only the best qualified candidates for interview, if this is necessary, and to reject any application without giving any reason.
- (18) A public notification regarding the appointment/promotion of successful candidate/s (when applicable) will be posted on the website of the Local Government Service Commission.