

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.