

Please read Instructions to Candidates on Page 4 prior to filling this form



For Official Use:
Serial No:
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Application Form

1. Post Applied for:

Date of Vacancy / Communique:

2. National Identity Card No:

Grid for National Identity Card No.

(Photocopy of NIC to be enclosed)

Title: Mr. [] Mrs. [] Miss []

Surname: (in block letters) (Photocopy of Birth Certificate to be enclosed)

Other Names: (in block letters)

Maiden Name (if applicable): (in block letters)

Date of Birth:..... Age:..... Gender: Male [] Female []

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

Nationality: Certificate No. (if Naturalized).....

Certificate of Character [] (Photocopy of Certificate/Receipt of Payment to be enclosed)

3. Residential Address: (in block letters)

.....
(Photocopy of recent Utility Bill to be enclosed)

Home Telephone No..... Mobile No Office Telephone No.....

QUALIFICATIONS - (Photocopy to be enclosed) - Tick as appropriate

4. PRIMARY LEVEL CPE PSAC Year:..... Result:.....

5. SECONDARY ORDINARY LEVEL

Cambridge SC Cambridge GCE London General Certificate of Education

Year:..... Result:.....

6. SECONDARY ADVANCED LEVEL

Cambridge HSC Cambridge GCE London General Certificate of Education (Advance Level)

Year:..... Result:.....

7. TECHNICAL AND VOCATIONAL QUALIFICATIONS: (e.g Typing, B.A.P, Technician Certificates, etc)
(Attach documentary evidence)

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

Specify exact qualifications obtained.....Class/Division/Level.....

Duration of course/study: From.....To.....

8. OTHER RELEVANT QUALIFICATIONS (Attach documentary evidence)

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

Date		Post/s	Name, Address and Cell number of Employer
From	To		

10. Employment History (Attach documentary evidence)

Present Employment & Employer Post Held	Date of Present Appointment	Date confirmed (if in permanent post)	Present Basic Salary (Rs)

11. Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty?

Answer Yes or No.....if yes, give details hereunder:

.....

(b) Have you ever resigned or been dismissed from employment on any grounds whatsoever?

Answer Yes or No.....if yes, give details hereunder

.....

IMPORTANT – PLEASE READ THE NOTICE OF VACANCY CAREFULLY: Incomplete, inadequate or inaccurate filling of the Form may cause the applicant’s elimination. It is an offence to give false information or to conceal any relevant information. Above 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, declare that the particulars in this application form are true and accurate and that I have not willfully suppressed any material fact.

Date.....

Signature:.....

For Office use only:		Checklist of document to be submitted along with application form:	
SN	Document	Submitted	Remarks
1.	National Identity Card		
2.	Birth Certificate		
3.	Academic / Technical qualifications (if any),		
4.	Valid driving license for Goods Vehicle		
5.	Work experience in driving Goods vehicles (if any)		
6.	Valid Certificate of Character and/or Receipt of Payment.		
7.	Proof of address (recent utility bill CWA/CEB))		
8.	Application formed signed		

NOTES AND INSTRUCTIONS TO CANDIDATES

1. The Application Form should be completed in the candidate's own **handwriting** and addressed to the Officer-in-Charge, National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius. Applications shall be sent by registered post or deposited in the Application Box at above address before the closing date.
2. Application Form should be filled-in correctly. **Incomplete, unsigned, inadequate or inaccurate filling of the Application Form may entail the elimination of the application.**

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.

3. Candidates should attach documentary evidences in copy:
 - (i) National Identity Card
 - (ii) Birth Certificate
 - (iii) Academic / Technical qualifications (if any),
 - (iv) Valid driving license for Goods Vehicle and
 - (v) Work experience in driving Goods vehicles (if any)
 - (vi) Valid Certificate of Character and/or Receipt of Payment.
 - (vii) Proof of address (recent utility bill (CWA/CEB))

Non-submission of above documents may entail elimination of the applicant.

Only qualified person should apply. Qualifications obtained ***after the closing date and time will not*** be accepted.

4. Applications not made on the prescribed form and by email **will not** be accepted.
5. 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 Officer-in-Charge, National Environment Cleaning Authority in time lies solely on applicants.
6. If a candidate is employed in the Public Sector, the application form should be completed in duplicate and a copy forwarded to NECA through his Supervising Officer.
7. The post applied for should be clearly marked on the top left-hand corner of the envelope.
8. The filled in 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.
9. A candidate should **immediately** inform the National Environment Cleaning Authority of any change in residential address.
10. Only the best qualified candidates will be called for interview; and
11. NECA reserves the right not to make any appointment following this Notice of Vacancy.