



NATIONAL ENVIRONMENT CLEANING AUTHORITY
operating under the aegis of the Prime Minister's Office

APPLICATION FORM

PART A (To be filled by Applicant)

- 1. Post Applied for:
2. Date of Vacancy Communique:
3. Surname (Block Letters)
4. Other Name
5. Date of Birth
6. National Identity No
7. Sex (Please Tick): Male Female
Tel (Office) Tel (Mobile)
8. Residential Address (in block letters)
9. Date joined service
10. Date of First Appointment/Employment
11. Date transferred on PPE
12. Present Appointment/Employment
13. Date of Present Appointment/Employment
14. Posting (i) Present Ministry/Department (ii) Place of work
15. Examinations passed (please enclose photocopies of certificates)
16. Results of Certificate of Primary Education (CPE) /Primary School Achievement Certificate (PSAC) and Year

17. SECONDARY ORDINARY LEVEL

17.1 State whether Cambridge S.C or Cambridge G.C.E

Month / Year

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Subject	Grade
Result:	
Aggregate:	

17.2 London General Certificate of Education (Ordinary Level)

Month / Year

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Subject	Grade
Result:	
Aggregate:	

18. Experience relevant to the post applied for (Attach documentary evidence)

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19. Have you ever been subject to disciplinary action? Answer Yes/No

If yes, indicate nature of offence and date of outcome

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Date:

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Signature of Applicant

PART B (To be filled by Ministry/Department concerned)

(a) I certify that the particulars given in Part A are correct except for the following items

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(b) Does applicant reckon experience of the duties of the post applied for? Yes/No. If yes, please give details with dates e.g. Period of assignment of duties

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(c) Has applicant been subject to disciplinary action during the last ten years? If yes, please give details including punishment inflicted.

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(d) Report on work, conduct and attendance of applicant:

(i) Work:

(ii) Conduct:

(iii) Attendance:

(e) Statement of Sick leave and unauthorized absences without pay taken by applicant

Year	No. of days of sick leave	No. of days of unauthorized absences without pay
2021		
2022		
2023		
2024 (to date)		

Stamp of Ministry/Department

Signature:

Name:

Post Held:

Phone No.:

NATIONAL ENVIRONMENT CLEANING AUTHORITY

NOTES AND INSTRUCTIONS TO CANDIDATES

- (1) The Application Form should be completed in the candidate's own **handwriting** and forwarded to the Officer-in-Charge, National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebene Cybercity, Mauritius.
- (2) It is very important for the candidate to indicate his/her National Identity Number in the space provided at item 6 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. You should attach relevant photocopies of birth and educational certificates.
- (4) Valid Certificate of Character to be submitted along with the Application Form.
- (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) Applications not made on the prescribed form **will not** be accepted.
- (7) 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.
- (8) If a candidate is employed by Government, the application form should be completed in duplicate and the duplicate forwarded through his Supervising Officer.
- (9) The post applied for should be clearly marked on the top left-hand corner of the envelope.
- (10) 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.
- (11) 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.
- (12) 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.
- (13) A candidate should immediately inform the National Environment Cleaning Authority about any change of address.
- (14) The National Environment Cleaning Authority reserves the right to convene for interview **only** the best qualified candidates, to reject any application without giving any reason and not to make any appointment following this advertisement.