

OPEN UNIVERSITY OF MAURITIUS

Réduit, Mauritius

NOTES AND INSTRUCTIONS TO CANDIDATES

- (1) Qualified candidates should submit their application on-line. The access link for the on-line application form is <http://www.open.ac.mu>.
- (2) The application form should be filled online. The Summary Sheet should be downloaded in Word version and answers typed in. **Online applications must be submitted by 03 May 2024. Hardcopies must be submitted by registered post and should reach the Open University of Mauritius by 10 May 2024.**
- (3) **After filling the application form online and entering the details on the Summary Sheet; the <Confirmed Application> form together with the typed summary sheet must be printed, signed on all pages and sent to the Director-General, Open University of Mauritius, Réduit together with signed photocopies of certificates and other relevant documents by 10 May 2024 at 3 30 p.m. at latest. Hand-written forms (except for the signature) will not be accepted.**

The post(s) applied for should be clearly marked on the top left hand corner of the envelope.

- (4) Should there be any matter not covered by the On-line Application Form that the candidate wishes to be considered with his application (on experience and skills relevant to the post applied), the details may be given on an additional sheet to be annexed to the duly filled in <Confirmed Application> form when sending the form to the Director-General, Open University of Mauritius.
- (5) 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 on experience and a statement of relevant particulars, e.g. job description and content, dates and employer's testimonials should be attached with the printed On-line Application form.
- (6) It is important for the candidate to indicate his **National Identity Number** in the space provided in the On-line Application Form.
- (7) Recognition and Equivalence of qualifications should be produced. If the University stated on the certificate does not appear in the List of Institutions recognized by the Higher Education Commission (HEC) available on its website www.hec.mu, applicant **must** seek recognition & equivalence from HEC/or relevant authority and submit same together with their application form. Applications will not be considered in case of non-submission of written evidence of Equivalence Certificate, as appropriate, by the due date.
- (8) **Original** birth certificate, marriage certificate (where applicable), National Identity Card, academic certificates, testimonials or any other documents **should not be sent with the On-line Application Form**, but these should be readily available and produced when requested. Only photocopies should be sent.
- (9) Qualifications obtained **after** the closing date for the submission of on-line applications as specified in the advertisement **will not** be accepted. Only qualified persons should apply. Candidates **not** holding the required qualifications are kindly advised **not** to apply.

- (10) If a candidate is employed by Government, a copy of the duly printed confirmed on-line application form should be forwarded **through** his/her Supervising Officer.
- (11) Care should be taken to fill in the On-line Application Form and Summary Sheet correctly. **Incomplete, inadequate or inaccurate filling of the On-line Application Form and Summary Sheet** and non-submission of the printed online application form together with the duly filled summary sheet, photocopies of required certificates and testimonials **will 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.
- (12) On-line Applications received **after** the closing date will not be accepted. The onus for the prompt submission of on-line applications so that they reach the Director-General, Open University of Mauritius, Réduit on time lies solely on the applicants.
- (13) Applications not made on the prescribed on-line application form through the Open University of Mauritius website **will not** be considered.
- (14) A citizen of the Republic of Mauritius, who is overseas during the application period must indicate clearly on the On-line Application Form that he is an "overseas candidate" and must make his own arrangements to return to Mauritius to attend an interview by the Open University of Mauritius if required to do so.
- (15) A candidate should **immediately** inform the Open University of Mauritius about any change of address.
- (16) A candidate, who is proceeding abroad, should **immediately** inform the Open University of Mauritius of his overseas address and the expected date of his return.
- (17) Recruitment by the Open University of Mauritius is made solely on the basis of qualifications, experience 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.
- (18) 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 Open University of Mauritius or the Chairperson or any officer shall commit an offence and shall on conviction be liable to a fine and to imprisonment.
- (19) The Open University of Mauritius wishes to draw the attention of applicants that its employees are posted at any one of its campuses, at Réduit and Curepipe.
- (20) The Open University of Mauritius reserves the right to:
 - conduct a written test if necessary;
 - call only the best qualified candidates for interview; and
 - not to make any appointment following this advertisement.
- (21) The Open University of Mauritius wishes to draw the attention of applicants that it will **not re-schedule** the test and interview in case the candidate cannot attend the same.
- (22) The Open University of Mauritius will **not** give any reason to candidates who have not been convened for interview.

Date: 13 April 2024