

## **User Guide to online Job Application**

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## 1. General Information

All applications for positions at the Agricultural Marketing Board must be submitted through the Job portal.

Please note that the Agricultural Marketing Board only accepts applications from Citizens of Mauritius.

Candidates should ensure that they complete and submit their application online well in advance of the closing date in order to meet the deadline. Candidates bear full responsibility for the timely submission of their application. The Agricultural Marketing Board cannot be held liable for any delays that are unrelated to its own systems.

Upon successful submission of your application, you will receive an automatic acknowledgement. If you have not received an acknowledgement, it implies that you have not submitted your application correctly, and therefore the Agricultural Marketing Board will not consider you as a candidate.

For any query, please contact the Agricultural Marketing Board Reception on the phone number **433 4025** available Monday to Friday from 08:45 to 16:00 or on **amb@ambmauritius.mu**

Before applying for any position, please consider whether your qualifications are commensurate with the competencies stipulated in the Vacancy notice. Indiscriminately applying for vacancies might harm your credibility.

If you have been approached by any persons or companies claiming to be recruiting on behalf of the Agricultural Marketing Board and requesting the payment of a fee, please report the case immediately to the nearest Police Station.

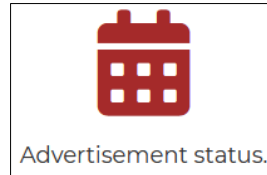
When applying for vacancy, please submit same only through our Job Portal via our website [www.ambmauritius.mu](http://www.ambmauritius.mu)

Browsers which support the online application are:

- Firefox
- Google chrome
- Safari

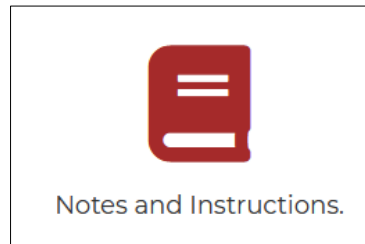
## 2. Before you apply

You can check the status of a post by clicking on

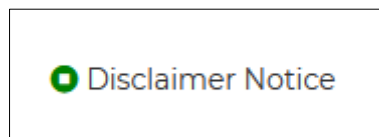


Before applying for a position at the Agricultural Marketing Board, we recommend that you read the below;

- **Notes and Instructions for Online Application.**



- **Disclaimer Notice.**



### 3. Applying for a post


- a. Click on the icon Apply for a post



Apply for a post.

- b. Click on the appropriate post

See details & Apply



[Home](#)
[Contact Us](#)

**jobportal**

Search by Job Title

<b>Technical Operator</b> Date posted at 13/05/2021	<a href="#">See details &amp; Apply</a>
<b>Weighbridge Operator</b> Date posted at 07/05/2021	<a href="#">See details &amp; Apply</a>
<b>Administrative Secretary</b> Date posted at 07/05/2021	<a href="#">See details &amp; Apply</a>
<b>Accountant/Senior Accountant</b> Date posted at 19/04/2021	<a href="#">See details &amp; Apply</a>
<b>Technical Operator</b> Date posted at 17/04/2021	<a href="#">See details &amp; Apply</a>

c. To see the job description, click on the [See Full Description](#) link

d. Click on  button to start the job application

**Note: All uploads should be in JPEG format and each attachment should not exceed 1MB.**

### Job Details

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**Job Date**  
13/05/2021

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**Job title**  
Technical Operator

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**Description**  
Please see link below  
[See Full Description](#)

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**Expiry Job Date**  
30/07/2021

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Back

Apply

#### 4. Entering personal details

Personal Details
Education
Experience
Questions

---

Date of advertisement \*
13/05/2021
Email \*
Email

Title \*
Select
Surname \*
SURNAME
Maiden Name (if applicable)
MAIDEN NAME
Other Names \*
OTHER NAMES

ID No \*
ID No
Date of Birth \*
dd/mm/yyyy
Gender \*
MALE
FEMALE

Country of Birth \*
COUNTRY OF BIRTH
Age \*
Age
Marital Status \*
Select
Nationality \*
NATIONALITY

Telephone Number(s)
Telephone Number(s)
Mobile Number \*
Mobile Number
Fax Number
Fax Number

Full Residential \*
ADDRESS

- a. Fill in all details as required.

**Note:**

1. All fields bearing an asterisk \* are **MANDATORY**
2. An email address can only be used ONCE to apply for a particular post

- b. Click on

Next

to enter Education details or click on the Education tab

## 5. Education

### a. Secondary (SC, SC Equivalent, HSC, HSC equivalent)

Personal Details
Education
Experience
Questions

**UPLOAD OF EDUCATIONAL CERTIFICATES IS MANDATORY** Please upload only A4 size jpg format scanned files and jpg files of high resolutions should not be uploaded.

**SECONDARY EDUCATION**

TYPE	SECONDARY SCHOOL	YEARS FROM - TO	CERTIFICATE	DETAILED RESULTS (PLEASE CHECK AND FILL WHICH IS APPLICABLE.)	FILE UPLOAD (JPEG/JPG)	ACTION
SC	SECONDARY SCH	Click To Select	CERTIFICATE	<div> Subject Grade(1-8) </div> <div> SUBJECTS GRADES + </div>	Browse... No ...d.	
HSC	SECONDARY SCH	Click To Select	CERTIFICATE	Main Subject <input type="checkbox"/> Not Applicable  Sub Subject <input type="checkbox"/> Not Applicable	Browse... No ...d.	Delete

+ Add Edu

- Choose type from drop down list
- Type in the Secondary School
- Pick up the Year from the calendar
- Certificate: SC, HSC or Equivalent

- Subject: click on the **+** sign to add subjects and **X** to remove

Subject	Grade(1-8)	
SUBJECTS	GRADES	<b>+</b>
SUBJECTS	GRADES	<b>X</b>
SUBJECTS	GRADES	<b>X</b>

- For HSC tick on checkbox to enter details or leave it blank if not applicable

Main Subject ☒

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Subject	Grade(A-E)	
SUBJECTS	GRADES	<b>+</b>

- Click on the Choose File button to upload the certificates
- Click on the **+ Add Edu** to add another secondary education



b. Tertiary Education (Academic, Professional or Technical)

- i. Type the Name of Institutions
- ii. Pick up of the year from the calendar
- iii. Select the Certificate Name from the drop-down list
- iv. Type in the Course Name, Certificate Obtained, Examining Institutions
- v. Upload the required certificate by clicking on
- vi. Click on  to enter Experience details or click on the Experience tab

**TERTIARY EDUCATION**

(Academic, Professional or Technical)

NAME OF INSTITUTION(S)	YEARS FROM – TO	CERTIFICATE NAME	COURSE NAME	CERTIFICATE OBTAINED	EXAMINING INSTITUTION(S)	FILE UPLOAD (JPEG/JPG)	ACTION
<input type="text" value="NAME OF I"/>	<input type="button" value="Click To Select"/>	<input type="text" value="Select"/> ▼	<input type="text" value="COURSE NAME"/>	<input type="text" value="INPUT B"/>	<input type="text" value="INPUT BO"/>	<input type="button" value="Choose F"/>	<input type="button" value="Delete"/>
<input type="button" value="+ Add Tertiary Edu."/>							

## 6. Experience

- Enter language details (Mandatory)
- Add experience details and upload necessary document(mandatory).
  - To quickly add date, enter the date manually
- To add more than one experience detail click on [+ Add Experience](#)
- To delete an experience, click on the Delete button appearing after adding an experience
- Click on [Next](#) button to go to the Question tab

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Please upload only A4 size jpg format scanned files and jpg files of high resolutions should not be uploaded.

LANGUAGE (S) (specify if spoken, written or both)

ENGLISH

**PAST EXPERIENCE**

To quickly add date enter manually

PREVIOUS EMPLOYER (IN CHRONOLOGICAL ORDER)	POST(S) HELD	DATE(FROM – TO)	DURATION	REASON(S) FOR LEAVING	FILE UPLOAD (JPEG/JPG)	ACTION
AMB	CSO	20/10/2016 - 20/10/2016	Duration	REASON FOR LEA	Choose File 341de...8c.jpg	
PREVIOUS EMPLOYER	POST	28/06/2021 - 28/07/2021	1 month	REASON FOR LEA	Choose File No file chosen	Delete

[+ Add Experience](#)

**PRESENT EXPERIENCE**

NO	PRESENT EMPLOYER	POST(S) HELD	DATE(FROM)	DURATION	PRESENT SALARY /OTHER BENEFITS
1	AMB	CSO	22/02/2021	5 months 6 days	5000

## 7. Questions

- a. Answer the questions appropriately
- b. Upload all documents with an asterisk \*

Personal Details

Education

Experience

Questions

Please upload only A4 size jpg format scanned files and jpg files of high resolutions should not be uploaded.

1. Have you ever been dismissed or subject to disciplinary proceedings?

☐ Yes

☐ No

If yes, please give details and attach statement, if necessary.

ENTER THE TEXT

Choose File No file chosen

2. Have you ever been subject to criminal proceedings?

☐ Yes

☐ No

If yes, please give details and attach statement, if necessary.

ENTER THE TEXT

Choose File No file chosen

3. If offered appointment, when can you report for work?

ENTER THE TEXT

Birth certificate \*

Choose File No file chosen

National Identity Card \*

Choose File No file chosen

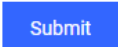
Testimonials

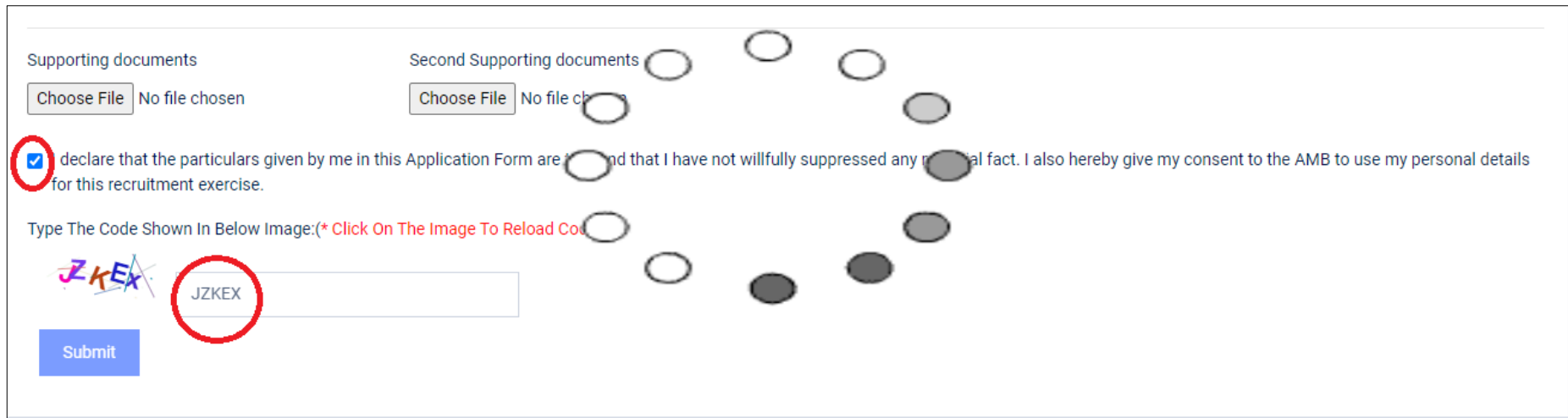
Choose File No file chosen

Curriculum vitae \*

Choose File No file chosen

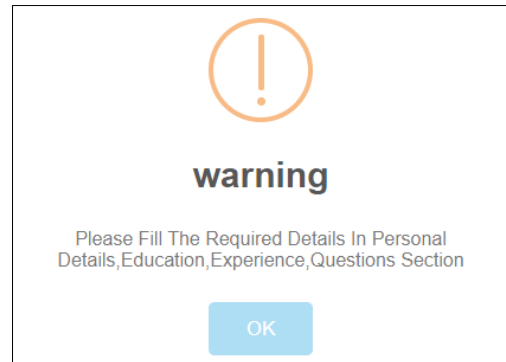
## 8. Submitting an application

- a. After uploading all documents tick the checkbox
- b. Type the code displayed
- c. Click on the  button to submit your application

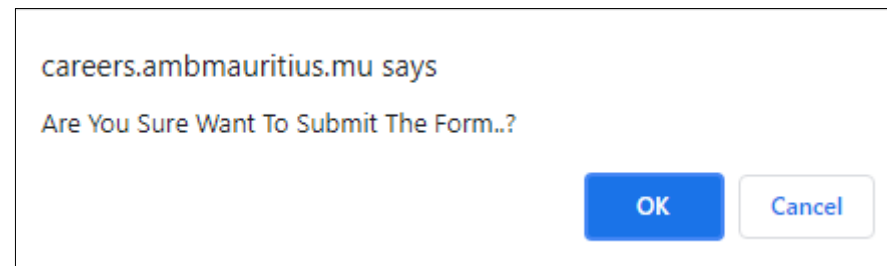


The screenshot shows a web form for submitting an application. At the top, there are two sections for document uploads: 'Supporting documents' and 'Second Supporting documents'. Each section has a 'Choose File' button and a 'No file chosen' status. Below these, there is a checkbox with a blue checkmark, which is circled in red. The text next to the checkbox reads: 'I declare that the particulars given by me in this Application Form are true and that I have not willfully suppressed any material fact. I also hereby give my consent to the AMB to use my personal details for this recruitment exercise.' Below this, there is a text input field with the label 'Type The Code Shown In Below Image: (\* Click On The Image To Reload Code)'. To the left of the input field is a CAPTCHA image showing the code 'JZKEX' in a stylized font, which is also circled in red. At the bottom left, there is a blue 'Submit' button.

**Note:** An error message will be prompted for any missing information



If all details have been correctly entered, a confirmation box will be shown. Click OK to submit your application.



d. Upon successful submission of your application:

- i. A pop-up message will appear confirming successful submission
- ii. A copy of your application will be downloaded in your PC/Notebook/Mobile. If not, you may download the application manually.
- iii. A confirmation email will be sent in your inbox with subject **Successful Application**