



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** from Monday to Friday between 08:45 hours to 16:00 hours or on **amb@ambmauritiu.s.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 any vacancy, please submit same only through our Job Portal via our website www.ambmauritiu.s.mu

Browsers which support the online application are:

- Firefox
- Google chrome
- Safari

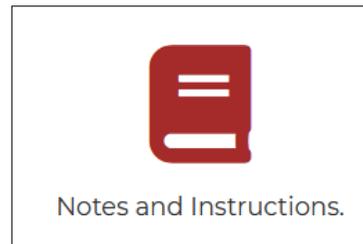
2. Before you Apply

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 desired post 
- c) Click on Login To apply 
- d) Click on Sign Up /Registration to create an account 
- e) Insert your email address and create a Password –

JobPortal
Applicant Registration

New Email

Your Password

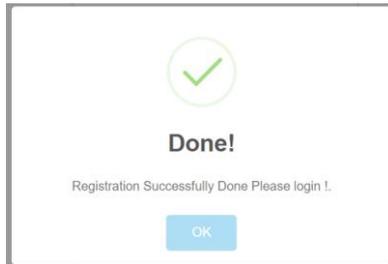
[Show Password](#)

Confirm Password

[Show Password](#)

[← Back to login](#)

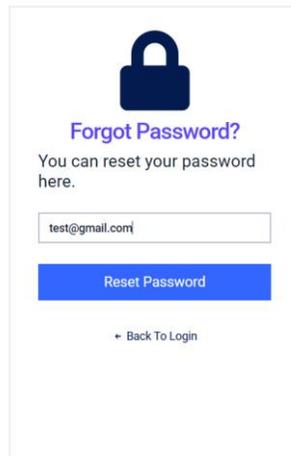
f) Once registered the following message will appear –



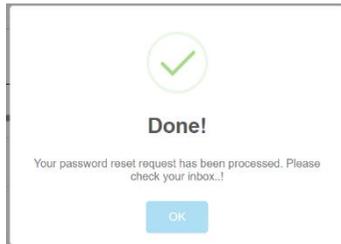
g) In case forget password, click on Forgot Password?

[Forgot password ?](#)

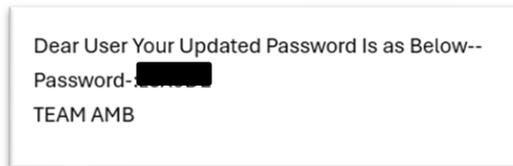
h) Insert your email address and click on Reset Password –

A screenshot of a "Forgot Password?" form. At the top is a dark blue padlock icon. Below the icon, the text "Forgot Password?" is written in blue. Underneath, the text "You can reset your password here." is displayed. There is a text input field containing "test@gmail.com". Below the input field is a blue button with the text "Reset Password" in white. At the bottom center is a link that says "← Back To Login".

i) You will receive this message –

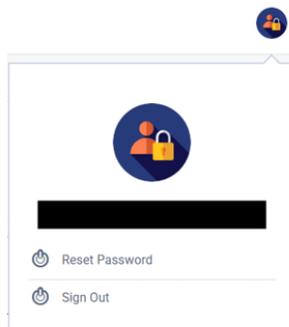


j) Check your inbox or junk in case email not received –



k) Login again with the new password.

l) You can reset your password on the top right icon –



- m) Click on Reset Password and
n) Enter Current password and New Password then Click on submit –

Reset Password

Please fill the details

Current Password

Show Password

New Password

Show Password

Confirm Password

Show Password

[Submit](#)

- o) Page Job Vacancies will open up. Choose the post applied for and click on **See details & Apply** –

HomeContact Us

jobportal

Search by Job Title

Search for...

Technical Operator Date posted at 13/05/2021	See details & Apply
Weighbridge Operator Date posted at 07/05/2021	See details & Apply
Administrative Secretary Date posted at 07/05/2021	See details & Apply
Accountant/Senior Accountant Date posted at 19/04/2021	See details & Apply
Technical Operator Date posted at 17/04/2021	See details & Apply

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

Job Details

Job Date
13/05/2021

Job title
Technical Operator

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

Expiry Job Date
30/07/2021

[Back](#) [Apply](#)

q) Click on  button to start the job application

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

4. Entering Personal Details

Personal Details	Education	Experience	Questions
Date of advertisement *		Email *	
13/05/2021		Email	
Title *	Surname *	Maiden Name (if applicable)	Other Names *
Select	SURNAME	MAIDEN NAME	OTHER NAMES
ID No *	Date of Birth *	Gender *	
ID No	dd/mm/yyyy	<input type="radio"/> MALE <input type="radio"/> FEMALE	
Country of Birth *	Age *	Marital Status *	Nationality *
COUNTRY OF BIRTH	Age	Select	NATIONALITY
Telephone Number(s)	Mobile Number *	Fax Number	
Telephone Number(s)	Mobile Number	Fax Number	
Full Residential *			
ADDRESS			

a) Fill in all details as required.

Note:

1. All fields bearing an asterisk * are **MANDATORY**; and
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. Entering Education Details

a) Secondary (SC, SC Equivalent, HSC, HSC equivalent) –

Personal Details **Education** Experience Questions

UPLOAD OF EDUCATIONAL CERTIFICATES IS MANDATORY Please upload pdf files only, not exceeding 1 MB

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	Subject _____ Grade(1-8) _____ <input type="text" value="SUBJECTS"/> <input type="text" value="GRADES"/> +	Choose File N...	
HSC ▾	SECONDARY SCH	Click To Select	CERTIFICATE	Main Subject <input type="checkbox"/> _____ Not Applicable _____ _____ Sub Subject <input type="checkbox"/> _____ Not Applicable	Choose File N...	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	+
SUBJECTS	GRADES	X
SUBJECTS	GRADES	X

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

Main Subject

Subject	Grade(A-E)	
SUBJECTS	GRADES	+

- 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 style="border: none; background-color: #f0f0f0; width: 100%;" 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."/>							<input type="button" value="Next"/>

6. Entering Experience Details

- a) Enter language details (*mandatory*).
- b) Add experience details and upload necessary document (*mandatory*) –
 - To quickly add date, enter same manually
- c) To add more than one experience detail click on 
- d) To delete an experience, click on the Delete button appearing after adding an experience.
- e) Click on  button to go to the Question tab –

Personal Details
Education
Experience
Questions

Please upload pdf files only, not exceeding 1 MB

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

LANGUAGE

PAST EXPERIENCE

PREVIOUS EMPLOYER (IN CHRONOLOGICAL ORDER)	POST(S) HELD	DATE(FROM – TO)	DURATION	REASON(S) FOR LEAVING	FILE UPLOAD (JPEG/JPG)	ACTION
PREVIOUS EMPLOYER	POST	Input box	Duration	REASON FOR LEA	Choose File No file chosen	
+ Add Experience						

For upload of document,if any,please use 'Supporting document' option on next page

PRESENT EXPERIENCE

NO	PRESENT EMPLOYER	POST(S) HELD	DATE(FROM)	DURATION	PRESENT SALARY /OTHER BENEFITS
1	PRESENT EMPLOYER	POST	dd/mm/yyyy 	Duration	PRESENT SALARY /OTHER BENE

7. Questions

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

Personal Details Education Experience **Questions**

Please upload pdf files only, not exceeding 1 MB

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?

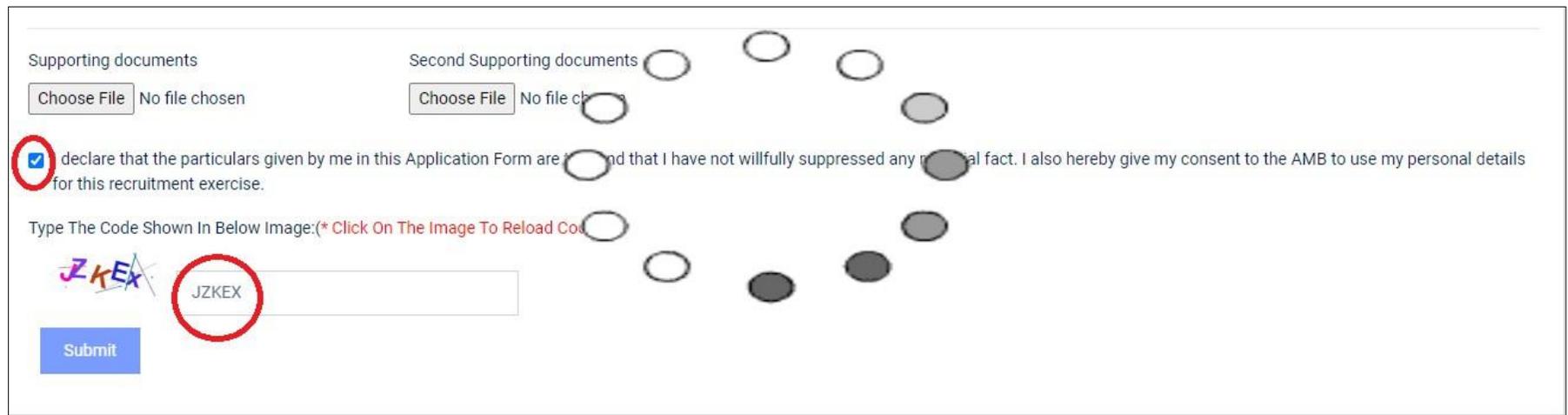
ENTER THE TEXT

Birth certificate * National Identity Card * Testimonial for Present Employment (if any) Curriculum vitae *

Choose File No file chosen Choose File No file chosen Choose File No file chosen 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 –



Supporting documents No file chosen

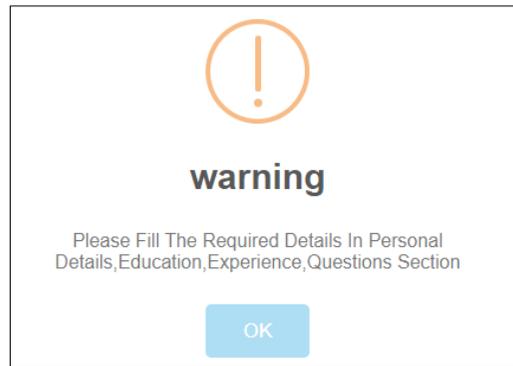
Second Supporting documents No file chosen

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.

Type The Code Shown In Below Image: (* Click On The Image To Reload Code)



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; and
- (iii) a confirmation email will be sent to your inbox with subject **Successful Application**.