

## NOTES AND INSTRUCTIONS TO CANDIDATES

### 1. MODE OF APPLICATION

- (i) Candidates to fill in **Application Form (PDF)** together with a comprehensive CV and photocopies of all academic and professional certificates plus evidence of work experience claimed and a copy of their National Identity Card and submit by post at the Registry, Central Water Authority, Head Office, Royal Road, St Paul;
- (ii) To specify post applied for on Left Hand Side corner of the envelope and;
- (iii) Candidates to also fill in **Application Form (Excel Sheet)** – (Click on Enable Editing) and submit through email on **hr\_recruitment@cwa.intnet.mu**;
- (iv) To specify each post applied for in the subject box (in separate email). e.g. Post of Clerical Officer / Higher Clerical Officer and Accountant should be submitted through two different emails with two different subjects.

### 2. NOTE:

- I. Prospective candidates not holding the appropriate qualifications are kindly advised NOT to apply.
- II. Incomplete, inadequate or inaccurate filling of the application form and non- submission of photocopies of certificates may entail elimination of the applicant from the competition.
- III. All applications will be treated in strict confidentiality.
- IV. Qualifications obtained after the closing date will not be accepted.
- V. If selected, Candidates will be required to submit a 'Certificate of Character' to the CWA.
- VI. The age limit for employment on establishment basis is 45 years and on contract basis is 65 years.