



**NOTES & INSTRUCTIONS TO APPLICANTS**

1. These notes and instructions provide applicants with general information about the Independent Commission Against Corruption (ICAC) recruitment and selection in general at the Commission.
2. The ICAC is an independent organisation established under the Prevention of Corruption Act (PoCA) 2002 as subsequently amended. Its broad mandate is to fight against corruption through investigation, prevention and education with a view to promoting integrity and probity. The Commission also investigates into money laundering and related offences under the Financial Intelligence & Money Laundering Act (FIAMLA) 2002 as amended.
3. As an equal opportunity employer, the ICAC endeavours to attract and retain the services of high calibre employees to attain its objectives.
4. The ICAC expects a high standard of conduct in compliance with its Code of Conduct.
5. Applications for posts are invited through advertisement. The advertisement makes clear the nature of the post, qualifications, experience, skills and competencies required. It also makes clear that a system of integrity checking will be conducted, which will involve close personal scrutiny of the applicant and interview of family members; relatives; past and present employers and referees.
6. The following should be adhered to while filling the application form: -
  - (a) It is very important for the applicant to indicate his/her National Identity number in the field provided on the online application.
  - (b) The online application form should be filled with full details regarding previous experience, qualifications and any other information which would qualify the candidate to carry out effectively the duties of the post applied for.
  - (c) Qualifications obtained after the closing date for the submission of applications will **not** be accepted.
  - (d) Candidates possessing alternative qualification to the prescribed one/s will be requested to submit an Equivalence Certificate from the High Education Commission or Mauritius Qualification Authority, when called for interview.
  - (e) Evidence/proof of previous employment indicating position/s held and duties performed, must be submitted, when called for interview. An ICAC employee will not be required to provide referees.

*Referee checking is an important element of the selection process. It is designed to seek employment related information about the applicant from past or present employers or other people who have a direct personal knowledge of the applicants' work behaviour and performance.*
  - (f) Should there be any matter not covered in the application form that the applicant wishes the Commission to consider, the details thereof must be given in the additional box provided at Step 8 of the online application form.
7. After successful submission of the application, the applicant will receive an acknowledgement receipt in the email account submitted.
8. Only the best qualified applicants will be called for interview. Applicants may also be invited to attend a short written, oral or aptitude test.

9. Candidates selected for interview will be required to produce the originals of their birth certificate, marriage certificate (where applicable), National Identity Card, academic, professional and technical qualifications, and proof of address (telephone/CEB/CWA bill).

10. Integrity checking of the applicant will be a part of the recruitment procedure.

11. When recruited, selected candidates have an obligation to:

- (i) take an Oath of Secrecy;
- (ii) declare their assets and liabilities in relation to themselves, their spouse, children and grandchildren in accordance with the PoCA ;
- (iii) comply with the Code of Conduct.
- (iv) sign the Oath of Allegiance

12. Applications not made on the online platform will not be accepted.

13. Incomplete, inadequate or inaccurate filling of the online application will entail disqualification and elimination from the selection exercise. 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 the appointment.

14. Applications received after the closing date mentioned in the advertisement will not be accepted. Candidates should ensure that they complete and submit their application online well in advance of the closing date. Candidates bear full responsibility for the timely submission of their application. The ICAC cannot be held liable for any delay that is unrelated to its own system.

15. The ICAC reserves the right not to make any appointment as a result of this advertisement.

16. Recruitment by the ICAC is made solely on the basis of qualifications and merit combined with stringent security and integrity checking process. Candidates must guard themselves against any person who promises employment against reward, financial or otherwise, and report the case immediately to the Commission.

**Note:**

*Acknowledgement email(s) may occasionally be marked as spam. We recommend that you check your spam emails.*

*The latest application submitted before the closing date will be considered as the final application.*

*Each post requires a fresh application.*

*Applicants should inform the Commission about any change of address, after they have submitted their application for a post by calling the HR Section.*

***For queries regarding your application, please contact HR section on (+230) 402 6661 from Monday to Friday from 08:00 to 16:00 OR send an email on [recruitment@icac.mu](mailto:recruitment@icac.mu)***

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