

MINISTRY OF CIVIL SERVICE AFFAIRS AND ADMINISTRATIVE REFORMS
DISTANCE LEARNING SCHEME
APPLICATION FORM

SECTION A

1. Surname (Mr/Mrs/Miss).....
2. Other names:.....
3. Date of birth:.....
4. Address:.....
5. Telephone no. (Office):.....(Res).....
6. Designation:.....
7. Salary:.....Salary Scale:.....
8. Posting:.....
9. Date joined service:.....
10. Date of present appointment:.....
11. Years of service in the grade:.....

QUALIFICATIONS

(Indicate Name of Examining Body and Date obtained)

13. Course enrolled for:.....Institution:.....
Date of enrolment:
- 14 a. Duration of course:.....
- b. Total cost:.....
- c. Amount of instalments:.....
- d. Terms of payments:.....

(photocopies of documentary evidence regarding qualifications held, course content, fees payable, registration to be attached)

15. Has the course enrolled been checked with NAEC in terms of equivalence and accreditation?

YES/NO:.....

(Documentary evidence to be attached)

16. In what way is the course relevant to your present work or future career?

17. (i) I agree to enter into a bond to follow and complete the course and to serve Government after completion of the course for a period of

(a) three years where the course is of twelve months' duration or less; and

(b) five years, where the course is of more than twelve months' duration.

18. I undertake to follow the course through its completion within the given time, failing which I shall refund the total cost incurred by Government regarding my sponsorship.

Date:.....

Signature of Applicant:.....

19. The above information have been verified and are certified correct.

Ministry/Department

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Supervising Officer

Date:.....

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SECTION B

20. Recommendation of Head of Ministry/Department

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Signature of Head of Ministry/Department

N.B (1) Applicant should submit this form to the Ministry of Civil Service Affairs and Administrative Reforms through his/her Supervising Officer on the following address:

Secretary for Public Service Affairs, Ministry of Civil Service Affairs and Administrative Reforms, 4th floor, ATOM House, Royal Road, **Port Louis**.

- (2) Applicant should also submit a write-up of less than 400 words indicating how the course will enhance his competency, enable your organization to achieve its goals and objectives and benefit the country at large