

CENTRAL ELECTRICITY BOARD

NOTES AND INSTRUCTIONS FOR SUBMISSION OF ONLINE INTERNAL APPLICATION FOR VACANCIES

- 1.1 Prior to submission of application for a vacant post/enlistment advertised, candidates should ensure that they have completed their Online Employee Profile Form.
- 1.2 The Online Employee Profile Form can be accessed through the following link on the CEB's intranet:
<https://epf.ceb.mu>
- 1.3 Candidates are advised to read carefully this guide and follow the steps mentioned below which will help them through the process for the submission of application:

Step 1: Log In

Candidates will need to log in through their Online Employee Profile Form by inserting their Company Number, their respective National Identity Card Number together with their mobile number.

A One-Time-Password (OTP) will be sent on the provided mobile number. Candidates will be required to input the OTP obtained to access the Online Employee Profile Form.

Step 2: Available Vacancies

Once candidates access to their Online Employee Profile Form, they are required to view and update the required information and thereafter to click on the “**Go to Vacancy**” link found on the top-left of the screen, which will direct them to positions/ enlistments which have been advertised along with the job details.

Step 3: Submission of Application

Candidates are required to click on the green “**Apply Now**” button at the right end of the screen in order to submit application for any position/ enlistment they wish to apply.

Please note that candidates will not be allowed to make any changes in their application once same has been submitted.

Step 4: Acknowledgement

Upon submission of candidates' applications, an acknowledgement message will be sent to the mobile number and email address provided along with an Application Reference Number for the position/ enlistment applied for.

Candidates are advised to keep this Application Reference Number for future reference when they may be called upon during the recruitment process.