

# POST OF TRAINEE SECRETARIAL ASSISTANT

Submit your application **on or before 5<sup>th</sup> June 2021**.

*Application received through any other method, except this online procedure will not be entertained under any circumstances.*

*Any application not meeting the above required eligibility criteria or submitting incorrect information will be rejected at any stage of recruitment without any further notice.*

## **Instructions to the candidates regarding the online application:**

1. Please read the paper advertisement carefully and those who **do not fulfill** the eligibility criteria mentioned therein are **advised not to apply**.
2. The Career Portal Site is best viewed with Internet Explorer 7.0 + or Firefox or Google Chrome with screen resolution of 1024 x 768.
3. Register yourself first (*Sign Up*) with a valid e-mail address (activation link will be sent to this e-mail) and then *Sign-In* with your credentials, if you have not registered already.
4. Only the “**Personal**”, “**Qualification**” and “**General**” Tabs are **mandatory**. Therefore, you **need not to fill** the “Experience” and “Achievements” Tabs. Keep it as blank.
5. Under the Qualification Tab, please **select only the OL, AL and Degree**. Do not select Professional/Masters or any other qualification type.
6. Under Degree qualification, select ‘**REC - Secretarial Practice Course (English Medium)**’ as Diploma/ Certificate course in Secretarial Practice.
7. After adding the relevant qualification(s), select any one of the qualification as the “Highest Qualification” in the below table (click the radio button) and then ‘Save’.
8. In the General Tab, please acknowledge the declaration by tick the check box before save it. No need to fill the Referees details.
9. Please fill all the mandatory fields correctly and click the “Apply” button to preview your application before “Submit” to verify the spelling and accuracy of the information you have entered.
10. In the Preview page, please choose your Preferred Communication Method at the bottom before submit your application.
11. Keep the “*Application Reference Number*” for your future reference.
12. The candidate should be able to produce documentary evidence for the qualifications, if selected for the interview. If fail to prove, will not be allowed to face the interview and the application will be disqualified immediately.
13. **No Changes will be permitted** after submission of the application.
14. If there is any difficulty in submitting the application online, please call and get an assistance on 011 220 5104/5117/5118 on working days between 08:15 am and 04:30 pm.