

政府總部
一般職系處

香港添馬添美道 2 號
政府總部西翼 7 樓

GENERAL GRADES OFFICE
GOVERNMENT SECRETARIAT

7th Floor, West Wing
Central Government Offices
2 Tim Mei Avenue
Tamar, Hong Kong

本處檔號 Our Ref.:

電話 Tel.: (852) 2810 3022

來函檔號 Your Ref.:

傳真 Fax: (852) 2147 5865

[Date]

[Name]

Candidate No.: []

Dear Sir / Madam,

Recruitment of Executive Officer II (2021-22)
Completion of Normal Checking Form [G.F. 200 (12/2010)]

_____ In connection with your application for the post of Executive Officer II (EOII), I enclose a Normal Checking Form [G.F. 200 (12/2010)] and should be grateful if you would complete and return it to us.

_____ As provision of detailed and accurate information in the form is important, please make reference to the notes and examples provided in the enclosed SAMPLE form. Please also explain to your relatives that you are required to provide the particulars of your relatives for the purpose of the normal checking. While all information provided will be handled in accordance with the relevant ordinance, the information provided will be used in relation to your application for the post of EOII and related purposes.

In case correction of information in the form is required, please cross out the information to be amended, then sign beside it and input the correct information. **Do not use correction fluid/tape.**

Grateful if you would call [REDACTED] or [REDACTED] at 2810 3022 to obtain further advice before you complete the form. If there is any change to your particulars after submission of the form, please also call [REDACTED] or [REDACTED] for updating the information.

Please note that completing the Normal Checking Form does not imply that your qualifications have met the entry requirements of the post of EOII as it takes time for us to assess/verify the qualifications of individual candidates. For candidates who are currently final-year undergraduates, if they are selected, appointment will be subject to their obtaining the required academic qualification within the 2021-22 academic year.

If you have any enquiries on this matter, please feel free to contact [REDACTED] [REDACTED] or [REDACTED] [REDACTED] at 2810 3022 or by email at csbeore_recruitment@csb.gov.hk.

Yours faithfully,

([REDACTED])
for Director of General Grades