

2 June 2021

CIVIL SERVICE BUREAU VACANCY CIRCULAR NO. CSB 2021/01

Administrative Officer

**To : Permanent Secretaries
Heads of Department**

c.c. Judiciary Administrator

(Note : Permanent Secretaries/Heads of Department are requested to ensure that copies of this circular are circulated to all eligible officers and displayed on staff notice boards in all offices of their bureaux/departments until after the closing date for applications.)

Applications are invited from serving civil servants for appointment as Administrative Officers (AO).

2. This is an established office. The pay scale of AO is from Master Pay Scale Point 27 (\$55,995) to Master Pay Scale Point 44 ^{Note 1} (\$110,170). The pay and incremental date for an officer appointed on transfer to this office will be determined in accordance with the provisions of Civil Service Regulations 130 and 133 and set out in the letter of appointment.

In-service Recruitment Exercise 2021 of the AO Grade

3. To meet the service needs of the AO Grade, we are launching an In-service Recruitment (ISR) Exercise of the AO Grade, in addition to the 2020/21 Open Recruitment Exercise. Details of the ISR Exercise are set out in the ensuing paragraphs.

4. Serving civil servants are invited to apply for the AO post under the ISR Exercise from 2 June 2021 until 16 June 2021 at 5:00 p.m. (Hong Kong time). Eligible applicants will be invited to sit for the Administrative Officer Recruitment Examination for In-service Appointment (AORE) tentatively scheduled to be held on 17 July 2021 in

^{Note 1} The information on the maximum pay point is for reference only and it may be subject to changes.

Hong Kong. Based on the recruitment examination results, applicants may be invited to attend interviews tentatively scheduled for September/October 2021 in Hong Kong (no non-local interviews will be conducted under the ISR Exercise). Offers of appointment will be made to selected candidates in around November 2021.

Entry Requirements

5. Serving civil servants (except for serving Executive Officers, Labour Officers, Management Services Officers and Trade Officers, who should refer to paragraph 6 below for the entry requirements applicable to them) may apply under the ISR Exercise if they have:

- (a) (i) a first or second class honours bachelor's degree from a Hong Kong university, or equivalent; or
- (ii) a postgraduate degree from a Hong Kong university, or equivalent, where the qualifications of the applicant considered in totality are comparable to the requirement in 5(a)(i); or
- (iii) satisfactorily completed at least three years of government service and have :
 - (I) a bachelor's degree from a Hong Kong university, or equivalent; or
 - (II) a postgraduate degree from a Hong Kong university, or equivalent, where the qualifications considered in totality are comparable to the requirement in 5(a)(iii)(I); **AND**

[Note : Candidates without the required academic qualification stated in paragraph 5(a) above can also apply with the required qualification to be obtained within the 2020/21 academic year; if selected, appointment will be subject to their obtaining the requisite academic qualification within the 2020/21 academic year.]

- (b) a Pass in the Aptitude Test in the Common Recruitment Examination (CRE) ^{Note 2}; **AND**
- (c) a good command of both Chinese and English. Candidates should have met the language proficiency requirements of Level 2 in the two language papers (Use of Chinese and Use of English) in the CRE, or equivalent ^{Note 2}; **AND**
- (d) resided in Hong Kong for not less than seven years and must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment ^{Note 3}.

[Note: Candidates will be required to pass the AORE.]

6. Serving Executive Officers, Labour Officers, Management Services Officers and Trade Officers irrespective of rank may apply under the ISR Exercise if they have:

- (a) (i) a bachelor's degree from a Hong Kong university, or equivalent; or
- (ii) a postgraduate degree from a Hong Kong university, or equivalent, where the qualifications of the applicant considered in totality are comparable to the requirement in 6(a)(i); **AND**

[Note: Candidates without the required academic qualification stated in paragraph 6(a) above can also apply with the required qualification to be obtained within the 2020/21 academic year; if selected,

^{Note 2} Candidates' results in the Aptitude Test (AT) paper of the CRE are classified as Pass or Fail, while the results of the Use of Chinese (UC) and Use of English (UE) papers of the CRE are classified as Level 2, Level 1 or Fail with Level 2 being the highest. Level 2 and Level 1 results of the two language papers and Pass result of the AT paper obtained since December 2006 onwards are of permanent validity.

Level 5 or above in **Chinese Language** of the **Hong Kong Diploma of Secondary Education Examination (HKDSEE)** is accepted as equivalent to Level 2 in the UC paper of the CRE. Level 5 or above in **English Language** of the **HKDSEE** is accepted as equivalent to Level 2 in the UE paper of the CRE.

Grade C or above in **Chinese Language and Culture** or **Chinese Language and Literature** of the **Hong Kong Advanced Level Examination (HKALE)** is accepted as equivalent to Level 2 in the UC paper of the CRE. Grade C or above in **Use of English** of the **HKALE**, or in **English Language** of the **General Certificate of Education (Advanced Level) (GCE A Level)** is accepted as equivalent to Level 2 in the UE paper of the CRE.

An overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the **Academic Module of the International English Language Testing System (IELTS)** within the two-year validity period of the test is accepted as equivalent to Level 2 in the UE paper of the CRE. The IELTS test result must be valid on any date during the application period.

^{Note 3} The requirement of permanent resident status does **not** apply to serving officers who were first appointed on civil service terms of appointment before 1 July 1997 and continued in service without a break.

appointment will be subject to their obtaining the requisite academic qualification within the 2020/21 academic year.]

(b) fulfilled other entry requirements set out in paragraphs 5(b) to 5(d) above.

7. Persons who do not possess the requisite CRE results, or equivalent, but have applied for the coming CRE and Basic Law Test (Degree/Professional Grades) (BLT) to be held on 5 and 12 June 2021 in Hong Kong, may also apply for the AO post in this Exercise. Their applications will be processed subject to their having obtained the requisite CRE results.

8. Persons who possess Level 2 in the two language papers in the CRE, or equivalent, but do not possess a Pass in the Aptitude Test in the CRE, AND also have not filed a separate application for the coming CRE in June 2021, may also apply for the AO post in this Exercise. However, they would need to indicate so in the application form (CSB606(ISR2021)), and take also the Aptitude Test on the same day of the AORE (tentatively scheduled on 17 July 2021).

Open Recruitment Exercise

9. Serving civil servants may, other than through the ISR route mentioned in paragraphs 4-8, separately choose to apply for the AO post under the open recruitment exercise to be launched tentatively in September 2021. Details of such will be announced later.

10. The entry requirements for serving civil servants in the open recruitment exercise are the same as those set out in paragraphs 5 – 6 above, except that candidates will be required to pass the Joint Recruitment Examination (JRE) instead of AORE.

11. For the avoidance of doubt, serving civil servants may apply for the AO post this year either through this ISR Exercise or the open recruitment exercise to be held later (i.e. the 2021/22 exercise), but not both.

Duties

12. AOs are involved in policy formulation, implementation of major government programmes and resource allocation. They will be posted to different bureaux and departments at regular intervals, including:

- bureaux of the Government Secretariat to assist in the formulation of government policies and the control and monitoring of the use of public resources;

- District Offices to steer and co-ordinate provision of government services and facilities in the district, to represent the Government at the frontline and to oversee community building programmes;
- government departments to provide quality management and steer the delivery of services to the public; and
- representative offices of the Government outside Hong Kong to promote the interests of Hong Kong.

AORE Arrangements

13. Eligible applicants already with the requisite CRE results, or equivalent, and applicants mentioned in paragraph 8, will be invited to sit the AORE to be held tentatively on **17 July 2021**. Applicants should immediately contact the Civil Service Examinations Unit (CSEU) by phone at (852) 2537 6429 or by e-mail to csbcseu@csb.gov.hk if they do not receive the invitation to AORE **by 3 July 2021**. For applicants mentioned in paragraph 7 above, subject to their having obtained the requisite CRE results, they will be invited to sit the AORE **by 10 July 2021**, after the results of June CRE are issued.

14. As it takes time to process all applications, an invitation to the AORE does not imply that an applicant has met the entry requirements of the post being applied for.

15. Any request for review of examination results of the AORE should be made in writing and should reach the CSEU at Room 718, 7/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong within seven calendar days from the date of notification as to whether an applicant is invited to selection interview. Late requests will not be entertained. Please note that a review of AORE results may lead to upward, downward or no adjustment to the original marks.

Terms of Appointment

16. Successful candidates will be offered appointment either on trial or on probationary terms as appropriate, upon transfer to the Administrative Service without a break in service.

[Note : The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.]

Basic Law Knowledge Assessment

17. For the purpose of heightening public awareness of the Basic Law and promoting a culture of learning of Basic Law in the community, applicants for civil service jobs will be assessed on their Basic Law knowledge. The Basic Law test result will constitute an appropriate weighting in a candidate's overall assessment.

Application

18. For applicants who wish to apply under the ISR Exercise, application should be made on CSB606(ISR 2021) and CSB606A(ISR 2021). All completed application forms must be submitted **on or before 16 June 2021 at 5:00 p.m. Hong Kong Time via one of the following means** ^{Note 4} :

- (a) through email (ISR2021@csb.gov.hk) to submit completed application form in PDF format; OR
- (b) by post to CSB at Room 822, 8/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (the postmark date on the envelope will be regarded as the date of submission of application). To avoid unsuccessful delivery of mail items, please ensure that the address on the envelope is clear and correct and sufficient postage has been paid. Mail items bearing insufficient postage will not be delivered to this Bureau and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. An applicant will bear any consequences arising from not paying sufficient postage.

19. Application forms CSB606(ISR 2021) and CSB606A(ISR 2021) are attached with this Circular. Late or incomplete applications, or applications submitted by fax will **NOT** be accepted.

^{Note 4} Where a large number of candidates meet the specified entry requirements, CSB may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend the selection interview.

It is the Government's policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements (including passing the AORE to be held tentatively on 17 July 2021), he/she will be invited to attend the selection interview without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government's policy and other related measures on employment of persons with disabilities are set out in the booklet "Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities" which is available for reference on the CSB's website at www.csb.gov.hk under "Administration of the Civil Service – Appointments".

As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

20. For further enquiries, please contact CSB's Administrative Service Division at (852) 2810 3155.

(Miss Christine AU)
for Secretary for the Civil Service