

[Name of Candidate]  
Candidate No.: [Number]

Dear candidate,

**Application for the Post of Administrative Officer through In-service Recruitment Exercise 2021 – Group Discussion Exercise cum Final Interview**

Thank you for attending the Preliminary Interview of the captioned In-service Recruitment Exercise. I am writing to invite you to attend the Group Discussion cum Final Interview, with details as follows:

**(I) Group Discussion Exercise**

Date: [Date]

Time: [Time]

Venue: [Room Number]  
Central Government Offices (CGO),  
2 Tim Mei Avenue, Tamar, Hong Kong

Please **arrive at [Time]** and bring with you this email and your Hong Kong Identity Card for identity verification.

**(II) Final Interview**

Date: [Date]

Time: [Time]

Venue: [Room Number]  
CGO,  
2 Tim Mei Avenue, Tamar, Hong Kong

Please **arrive at least 20 minutes before the scheduled time** for the Final Interview. You should bring with you:-

- (a) this email;
- (b) your Hong Kong Identity Card;
- (c) **THE ORIGINALS AND COPIES** of your academic qualification documents and your “Basic Law Test (Degree / Professional Grades) Result

Notification”, if any [*applicable to those who were unable to produce them at the Preliminary Interview*]; and

- (d) the completed Normal Checking Form (see the blank form and an Explanatory Letter for Normal Checking enclosed). If you have resided in Australia, Canada and/or United States of America, please also complete the relevant consent form(s) for us to obtain personal information from relevant authorities.

For details on the Group Discussion Exercise cum Final Interview, please see the Introductory Note that we sent to you earlier.

### **Use of Digital Devices Prohibited During the Group Discussion cum Final Interview**

During the discussion and interview sessions (including the time for preparation), you will **NOT** be allowed to make use of any digital devices, including but not limited to mobile phones, notebook computers, Bluetooth headsets, cameras, sound recorders, or any devices which are of communication or audio / video recording capabilities. You may be required to put the above-mentioned articles in a specific storage space before entering the interview room. Moreover, articles that can emit sound **MUST** be switched off throughout the interview. Otherwise, you may be disqualified.

### **Precautionary Measures on the Spreading of Coronavirus Disease 2019 (COVID-19)**

In view of the latest development of COVID-19, we will take appropriate precautionary measures in the interview arrangements. Meanwhile, candidates should take note of the following –

- (a) You must wear a surgical mask when visiting the CGO for the scheduled interview. However, please note that you will be required to temporarily take off your mask for identity verification during the registration process;
- (b) We will check your body temperature at the reception. Those with fever or respiratory symptoms may not be allowed to proceed with the interview;
- (c) You will be required to fill in and sign a health declaration form (see the blank form enclosed);
- (d) During the Group Discussion Exercise, you must wear your surgical mask and remain seated throughout. As for the Final Interview, given the sufficient space of the interview area, we would like for candidates to take off their mask so as to facilitate interactions with the Panel. Similar to the arrangement in the Preliminary Interview, a transparent shield will be set up between the panel and the candidate; and

- (e) Members of the public are required to use the LeaveHomeSafe mobile app before entering government buildings or offices. You are therefore advised to install the app in advance and will be requested to scan the QR code at the entrance of CGO before entry.

### **How to Reply**

Please confirm your attendance at the Group Discussion Exercise cum Final Interview by completing the attached reply form and return to us by email (Email Address: ISR2021@csb.gov.hk) or by fax (Fax No.: 2501 0877) **on or before [Time/Date]**. If you are going to attend the interview, please also sign and return the health declaration forms to us **on or before [Time/Date]**. If you could not truthfully meet the requirements set out in the health declaration form, please contact us immediately. We will try to reschedule the interview for you if deemed necessary.

Please note that invitation to interviews does **NOT** imply that we have already completed assessing/verifying your qualifications to have met the entry requirements for the Administrative Officer post.

### **Enquiries**

Should you have any question, please contact [Name] at [Phone Number].

Yours sincerely,

([Name])  
for Secretary for the Civil Service

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This e-mail message (together with any attachments) is for the designated recipient only. It may contain information that is privileged for the designated recipient. If you are not the intended recipient, you are hereby notified that any use, retention, disclosure, copying, printing, forwarding or dissemination of the message is strictly prohibited. If you have received the message in error, please erase all copies of the message (including attachments) from your system and notify the sender immediately.

### **Reply Form**

To : Administrative Service Division  
Civil Service Bureau  
Room 918, 9/F, West Wing,  
Central Government Offices,  
2 Tim Mei Avenue,  
Tamar, Hong Kong

Fax : (852) 2501 0877

Email : ISR2021@csb.gov.hk

### **Application for the Post of Administrative Officer through In-service Recruitment Exercise 2021**

I refer to your invitation to attend the Group Discussion Exercise cum Final Interview in respect of the captioned application. I confirm that I will / will not\* attend the Group Discussion Exercise cum Final interview as arranged at (time), on \_\_\_\_\_ (date).

Name in English : \_\_\_\_\_

Name in Chinese : \_\_\_\_\_

Candidate Number : \_\_\_\_\_

Telephone No. (Mobile) : \_\_\_\_\_

Email : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

*\* Please delete as appropriate*

## **Health Declaration Form**

To : Administrative Service Division / Civil Service Bureau  
Fax : (852) 2501 0877  
Email : ISR2021@csb.gov.hk

### **Application for the Post of Administrative Officer through In-service Recruitment Exercise 2021**

I hereby declare, to the best of my knowledge and belief, that :-

- (1) I do not have any of the following symptoms
  - Fever
  - Cough
  - Shortness of breath
  - Breathing difficulty
  - Sore throat
- (2) I have not travelled outside Hong Kong within 14 days prior to the scheduled interview.
- (3) On the scheduled date of interview, neither I, any of my household members or close contacts would be subject to compulsory quarantine ordered by the Department of Health for reasons in relation to COVID-19.
- (4) I shall update the Civil Service Bureau immediately in case there are any changes to my situation as set out above prior to the scheduled interview.

Signature	:	_____
Name in English	:	_____
Candidate Number	:	_____
Telephone No. (Mobile)	:	_____
Date	:	_____