

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

Dear candidate,

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

With reference to your application for the post of Administrative Officer, I am pleased to invite you to attend a preliminary selection interview. Details of the interview are as follows –

Date: [Date]

Time: [Time]

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

Preparation for the Interviews

Please arrive *at least 20 minutes* before the interview and bring with you –

- (a) this email;
- (b) your Hong Kong Identity Card;
- (c) **ALL ORIGINAL** certificates showing your academic qualifications, such as your degree certificates, full transcripts of study programmes, original of result notification of IELTS, result notifications for the different papers (i.e. Use of Chinese, Use of English and Aptitude Test) of Common Recruitment Examination (CRE), result notifications of public examinations (e.g. HKALE, HKCEE, GCE‘A’L, GCSE, IB), etc. For all postgraduate and overseas qualifications, please also bring along the relevant certificates and full transcripts (if any) for our vetting purpose. Please prepare **ONE COPY** of all the above-mentioned documents for our retention; and
- (d) **THE ORIGINAL AND ONE COPY** of your “Basic Law Test (Degree / Professional Grades) Result Notification”, if any.

In order for you to have a better understanding of the selection process, I enclose an introductory note on the selection interviews for your information.

Use of Digital Devices Prohibited During the Preliminary Interviews

During the interview session (including the time for preparation of the impromptu talk), 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) In case you develop fever or respiratory symptoms before the scheduled interview, you should refrain from attending the interview and contact us immediately for rescheduling. You are also advised to seek medical advice promptly;
- (c) We will check your body temperature at the reception. Those with fever or respiratory symptoms may not be allowed to proceed with the interview;
- (d) You will be required to fill in and sign a health declaration form (see the attachment);
- (e) With effect from 4 February 2021, members of the public entering Tamar CGO should use the LeaveHomeSafe mobile app to record their dates and times of visits. You are therefore advised to install the app in advance before coming to the CGO and will be requested to scan the QR code at the entrance of CGO before entry; and
- (f) Please alert us immediately if you, your family members or any of your close contacts are put under quarantine / confinement / medical surveillance by the Department of Health for reasons in relation to COVID-19.

How to Reply

Please confirm your attendance at the interview by filling in and signing the enclosed **Reply Form and Health Declaration Form**.

Please return the completed **Reply Form** to us by email (address: ISR2021@csb.gov.hk) or by fax (Fax No.: 2501 0877) **by [Time/Date]**.

If you are going to attend the interview, please also return the completed **Health Declaration Form** to us **by [Time/Date]**. Please contact us immediately if you could not truthfully meet the requirements set out in the health declaration form. We would try to reschedule the interview for you as appropriate.

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 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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In-service Recruitment Exercise 2021 of the Administrative Officer Grade

Introductory Note on Selection Interviews

The Interview Arrangement

There will be two stages of interviews in the Administrative Officer In-service Recruitment Exercise – Preliminary and Final Interviews. These interviews will be conducted in both Cantonese and English.

(a) Preliminary Interview

2. The Preliminary Interview will last for about 20 minutes. Candidates will be interviewed by a 3-member Panel. At the beginning of the interview, each candidate will be required to give an impromptu talk for 3 minutes on a given topic. The Panel will then raise questions in relation to the talk as well as on other subjects.

(b) Final Interview

3. The Final Interview will consist of a group discussion exercise and an individual interview. Candidates will be interviewed by a 5-member Panel.

(I) *Group Discussion:* Candidates will be divided into groups of about six. Each group will be assigned a discussion project. Candidates will have to complete the tasks set out in the discussion project within the allotted time. The entire exercise will last about 1 hour.

(II) *Individual Interviews:* After the end of the group discussion, candidates will be interviewed individually by the Panel for about 1 hour at the assigned time slots of the day. The Panel will raise questions to test each candidate's performance in various attributes. Candidates should return to the interview venue 20 minutes before the assigned time slots.

(c) Notice for Interview

4. Candidates who pass the Preliminary Interview may be given very short notice to attend the Final Interview. Candidates should therefore ensure that they can be reached through the e-mail address and/or telephone numbers that they have put down in the Reply Form.

Advice to Interviewees

5. Candidates are advised to –

- ❖ **Be yourself** – project your true self. A “make-up” image is unlikely to last long under pressure. It will easily result in inconsistency in the answers you give.
- ❖ **Be original** – you are expected to speak your mind and reveal to the Interview Panel what you think and feel. There is no advantage in toeing the government line and speculating expected answers. We want to hear your own opinions rather than views from editorials or other authoritative sources.
- ❖ **Be ready to be challenged** – the Panel may challenge certain points you make to stimulate discussions, and to penetrate into your arguments and lines of thoughts. Feel free to explain and, where necessary, defend with reasons.
- ❖ **Be well-prepared** – you should be psychologically prepared for discussion on controversial issues of public concern and keep abreast of current affairs.

Notification of Results

6. Appointments will be offered to successful candidates in around November 2021 the earliest. All unsuccessful candidates will also be notified around the same time after the In-service Recruitment Exercise.

Administrative Service Division
Civil Service Bureau
September 2021

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

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I refer to your invitation to attend a preliminary selection interview in respect of the captioned application at _____ *(time)* on _____ *(date)* and would like to confirm that:-

☐ * I will attend the interview as scheduled.

☐ * I will **NOT** attend the interview. I understand that my application for the post of Administrative Officer through In-service Recruitment Exercise 2021 will **NOT** be further processed.

Signature	:	_____
Name in English	:	_____
Name in Chinese	:	_____
Candidate Number	:	_____
Telephone No. (Mobile)	:	_____
(Home)	:	_____
E-mail address	:	_____
Date	:	_____

* Please ✓ as appropriate

(Please return this reply form and the health declaration form by email or by fax before the respective stipulated deadlines.)

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	:	_____