

TEMPLATE

Appointment as Administrative Officer

I am pleased to offer you appointment as Administrative Officer on probationary terms for a fixed period of [no. of years] years and on the terms and conditions set out in this letter and in the attached “[title of Memorandum on Conditions of Service]” (GF [no.] ([month/year])) subject to your satisfactory conduct and performance meanwhile.

If you report duty on or before [date] without a break in service, your salary will start at \$[monthly salary] per month (MPS [pay point]) as determined in accordance with Civil Service Regulation 130 and your incremental date will be calculated in accordance with Civil Service Regulation 133 (extracts attached). Your acceptance of this offer of appointment signifies your acceptance of the pay point on the appropriate pay scale as offered.

The conditioned hours of work for Administrative Officer are [no. of hours] hours gross (i.e. including meal breaks) per week. The hours of attendance may vary depending upon the operational needs of the department to which you are appointed.

Unless one of the exemptions specified in the Mandatory Provident Fund Schemes Ordinance (Cap. 485) is applicable to you, the Government will arrange to make contributions for you to a registered mandatory provident fund (MPF) scheme. Please refer to Paragraph [no.] (Retirement Benefits) of the attached Memorandum on Conditions of Service for details of the MPF arrangements.

Your appointment on probationary terms may be terminated at any time during the appointment by the Government by giving one month's notice or one month's salary in lieu of notice, without recourse to disciplinary procedure and without any reasons being given. Please note that in the event that your probationary service is terminated or you are refused to pass the probation bar, you cannot revert to your original grade and have to leave the civil service.

Your terms of appointment and conditions of service do not attract any pension benefits under the pension legislation, specifically pension, gratuity or other allowance under the Pensions Ordinance (Cap. 89) and pension benefits under the Pension Benefits Ordinance (Cap. 99).

The offer of any further appointment beyond the current appointment is at the discretion of the Government. Please refer to Paragraph [no.] (Further Appointment) of the attached Memorandum on Conditions of Service.

Your attention is drawn to Paragraph [no.] (Salary and Increments) of the attached Memorandum on Conditions of Service. Please note that civil service pay scales are subject to adjustments which may result in a pay increase, pay freeze or pay reduction.

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Your eligibility for fringe benefits will be governed by the relevant Civil Service Regulations, rules and regulations prevailing during your employment period. Your attention is drawn to Paragraph [no.] (Eligibility for Fringe Benefits) of the attached Memorandum on Conditions of Service. Your eligibility for the provision of fringe benefits in relation to your present appointment shall be subject to the prevailing terms and conditions of individual fringe benefits then in force.

I attach for your perusal and retention a copy of Civil Service Bureau Circular No. 4/2020 on “New Requirement for Appointment to the Civil Service on or after 1 July 2020”, No. 9/2009 on “Civil Service Code”, No. 3/2007 on “Acceptance of advantages offered to an officer in his private capacity”, No. 4/2007 on “Advantages/entertainment offered to an officer in his official capacity and gifts and donations to a department for the benefit of staff”, No. 2/2004 on “Conflict of Interest”; and extracts from the Civil Service Regulations on entertainment, outside work and investments.

If you accept this offer of appointment on the terms and conditions set out in this letter and the attached Memorandum on Conditions of Service, I should be grateful if you could signify your acceptance by completing the attached “Acceptance Form” and returning it to me within [*number of days/weeks*] from the date of this letter.

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Acceptance Form

I have read and understand the provisions contained in your letter of [*date*] and the Memorandum on Conditions of Service (GF [*no.*] ([*month/year*])) attached therein. I confirm that I accept the offer of appointment as Administrative Officer and agree to abide by the provisions contained in the letter of appointment and the Memorandum on Conditions of Service.

I understand that the actual date to report for duty will be subject to the decision of the Civil Service Bureau.

Signature : _____

Name : _____

H.K.I.C. No. : _____

Date : _____