

# CSB's General Grades Office Recruitment Centre officially open

The Recruitment Centre, General Grades Office of the Civil Service Bureau (CSB) officially commenced operation today (October 6) to conduct year-round recruitment for the posts of Assistant Clerical Officer (ACO), Clerical Assistant (CA) and Personal Secretary II (PSII).

Apart from obtaining recruitment information, job seekers may submit applications on the spot. Eligible applicants, regardless of whether their applications are submitted online or at the Recruitment Centre, will later be invited for skill tests, the Basic Law and National Security Law Test, and selection interviews to be held at the Recruitment Centre.

The Director of General Grades, Mr Hermes Chan, briefed the Secretary for the Civil Service, Mrs Ingrid Yeung, and the Permanent Secretary for the Civil Service, Mr Clement Leung, on the operation and services of the Recruitment Centre.

Mrs Yeung said the consolidation of the recruitment process of the Clerical and Secretarial (C&S) Grades and the establishment of the Recruitment Centre to conduct year-round recruitment is a new attempt to speed up the recruitment process, adding that this would also provide greater convenience to job seekers so that they could know early if their application was successful.

Along with the continuous improvement and increasing diversification of government services, the work of C&S Grades has been transformed. As a multi-skilled team, many of the C&S Grades members are at the front line, providing public services, responsible for implementation, supervision and the carrying out of a wide range of tasks in bureaux and departments, including personnel, finance and accounts, customer service, licensing and registration, as well as assisting supervisors in external liaison, the management of information, meetings and work schedules, etc.

Details of the entry requirements for the posts have been uploaded to the CSB website ([www.csb.gov.hk/english/recruit/7.html](http://www.csb.gov.hk/english/recruit/7.html)). Applicants can submit applications online through the CSB website.

The recruitment is open to all permanent residents of the Hong Kong Special Administrative Region who meet the relevant entry requirements. Depending on operation needs and the number of suitable candidates, the CSB plans to recruit about 2 000 new appointees to join the C&S Grades in the coming year.

Moreover, the Recruitment Centre will organise regular career talks for secondary students to introduce to them the structure of the Government and the civil service, the work and career prospects of the C&S Grades, as well

as recruitment procedures, so as to assist students who wish to join the public service to plan their careers at an earlier stage.

The Recruitment Centre, situated in Room 3701, 37th floor of Revenue Tower, 5 Gloucester Road, Wan Chai, will be open from 9am to 1pm and 2pm to 5pm between Mondays and Fridays. It will be closed on Saturdays, Sundays and public holidays.

For details of the Recruitment Centre, please visit the CSB website ([www.csb.gov.hk/english/admin/grade/cs/2906.html](http://www.csb.gov.hk/english/admin/grade/cs/2906.html)).