

Recruitment exercise for post of Clerical Assistant starts today

The Civil Service Bureau (CSB) launched a biennial recruitment exercise for the post of Clerical Assistant (CA) today (August 7) to recruit about 2 000 CAs on civil service terms.

A spokesman for the CSB said that CAs will be assigned to perform general office support and clerical duties or frontline services in different government bureaux or departments.

The recruitment is open to all permanent residents of the Hong Kong Special Administrative Region who have completed Secondary 4 and met the relevant entry requirements. Details of the entry requirements and the application methods for the post have been uploaded to the CSB website (www.csb.gov.hk/english/recruit/7.html). Applicants can submit applications on-line through the CSB website. The closing date for applications is August 20.

Candidates must pass a skills test before being invited to attend the selection interview. The skills test comprises a Chinese and English word processing speed test and a test on the application of common business software. Candidates who have applied for the Assistant Clerical Officer post earlier will only be required to attend one skills test for both posts. The results of the skills test shall be used for determining whether the candidates are invited to the selection interviews. Candidates who are invited to attend the selection interview will be tested orally on their Basic Law knowledge during the selection interview.

Applicants can also submit their application forms by post to the General Grades Office. The application form (GF 340 (Rev. 3/2013)) can be downloaded from the CSB website (www.csb.gov.hk/english/recruit/application/331.html).

In view of possible overloading of the online system towards the application deadline, applicants are encouraged to submit applications as early as possible.