

# Recruitment exercise for post of Personal Secretary II starts today

The Civil Service Bureau (CSB) launched a recruitment exercise for the post of Personal Secretary II (PSII) today (January 21) and the recruitment target is 180. Candidates selected will be appointed on civil service terms of appointment and conditions of service.

A spokesman for the CSB said that PSIIIs will be assigned to carry out secretarial duties which may involve word processing, managing work and meeting schedules, handling enquiries and providing office support in different government bureaux or departments.

The recruitment is open to all permanent residents of the Hong Kong Special Administrative Region who meet the relevant entry requirements. Details of the entry requirements for the post have been uploaded to the CSB website ([www.csb.gov.hk/english/recruit/7.html](http://www.csb.gov.hk/english/recruit/7.html)). Only those candidates who have passed the Basic Law Test will be considered for appointment. The Basic Law Test result will also constitute an appropriate weighting in a candidate's overall assessment. For candidates who have not taken the Basic Law Test or have not attained a pass result in the Basic Law Test at the time of application, they may still apply for the PSII post and arrangements will be made for them to take the Basic Law Test in the recruitment process.

In addition, 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.

Applicants who are interested in applying for the PSII post may submit applications online through the CSB website. The closing date for applications is February 8. Applicants may also submit their application forms by post to the General Grades Office of the CSB. Application forms (GF 340 (Rev. 3/2013)) are obtainable from any Home Affairs Enquiry Centre of District Offices of the Home Affairs Department or any Job Centre of the Employment Services Division of the Labour Department. The said form can also be downloaded from the CSB website ([www.csb.gov.hk/english/recruit/application/331.html](http://www.csb.gov.hk/english/recruit/application/331.html)).

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