

Common Recruitment Examination and Basic Law Test (Degree / Professional Grades)

Notes for Applicants

Please read these notes carefully before completing the application form for the Common Recruitment Examination and Basic Law Test (Degree / Professional Grades) (CRE and BLT). Please keep these notes for reference until the examination results are available.

Date of Examination: 7 and 14 June 2014

Application Deadline: 5:00 p.m. on 17 April 2014 (Hong Kong time)

- Important Notes:**
- (a) Please ensure that all parts in the application form are completed (except those items marked as “Optional”) and the information is accurate. **Your application will not be considered** if you fail to provide all information as requested.
 - (b) Applicants will be arranged to sit the examination on **one of the above examination dates** according to their choice of examination papers. Any requests for change of examination date / venue will **not** be considered. The arrangements on how different groups of candidates are assigned to sit the examination on the above examination dates will be announced on the Civil Service Bureau (CSB) webpage at www.csb.gov.hk/eng/cre.html in mid May 2014. Please visit the webpage regularly for the latest information. Applicants may also contact the Civil Service Examinations Unit (CSEU) by phone at (852) 2537 6429 or by e-mail to csbcseu@csb.gov.hk.
 - (c) Candidates will be notified of their examination results **by post** within one month after the examination.

Eligibility

- (1) Applicants for the coming CRE and BLT should be –
 - (a) holders of degree (not including Associate Degree); or
 - (b) university students who will have attained a degree in the 2013-14 academic year; or
 - (c) holders of a qualification meeting the entry requirement on professional qualifications for civil service degree or professional posts. (Only applicable to those who are not in the above two categories.) **[Note:** For this category of applicants, before submitting an application for the CRE and BLT, please refer to the “Frequently Asked Questions” available at www.csb.gov.hk/eng/cre.html for information about the eligibility of applicants. You should also check with the departments / grades concerned to confirm whether the qualification that you are holding is accepted for appointment to the relevant post(s).]

Application Procedure

- (2) Applicants should submit an application for the CRE and BLT before the application deadline through **one** of the means below –
 - (a) through the on-line application system on the CSB webpage at www.csb.gov.hk/eng/cre.html;
 - (b) by post to the CSEU at Room 718, 7/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (date of postmark on or before 17 April 2014); or
 - (c) by hand to the application collection box located at the Lobby of the Public Entrance, G/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. **[Note:** The collection box is available from 8:00 a.m. to 7:00 p.m. (only until 5:00 p.m. on 17 April 2014), Monday to Friday, excluding public holidays.]
- (3) Each applicant should submit only **one** application. Duplicate applications will **not** be processed. Submissions by fax or e-mail will **not** be accepted. Applications with incomplete or unclear information will **not** be considered.
- (4) Late applications will **not** be accepted. Applicants are therefore strongly advised to submit their applications early in order to avoid the last-minute rush of applications which may overload the on-line application system and thereby render applicants unable to complete their on-line applications on time.
- (5) On receipt of an **on-line application**, a confirmation e-mail with a serial number will be sent to the applicant’s e-mail address immediately. Applicants should contact the CSEU by phone at (852) 2537 6429 or by e-mail to csbcseu@csb.gov.hk immediately, and **not later than 5:00 p.m. on 17 April 2014**, if they do not receive the confirmation e-mail after submitting the application. For applications submitted **by post or by hand**, an acknowledgement with a serial number will be posted to the applicant’s correspondence address. Applicants should contact the CSEU by phone or by e-mail immediately if they do not receive the acknowledgement by **24 April 2014**. Applicants are required to keep the serial number until the examination is over.
- (6) An **e-mail** will be sent to candidates notifying them of the relevant examination details. Candidates who are assigned, according to the arrangements to be announced on the CSB webpage in mid May, to sit the examination on **7 June 2014** but do not receive the e-mail by **26 May 2014** should immediately contact the CSEU by phone or by e-mail while those being assigned to sit the examination on **14 June 2014** should immediately contact the CSEU if they do not receive the e-mail by **2 June 2014**.

CRE and Civil Service Recruitment

- (7) The CRE consists of three 45-minute papers, namely Use of English (UE), Use of Chinese (UC) and Aptitude Test (AT), in multiple-choice format. The UE and UC papers assess proficiency in English and Chinese languages respectively whereas the AT paper assesses reasoning abilities. Candidates’ results in the UE and UC papers are classified as Level 2, Level 1 or Fail, with Level 2 being the highest. Results in the AT paper are classified as Pass or Fail. Level 2 and Level 1 results of the two language papers and Pass result of the AT paper are of permanent validity.
- (8) As a general requirement in language proficiency, applicants for civil service posts at degree or professional level are required to obtain either Level 2 or Level 1 in the UE and UC papers in the CRE as stipulated by individual recruiting departments / grades in the relevant recruitment advertisements. Applicants with Level 2 in the UE and UC papers are considered as

meeting the general language proficiency requirements of all degree or professional grades. The list of civil service grades which require Level 2 or Level 1 in the two language papers can be found on the CSB webpage.

- (9) Applicants for some of the civil service posts at degree or professional level are also required to obtain a Pass in the AT paper in addition to the requisite results in the UE and UC papers. The list of civil service grades which require a Pass in the AT paper for appointment can be found on the CSB webpage.
- (10) Some civil service grades (e.g. disciplined services grades) offer different entry pay points to recruits according to their academic qualifications. Degree holders without the requisite CRE results may still apply for these posts but will not be eligible for the degree pay point. The list of grades offering different entry pay points according to academic qualifications can be found on the CSB webpage.
- (11) Persons who wish to apply for civil service posts at degree or professional level should first obtain the requisite CRE results unless otherwise specified in the relevant recruitment advertisements. Applicants may choose to attempt all, any one, or any combination of the CRE papers. Applicants are advised to ascertain the requirements of the civil service post(s) in which they are interested and other examination results accepted as equivalent to CRE results before deciding on which paper(s) they should attempt in the coming examination (see notes (15) to (18) below). Any change to the choice of papers is **not** allowed after the application deadline.
- (12) The CRE is held independently of the recruitment process for any civil service post. Persons who wish to apply for civil service posts should apply to the recruiting departments / grades direct. The acquisition of the requisite CRE results does not imply that a candidate has fully met the entry requirements of any civil service post at degree or professional level. Vetting of academic and / or professional qualifications will be carried out by the recruiting departments / grades which may also conduct separate examinations / interviews in addition to the CRE.

BLT and Civil Service Recruitment

- (13) The BLT for degree or professional grades is a 20-minute bilingual paper comprising 15 multiple-choice questions. The paper assesses candidates' knowledge of the Basic Law (BL). There is no passing mark set for the BLT and the full mark of the paper is 100. The result of the BLT is of permanent validity.
- (14) For the purpose of heightening public awareness of the BL and promoting a culture of learning of the BL in the community, all candidates applying for civil service posts will be assessed on their knowledge of the BL. Test result will constitute an appropriate weighting in a candidate's overall assessment. However, it will not affect a candidate's eligibility for applying for a civil service post. As a general principle, the main consideration for suitability for appointment remains a candidate's qualifications, experience and calibre. Details about the BLT can be found on the CSB webpage.

Choice of Examination Papers

- (15) Grade C or above in **Use of English** of the **Hong Kong Advanced Level Examination (HKALE)** or in **English Language** of the **General Certificate of Education (Advanced Level) (GCE A Level)** is accepted as equivalent to Level 2 in the UE paper of the CRE. Grade C or above in **Chinese Language and Culture** or **Chinese Language and Literature** of the **HKALE** is accepted as equivalent to Level 2 in the UC paper of the CRE. Applicants with the above result(s) will **not** be arranged to take the UE and / or UC paper(s).
- (16) Grade D in **Use of English** of the **HKALE** or in **English Language** of the **GCE A Level** is accepted as equivalent to Level 1 in the UE paper of the CRE. Grade D in **Chinese Language and Culture** or **Chinese Language and Literature** of the **HKALE** is accepted as equivalent to Level 1 in the UC paper of the CRE. Applicants with the above result(s) may wish to take this into account in deciding whether they need to take the UE and / or UC paper(s) having regard to the requirements of the civil service post(s) in which they are interested.
- (17) An overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the **Academic Module of the International English Language Testing System (IELTS)** within the 2-year validity period of the test is accepted as equivalent to Level 2 in the UE paper of the CRE. Applicants with the above results may wish to take this into account in deciding whether they need to take the UE paper.
- (18) Applicants may choose to take any of the CRE papers and / or the BLT paper in the coming examination.

Data Privacy

- (19) The information provided by applicants and their examination results may be provided to government departments and other organisations or agencies authorised to process such data for purposes relating to recruitment by and employment with the Government. Requests for correction of or access to personal data after the submission of an application form should be addressed in writing to Senior Executive Officer (Examinations)2 of the Civil Service Examinations Unit at Room 718, 7/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

- * Applications with incomplete or unclear information, late applications, duplicate applications, or applications submitted by fax or e-mail will not be processed.
- * The Application Form for the CRE and BLT is NOT a job application form for employment with the Government. Persons who wish to apply for civil service posts should follow the procedures stipulated in the relevant recruitment advertisements.