

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

Notes for Applicants

Please read these notes carefully before completing the application form for 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: 2 or 9 October 2010

Application Deadline: 5:00 p.m. on 12 August 2010 (Hong Kong Time)

- Important Notes:**
- (a) The next CRE and BLT will be held on 2 and 9 October 2010 in Hong Kong, and on 4 December 2010 in seven other cities, namely Beijing, London, San Francisco, New York, Toronto, Vancouver and Sydney. The current call for applications is only for persons who choose to sit the CRE and BLT in October 2010 **in Hong Kong**. Applications for taking the examination in December 2010 **outside Hong Kong** will be called from 14 to 27 September 2010. Persons applying to sit the examination in Hong Kong will **NOT** be allowed to apply again for sitting the examination outside Hong Kong.
 - (b) Eligible applicants will be arranged to sit the examination on **one of the above examination dates** according to their choice of examination papers. 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) homepage (under the "Recruitment" section) at www.csb.gov.hk in **early September 2010**. Please visit the CSB homepage regularly for the latest information. Applicants may also contact the Civil Service Examinations Unit (CSEU) by phone at 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 holders of degree or professional qualifications, or university students who will have attained a degree in the 2010-11 academic year.

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 facilities on the CSB homepage (under the "Recruitment" section) at www.csb.gov.hk;
 - (b) by post to the CSEU at Room 707, 7/F, Main Wing, Central Government Offices, Lower Albert Road, Central, Hong Kong (date of postmark on or before 12 August 2010); or
 - (c) by hand to the collection box located at G/F, West Wing, Central Government Offices, 11 Ice House Street, Central, Hong Kong.
- (3) Each applicant should submit only **one** application. Duplicate applications will **not** be processed. Submission 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 application early in order to avoid the last-minute rush of applications which may overload the on-line facilities on the CSB homepage and thereby impede the transmission of the applications.
- (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 2537 6429 or by e-mail to csbcseu@csb.gov.hk immediately, and **not later than 5:00 p.m. on 12 August 2010**, 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 sent 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 **17 August 2010**. Applicants are required to keep the serial number until the examination is over.
- (6) Applicants who are assigned, according to the arrangements to be announced on the CSB homepage in early September, to sit the examination on **2 October 2010** but do not receive the invitation letter by **25 September 2010** should immediately contact the CSEU by phone or by e-mail while those being assigned to sit the examination on **9 October 2010** should immediately contact the CSEU if they do not receive the invitation letter by **2 October 2010**.

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 grades / departments 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 homepage.
- (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 homepage.
- (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 homepage.
- (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 job 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 vacancies should apply to the recruiting grades / departments 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 grades / departments 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 jobs will be assessed on their knowledge of the BL. Test result will not affect a candidate's eligibility for applying for a civil service job. It will be one of the considerations to assess the suitability of a candidate. As a general principle, the main consideration for suitability for appointment remains a candidate's qualifications, experience and calibre. Details about the BL assessment can be found on the CSB homepage.

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 authorized 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 707, 7/F, Main Wing, Central Government Offices, Lower Albert Road, Central, 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 CRE and BLT is NOT a job application form for employment with the Government. Persons who wish to apply for civil service vacancies should follow the procedures stipulated in the relevant recruitment advertisements.**