

**Application for Taking Common Recruitment Examination and / or
Basic Law Test (Degree/Professional Grades) in Hong Kong**

Notes for Applicants

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

Important note : The current call for applications is only for persons who apply to take the “CRE and BLT” or standalone BLT in Hong Kong. Applications for taking either examination at non-local centres outside Hong Kong will be called from 22 September to 5 October 2009. Applicants may only apply once. Persons applying to take the examination in Hong Kong will NOT be allowed to apply for taking the examination at non-local centres outside Hong Kong.

Dates of examinations : A Saturday in October 2009 for “CRE and BLT” (for candidates taking CRE only or CRE and BLT)

A Saturday in December 2009 for standalone BLT (for candidates taking BLT only)

Examination results : To be issued within one month after the examination

Application deadline : 5:00 p.m. on 20 August 2009 (Hong Kong Time)
(applicable to both “CRE and BLT” and standalone BLT)

Eligibility

(1) Applicants for the coming “CRE and BLT” or standalone BLT should be holders of degree or professional qualifications, or university students who will have attained a degree in the 2009-10 academic year.

Application Procedure

- (2) Applicants should submit an application for the “CRE and BLT” or standalone BLT before the application deadline through **one** of the means below –
- (a) through the on-line facilities on the Civil Service Bureau (CSB) homepage (under the “Recruitment” section) at www.csb.gov.hk;
 - (b) by post to the Civil Service Examinations Unit (CSEU) at Room 707, 7/F, Main Wing, Central Government Offices, Lower Albert Road, Central, Hong Kong (date of postmark on or before 20 August 2009); 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 prevent the transmission of the applications.
- (5) On receipt of an application, an acknowledgement/confirmation e-mail with a serial number will be sent to the applicant’s correspondence address/e-mail address. Applicants should immediately contact the CSEU by phone at 2537 6429 or by e-mail to csbcseu@csb.gov.hk if they do not receive: (i) the acknowledgement/confirmation e-mail by **27 August 2009**; (ii) the invitation letter for the “CRE and BLT” by **2 October 2009** (for candidates taking CRE only or both CRE and BLT); or (iii) the invitation letter for the standalone BLT by **4 December 2009** (for candidates taking BLT only).

CRE and Civil Service Recruitment

- (6) 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 the pass result of the AT paper are of permanent validity.
- (7) 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’ results 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’ results 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' results in the two language papers can be found on the CSB homepage.

- (8) Applicants for some of the civil service posts at degree or professional level are also required to obtain a pass result 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 result in the AT paper for appointment can be found on the CSB homepage.
- (9) 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.
- (10) 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 (14) to (17) below). Any change to the choice of papers is **not** allowed after the submission of an application.
- (11) The CRE is held independent 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

- (12) The BLT for degree or professional grades is a 20-minute bilingual paper comprising 15 multiple-choice questions. The paper assesses candidates' Basic Law (BL) knowledge. 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.
- (13) 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 BL knowledge. 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

- (14) Grade 'C' or above in **Use of English** of the **Hong Kong Advanced Level Examination (HKALE)** or **English Language** of the **General Certificate of Education (Advanced Level) (GCE A Level)** is accepted by the recruiting grades/departments 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 by the recruiting grades/departments 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).
- (15) Grade 'D' in **Use of English** of the **HKALE** or **English Language** of the **GCE A Level** is accepted by the recruiting grades/departments 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 by the recruiting grades/departments 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.
- (16) 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' result 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.
- (17) Applicants who already possess the requisite CRE or equivalent results may apply to take the BLT only.

Data Privacy

- (18) The information provided by applicants and their examination results may be provided to government departments and other organizations 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, more than one applications submitted by the same applicant, or applications submitted by fax or e-mail will not be processed.**
- * **The Application Form for CRE and/or 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.**