Selective Placement Division
Labour Department

Employ People Based on their Abilities – Application for Government Jobs by Persons with Disabilities

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Government Policy and Related Measures on Employment of Persons with Disabilities

As an equal opportunities employer, the Government is committed to eliminating all forms of discrimination against persons with disabilities in employment. It is our objective to place persons with disabilities in appropriate jobs wherever possible. This is consistent with the Government's policy to integrate persons with disabilities into the community through gainful employment.

Appointments to the civil service are based on the principle of open and fair competition. All applicants in an open recruitment exercise are assessed based on their character, ability and performance, etc. The Government welcomes persons with disabilities to apply for government jobs and has formulated and implemented disabled-friendly recruitment measures to ensure persons who have declared their disabilities in applications for government jobs would enjoy equal opportunities in the recruitment process.

These measures include, applicants with disabilities meeting the basic entry requirements for a post will be invited to the selection test/interview without being subject to shortlisting criteria, if applicable, in a recruitment exercise.

The recruiting department / grade shall proactively ascertain from individual applicants with disabilities any assistance or accommodation needed, and suitably adjust the test/interview process to cater for their special needs. Please refer to **Tables (1)** and **(2)** for the examples of the arrangements made for applicants with disabilities. Applicants with disabilities may also suggest other arrangements in view of their disabilities for consideration by the recruiting department / grade.

Table (1)

Examples of facilitating arrangements made for applicants with disabilities to take

selection tests by recruiting departments / grades

Disability	Arrangements for Selection Tests
Visual Impairment	● Arrange suitable venues, such as setting up examination centers in organisations that can provide technical aids. ● Provide enlarged/braille test papers, enlarged answer sheets/answer books and coloured test papers/answer sheets/answer books. ● Provide larger examination tables/larger monitors. ● Provide special equipment, such as image magnifiers (CCTV), braillers or personal computers with special software, for the applicant to type out the answers. ● Allow the applicant to bring along a magnifier. ● Allow the applicant to tick or circle the answers on the multiple-choice answer sheets instead of blacken the options. ● Allow the applicant to write on alternate lines. ● Provide table lamps.
Mobility Impairment	● Arrange venues with appropriate facilities (e.g. examination halls and toilets that are made accessible by wheel-chairs). ● Arrange the applicant to sit near the entrance of the examination hall. ● Provide elevated/larger examination tables. ● Provide temporary parking space according to the applicant's situation, where possible, or provide information on the car parks nearby.

Hearing Impairment	● Make available a set of written directions for the applicant to follow while the presiding invigilator is making relevant announcement. ● Provide sign language interpretation service for the applicant as necessary. ● Depending on the degree of the hearing impairment, arrange the applicant to sit in the front row of the left- or right-hand side of the examination hall.
Impact on the Speed of Completing the Test due to Disabilities	● Extend the test time having regard to the degree of the applicant's disability and complexity of the paper. (Remarks: The applicant should provide medical proof/related documents issued by Hong Kong Examinations and Assessment Authority, or proof of special arrangements issued by other examination bodies.)
Ex-mentally ill persons	● Allow more spacing between the examination tables or arrange a smaller number of candidates at the same examination session.

Table (2)

Examples of facilitating arrangements made for applicants with disabilities to attend selection interviews by recruiting departments / grades

Types of Disabilities	Arrangements for Selection Interviews
Visual Impairment	● Arrange staff to lead the applicant from the entrance of the office to the interview room. ● Assist the applicant to leave the venue after the interview.
Mobility Impairment	● Clear up corridors for easier access. ● Ensure interview room and corridors are accessible to wheel-chairs. ● Provide temporary parking space according to the applicant's situation, where possible, or provide information on the car parks nearby.

Hearing Impairment and / or Speech Impairment	● Allow a hearing-impaired applicant to bring along his/her hearing aids. ● Provide a set of written registration guidelines. ● Conduct an interview through written communication. ● Interview board members to speak slower and louder when asking questions or allow interviewees to sit nearer to them.

If an applicant with disability is found suitable by the recruitment board to carry out the duties of certain posts in a specific rank, he/she may be recommended for appointment even though he/she may not be able to perform the full range of duties of every post in the rank concerned due to his/her disabilities. In addition, an appropriate degree of preference may be given to applicants with disabilities found suitable for appointment by placing them ahead of other applicants whose suitability for appointment is considered comparable to the former. Specifically, a recruiting department / grade will categorise applicants who have attained the passing mark into three groups of suitability for appointment (i.e. very suitable, suitable and marginally suitable) as appropriate. The priority of applicants with disabilities in a particular group of suitability will be advanced to the top of that group.

If an applicant with disabilities who meets the basic entry requirements for a post is not recommended for appointment, the recruitment board is required to submit the recommendation to an officer at a rank not lower than the Assistant Director level in the recruiting department / grade for consideration and decision.

Assistance Provided to Persons with Disabilities Working in the Government

To assist persons with disabilities to integrate in the workplace, the Government provides on-the-job assistance and reasonable accommodation to employees with disabilities so as to facilitate them in performing their duties, e.g. modifications of work areas and facilities, appropriate adjustments to job designs and work schedules, provision of necessary equipment. The Government also purchases technical aids, such as braille display, hearing aids, desktop video magnifier and screen reader and magnification software, for employees with disabilities in order to facilitate their performance of duties.

Points to Note on Application for Government Vacancies

How to Obtain Information on Government Vacancies?

Job seekers looking for government jobs may obtain information on civil service and non-civil service vacancies through the Government Vacancies Enquiry System on the website of the Civil Service Bureau (CSB) (www.csb.gov.hk) [Recruitment > Government Vacancies] or the "Government Vacancies" Mobile Application. Job seekers may click on the job title to view the recruitment advertisement of the relevant post in detail (please refer to **Table (3)** for the examples) and submit applications via the stipulated means as specified in the advertisements before the deadline. Should the job seekers have any enquiries about a specific government vacancy, they may call the enquiry telephone number in the advertisement for further details.

Table (3)

Civil Service Vacancies							
Department	**Job Title**	**Job Number**	**Salary**	**Academic Requirement**	**Posting Date (DD/MM/YY)**	**Closing Date (DD/MM/YY)**	**Application via Internet**
xxxx	xxxxx	12345	HKD$ xxxxx Per Month	Professional Qualification	xx/xx/2026	xx/xx/2026	Online GF340
xxxxx	xxxxx	54321	HKD$ xxxxx Per Month	Degree	xx/xx/2026	xx/xx/2026	Online GF340

Non-Civil Service Vacancies							
Department	**Job Title**	**Job Number**	**Salary**	**Academic Requirement**	**Posting Date (DD/MM/YY)**	**Closing Date (DD/MM/YY)**	**Application via Internet**
xxxxxx	xxxxx	56789	HKD$ xxxxx Per Month	Hong Kong Diploma of Secondary Education Examination results	xx/xx/2026	xx/xx/2026	Online GF340
xxx	xxxxx	98765	HKD$ xxxxx Per Month	Primary 6 or below	xx/xx/2026	xx/xx/2026	Online GF340

Application Procedures

Unless otherwise specified, all civil service jobs accept online applications only. Please read carefully the advertisements of individual posts and submit applications via the stipulated means as specified in the advertisements before the deadline.

Applicants are required to submit applications on a prescribed application form (e.g.

G.F. 340 or other specified form) and provide all the required information on the form; otherwise, their application will not be considered. If applicants with disabilities wish to make use of the arrangements applicable to persons with disabilities during the selection processes as mentioned above, they should specify their disabilities and special arrangements needed in the related section in the application form (please refer to **Table (4)**). The recruiting departments / grades may require, as appropriate, the applicants to produce medical proof to confirm their disabilities in order to make suitable arrangements. For the special arrangements, please refer to the examples in **Tables (1)** and **(2)**. Disclosure of the information on disability by applicants is solely on a voluntary basis.

Table (4)

B部 (可選擇是否填寫) Section B (Optional)

你是否殘疾人士？ Are you a candidate with disability? 是 Yes □ 否 No □

如為殘疾人士，請註明殘疾性質及程度

If yes, please indicate nature and degree of disability _____

請註明在參加考試／面試時，是否需要特別的安排

Please specify whether you need special arrangement for taking the examination / attending an interview

考試 是 否

Examination Yes □ No □

如需特別考試安排，請列明有關要求

If yes, please specify the arrangement required for examination

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面試 是 否

Interview Yes □ No □

如需特別面試安排，請列明有關要求

If yes, please specify the arrangement required for interview

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(註：政府在遴選時對殘疾人士及其他申請人會一視同仁。申請人如需獲得為殘疾人士而設的聘任相關安排，有關部門可能要求提交醫生證明其為殘疾人士。)

(Note: Candidates with disabilities are considered on equal terms with other applicants. The Government may require medical proof of their disability if candidates wish to make use of the appointment arrangements applicable to candidates with disabilities.)

Apart from selection interviews, individual recruiting departments / grades may conduct recruitment tests themselves. For enquiries about the special arrangements to be provided by these departments / grades, applicants with disabilities may contact the relevant recruiting departments / grades through the means specified in the invitation letter for test/interview or the recruitment advertisements. As regards the special arrangements available in the Common Recruitment Examination and the Basic Law and National Security Law Test (Degree / Professional Grades), job seekers may contact the Civil Service Examinations Unit at 2537 6429 for enquiries.

What Assistance is provided by Selective Placement Division of Labour Department?

The Selective Placement Division (SPD) of the Labour Department provides free employment services for registered job seekers with disabilities who are fit for open employment. Apart from searching jobs for the registered job seekers with disabilities in private organisations, SPD also takes note of the recruitment advertisements of government openings in the CSB website to identify suitable government vacancies for SPD registrants and offer appropriate assistance to them in accordance with their preference and the entry requirements of the posts.

Job seekers with disabilities who have registered with SPD may contact their employment consultants of SPD if any assistance in applying for the government vacancies is required. Job seekers with disabilities who have not registered with SPD may contact the Division to arrange the registration for open employment services. The contact details of the SPD offices are listed at **Table (5)**.

Table (5)

Offices of the Selective Placement Division, Labour Department

Hong Kong Office
Tel.: 2852 4801 Fax: 2541 5290
Address: G/F, East Wing, Harbour Building, 38 Pier Road, Central, Hong Kong

Kowloon Office
Tel.: 2755 4835 Fax: 2796 0369
Address: G/F, Ngau Tau Kok Government Offices, 21 On Wah Street, Ngau Tau Kok, Kowloon

New Territories Office
Tel.: 2417 6190 Fax: 2499 3713
Address: 2/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories

Email address: spd-admin@labour.gov.hk

Website: www.jobs.gov.hk/isps