

Application for Common Recruitment Examination

Notes for Applicants

Please read these notes carefully before completing the application form for the Common Recruitment Examination (CRE), and keep these notes for reference until the examination results are available.

Date of examination: 3 June 2006

Application deadline: 5:00p.m. on 11 April 2006 (Hong Kong Time)

Eligibility

- (1) Candidates for the CRE should be holders of degree or professional qualifications, or university students who will have attained a degree in 2006.
- (2) A pass in a CRE paper is valid for three years from the month that the examination result is released to the candidate. A person holding a pass in a CRE paper can re-sit for the same paper in the last year of or after the three-year validity period. For the current examination, holders of CRE results which have expired / will expire before 3 June 2007 may apply to re-sit for the relevant papers.

Application Procedure

- (3) An applicant should submit an Application Form for the CRE before the application deadline through **one** of the means below –
 - (a) through the on-line facilities at the Civil Service Bureau (CSB) homepage 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 11 April 2006); or
 - (c) by hand to the collection box located at G/F, West Wing, Central Government Offices, 11 Ice House Street, Central, Hong Kong.
- (4) An applicant should submit only **one** application. Duplicate applications will **not** be processed. Submission by fax or e-mail will **not** be accepted.
- (5) 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 facilities at the CSB homepage and thereby prevent the transmission of the applications.
- (6) An application will **not** be considered if the applicant fails to provide all the information required in the application form.
- (7) On receipt of an application, an acknowledgement with a serial number will be sent to the stated correspondence address (or the e-mail address for an on-line applicant) before 2 May 2006. An invitation letter will be sent to candidates eligible to take the examination by post by 29 May 2006. Candidates may contact the CSEU at 2537 6429 or e-mail to csbcseu@csb.gov.hk if they do not hear from us by these dates.

The Examination

- (8) The CRE consists of three one-hour 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.
- (9) As a general requirement in language proficiency, applicants for civil service posts at degree or professional level are required to obtain a pass in the UE and UC papers in the CRE. Applicants for some of these posts are also required to pass the AT paper. Lists of civil service grades which require valid CRE results for appointment can be found at the CSB homepage (www.csb.gov.hk). Applicants are advised to ascertain the requirements of the civil service post(s) in which they are interested before choosing the papers to attempt in the examination.

- (10) 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) are accepted as equivalent to **a pass in the UE paper of the CRE**, if and when the results holder applies for civil service posts within **two years** from the date of the IELTS test. Applicants with the said IELTS results may wish to bear this in mind in considering whether to take the UE paper.
- (11) An applicant may choose to attempt all, any one, or any combination of the papers. Any change to the choice of papers is **not** allowed after the submission of an application.
- (12) Candidates will be notified of their examination results by post about one month after the examination date.

CRE and Civil Service Recruitment

- (13) The CRE is held independent of the recruitment process for any civil service posts. Persons who wish to apply for any civil service vacancies should apply to the recruiting grades/departments direct. The acquisition of the requisite CRE results does not imply that a candidate meets the entry requirements of any civil service posts at degree or professional level. Vetting of academic and professional qualifications will be carried out by the recruiting grades/departments which may also conduct separate tests/interviews in addition to the CRE.
- (14) Some civil service grades (e.g. disciplined services grades) offer different entry pay points to recruits according to their academic qualifications. Degree holders without valid CRE results may still apply for these posts but will not be eligible for the degree pay point.

Choice of Examination Centre

- (15) The CRE scheduled for 3 June 2006 will be held in Hong Kong only. **No** examination centres will be set up in any overseas cities.
- (16) Applicants who do not take all three CRE papers will be arranged to sit for the papers in a couple of examination centres; they do not need to indicate preference for examination centre. An applicant who is taking all the three CRE papers may indicate **at most two** preferred districts in Hong Kong for taking the examination. Subject to the demand for and supply of seats in the preferred districts, the CSEU will try to arrange for the applicant to take the examination in a preferred district, but there is no guarantee for that. Applicants who do not indicate any preferred district for taking the examination will be assigned to any examination centres that have seats available.

Data Privacy

- (17) The information provided by applicants and their examination results may be provided to government departments and other organizations or agencies authorized by the Government to process such data for purposes relating to civil service recruitment. 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 the CRE is NOT a job application form for employment with the Government. Persons who wish to apply for any civil service vacancies should follow the procedures stipulated in the relevant advertisements.**

綜合招聘考試申請書

申請人須知

在填寫綜合招聘考試申請書前，請細心閱讀此申請人須知，
並保存此申請人須知作為參考，直至收到考試成績。

考試日期：2006年6月3日

截止申請日期：2006年4月11日下午5:00(香港時間)

申請資格

- (1) 參加綜合招聘考試的考生必須持有大學學位或專業資格，或將於2006年獲取大學學位資格。
- (2) 綜合招聘考試中獲得的及格成績，由公務員考試組公布考試結果月份起計，三年內有效。持有綜合招聘考試及格成績的人士，在三年有效期的最後一年內或有效期屆滿後，可重考有關試卷。持有綜合招聘考試及格成績而有效期已經屆滿或將於2007年6月3日前屆滿的人士，可以在是次考試申請重考有關試卷。

申請方法

- (3) 申請人必須在截止申請日期前透過下列其中**一個**方法遞交綜合招聘考試申請書：
 - (a) 透過公務員事務局網頁(www.csb.gov.hk)內的網上申請系統；
 - (b) 郵寄至香港中環下亞厘畢道中區政府合署中座7樓707室公務員考試組(郵戳的日期為2006年4月11日或之前)；或
 - (c) 送交設於香港中環雪廠街11號中區政府合署西座地下的收集箱。
- (4) 申請人只可以遞交**一份**申請書。重覆遞交的申請書將**不獲**處理。公務員考試組亦**不接受**以傳真或電郵方式提交的申請。
- (5) 過期遞交的申請書，將**不獲**處理。因此申請人應盡早遞交申請，以免在臨近截止日期時，網上申請系統因需要處理大量郵件而引致線路繁忙，阻礙申請人遞交申請書。
- (6) 若申請人未有提供申請書上全部所需資料，有關申請將**不獲**受理。
- (7) 公務員考試組收到申請書後，會在2006年5月2日前郵寄一份附有申請編號的確認通知到申請人的通訊地址(或以電郵方式通知透過互聯網報名的申請人)。合資格的考生會於2006年5月29日或之前收到以郵寄方式發出的考試通知信。考生如在上述日期仍未收到有關通知，請致電2537 6429或電郵(csbceu@csb.gov.hk)與公務員考試組聯絡。

考試

- (8) 綜合招聘考試包括三張各為一小時的選擇題形式的試卷，分別為中文運用、英文運用和能力傾向測試，目的是評核考生的中、英語文能力及推理能力。

- (9) 應徵學位或專業程度公務員職位的人士需在綜合招聘考試的中文運用及英文運用兩張試卷中取得及格成績，以符合入職條件中關於語文能力的要求。部分職位同時要求應徵者在能力傾向測試中取得及格成績。個別學位或專業程度公務員職位對綜合招聘考試的相關要求，已載於公務員事務局網頁，網址為 www.csb.gov.hk。申請人應參考擬投考職位所需的要求而決定報考的試卷。
- (10) 在 International English Language Testing System (IELTS) 學術模式整體分級取得 6.5 或以上，並在同一次考試中各項個別分級取得不低於 6 的成績的人士，如在 IELTS 考試日期後**兩年**內申請公務員職位，其 IELTS 成績可獲承認為等同**綜合招聘考試英文運用試卷的及格成績**。持有上述 IELTS 成績等級的申請人可據此考慮是否報考英文運用試卷。
- (11) 申請人可報考全部、任何一張或任何組合的試卷。在遞交申請書後，申請人**不可**更改已選擇報考的試卷。
- (12) 考試成績約在考試後一個月以郵寄方式通知考生。

綜合招聘考試與公務員招聘

- (13) 綜合招聘考試與公務員職位的招聘程序是分開進行的。有意投考任何公務員職位的人士應直接向進行招聘的職系或部門提交職位申請。取得所需的綜合招聘考試及格成績並不代表考生已符合任何學位或專業程度公務員職位的入職要求。進行招聘的職系或部門會核實職位申請人的學歷及專業資格，並可能在綜合招聘考試外，另設筆試及 / 或面試。
- (14) 部分公務員職系如紀律部隊職系會按受聘者的學歷給予不同的入職起薪點。未具備綜合招聘考試及格成績的學位持有人仍可申請這些職位，但不能獲得學位持有人的起薪點。

選擇試場地區

- (15) 2006 年 6 月 3 日的綜合招聘考試只在香港舉行，而**不會**在海外城市設立試場。
- (16) 應考一張或兩張試卷的申請人會被安排到指定試場應考，因此無需選擇考試場地。應考三張試卷的申請人可選擇**最多兩個**在香港的地區，公務員考試組會視乎座位的供求情況，盡可能安排(但不能確保)申請人在所選擇的地區應考。若申請人沒有填上試場地區的選擇，則會被安排到任何有剩餘座位的試場應考。

個人資料保密

- (17) 申請人提供的資料及其考試成績可能會被送交政府部門及其他獲授權的組織或機構，用於與公務員招聘有關的事宜上。在遞交申請書後，如要更改或索閱申請書的個人資料，須以書面向公務員考試組高級行政主任(考試)² 提出申請，地址：香港中環下亞厘畢道中區政府合署中座 7 樓 707 室。

- * 資料不齊全或不清楚、過期、重覆遞交，及以傳真或電郵方式遞交的申請書，將不獲處理。
- * 綜合招聘考試申請書並非政府職位的申請書。擬申請任何公務員職位的人士，應參考相關招聘廣告內的申請程序。