



## **CORRECTIONAL SERVICES DEPARTMENT**

### **(Civil Service Vacancies)**

#### **Assistant Officer II**

**Salary:** Disciplined Services (Rank and File) Pay Scale Point 3 (\$23,365 per month) to Disciplined Services (Rank and File) Pay Scale Point 16 (\$35,215 per month) [Note (1) under Entry Requirements]

#### **Entry Requirements:**

Candidates should [Note (2) under Entry Requirements]-

- (a) (I) have a Certificate of Enrolment (Part I) (or a Certificate of Registration (Part I)) and a valid practising certificate issued by the Nursing Council of Hong Kong (entry pay: \$25,800 per month); or  
(II)(i) have Level 2 or equivalent [Note (3) under Entry Requirements] or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) [Note (4) under Entry Requirements], or equivalent; or (ii) have Level 2 [Note (5) under Entry Requirements] / Grade E or above in five subjects in the Hong Kong Certificate of Education Examination (HKCEE) [Note (4) under Entry Requirements], or equivalent (entry pay: \$24,725 per month); or  
(III)(i) have Level 2 or equivalent [Note (3) under Entry Requirements] or above in three subjects in HKDSEE [Note (4) under Entry Requirements], or equivalent; or (ii) have Level 2 [Note (5) under Entry Requirements] / Grade E or above in three subjects in HKCEE [Note (4) under Entry Requirements], or equivalent (entry pay: \$24,040 per month); or  
(IV) have completed Secondary 5, or equivalent (entry pay: \$23,365 per month); and
- (b) have met the language proficiency requirements of Level 2 [Note (5) under Entry Requirements] or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent; or had a pass result in the Assistant Officer II Language Test (Chinese / English) [Note (6) under Entry Requirements]; and be able to speak fluent Cantonese and English;
- (c) be able to pass a physical fitness test [Note (6) under Entry Requirements]; and
- (d) have a pass result in the Basic Law and National Security Law Test (BLNST) [Note (7) under Entry Requirements].

**Notes:** (1) Entry pay is Disciplined Services (Rank and File) Pay Scale Point 3 (\$23,365), 4 (\$24,040), 5 (\$24,725) and 6 (\$25,800) per month respectively, as commensurate with respective entry qualifications.

- (2) Candidates should possess the relevant academic qualifications by the date of interviews.
- (3) For civil service appointment purpose, “Attained with Distinction” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in HKDSEE. “Attained” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in HKDSEE.
- (4) The subjects in (a)(II) and (a)(III) above may include Chinese Language and English Language.
- (5) For civil service appointment purpose, Grade C and Grade E in Chinese Language and English Language (Syllabus B) in HKCEE before 2007 are accepted administratively as comparable to Level 3 and Level 2 respectively in Chinese Language and English Language in 2007 HKCEE and henceforth.
- (6) Candidates may refer to the website of the Correctional Services Department (<http://www.csd.gov.hk>). Only those candidates who have passed all tests and interviews will be considered for appointment.
- (7) All applicants for civil service jobs will be assessed on their knowledge of the Basic Law and the National Security Law. A pass result in the BLNST is an entry requirement for all civil service jobs. Only those candidates who have passed the BLNST will be considered for appointment. For candidates who have not taken the relevant BLNST or have not attained a pass result in the relevant BLNST at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant BLNST during the recruitment process.

**Duties:** An Assistant Officer II is mainly deployed on supervising persons in custody, young offenders in training / rehabilitation / detention centres and drug addicts in drug addiction treatment centres; and performing any other assigned duties.

*(Note: Subject to the provisions of the Prisons Ordinance, an Assistant Officer II is required to wear uniform and work shifts and may be required to undertake hospital nursing duties and live in departmental quarters.)*

**Terms of Appointment:** A new appointee will be appointed on civil service probationary terms for three years. Upon passage of the probation bar, he/she may be considered for appointment on the prevailing permanent terms.

**General Notes:**

- (a) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the address below, with specification of their Hong Kong Permanent Identity Card numbers and online application numbers, if applicable. Copies of local qualification documents are not required at this stage of application.

- (b) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (c) Civil service vacancies are posts on the civil service establishment. Candidates selected for these vacancies will be appointed on civil service terms of appointment and conditions of service and will become civil servants on appointment.
- (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) The information on the maximum pay point is for reference only and it may be subject to changes.
- (f) Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.
- (g) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the physical fitness test without being subject to further shortlisting. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet *“Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities”* which is available for reference on the Civil Service Bureau’s website at <http://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.
- (h) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (i) To ensure timely completion of your online application, it is advisable to submit the application as early as possible.

### **How to Apply:**

Application forms [G.F.340 (Rev. 7/2023)] are obtainable from any Home Affairs Enquiry Centres of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau’s website (<https://www.csb.gov.hk/english/recruit/application/files/common/GF340.pdf>).

The new version of application form for Government jobs G.F. 340 (Rev. 7/2023) has been in use with effect from 26 July 2023. Candidates who apply for Government jobs advertised on or after 26 July 2023 should use the new G.F. 340 (Rev. 7/2023). If candidates submit the old version form (G.F. 340 (Rev. 3/2013)), they will be required to fill in the new G.F. 340 (Rev. 7/2023) afresh and submit it within seven days upon request. If candidates fail to submit the new G.F. 340 (Rev. 7/2023) within the stipulated deadline, their applications will not be processed further.

To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. **Mail items bearing insufficient postage will NOT be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage.** The postmark date on the envelope will be regarded as the date of application. Please specify **“Application for the post of Assistant Officer II”** on the envelope.

Applicants may also apply online through the Civil Service Bureau's website (<http://www.csb.gov.hk>). Applications submitted in person or by mail should reach the address below.

Applications without the required information/supporting documents, or submitted by fax or e-mail **will not be accepted**.

Candidates who are arranged for the physical fitness test will normally receive invitations by email after the submission of application. Please provide one valid e-mail address in the application form. For enquiries, please call the telephone number indicated.

**Contact Address:** Appointments Unit, Correctional Services Department Headquarters, 23/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong

**Enquiry Telephone:** 2582 2085

**Closing Date for Application:** Applications are accepted all year round until further notice.