



CORRECTIONAL SERVICES DEPARTMENT (Civil Service Vacancies)

Assistant Officer II

Salary: Disciplined Services (Rank and File) Pay Scale Point 3 (\$24,070 per month) to Disciplined Services (Rank and File) Pay Scale Point 16 (\$36,270 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: \$26,575 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: \$25,470 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: \$24,765 per month); or
 - (IV) have completed Secondary 5, or equivalent (entry pay: \$24,070 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 (\$24,070), 4 (\$24,765), 5 (\$25,470) and 6 (\$26,575) 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 (<https://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 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. All applicants must ensure that Parts (I), (II) and (III) of Academic Attainment in Section A of the online application form are completed and the information is correct. Submission of copies of official transcripts and certificates is not required at this stage.

- (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 <https://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) Towards the application deadline, our on-line system would likely be overloaded due to large volume of applications. To ensure timely completion of your online application, it is advisable to submit the application as early as possible.

How to Apply:

Applicants must apply **online** through the [G.F. 340 Online Application System](https://www.csb.gov.hk) of the Civil Service Bureau (<https://www.csb.gov.hk>).

Applications which are incomplete or submitted in person, by post, by fax or by e-mail **will NOT be accepted**.

Candidates who are arranged for the physical fitness test will normally receive an invitation by email after the submission of application. Please provide an accurate e-mail address in the application form. Applicants are responsible for checking their e-mails to ensure that the invitation will be duly received.

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.