

Answers to Frequently-asked-Questions On Recruitment for civil service posts in RTHK

Q1: How should I submit the application for civil service posts in RTHK?

A1: If you are interested in applying for civil service vacancies in the RTHK, please watch out for recruitment advertisements that will be posted onto our webpage (rthk.hk), normally on a Friday, when we are about to conduct recruitment exercises for existing or anticipated vacancies in specific work types. Please follow the application procedures stated in the recruitment advertisement and note the closing date for application (normally 10 days to 2 weeks after the issuing date of the advertisement).

Applications should be submitted on the prescribed application form, i.e. GF 340 (Rev. 3/2013), and should be submitted either in hard copy by delivery or by post to the address stated in the recruitment advertisement, or electronically through the Civil Service Bureau's website (<http://www.csb.gov.hk>). (We recommend applications to be submitted through the internet. To avoid bunching towards the application deadline, it is advisable to submit the application as early as possible.) Please note that applications that are incomplete, without the needed documents, submitted late, or submitted by fax or email, will NOT be considered.

Q2: How many vacancies are there in the Programme Officer grade?

A2: The exact number of vacancies varies among different work types and different ranks. Suitable candidates will be selected for filling these vacancies; and some may be put on a waiting list for filling vacancies that may arise in the work type(s) concerned in due course. Normally, a waiting list is valid for one year or until the next recruitment exercise is commenced, whichever is the earlier.

Q3: Are there particular areas that I should pay attention to when completing the application form?

A3: Applicants are advised to read carefully all the requirements and details stated in the recruitment advertisement. Applications must be submitted in the

prescribed application form, i.e., GF 340 (Rev. 3/2013), either in hard copy by delivery or by post, or electronically through the internet (<http://www.csb.gov.hk>). Please fill in all the details necessary to enable us to check whether you meet the entry requirements. These details include your academic qualifications and academic disciplines / subjects taken that are relevant to the post and work type you are applying for, the length and type of your work experience, etc. If you have non-local academic qualifications, you should deliver or post us a copy of the transcripts, certificates, etc. within the prescribed deadline (please refer to Q8 below for more information about assessment of non-local qualifications).

Applicants are encouraged to provide their email addresses on the application form. Please note that applications that are incomplete, without the needed documents, submitted late, or submitted by fax or email will NOT be considered.

Q4: I am now residing overseas. Can I apply?

A4: You can apply for the post but you must **attend in person** the selection processes as scheduled in Hong Kong. The selection processes may include written test, trade test, and / or selection interview(s). (Please read Q6 if you are not a permanent resident of the Hong Kong Special Administrative Region.)

Q5: Will all applicants be invited to a selection interview?

A5: Depending on the number of applicants who meet the specified entry requirements, we may have to devise shortlisting criteria to select the more prospective applicants for further processing. In these circumstances, only shortlisted applicants will be invited to attend the written test / trade test / selection interview(s). Those who are not invited for the written test / trade test / selection interview(s) in about 6 to 8 weeks from the closing date of application (or any period stated in the recruitment advertisement) may assume that their applications are unsuccessful. If a disabled candidate meets the entry requirements, he/she will not be subject to the shortlisting process.

Q6: I am not a permanent resident of the Hong Kong Special Administrative Region (HKSAR). Can I apply for the post of Assistant Programme Officer?

A6: Public officers serving in Government departments must be permanent residents of the HKSAR, unless exemption is allowed and is so stated in the recruitment advertisement. Please read carefully the relevant recruitment advertisement.

Q7: Are applicants for civil service posts in the Programme Officer grade required to have attended the Common Recruitment Examination (CRE) conducted by the Civil Service Bureau?

A7: Candidates applying for posts in the Programme Officer grade are not required to have attended the Common Recruitment Examination that is conducted by the Civil Service Bureau. Yet, applicants should have met the language proficiency requirement of Level 2 in Chinese Language and English Language in the Hong Kong Certificate of Education Examination / Hong Kong Diploma of Secondary Education Examination, or equivalent. For work types of English News and English Radio Programmes, candidates are exempted from the proficiency requirement on Chinese Language.

Q8: What non-local qualifications are considered as equivalents to the academic qualifications as stated in the entry requirements?

A8: Qualification requirements for civil service posts are normally set with reference to qualifications obtainable under the local education system or from local institutions. Candidates holding non-local qualifications may also apply and will be considered for appointment if their qualifications are assessed as comparable in standard to the advertised entry qualification requirements. These candidates need to submit copies of the transcripts, certificates and any relevant qualification documents to RTHK for arrangement of qualification assessment. Each application is assessed on its own merits. Please refer to the deadline stated in the recruitment advertisement for submission of the supporting documents.

Q9: Am I required to submit documentary proofs for my academic qualifications and experience when I submit my application in GF 340(Rev.3/2013)?

A9: You may, but are not required to, submit documentary proofs of your academic qualifications and your experience when you submit the application. Such documentary proofs should be submitted to us when you are invited to attend the written test, trade test or selection interview(s).

However, if you are holding non-local academic qualifications, you are required to submit copies of the transcripts, certificates and any relevant qualification documents to us before the deadline as stated in the recruitment advertisement (please see Q8 above).

Q10: Are candidates applying for posts in RTHK required to attend and pass the Basic Law test arranged by CSB?

A10: For the purpose of heightening public awareness of the Basic Law and promoting a culture of learning of the Basic Law in the community, assessment of Basic Law knowledge will be included in the recruitment of all civil service jobs. Candidates applying for posts in the Programme Officer grade in RTHK are not required to attend the Basic Law test arranged by the Civil Service Bureau as RTHK will incorporate assessment of Basic Law knowledge in the written test where there is one for the recruitment exercise, or immediately before or after the recruitment interview where there is no written test. The arrangement will be stated in the relevant recruitment advertisement.

The Basic Law test paper will be in both English and Chinese. It will consist of 15 multiple-choice questions to be completed in 25 minutes. There is no passing mark set for the Basic Law test and the full mark of the paper is 100. It will be one of the considerations for assessing the suitability of a candidate. Results are of permanent validity and may be used for application of other non-degree / non-professional civil service jobs requiring academic qualifications at Form 5 level or above.

If you have already attended the Basic Law written test arranged by the Civil Service Bureau or other recruiting departments, you will be exempted from sitting for RTHK's Basic Law written test when applying for posts in the Programme Officer grade; if however you wish to take RTHK's Basic Law test, the latest test result will be counted. You may also wish to visit CSB's website (<http://www.csb.gov.hk>) for more information on the Basic Law test.

Q11: Will I be given increments if I have additional relevant experience?

A11: It is the Government's recruitment policy that incremental credit for relevant working experience may only be granted where there is serious recruitment

difficulty and where there is a specific need to recruit persons with relevant working experience that is particularly valuable. Where incremental credit for experience may be granted, this will be stated in the recruitment advertisement concerned.

Applicants eligible to be considered for the offer of increments (i.e., those who have the specified experience in excess of the entry requirements) will be asked, after the final interview, to fill in a proforma to indicate whether he / she is willing to take up the post at the normal entry salary. The information will not be disclosed to the selection board. If there are sufficient suitable candidates who are willing to take up the post at the normal entry salary, those candidates who are prepared to join at the normal entry salary will be offered appointment to fill the vacancies and incremental credit for experience will not be granted. Where increments are to be granted, no more than one increment will be considered for one completed year of the specified experience (and full-time experience) in excess of the entry requirements, and subject to documentary proofs. The grant of increments for experience is at the discretion of the department along prevailing Government appointment rules.

Q.12: When can I expect to be invited to a trade test or an interview?

A.12: Normally, candidates who are not invited for written test / trade test / interview(s) in 6-8 weeks after the closing date for application may assume that their applications are unsuccessful. Only shortlisted candidates will be notified (in the event that there is a need to shortlist candidates, see Q5). The actual time required for processing the applications will depend on, among other things, the number of applications.