CORRECTIONAL SERVICES DEPARTMENT
(Civil Service Vacancies)

Officer

Salary: General Disciplined Services (Officer) Pay Scale Point 5 ($36,655) to General Disciplined Services (Officer) Pay Scale Point 21 ($75,135) per month [Note (i) under Entry Requirements].

Entry Requirements: Candidates should have (I)(a)(i) a degree from a Hong Kong university, or equivalent [General Note (a)] and (ii) met the language proficiency requirements of Level 1 or above results in the two language papers (Use of Chinese and Use of English) in the Common Recruitment Examination (CRE) [Notes (ii) to (v)], or equivalent (Entry Pay: $46,150 per month); or (b)(i) a degree from a Hong Kong university, or a diploma from a registered post-secondary college issued after the date of its registration, or a higher diploma from a Hong Kong polytechnic university / polytechnic / Hong Kong Institute of Vocational Education / technical college, or an accredited Associate Degree from a Hong Kong tertiary institution, or equivalent, and (ii) met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE) [Note (vi)], or equivalent (Entry Pay: $43,745 per month); or (c)(i) a Certificate of Registration (Part II) issued by the Nursing Council of Hong Kong, or equivalent, and (ii) met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent [Note (vi)] (Entry Pay: $43,745 per month); or (d)(i)(1) Level 3 or equivalent or above in five subjects in HKDSEE, or equivalent; or (2) Grade E or above in two subjects at Advanced Level in the Hong Kong Advanced Level Examination (HKALE) and Level 3 / Grade C or above in three other subjects in the HKCEE [Note (vii) & (viii)], or equivalent, and (ii) met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent [Note (vi)] (Entry Pay: $41,380 per month); or (e)(i) a Diploma in Social Work from a Hong Kong polytechnic university / polytechnic, or equivalent, and (ii) met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent [Note (vi)] (Entry Pay: $41,380 per month); or (f)(i) a Certificate of Registration (Part I) issued by the Nursing Council of Hong Kong, or equivalent, and (ii) met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent [Note (vi)] (Entry Pay: $41,380 per month); or (g)(i)(1) Level 3 or equivalent or above in four subjects in HKDSEE, or equivalent; or (2) Grade E or above in one subject at Advanced Level in HKALE and Level 3 / Grade C or above in three other subjects in the HKCEE [Note (vii) & (viii)], or equivalent, and (ii) met the language proficiency requirements of Level 2 or above in Chinese Language and English Language in HKDSEE or HKCEE [Note (vi)], or equivalent (Entry Pay: $36,655 per month); (II) passed a physical fitness test [Note (ix)]; and (III) spoken fluent Cantonese and English.

Notes: (i) Entry pay is the General Disciplined Services (Officer) Pay Scale Point 5 ($36,655), 7 ($41,380), 8 ($43,745) and 9 ($46,150) per month respectively, as
commensurate with respective entry qualifications.

(ii) Degree-holding applicants will be eligible for the degree pay point if they possess the requisite results in the Use of Chinese (UC) and Use of English (UE) papers in the CRE or equivalent at the time the offer of appointment is made.

(iii) The results of the UC and UE papers in the CRE are classified as Level 2, Level 1 or Fail, with Level 2 being the highest.

(iv) For civil service appointment purpose, Level 5 or above in Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE); or Grade C or above in Chinese Language and Culture or Chinese Language and Literature of the Hong Kong Advanced Level Examination (HKALE), are accepted as equivalent to Level 2 in the UC paper of the CRE. Level 4 in Chinese Language of the HKDSEE; or Grade D in Chinese Language and Culture or Chinese Language and Literature of the HKALE, are accepted as equivalent to Level 1 in the UC paper of the CRE.

(v) Level 5 or above in English Language of the HKDSEE; or Grade C or above in Use of English of the HKALE; or Grade C or above in English Language of the General Certificate of Education (Advanced Level) (GCE A Level), are accepted as equivalent to Level 2 in the UE paper of the CRE. Level 4 in English Language of the HKDSEE; or Grade D in Use of English of the HKALE; or Grade D in English Language of the GCE A Level, are accepted as equivalent to Level 1 in the UE paper of the CRE. Applicants with 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) within the two-year validity period of the test result are accepted as equivalent to Level 2 in the UE paper of the CRE. The IELTS test result must be valid on any date during the application period.

(vi) For civil service appointment purpose, Grade C and Grade E in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to Level 3 and Level 2 respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

(vii) For civil service appointment purpose, “Attained with Distinction (I)” 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.

(viii) The subjects in (I)(d)(i) and (I)(g)(i) above may include Chinese Language and English Language.

(ix) Candidates may refer to the website of the Correctional Services Department (http://www.csd.gov.hk). Those who have passed the physical fitness test will be invited to attend a written examination. Only those candidates who have passed the physical fitness test, written examination, group interview and then final interview will be considered for appointment.

(x) For the purpose of heightening public awareness of the Basic Law (BL) and promoting a culture of learning of BL in the community, applicants for civil service jobs will be assessed on their BL knowledge. The BL test result will constitute an appropriate weighting in a candidate’s overall assessment.

**Duties:** Supervise junior staff, persons in custody in a prison, young persons in a training / rehabilitation / detention centre and drug dependents in a drug addiction treatment centre; or work in a prison hospital or in the Rehabilitation Unit of penal institutions; or undertake specific catering duties in penal institutions; or supervise junior staff and persons detained under Immigration Ordinance in a detention centre; or manage an industrial workplace of correctional services industries in a prison, correctional institution or treatment centre with specific duties of production
and quality management, staff supervision, facilities and materials planning, and other related duties; or undertake specific duties in marketing, product development, resources planning, process planning, layout design, production scheduling and control, engineering management, quality management, logistic management and management of vocational training activities in the Industries and Vocational Training Section of the Department; and perform any other duties as required. (Note: An Officer is subject to the provisions of the Prisons Ordinance and may be required to wear uniform, work shifts and live in departmental quarters.)

**Terms of Appointment:** Successful applicant will be appointed on civil service probationary terms for three years. Upon passage of probation bar, the officer 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. Students who will attain the requisite academic qualification within the current academic year may also apply; if selected, appointment will be subject to their obtaining the requisite academic qualification within the current academic year.

(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 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 Ability – 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](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) Civil service vacancies information contained in this column is also available on the GovHK on the Internet at [http://www.gov.hk](http://www.gov.hk).

(j) Towards the application deadline, our online 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:
Application Forms [G.F. 340 (Rev.3/2013)] 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 (http://www.csb.gov.hk).

Completed form should reach the below contact address on or before the closing date for application. Please specify “Application for the post of Officer” on the envelope.

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.

Applicants may also apply online through the Civil Service Bureau’s website (http://www.csb.gov.hk).

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

Candidates who are arranged for physical fitness test will normally receive an invitation by email in about six weeks from the closing date for application. Please provide one valid e-mail address in the application form.

Enquiry 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: 1 March 2021