

立法會
Legislative Council

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Panel on Public Service
Meeting on 11 March 2008

Background brief on civil service recruitment policy

Introduction

In view of wide public concern about the lowering of the entry requirements for the position of Director of Broadcasting, the Panel has decided to invite the Administration to brief members on the general civil service recruitment policy at the forthcoming meeting to be held on 11 March 2008.

Recruitment policy

2. Civil service is divided into different grades in accordance with the division of functionality. A grade is further sub-divided into a number of ranks. Vacancies at starting ranks (basic ranks) are normally filled by open recruitment and/or by in-service appointment from other grades. Civil service vacancies at higher ranks (promotion or supervisory ranks) in a grade may also be filled by recruitment targeted at suitable candidates from other grades within the civil service or outside the civil service where necessary and appropriate.

3. In accordance with Article 99 of the Basic Law, new recruits appointed to the civil service on or after 1 July 1997 must be permanent residents of the Hong Kong Special Administrative Region, save for those who fall within the exceptions provided in Articles 99 & 101 of the Basic Law.

4. The entry requirements for civil service grades and ranks are normally set with reference to academic or professional qualifications, technical skills, working experience, language proficiency and other qualities or attributes as required on the basis of the operational need of the grades/ranks concerned.

5. All applicants must meet the basic entry requirements in order to be considered for appointment. Applicants who meet the entry requirements are required to go through a competitive selection process. Such process may

feature written examinations or trade tests to certify candidates' competencies in relevant skills or attributes, or to prioritise them for shortlisting purposes, before the candidates are invited for selection interviews. The recruitment board selects candidates on the basis of their merits and performance in examinations and interviews. Successful candidates are required to undergo other recruitment formalities, including medical examination and integrity checking, to ensure that they are fit for appointment.

Pay Structure

6. Civil service salaries at the entry level are set having regard primarily to educational qualifications and to the entry pay for comparable educational qualifications employees in the private sector. Briefly, the different civilian and disciplined grades in the civil service are currently grouped into 12 Qualification Groups (QGs). For each QG, there is one (or two) benchmark pay, which is set having regard to entry pay in the private sector for similar educational qualification as determined through a Starting Salaries Survey. Where no comparable entry pay is found in the private sector for a QG existing in the civil service, the benchmark for that QG is determined through internal relativities with other QGs. The revised benchmark pay for nine QGs, amongst other things, were approved by the Finance Committee on 6 July 2007. Further details are set out in the **Annex**.

Promotion

7. Promotion is the usual means for filling vacancies in higher ranks in a grade by selecting officers from a lower rank in the same grade. Officers are selected for promotion on the criteria of character, ability, experience and any qualifications prescribed for the higher rank. The officer selected for promotion must be the most meritorious, one who is able and ready to perform the more demanding duties at a higher rank. Seniority will be given weight only when no eligible officer stands out as the most meritorious and suitable for promotion. All eligible candidates are considered on equal terms irrespective of their terms of appointment.

Public Service Commission

8. In order to safeguard the impartiality and integrity of appointments and promotions in the civil service so that the most deserving candidates are chosen, there exists an independent statutory body, the Public Service

Commission (the Commission), to advise the Chief Executive on, inter alia, civil service appointment and promotion-related matters.

9. The Chairman and Members of the Commission are appointed by the CE. In accordance with the Public Service Commission Ordinance (Cap. 93), advice of the Commission has to be sought for appointment or promotion of officers to some 32,500 (as at 31 March 2007) middle and senior ranking posts, excluding the judiciary and the disciplined ranks of the Hong Kong Police Force. The Commission is also consulted on changes in appointment procedures applicable to civil service posts at all ranks and may initiate proposals for changes.

Council Business Division 1
Legislative Council Secretariat
7 March 2008

Qualification Groups (QGs) for Civilian Grades and Ranks of the Civil Service

QGs	Qualification Requirements	Examples of Ranks Included	New Benchmark pay
1	Grades not requiring five passes in HKCEE	Clerical Assistant, Postman	MPS 1 (\$8,150)
2	School Certificate Grades Group I: Grades requiring five passes in HKCEE Group II: Grades requiring five passes in HKCEE plus considerable experience	Group I: Assistant Clerical Officer, Postal Officer Group II: Confidential Assistant, Assistant Taxation Officer	MPS 3 (\$9,245)
3	Higher Diploma and Diploma Grades Group I: Higher Diploma Grades Group II: Diploma Grades	Group I: Dental Therapist, Physiotherapist Group II: Technical Officer, Survey Officer	MPS 13 (\$17,145) (for higher diploma)/ MPS 8 (\$12,690) (for diploma)
4	Technical Inspectorate and Related Grades: Higher Certificate plus experience	Assistant Clerk of Works, Assistant Inspector of Works	MPS 13 (\$17,145)

QGs	Qualification Requirements	Examples of Ranks Included	New Benchmark pay
5	Technician, Supervisory and Related Grades Group I: certificate or apprenticeship plus experience	Amenities Assistant III, Works Supervisor II	MPS 6 (\$11,170)
6	Technician, Supervisory and Related Grades Group II: craft and skill plus experience, or apprenticeship plus experience	Artisan, Motor Driver	MPS 5 (\$10,505)
7	Grades requiring two passes at Advanced Level in Hong Kong Advanced Level Examination plus three credits in HKCEE (2A3O)	Court Prosecutor, Liaison Officer II	MPS 8 (\$12,690)
8	Professional and Related Grades Group I: Membership of a professional institution or equivalent Group II: Grades with Pay Structure Related to Grades in Group I	Group I: Treasury Accountant, Government Counsel Group II: Economist, Administrative Officer	MPS 27 (\$33,355)
9	Degree and Related Grades	Executive Officer II, Assistant Labour Officer II	MPS 16 (\$19,860)
10	Model Scale 1 Grades	Workman II, Ganger	MOD 0 (\$8,144)

QGs	Qualification Requirements	Examples of Ranks Included	New Benchmark pay
11	Education Grades	Certificated Master/mistress, Assistant Education Officer	Starting salaries to be determined having regard to established relativity with QG 9 (for graduate posts) and QG 3 Group I (for non-graduate posts)
12	Other Grades	Air Traffic Control Officer III, Assistant Information Officer	Varies <i>(See Note 1)</i>

Note 1: No benchmark is set for QG 12 and the starting salary for each rank is determined by reference to (a) relativities with relevant grades in other QGs, and (b) where such relativities are not readily identifiable, the relevant educational attainment for the grades.