



康樂及文化事務署
Leisure and Cultural Services Department

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來函檔號 YOUR REF: CB(4)/PAC/R62

30 May 2014

Ms Mary SO
Clerk, Public Accounts Committee
Legislative Council
Legislative Council Complex
1 Legislative Council Road
Central, Hong Kong

Dear Ms SO,

Public Accounts Committee
Consideration of Chapter 8 of the Director of Audit's Report No. 62
Recruitment of Staff


Thank you for your letter of 23 May 2014. We would like to provide the information as follows –

- a) The percentage of applicants found not meeting the entry requirements in each of the seven open recruitment exercises in question is given below –

<u>Recruitment exercise</u>	<u>Total number of applicants</u>	<u>Percentage of unqualified applicants</u>
Assistant Curator II (History)	1 253	12%
Assistant Manager, Cultural Services	10 332	3%
Amenities Assistant III	11 460	49%
Assistant Leisure Services Manager II	2 873	62%
Cultural Services Assistant II	18 100	17%
Assistant Librarian (conducted in 2011)	7 926	17%
Assistant Librarian (conducted in 2012)	11 523	20%

- b) It has been the practice for all recruiting offices to spell out clearly the entry requirements in the recruitment advertisements and provide enquiry services for potential applicants. We note that the Civil Service Bureau has implemented an improvement measure since 2013 by revising the standard application form for civil service jobs and enhancing the online job application system to add built-in reminders for applicants to confirm that they meet the entry requirements of the jobs selected. We will continue to monitor the situation and work with the Civil Service Bureau on further improvement measures as appropriate.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Phyllis LEUNG', written over a faint rectangular box.

(Ms Phyllis LEUNG)
for Director of Leisure and Cultural Services