

For Information

**Legislative Council Panel on Public Service
Follow-up to the Meeting on 15 May 2017**

At the meeting of the Legislative Council Panel on Public Service on 15 May 2017, the Administration was requested to provide the following information –

- (a) the average time taken for civil servants in the upper, middle and lower salary bands respectively to get promoted to the next higher rank;
- (b) the wastage figure of non-civil service contract (“NCSC”) staff, and the number of NCSC staff who were recruited as civil servants for the past two years;
- (c) a breakdown by bureaux/departments (“B/Ds”) and by work types the number of applications received by B/Ds and the number of staff employed under the Post-retirement Service Contract (“PRSC”) Scheme; and
- (d) the salaries and benefits for interpreters proficient in ethnic minority languages engaged by individual government departments.

Promotion Time Taken for Civil Servants

2. Promotion in the civil service is based on objective criteria including performance, character, ability as well as experience of the concerned officers, and is subject to the vacancy position of the concerned grade and rank. Hence, the time taken for staff of individual grades and ranks to be promoted varies, with the average ranging from several years to over ten years. Based on statistics of the three financial years 2013-15, it takes an officer an average of about 11 years to be promoted to a rank in the upper salary group¹, and 15 years to be promoted to a rank in the middle salary group².

¹ Ranks with maximum pay point above Mater Pay Scale (MPS) Point 33 or equivalent.

² Ranks with maximum pay point from MPS Point 10 to 33, or equivalent.

NCSC Staff

3. Under the NCSC Staff Scheme, Heads of B/Ds may engage NCSC staff to provide additional manpower for responding to changing operational and service needs. Such service needs are very often time-limited and seasonal in nature. For instance, a considerable number of NCSC staff would be employed for elections, leading to a surge in the number of NCSC staff. However, they will no longer be engaged after the elections, resulting in a drop in the number of NCSC staff. In addition, not all the leaving NCSC staff would apply for civil service posts. Hence, a comparison between the number of NCSC staff leaving the service and that of serving NCSC staff successfully recruited as civil servants during the same period is not an appropriate way to assess the success rate of NCSC staff in civil service recruitment. An objective way of assessment would be to compare the success rate of serving NCSC staff to that of other applicants in their applications for civil service posts. For the civil service recruitment exercises held between September 2014 to August 2016 which involved qualified applications from serving NCSC staff performing comparable duties to the rank under recruitment, the average success rates of NCSC staff and other applicants were around 13% and 3% respectively. During this period, 1 270 NCSC staff were successfully recruited as civil servants. In this light, although NCSC staff are not given priority in civil service recruitment, they generally fare better than other candidates because of their relevant working experience.

PRSC Staff

4. B/Ds will use the most suitable means to employ PRSC staff, having regard to the work nature, requirements of skills and experience, and the urgency of manpower need. For example, where there is an urgent manpower need, B/Ds will in general invite candidates with related experience to apply directly. On the other hand, if the manpower need will only arise after a period of time, B/Ds will in general invite all retiring or retired staff who meet the requirements of qualification and experience to apply given that there would be sufficient time for undertaking the required work in such circumstances. Therefore, the ratio of the numbers of

applications and the appointments offered varies in different circumstances. As at 30 June 2016, B/Ds employed a total of 457 full-time PRSC staff with 1 136 applications received. The breakdown by B/Ds and by work types is set out at **Annexes A and B**.

Interpreters

5. Departments may engage staff proficient in ethnic minority languages to meet specific operational needs where appropriate. Generally speaking, departments will engage persons proficient in ethnic minority languages to provide interpretation service on an hourly rate basis through procurement of services. Departments may also engage relevant interpreters on NCSC terms on a full-time basis if there are operational needs. For example, full-time interpreters proficient in specified ethnic minority languages as employed on NCSC terms by Immigration Department are currently remunerated on a monthly salary of \$51,300, and the employment package includes also a 15% end-of-contract gratuity.

Civil Service Bureau
July 2017

**Breakdown of full-time Post-retirement Service Contract (PRSC) staff
and applications involved by Bureaux/Departments
(position as at 30 June 2016)**

Bureau/Department	No. of applications	No. of PRSC staff
Architectural Services Department	3	2
Auxiliary Medical Service	3	2
Chief Secretary and Financial Secretary's Offices	2	2
Civil Aid Service	1	1
Civil Aviation Department	1	1
Civil Service Bureau	2	2
Commerce and Economic Development Bureau	3	1
Companies Registry	2	2
Correctional Services Department	219	42
Customs and Excise Department	129	129
Department of Justice	2	2
Drainage Services Department	1	1
Education Bureau	7	6
Electrical and Mechanical Services Department	102	92
Financial Services and the Treasury Bureau	2	2
Fire Services Department	153	28
Food and Environmental Hygiene Department	20	5
Highways Department	8	2
Home Affairs Department	4	3
Hongkong Post	69	18
Immigration Department	86	25
Information Services Department	1	1
Judiciary	2	1
Labour Department	1	1
Lands Department	61	25
Legal Aid Department	4	3
Leisure and Cultural Services Department	179	37
Marine Department	4	3
Official Receiver's Office	1	1
Planning Department	15	3
Social Welfare Department	34	6
Trade and Industry Department	1	1
Transport and Housing Bureau	1	1
Transport Department	12	5
Water Supplies Department	1	1
Total	1 136	457

**Breakdown of full-time Post-retirement Service Contract (PRSC) staff
and applications involved by work types
(position as at 30 June 2016)**

Work types	No. of applications	No. of PRSC staff
Disciplined services support staff	587	224
Engineering/technical support and education/training staff	266	159
Administration/clerical/secretarial support and project co-ordination staff	182	39
Others (e.g. postal services staff and supplies staff)	101	35
Total	1 136	457