

For discussion on  
15 June 2018

**Legislative Council Panel on Public Service  
Employment of Persons with Disabilities in the Civil Service**

**Purpose**

This paper provides an update on the employment of persons with disabilities in the civil service.

**Overview**

2. As an equal opportunities employer, the Government is committed to eliminating disabilities and other forms of discrimination in employment. To this end, we endeavor to ensure that persons with disabilities, like other applicants, enjoy equal opportunities in applying for government jobs by putting in place appropriate measures to facilitate their participation in the recruitment process. These measures include suitable accommodation in the recruitment process and provision of technical aids and other assistance to facilitate applicants who have declared their disabilities<sup>1</sup> in attending selection tests/interviews. Besides, applicants who have declared their 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<sup>2</sup>.

3. As at 31 March 2017<sup>3</sup> there were 3 087 civil servants with disabilities known to their B/Ds, representing around 1.8% of the strength of

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<sup>1</sup> There is no mandatory requirement for applicants for government jobs to declare their disabilities, if any. Persons with disabilities may make such declaration on a voluntary basis.

<sup>2</sup> In accordance with the existing guidelines, a recruiting bureau/department (B/D) would categorise applicants who have attained the passing mark into three groups of suitability for appointment (i.e. very suitable, suitable and marginally suitable) as appropriate. The priority of applicants who have declared their disabilities in a particular group will be advanced to the top of that group.

<sup>3</sup> Statistics as at 31 March 2018 are being compiled and will be available in the third quarter of 2018.

the civil service<sup>4</sup>. The Chief Executive announced in the 2017 Policy Address that we would enhance the transparency of civil service recruitment by publishing the success rates of persons with disabilities as well as those for other candidates. In this connection, CSB has conducted a survey on the success rates of applicants who had declared their disabilities vis-a-vis those for other candidates in civil service recruitment exercises concluded<sup>5</sup> in 2017-18.

4. According to the statistics collected from B/Ds, there were 131 recruitment exercises concluded by 44 B/Ds in 2017-18 which involved qualified applicants who had declared their disabilities. In these exercises, there were 288 535 qualified applicants, among whom 2 546 had declared their disabilities and were invited to the selection tests/interviews<sup>6</sup>. Among them, 87 (or 3.42%) were subsequently offered appointment. As regards the remaining 285 989 qualified applicants, 10 492 (or 3.67%)<sup>7</sup> were offered appointment. The overall success rate of applicants who had declared their disabilities was not at variance with that of other applicants.

### *Statistical Analysis*

5. Among the 44 B/Ds mentioned above, in eight of them (including CSB, Electrical and Mechanical Services Department, Food and Environmental Hygiene Department, Housing Department, Inland Revenue Department, Leisure and Cultural Services Department, Office of the Government Chief Information Officer and Radio Television Hong Kong), the success rates of applicants who had declared their disabilities were higher than the overall rate of 3.42% in their recruitment exercises. Besides, although the success rates of applicants who had declared disabilities for

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<sup>4</sup> There is no requirement for applicants for government jobs and serving officers to declare their disabilities, if any. The situation on persons with disabilities employed in the civil service is known to the Civil Service Bureau (CSB) as at 31 March each year on the basis of information available to B/Ds (e.g. through requests of applicants during the recruitment process for special arrangements for selection tests/interviews having regard to their disabilities, or applications from serving officers with disabilities for financial assistance to purchase technical aids to assist in their performance of duties). As such, the relevant information should be regarded as the lowest estimate of the number of persons with disabilities among serving civil servants as at 31 March each year.

<sup>5</sup> This refers to recruitment exercises in which the relevant B/Ds have made offers of appointment in respect of all vacancies targeted to be filled or to all candidates found suitable for appointment.

<sup>6</sup> Applicants who have declared their disabilities are not subject to any shortlisting criteria.

<sup>7</sup> They were selected from a total of 120 042 qualified candidates who met the shortlisting criteria and were invited to selection tests/interviews.

vacancies in two Departments (Social Welfare Department and Transport Department) were lower than the overall success rate, they were higher than those of other candidates for the same vacancies.

6. For the recruitment exercises of the remaining 34 B/Ds, the success rates of applicants who had declared their disabilities were lower than the overall rate of 3.42%. However, it is worth noting that the recruitment exercises conducted by seven of these B/Ds<sup>8</sup> were keenly competitive with the overall success rates of all applicants lower than 0.5%. Among the remaining 27 B/Ds<sup>9</sup>, 12<sup>10</sup> only received less than 10 applications from qualified persons who had declared their disabilities.

7. While the above analysis based on data collected in one year may not be conclusive, it can provide us with a more focused direction for follow-up actions. For B/Ds with lower success rates of applicants who had declared their disabilities, CSB will follow up with them with a view to exploring if there would be room for further enhancement in the recruitment arrangements to facilitate persons with disabilities in the process. We plan to invite B/Ds with a higher success rate of applicants who had declared disabilities to share their experience and tips, such that colleagues responsible for recruitment work in other B/Ds may apply such practical skills in their future recruitment exercises. For B/Ds which only received a small number of applications from persons who had declared their disabilities, we will follow up with them and invite the Selective Placement Division of LD to help promote the recruitment exercises with a view to attracting more applications from qualified persons with disabilities. We will continue to keep in close view the success rates of persons with disabilities and other persons in civil service recruitment, and monitor the effectiveness of these targeted measures.

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<sup>8</sup> They include Commerce and Economic Development Bureau, Civil Aid Service, Civil Aviation Department, Government Flying Service, Government Laboratory, Intellectual Property Department and Labour Department (LD).

<sup>9</sup> Apart from the 12 B/Ds set out in footnote 10, the remaining 15 B/Ds include Architectural Services Department, Census and Statistics Department, Correctional Services Department, Environmental Protection Department, Government Logistics Department, Education Bureau, Home Affairs Department, Hong Kong Police Force, Immigration Department, Judiciary, Lands Department, Legal Aid Department, Post Office, Treasury and Water Supplies Department.

<sup>10</sup> The 12 B/Ds include Agriculture, Fisheries and Conservation Department, Buildings Department, Civil Engineering and Development Department, Department of Health, Department of Justice, Drainage Services Department, Fire Services Department, Highways Department, Information Services Department, Marine Department, Administration Wing of Chief Secretary for Administration's Office and Official Receiver's Office.

## **Internship Scheme for Students with Disabilities**

8. In the 2017 Policy Address, the Chief Executive announced the further expansion of the Internship Scheme for Students with Disabilities (“the Scheme”) in 2018, with a target of doubling the number internship places from an average of 50 a year in the past two years to 100.

9. The Scheme was launched by CSB in 2016, which has the dual aims of allowing young persons with disabilities to gain hands-on work experience through placements in the Government, thereby strengthening their competitiveness before they enter the work force, and enabling civil service colleagues to appreciate the talents and potential of persons with disabilities. In the past two years, a total of 103 students, including 52 full-time undergraduate students from eight local universities and 51 students from the Shine Skills Centre (“Shine”) of Vocational Training Council<sup>11</sup> participated in an eight-week internship programme. They were assigned to 28 B/Ds to perform administrative, clerical or other duties. In the past two years, the Secretary for the Civil Service met the student interns in person and received very positive feedbacks on the Scheme from them. Such meetings also offered an opportunity for the Secretary to deepen his understanding on the needs of the student interns and to personally give them support and encouragement.

10. With the expansion of the Scheme in 2018, apart from the eight local universities, we have also invited local subvented and self-financing post-secondary institutions to participate in the Scheme. We have offered internship places to more than 70 students, and will assign the interns to work in about 50 B/Ds. Separately, we will arrange around 30 students from Shine to participate in the Scheme later this year.

11. Apart from increasing the number of internship places, we will arrange more diversified jobs for the interns to make the Scheme more rewarding. For post-secondary students participating in the Scheme in 2018, the scope of work has been further enriched to cover a variety of tasks including scrutinising technical documents, editing departmental publications, event management, graphics design and production, developing teaching aids, providing support for engineering design checking, etc. For students from

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<sup>11</sup> Shine offers vocational training programmes and support services for development of students with special education needs who are aged 15 or above.

Shine, we will also endeavour to assign them with diversified jobs in the light of their aptitude and interests, including event coordination and support, simple auditing tasks, topical searches, etc.

12. In addition, the Labour and Welfare Bureau will continue to encourage more employers to provide internship opportunities for persons with disabilities, and is pleased to note that some non-governmental organisations are conducting programmes in collaboration with the private sector to provide persons with disabilities with employment related training and internship opportunities.

### **Advice Sought**

13. Members are invited to note the contents of this paper.

**Civil Service Bureau**  
**June 2018**