

政府總部
公務員事務局

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CIVIL SERVICE BUREAU
GOVERNMENT SECRETARIAT
WEST WING
CENTRAL GOVERNMENT OFFICES
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HONG KONG

本函檔號 Our Ref.: L/M to MP/P350/163/400/001 Pt.26

來函檔號 Your Ref.: CB4/PL/PS

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6 November 2020

Clerk to the Legislative Council Panel on Public Service
Legislative Council Complex
1 Legislative Council Road
Central, Hong Kong
(Attn.: Ms Maggie CHUNG)

Dear Ms CHUNG,

**Legislative Council Panel on Public Service
Employment Situation of Non-Civil Service Contract Staff
16 November 2020**

Regarding the information requested in the letter dated 22 October 2020 from the Hon IP Kin-yuen to the Chairman of the Panel on Public Service, we provide the information as follows –

- (a) the number of full-time non-civil service contract (NCSC) staff by reasons of employment and work types (see **Annex A**); and
- (b) the breakdown of the number of Teaching Assistants in government schools engaged under the NCSC Staff Scheme by duration in the same type of position (see **Annex B**).

Regarding Hon IP's suggestion of inviting bureaux/departments/offices which employ over 1 000 NCSC staff to attend the regular meeting of the Panel on 16 November 2020 to discuss the related issues, we shall provide the attendance list separately.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Linda Leung', written in a cursive style.

(Miss Linda LEUNG)
for Secretary for the Civil Service

Encl.

**Breakdown of full-time ^(Note) non-civil service contract (NCSC) staff
by Bureaux/Departments/Offices, work types and reasons of employment
(Position as at 30 June 2020)**

Bureau / Department / Office	Work type	Reasons of employment			
		To meet service needs that are time-limited, short-term or seasonal in nature	To meet service needs where the mode of delivery of the service is under review or likely to be changed	To tap the latest expertise in a particular area of the labour market	To meet operational and service needs that require staff to work less than the conditioned hours required of civil servants and to meet operational and service needs that are subject to market fluctuations
Agriculture, Fisheries and Conservation Department	Administration / Executive support / Project co-ordination staff	14	-	-	-
	Clerical / Secretarial support staff	4	-	-	-
	Professional support staff	4	-	-	-
	Technical support staff	154	-	-	-
	Education staff	1	-	-	-
	Non-skilled staff	1	-	-	-
Architectural Services Department	Administration / Executive support / Project co-ordination staff	10	-	-	-
	Professional support staff	20	-	-	-
Auxiliary Medical Service	Operations and training staff	1	-	-	-
Buildings Department	Clerical / Secretarial support staff	-	35	-	-
	Professional support staff	-	36	-	-
	Technical support staff	-	53	-	-
	Customer services / Public relations staff	-	2	-	-
Census and Statistics Department	Administration / Executive support / Project co-ordination staff	3	-	-	-
	Clerical / Secretarial support staff	50	-	-	-
	IT support staff	3	-	-	-
	Professional support staff	24	-	-	-
	Research work staff	288	-	-	-
Chief Executive's Office	Administration / Executive support / Project co-ordination staff	1	-	-	-
	General support staff	4	-	-	-

Bureau / Department / Office	Work type	Reasons of employment			
		To meet service needs that are time-limited, short-term or seasonal in nature	To meet service needs where the mode of delivery of the service is under review or likely to be changed	To tap the latest expertise in a particular area of the labour market	To meet operational and service needs that require staff to work less than the conditioned hours required of civil servants and to meet operational and service needs that are subject to market fluctuations
Chief Secretary and Financial Secretary's Offices	Administration / Executive support / Project co-ordination staff	4	-	9	-
	Clerical / Secretarial support staff	4	-	-	-
	General support staff	-	2	-	-
	IT support staff	1	-	-	-
	Professional support staff	5	-	-	-
	Accounting staff	1	1	-	-
	Customer services / Public relations staff	3	-	-	-
	Legal services staff	-	4	-	-
Civil Aid Service	Quarantine supporting staff	27	-	-	-
Civil Aviation Department	Professional support staff	1	-	-	-
	Technical support staff	2	-	-	-
Civil Engineering and Development Department	Administration / Executive support / Project co-ordination staff	5	1	-	-
	Clerical / Secretarial support staff	3	-	-	-
	IT support staff	-	1	-	-
	Professional support staff	3	-	-	-
	Technical support staff	2	-	-	-
Civil Service Bureau	Research work staff	-	-	1	-
Commerce and Economic Development Bureau	Administration / Executive support / Project co-ordination staff	10	5	6	-
	Clerical / Secretarial support staff	4	-	-	-
	Secretarial support staff	1	-	-	-
	Research work staff	4	-	-	-
	Customer services / Public relations staff	1	-	-	-
	Trade-related staff	-	6	-	-

Bureau / Department / Office	Work type	Reasons of employment			
		To meet service needs that are time-limited, short-term or seasonal in nature	To meet service needs where the mode of delivery of the service is under review or likely to be changed	To tap the latest expertise in a particular area of the labour market	To meet operational and service needs that require staff to work less than the conditioned hours required of civil servants and to meet operational and service needs that are subject to market fluctuations
Companies Registry	Administration / Executive support / Project co-ordination staff	21	-	-	53
	Clerical / Secretarial support staff	3	-	-	46
	Accounting staff	1	-	-	1
	Legal services staff	-	-	-	1
Constitutional and Mainland Affairs Bureau	Administration / Executive support / Project co-ordination staff	7	-	-	-
	Customer services / Public relations staff	1	-	-	-
Correctional Services Department	Administration / Executive support / Project co-ordination staff	2	-	-	-
	Professional support staff	2	-	-	-
	Leisure and culture services staff	1	-	-	-
Customs and Excise Department	Administration / Executive support / Project co-ordination staff	10	-	-	-
Department of Health	Administration / Executive support / Project co-ordination staff	39	1	-	-
	Clerical / Secretarial support staff	5	6	-	-
	General support staff	3	213	-	-
	IT support staff	2	-	-	-
	Professional support staff	1	-	-	-
	Technical support staff	2	-	-	-
	Accounting staff	2	-	-	-
	Customer services / Public relations staff	3	-	-	-
Medical / Hygiene / Welfare-related work staff	64	27	-	5	

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Department of Justice	Clerical / Secretarial support staff	1	-	-	-
	General support staff	1	-	-	-
	Translation staff	1	-	-	-
	Customer services / Public relations staff	-	-	1	-
	Legal services staff	36	-	-	-
Development Bureau	Administration / Executive support / Project co-ordination staff	7	6	5	-
	Clerical / Secretarial support staff	9	-	-	-
	Professional support staff	4	9	5	-
	Technical support staff	3	2	-	-
	Research work staff	-	-	2	-
	Translation staff	1	-	-	-
	Leisure and culture services staff	-	13	-	-
	Legal services staff	3	-	-	-
	Non-skilled staff	2	-	-	-
Drainage Services Department	Administration / Executive support / Project co-ordination staff	11	-	-	-
	Clerical / Secretarial support staff	11	-	-	-
	IT support staff	7	-	-	-
	Secretarial support staff	2	-	-	-
	Professional support staff	15	-	-	-
	Technical support staff	16	-	-	-
	Accounting staff	1	-	-	-
Customer services / Public relations staff	10	-	-	-	

Bureau / Department / Office	Work type	Reasons of employment			
		To meet service needs that are time-limited, short-term or seasonal in nature	To meet service needs where the mode of delivery of the service is under review or likely to be changed	To tap the latest expertise in a particular area of the labour market	To meet operational and service needs that require staff to work less than the conditioned hours required of civil servants and to meet operational and service needs that are subject to market fluctuations
Education Bureau	Administration / Executive support / Project co-ordination staff	82	4	65	-
	Clerical / Secretarial support staff	93	79	19	-
	General support staff	-	1	-	-
	IT support staff	100	-	-	-
	Professional support staff	42	-	-	-
	Technical support staff	-	11	-	-
	Education staff	463	7	7	-
	Research work staff	2	-	-	-
	Translation staff	2	-	-	-
	Customer services / Public relations staff	1	-	-	-
	Medical / Hygiene / Welfare-related work staff	7	-	-	-
	Legal services staff	1	-	-	-
	Design staff	1	-	-	-
	Non-skilled staff	1	304	-	-
Efficiency Office	Administration / Executive support / Project co-ordination staff	4	-	6	-
	Clerical / Secretarial support staff	-	-	12	-
	IT support staff	-	-	22	-
	Education staff	-	-	12	-
	Research work staff	-	-	1	-
	Customer services / Public relations staff	-	-	416	-

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Electrical and Mechanical Services Department	Administration / Executive support / Project co-ordination staff	3	-	-	9
	Clerical / Secretarial support staff	1	-	-	21
	IT support staff	-	-	2	118
	Professional support staff	-	-	-	30
	Technical support staff	-	-	-	541
	Accounting staff	-	-	-	1
	Customer services / Public relations staff	-	-	-	5
	Non-skilled staff	-	-	-	7
Environment Bureau	Administration / Executive support / Project co-ordination staff	2	-	-	-
	Professional support staff	1	-	-	-
	Customer services / Public relations staff	2	-	-	-
Environmental Protection Department	Administration / Executive support / Project co-ordination staff	13	1	-	-
	General support staff	12	-	-	-
	Professional support staff	31	-	-	-
	Technical support staff	40	-	-	-
	Accounting staff	2	-	-	-
	Education staff	1	-	-	-
	Legal services staff	1	-	-	-
Financial Services and the Treasury Bureau	Administration / Executive support / Project co-ordination staff	3	-	-	-
	Secretarial support staff	2	-	-	-
Fire Services Department	IT support staff	1	2	-	-
	Technical support staff	24	-	-	-

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Food and Environmental Hygiene Department	Administration / Executive support / Project co-ordination staff	20	-	-	-
	Clerical / Secretarial support staff	22	1	-	-
	Professional support staff	1	-	-	-
	Technical support staff	3	-	-	-
	Accounting staff	1	-	2	-
	Customer services / Public relations staff	-	-	2	-
	Medical / Hygiene / Welfare-related work staff	41	62	1	-
	Non-skilled staff	-	2	-	-
Food and Health Bureau	Administration / Executive support / Project co-ordination staff	23	-	-	-
	Clerical / Secretarial support staff	4	-	-	-
	Medical / Hygiene / Welfare-related work staff	3	-	-	-
Government Flying Service	Administration / Executive support / Project co-ordination staff	2	-	-	-
	Education staff	2	-	-	-
Government Laboratory	Clerical / Secretarial support staff	1	1	-	-
	General support staff	3	-	-	-
	IT support staff	2	-	-	-
	Professional support staff	1	-	-	-
	Technical support staff	2	-	-	-
	Supplies staff	2	-	-	-
	Non-skilled staff	2	-	-	-

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Government Logistics Department	Administration / Executive support / Project co-ordination staff	1	-	-	-
	Clerical / Secretarial support staff	-	9	-	-
	Printing staff	-	-	3	6
	Non-skilled staff	1	-	-	6
Government Property Agency	Administration / Executive support / Project co-ordination staff	3	-	-	-
	Professional support staff	2	-	-	-
Highways Department	Administration / Executive support / Project co-ordination staff	1	-	-	-
	Clerical / Secretarial support staff	3	-	-	-
	Professional support staff	46	-	-	-
	Technical support staff	1	-	-	-
Home Affairs Bureau	Administration / Executive support / Project co-ordination staff	100	8	6	-
	Clerical / Secretarial support staff	9	5	-	-
Home Affairs Department	Administration / Executive support / Project co-ordination staff	391	11	1	-
	Clerical / Secretarial support staff	80	-	-	-
	General support staff	1	-	-	-
	IT support staff	-	-	4	-
	Professional support staff	1	-	-	-
	Technical support staff	-	37	-	-
	Accounting staff	1	-	-	-
	Translation staff	-	9	-	-
	Legal services staff	2	-	1	-
Non-skilled staff	1	-	-	-	

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Hong Kong Observatory	IT support staff	17	-	-	-
	Customer services / Public relations staff	3	-	-	-
	Design staff	1	-	-	-
Hong Kong Police Force	Clerical / Secretarial support staff	5	-	-	-
	Technical support staff	-	1	-	-
	Education staff	1	-	-	-
	Customer services / Public relations staff	1	5	-	-
	Investigation staff	1	-	-	-
Hongkong Post	Administration / Executive support / Project co-ordination staff	-	-	9	-
	General support staff	-	-	-	4
	IT support staff	-	-	42	-
	Professional support staff	-	-	16	-
	Technical support staff	-	-	2	-
	Accounting staff	-	-	5	-
	Education staff	-	-	2	-
	Postal services staff	-	-	16	829
	Sales staff	-	-	4	-
	Non-skilled staff	-	-	-	661
Immigration Department	Administration / Executive support / Project co-ordination staff	2	-	-	-
	Clerical / Secretarial support staff	15	-	-	-
	Translation staff	11	-	-	-
	Customer services / Public relations staff	539	-	-	-
Information Services Department	Clerical / Secretarial support staff	-	-	1	-
	Customer services / Public relations staff	3	-	19	-

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		To meet service needs that are time-limited, short-term or seasonal in nature	To meet service needs where the mode of delivery of the service is under review or likely to be changed	To tap the latest expertise in a particular area of the labour market	To meet operational and service needs that require staff to work less than the conditioned hours required of civil servants and to meet operational and service needs that are subject to market fluctuations
Inland Revenue Department	Clerical / Secretarial support staff	94	-	-	-
	General support staff	29	-	-	-
	IT support staff	10	-	-	-
	Professional support staff	2	-	-	-
	Accounting staff	28	-	-	-
Innovation and Technology Bureau	Administration / Executive support / Project co-ordination staff	1	-	-	-
	Accounting staff	1	-	-	-
Innovation and Technology Commission	Administration / Executive support / Project co-ordination staff	-	1	-	-
	IT support staff	1	-	1	-
	Professional support staff	-	3	7	-
	Accounting staff	-	1	1	-
	Translation staff	-	1	-	-
	Customer services / Public relations staff	-	-	3	-
	Trade-related staff	2	16	1	-
Intellectual Property Department	Customer services / Public relations staff	-	-	5	-
	Intellectual property examination staff	8	-	-	-
Invest Hong Kong	IT support staff	-	-	3	-
	Trade-related staff	1	-	85	-

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Judiciary	Administration / Executive support / Project co-ordination staff	7	-	-	2
	Clerical / Secretarial support staff	26	-	-	-
	General support staff	15	-	-	-
	Secretarial support staff	10	-	-	-
	Professional support staff	-	-	1	-
	Accounting staff	3	-	-	-
	Legal services staff	48	-	-	1
Labour and Welfare Bureau	Administration / Executive support / Project co-ordination staff	16	-	-	-
	Accounting staff	1	-	-	-
	Research work staff	6	-	-	-
	Customer services / Public relations staff	2	-	2	-
Labour Department	Administration / Executive support / Project co-ordination staff	24	-	-	-
	Clerical / Secretarial support staff	2	-	-	-
	IT support staff	1	-	-	-
	Medical / Hygiene / Welfare-related work staff	1	-	-	-
	Investigation staff	-	-	-	10
Land Registry	Administration / Executive support / Project co-ordination staff	1	-	-	-
	Clerical / Secretarial support staff	18	-	-	50
	Accounting staff	2	-	-	-
	Customer services / Public relations staff	1	-	-	-
	Legal services staff	2	-	-	1

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Lands Department	Administration / Executive support / Project co-ordination staff	10	-	-	-
	Clerical / Secretarial support staff	4	-	-	-
	IT support staff	1	-	15	-
	Professional support staff	21	-	1	-
	Technical support staff	9	-	-	-
	Legal services staff	3	-	-	-
	Land administration staff	24	-	-	-
Legal Aid Department	Administration / Executive support / Project co-ordination staff	2	-	-	-
	Research work staff	1	-	-	-
	Non-skilled staff	5	-	-	-
Leisure and Cultural Services Department	Administration / Executive support / Project co-ordination staff	28	1	-	-
	Clerical / Secretarial support staff	32	40	-	-
	IT support staff	1	-	21	-
	Professional support staff	1	-	-	-
	Technical support staff	275	-	-	-
	Research work staff	7	-	-	-
	Transport services staff	-	5	-	-
	Leisure and culture services staff	93	144	-	-
	Customer services / Public relations staff	12	-	3	-
	Sports instructors	10	-	3	-
	Publicity staff	-	-	2	-
	Non-skilled staff	2	-	-	-

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Marine Department	Administration / Executive support / Project co-ordination staff	1	-	-	-
	Professional support staff	2	-	-	-
	Technical support staff	1	-	-	-
Office of the Communications Authority	Administration / Executive support / Project co-ordination staff	2	6	-	6
	Clerical / Secretarial support staff	5	2	-	26
	General support staff	-	-	-	2
	IT support staff	-	-	-	10
	Secretarial support staff	1	-	-	5
	Technical support staff	14	-	-	2
	Accounting staff	-	-	-	3
	Supplies staff	-	-	-	1
	Transport services staff	-	-	-	11
	Customer services / Public relations staff	-	-	-	29
	Regulatory affairs staff	12	-	-	-
	Broadcasting affairs staff	-	-	-	10
	Audio-visual technical staff	-	2	-	-
Non-skilled staff	-	-	-	4	
Office of the Government Chief Information Officer	Administration / Executive support / Project co-ordination staff	1	1	-	-
	Customer services / Public relations staff	-	1	-	-
Official Receiver's Office	Administration / Executive support / Project co-ordination staff	3	-	-	-
	Clerical / Secretarial support staff	2	-	-	-
	Accounting staff	8	-	-	-
	Legal services staff	6	-	-	-

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Planning Department	Clerical / Secretarial support staff	3	-	-	-
	IT support staff	3	-	-	-
	Professional support staff	3	-	-	-
	Technical support staff	1	-	9	-
	Research work staff	-	-	2	-
	Transport services staff	-	-	1	-
Radio Television Hong Kong	Administration / Executive support / Project co-ordination staff	-	3	-	-
	Clerical / Secretarial support staff	-	1	-	-
	IT support staff	-	4	-	-
	Professional support staff	-	13	-	-
	Technical support staff	-	14	-	-
	Customer services / Public relations staff	14	113	-	-
Rating and Valuation Department	Administration / Executive support / Project co-ordination staff	2	-	-	-
	General support staff	8	-	-	-
	IT support staff	-	-	12	-
	Professional support staff	3	-	-	-
	Technical support staff	10	-	-	-
	Recovery staff	1	-	-	-
Registration and Electoral Office	Administration / Executive support / Project co-ordination staff	463	-	-	-
	Clerical / Secretarial support staff	549	-	-	-
	Accounting staff	7	-	-	-
	Supplies staff	1	-	-	-
	Non-skilled staff	105	-	-	-

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Security Bureau	Administration / Executive support / Project co-ordination staff	17	-	-	-
	Clerical / Secretarial support staff	10	-	-	-
	Technical support staff	-	6	-	-
	Customer services / Public relations staff	1	-	1	-
	Legal services staff	2	-	-	-
Social Welfare Department	Administration / Executive support / Project co-ordination staff	46	5	-	-
	Clerical / Secretarial support staff	3	2	-	-
	Professional support staff	3	-	-	-
	Accounting staff	2	1	-	-
	Research work staff	10	-	-	-
	Customer services / Public relations staff	1	-	-	-
	Non-skilled staff	-	1	-	-
Trade and Industry Department	Clerical / Secretarial support staff	9	-	-	-
	IT support staff	1	-	-	-
	Trade-related staff	38	-	-	-
Transport and Housing Bureau	Administration / Executive support / Project co-ordination staff	5	-	-	-
	Professional support staff	1	-	-	-
	Research work staff	1	-	-	-
	Customer services / Public relations staff	1	-	-	-

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Transport Department	Administration / Executive support / Project co-ordination staff	1	-	-	-
	Clerical / Secretarial support staff	10	-	-	-
	Professional support staff	10	-	-	-
	Technical support staff	1	-	-	-
	Accounting staff	2	-	-	-
	Transport services staff	29	-	-	-
Treasury	Administration / Executive support / Project co-ordination staff	4	-	-	-
	Clerical / Secretarial support staff	33	-	-	-
	Accounting staff	19	-	-	-
University Grants Committee	Administration / Executive support / Project co-ordination staff	18	-	-	-
	Clerical / Secretarial support staff	5	-	-	-
	IT support staff	1	1	-	-
	Accounting staff	2	-	-	-
	Research work staff	1	-	-	-
Water Supplies Department	Administration / Executive support / Project co-ordination staff	5	-	1	-
	IT support staff	-	5	-	-
	Professional support staff	12	-	-	-
	Technical support staff	3	-	-	-
	Accounting staff	-	8	-	-
	Education staff	1	-	-	-
	Customer services / Public relations staff	1	15	6	-

Bureau / Department / Office	Work type	Reasons of employment			
		To meet service needs that are time-limited, short-term or seasonal in nature	To meet service needs where the mode of delivery of the service is under review or likely to be changed	To tap the latest expertise in a particular area of the labour market	To meet operational and service needs that require staff to work less than the conditioned hours required of civil servants and to meet operational and service needs that are subject to market fluctuations
Working Family and Student Financial Assistance Agency	Administration / Executive support / Project co-ordination staff	29	50	-	-
	Clerical / Secretarial support staff	175	188	-	-
	General support staff	1	-	-	-
	IT support staff	-	21	-	-
	Non-skilled staff	-	1	-	-
	Total	5 938	1 659	913	2 517

Note : “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

**Employment of Full-time^{Note 1} Non-civil Service Contract (NCSC)
Teaching Assistants in Government Schools
(Position as at 30 June 2020)**

Length of continuous service	Number (percentage of total)		
	Employment in the same NCSC position^{Note 2}	Employment in different NCSC positions^{Note 3}	Total
Less than 3 years	305	35	340 (88.5%)
3 years to less than 5 years	12	6	18 (4.7%)
5 years or more	17	9	26 (6.8%)
Total	334 (87%)	50 (13%)	384 (100%)

Note 1: “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance (“EO”)(Cap. 57). According to the EO, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2: Employment in NCSC Teaching Assistant position in the same government school without a break in service.

Note 3: Previous employment(s) in NCSC position(s) other than Teaching Assistant in the same government school or NCSC position(s) in different government school(s) without a break in service.