

## Immigration Assistant (Year-round Recruitment)

Applications are invited for the post of Immigration Assistant. This post is open for applications throughout the year until further notice.

If you are interested in the post of Immigration Assistant, please follow the procedures as specified below and submit the application as soon as possible.

### Application Procedures

On-line application can be made through the Civil Service Bureau website (<https://www.csb.gov.hk>). If you encounter difficulties in submitting on-line application, you may download the application form from [here](#), complete the application form and send it:

1. by post to the Recruitment and Training Research Section, Immigration Department, UG/F, Immigration Service Institute of Training and Development, 82 Castle Peak Road, Castle Peak Bay, Tuen Mun, N.T.; or
2. by hand to the Recruitment and Training Research Section, Immigration Department, UG/F, Immigration Service Institute of Training and Development, 82 Castle Peak Road, Castle Peak Bay, Tuen Mun, N.T..

The new version of application form for Government jobs G.F. 340 (Rev. 7/2023) is to be in use with effect from 26 July 2023. Candidates who make applications on or after 26 July 2023 should use the new G.F. 340 (Rev. 7/2023). If candidates submit the old version form (G.F. 340 (Rev. 3/2013)), they will be required to fill in the new G.F. 340 (Rev. 7/2023) afresh and submit it within seven days upon request. If candidates fail to submit the new G.F. 340 (Rev. 7/2023) within the stipulated deadline, their applications will not be processed further.

**As invitations or notifications will be sent to applicants by e-mails, applicants should provide an accurate e-mail address in their application forms.**

To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Department and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage. Applications which are incomplete or submitted by fax or e-mail will not be accepted.

**All applicants are not required to submit their official transcripts and certificates at the time of application.** Holders of academic qualifications other than those obtained from Hong Kong institutions/ Hong Kong Examinations and Assessment Authority may also apply, but their qualifications will be subject to assessments on equivalence to the required entry qualifications. Should you have any enquiries about the G.F. 340 On-line Application System, please contact the Civil Service Bureau by e-mail: [csbjoa@csb.gov.hk](mailto:csbjoa@csb.gov.hk).

### Salary

Disciplined Services (Rank and File) Pay Scale Point 4a (HK\$24,380) to Disciplined Services (Rank and File) Pay Scale Point 15 <sup>[Note 1]</sup> (HK\$34,230) per month.

## Entry Requirements

- (a) (i) have Level 2 or equivalent <sup>[Note 2]</sup> or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE)<sup>[Note 3]</sup>, or equivalent; or
- (ii) have Level 2 <sup>[Note 4]</sup>/Grade E or above in five subjects in the Hong Kong Certificate of Education Examination (HKCEE)<sup>[Note 3]</sup>, or equivalent ; **and**
- (b) have met the language proficiency requirements of Level 2 <sup>[Note 4]</sup> or above in Chinese Language and English Language in the HKDSEE or HKCEE, or equivalent ; and be able to speak Cantonese and English; **and**
- (c) be able to pass a physical fitness test; **and**
- (d) have a pass result in the Basic Law and National Security Law Test <sup>[Note 5]</sup>.

**Note 1** The information on the maximum pay point is for reference only and it may be subject to changes.

**Note 2** For civil service appointment purpose, “Attained with Distinction” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in the HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in the HKDSEE. “Attained” in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE.

**Note 3** The subjects may include Chinese Language and English Language.

**Note 4** For civil service appointment purpose, ‘Grade C’ and ‘Grade E’ in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to ‘Level 3’ and ‘Level 2’ respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

**Note 5** Answering at least 10 out of 20 questions correct will be deemed to have a pass result in the Basic Law and National Security Law Test.

## Basic Law and National Security Law Test

All applicants for civil service jobs will be assessed on their knowledge of the Basic Law and the National Security Law. A pass result in the Basic Law and National Security Law Test (BLNST) is an entry requirement for all civil service jobs. Only those candidates who have passed the BLNST will be considered for appointment.

For candidates who have not taken the relevant BLNST or have not attained a pass result in the relevant BLNST at the time of application, they may still apply for the job and arrangements will be made for them to take the relevant BLNST during the recruitment process.

For details about the BLNST, please refer to the Homepage of the Civil Service Bureau at <https://www.csb.gov.hk/english/recruit/blnst/1372.html>.

## **Duties**

An Immigration Assistant is mainly deployed on general search, guard, escort, patrol, reception, driving and operational duties in connection with the enforcement of the immigration, registration of persons, births, deaths and marriage laws of Hong Kong, which include but not limited to the detection of forged documents. (Note: Subject to discipline, required to undergo a full-time induction training, wear uniform, work shifts and may be required to drive government vehicles and work in an area outside the Hong Kong Special Administrative Region.)

## **Terms of Appointment**

New recruits will be appointed on civil service probationary terms for three years, and may be considered for appointment on the prevailing permanent terms upon satisfactory completion of the probationary period.

## **Induction Training**

Newly recruited Immigration Assistants are required to undergo a 15-week residential induction training at the Immigration Service Institute of Training and Development.

## **General Notes**

- a. At the time of application, applicants should possess the relevant academic qualifications set out in item (a) and (b) of the Entry Requirements.
- b. Applicants are required to pass the Physical Fitness Test held by the Immigration Department in Hong Kong before they will be further considered for the next selection tier. Please click [here](#) for details of the Physical Fitness Test. Applicants will normally receive the invitation two weeks before the date of Physical Fitness Test.
- c. Successful applicants must have passed the selection procedures and the pre-employment medical examination including colour perception test.
- d. Civil service vacancies are posts on the civil service establishment. Applicants selected for these vacancies will be appointed on civil service terms of appointment and conditions of service and will become civil servants on appointment.
- e. Applicants must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- f. As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

- g. The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- h. Fringe benefits include paid leave, medical and dental benefits, and where appropriate, assistance in housing.
- i. It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled applicant meets the entry requirements, he/she will be invited to attend the selection procedures without being subject to further shortlisting. Applicants who have declared 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. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet “Employ People Based on Their Abilities—Application for Government Jobs by Persons with Disabilities” which is available for reference on the Civil Service Bureau's website at <https://www.csb.gov.hk> under “Administration of the Civil Service—Appointments”.