

2024/25 年度政務主任／二級行政主任／二級助理貿易主任／二級運輸主任招聘  
2024/25 Administrative Officer / Executive Officer II / Assistant Trade Officer II / Transport Officer II  
Recruitment Exercises

CSB606 網上申請系統常見問題  
CSB606 On-line Application System  
Frequently Asked Questions

*關於申請程序*

*About Application Procedures*

問一 我想同時申請多過一個職位，是否需要分數次遞交網上申請？

Q1 I would like to apply for more than one post. Do I need to make multiple on-line applications?

答一 不需要。申請人不論申請一個或多過一個職位，都只需遞交一次網上申請，但申請人須清晰地輸入所申請的職位。

A1 No. Regardless of the number of posts applied for, applicants will **only have to make one on-line application**. However, they should indicate clearly in their application the post(s) they are applying for.

問二 除遞交網上申請外，我是否需要向有關招聘職系遞交已填妥的申請書？

Q2 Do I need to send a completed application form to the recruiting grade(s) in addition to making application through the on-line application system?

答二 不需要。申請人只需遞交一份申請網上申請。申請人必須透過互聯網上公務員事務局網頁([www.csb.gov.hk](http://www.csb.gov.hk))的網上申請系統遞交申請。在截止申請日期後遞交，或未完成的申請書將不獲處理。此外，在臨近截止申請日期，網上申請系統可能需要處理大量申請而非常繁忙，以致申請人有機會未能於截止申請時間前成功完成網上申請程序。故此，申請人應盡早遞交申請。

A2 No. Applicants should submit **only one application through the on-line application system** available on the Civil Service Bureau homepage ([www.csb.gov.hk](http://www.csb.gov.hk)). Late or incomplete applications will **not** be accepted. Besides, towards the deadline for application, the on-line application system would likely be heavily loaded with large volume of applications, and it may render you unable to complete your on-line application in time. As such, you are advised to submit your application as early as possible.

問三 我可否以傳真或電郵方式提交申請書？

Q3 Can I submit the application form by fax or by email?

答三 不可以。以郵寄、傳真、電郵或其他方式提交的申請書將不獲處理。

A3 No. Applications submitted by post, fax, email or other means will **not** be accepted.

問四 我已透過網上申請系統遞交申請。我原意是申請多個職位，但在網上申請時我只選擇了一個職位，我現在可否申請其他一個／數個職位？或是我應該另外遞交一份／多份申請書？（此問題亦適用於希望修改已選擇職位的申請人）

Q4 I submitted an application through the on-line application system. I want to apply for more than one post but had selected only one in my application. Can I apply for the other post(s) now? Should I submit several application(s)? (Also applicable to candidates who would like to amend the post(s) they have applied for)

答四 每位申請人只能遞交一份申請。

*在申請期間 –*

申請人可透過網上申請系統修改其已遞交的申請書內容，包括已選擇的職位(增加／減少均可)。

*在截止申請日期後 –*

在截止申請時間（即 2024 年 10 月 4 日（星期五）香港時間下午 11 時 59 分）後，申請人不能修改已選擇的職位。(請參閱 *問答八* 有關修改個人資料／其他申請資料的時限。)

A4 Each candidate should submit **only one application**.

*During the application period –*

Applicants can amend any information in their application, including the post(s) they have applied for (both addition and deletion are acceptable), through the on-line application system.

*After the application deadline –*

**No** amendment to the post(s) applied for is allowed after the deadline for application, i.e. 4 October 2024 (Friday) at 11:59 p.m. Hong Kong Time. Please refer to **Q&A8** for the deadline of amending personal particulars / information on submitted applications.

問五 申請人可否儲存已填寫的申請資料，以便日後使用？

Q5 Can the applicant save the application data for future use?

答五 如你未能在進入系統後兩小時內完成整份申請書，可按系統內的「儲存未完成的申請資料」鍵，把已填寫的部份資料儲存到你的電腦，方便在截止申請時間前重新上載。上載時，你須要輸入香港身分證／護照號碼、電郵地址，以及儲存未完成申請時所用的個人身分識別碼以登入系統，然後上載有關資料到表格內繼續填寫申請書未完成的部份，並提交申請。請注意，有關資料只適用於本年度的 CSB606 網上申請系統。

A5 If you cannot complete the application **within two hours**, you can press the “Save Partially Completed Application” button to save the parts you have input to your computer. You can then restore the saved data into the application form any time before the deadline for application. When you restore the partially completed application, you need to login the system with your Hong Kong Identity Card (HKIC) or Passport Number, e-mail address as well as Personal Identity Number (PIN) you used when you saved the partially completed application. After you have restored the information, you may continue to fill in the remaining parts of application form and submit the application. Please note that the saved information is only applicable to **this year’s** CSB606 On-line Application System.

問六 申請人怎樣確定網上申請程序已完成？

Q6 How does the applicant know that the on-line application procedure is completed?

答六 當完成網上申請程序後，你會到達「申請書覆函」版面，該覆函將會載有你的網上申請人編號。請保存該申請人編號以作日後參考之用。另外，在遞交整份申請書後兩小時內，你會透過電郵接獲確認申請通知。

A6 After you have completed the on-line application form, you will reach an “Acknowledgement of Application” page, which will contain the candidate number assigned to you. **Please retain the candidate number for future reference.** In addition, the Government will acknowledge receipt through e-mail **within two hours** after you have submitted the application successfully.

問七 如我未有在遞交網上申請書後兩小時內接獲確認申請通知的電郵，應該怎麼辦？

Q7 What should I do if I have not received any acknowledgement e-mail within two hours after my submission of on-line application?

答七 為使確認申請通知的電郵成功傳遞，你必須於網上申請書內填寫正確的電郵地址，電郵地址一經確認後便不能作網上更改。請注意，有些電郵服務供應商或會把確認申請通知的電郵放在你的「雜件箱」或「垃圾郵件」裡。如你確實在遞交網上申請書後兩小時內未有接獲確認申請通知的電郵，請從速發電郵至 [csbasd@csb.gov.hk](mailto:csbasd@csb.gov.hk) 與公務員事務局聯絡。

A7 To ensure a successful transmission of the acknowledgement e-mail, you **must enter your e-mail address correctly** on the on-line application. **Changing of e-mail address through the on-line system is not allowed upon confirmation.** Please also note that some e-mail service providers may put the acknowledgement e-mail in your “Spam” or “Junk” folder. If you indeed have not received any acknowledgement e-mail within two hours after you have submitted the on-line application, please contact the Civil Service Bureau by e-mail ([csbasd@csb.gov.hk](mailto:csbasd@csb.gov.hk)) immediately.

問八 我已透過網上申請系統遞交申請。我現時可否修改我的個人資料／其他申請資料？  
(此問題亦適用於申請人於遞交網上申請時並未能填寫全部資料)

Q8 I have submitted an on-line application applying for the post(s). Can I amend my personal particulars / information on my application now?  
(Also applicable to candidates who had not filled in all information before submission of the on-line application)

答八 在截止申請日期 (即 2024 年 10 月 4 日 (星期五) 香港時間下午 11 時 59 分) 前 –  
申請人可透過網上申請系統修改其已遞交的申請，包括已選擇的職位。

在截止申請日期後至 2024 年 10 月 7 日 (星期一) 香港時間下午 11 時 59 分 –  
除已選擇的職位外，申請人可透過網上申請系統修改其已遞交的申請的其他資料。

A8 Before the deadline for application (i.e. 4 October 2024 (Friday) at 11:59 p.m. HK Time) –  
Applicants can amend their applications, including the post(s) they have applied for, through the on-line application system

After the application deadline until 7 October 2024 (Monday) at 11:59 p.m. HK Time –  
They can amend information on their submitted applications, except the post(s) they have applied for, through the on-line application system.

問九 我可否在網上申請系統關閉後更改已遞交的申請？若我稍後有需要就我的個人資料作增加、刪除、修改或更新（例如我將會到香港以外地區參加交換生計劃，而將有另一個通訊地址等），我該如何通知招聘職系？

Q9 Can I amend my on-line application after closure of the on-line application system? If I need to add, delete, amend or update my personal information (e.g. I will attend an exchange program outside Hong Kong in the coming months and will thus have another correspondence address later), how can I inform the recruiting grade(s)?

答九 網上申請系統將於 2024 年 10 月 7 日（星期一）香港時間下午 11 時 59 分關閉。申請人如欲在網上申請系統關閉後增加、刪除、修改或更新其已遞交的申請的資料（如參加交換生計劃期間的通訊地址），請以書面或電郵聯絡有關的招聘職系。惟申請人不得在截止申請時間（即 2024 年 10 月 4 日（星期五）香港時間下午 11 時 59 分後增加申請的職位。有關招聘職系的聯絡資料，請參閱申請人須知 – 一般備註(k) 或 **問答十八**。

A9 The on-line application system will close on 7 October 2024 (Monday) at 11:59 p.m. Hong Kong Time. After closure of the system, candidates who wish to add, delete, amend or update information on their submitted applications (such as providing another correspondence address for exchange programmes outside Hong Kong), should write to the recruiting grade(s) concerned by post or by email. However, please note that addition of post(s) applied for is not allowed after the application deadline (i.e. 4 October 2024 (Friday) at 11:59 p.m. Hong Kong Time). Contact information of the recruiting grades is given at General Notes (k) of Notes for Applicants or **Q&A18** below.

問十 申請人往後可否更改連結存檔的個人身分識別碼或電郵地址？

Q10 Can the applicant change the PIN or e-mail address of the saved data afterwards?

答十 申請人往後不能更改連結存檔的個人身分識別碼或電郵地址。

A10 Applicant **cannot** change the PIN or e-mail address of the saved data afterwards.

## 技術問題

### Technical Questions

問十一 使用網上申請系統有甚麼系統要求?

**Q11 What is the system requirement for using this system?**

答十一 網上申請系統不支援流動作業系統，如 IOS、Android 等。然而，你可使用流動作業系統查詢政府職位空缺。我們建議用戶使用最新版本的微軟 Edge、Mozilla Firefox、Safari 或 Google Chrome，以獲最佳效果。

A11 The online application system does not support mobile operating systems, e.g. IOS, Android, etc. However, you can enquire about the government vacancies through mobile operating systems. For the best viewing, we suggest that you use the latest version of Microsoft Edge, Mozilla Firefox, Safari or Google Chrome.

問十二 為什麼有些中文字符不能顯示在我的電腦上?

**Q12 Why some Chinese characters cannot be displayed on my computer?**

答十二 本系統採用 Unicode 為中文字符的編碼標準。因此，你的電腦需要支援 Unicode 才可正確地顯示中文字符（包括《香港增補字符集》）。

如欲了解更多資訊，請參閱：

- 「香港政府一站通」網上服務的常見問題 - 其他技術問題及疑難排解  
[www.gov.hk/tc/about/helpdesk/faq/other/index.shtml](http://www.gov.hk/tc/about/helpdesk/faq/other/index.shtml)
- 《香港增補字符集》  
[www.gov.hk/tc/about/helpdesk/softwarerequirement/hkscs.htm](http://www.gov.hk/tc/about/helpdesk/softwarerequirement/hkscs.htm)

A12 This system adopts Unicode as the encoding standard for Chinese characters. Therefore, your computer has to support Unicode in order to display the Chinese characters (including Hong Kong Supplementary Character Set (HKSCS)) properly.

For more information, please refer to:

- FAQs about GovHK On-line Services - Other Technical Questions and Trouble Shooting  
[www.gov.hk/en/about/helpdesk/faq/other/index.shtml](http://www.gov.hk/en/about/helpdesk/faq/other/index.shtml)
- Hong Kong Supplementary Character Set (HKSCS)  
[www.gov.hk/en/about/helpdesk/softwarerequirement/hkscs.htm](http://www.gov.hk/en/about/helpdesk/softwarerequirement/hkscs.htm)

問十三 當我使用這個網上服務時，Firefox 瀏覽器顯示「網站憑證由未知單位所提供」或「安全連線失敗」的警告。我該怎麼辦？

**Q13 Warning messages “Website Certified by an Unknown Authority” or “Secure Connection Failed” pop up on the Firefox browser of my computer when I use this on-line system. What should I do?**

答十三 本系統使用由香港郵政發出的電子證書來保護您在網絡傳送期間的數據。但 Firefox 66 或較早版本並沒有內置香港郵政根源證書。你須要設定你的瀏覽器認受由香港郵政發出的電子證書。請到以下香港郵政網頁，按指示下載並安裝香港郵政根源證書：

- [香港郵政根源證書](http://www.hongkongpost.gov.hk/product/download/root/index_c.html)  
[www.hongkongpost.gov.hk/product/download/root/index\\_c.html](http://www.hongkongpost.gov.hk/product/download/root/index_c.html)

上述電子證書中的「發行者」欄內會顯示 Hongkong Post e-Cert CA 2 - 17"字樣。

- 下載"Hongkong Post e-Cert CA 2 - 17"根源證書

### Hongkong Post Root CA 3

此根源證書有效期為25年 (2017年6月3日至2042年6月3日)，並可用作核實下述中繼證書<sup>註1</sup> "Hongkong Post e-Cert SSL CA 3 - 17"。

按此

- 下載"Hongkong Post Root CA 3"根源證書

- 安裝根源證書指引

### Hongkong Post e-Cert SSL CA 3 - 17

此中繼證書<sup>註1</sup>有效期由2017年6月3日至2032年6月3日，並須用作核實下列證書上的香港郵政數碼簽署：於2019年7月1日或之後發出支援線上證書狀態通訊規約 (OCSP) 的電子證書 (伺服器)。

上述電子證書中的「發行者」欄內會顯示"Hongkong Post e-Cert SSL CA 3 - 17"字樣。

按此

- 下載"Hongkong Post e-Cert SSL CA 3 - 17"根源證書

- 安裝根源證書指引

### 已過期的Hongkong Post e-Cert CA 1

此中繼證書<sup>註1</sup>的有效期已於2013年5月15日屆滿，曾於下列期間發出電子證書及銀行證書：

- a. 於2003年6月23日至2010年2月25日期間發出的電子證書 (個人)

1. 如上圖所示，按「“Hongkong Post Root CA3”根源證書」的連結
2. Firefox 用家，請按「信任此憑證機構以識別網站」，並按「確定」
3. 如上圖所示，按「“Hongkong Post e-Cert CA3 - 17”證書」的連結並重覆步驟 2 或 3

A13 This system makes use of server certificates issued by the Hongkong Post for protecting your data during network transmission, but Firefox 66 or earlier versions do not have the Root CA Certificates of Hongkong Post by default. You have to configure the browser of your computer to recognise certificates issued by the Hongkong Post. Please visit the following page to download and install the Hongkong Post Root CA Certificates as illustrated:

- [Hongkong Post Root CA Certificates](http://www.hongkongpost.gov.hk/product/download/root/index.html)  
[www.hongkongpost.gov.hk/product/download/root/index.html](http://www.hongkongpost.gov.hk/product/download/root/index.html)

The words "Hongkong Post e-Cert CA 2 - 17" will be displayed in the "Issuer" field of the above e-Certs.

- [Download the "Hongkong Post e-Cert CA 2 - 17" certificate](#)

### Hongkong Post Root CA 3

This Root CA is valid for 25 years (3 June 2017 – 3 June 2042) and is required for verifying the Hongkong Post digital signature on the Sub CA<sup>Note 1</sup> "Hongkong Post e-Cert SSL CA 3 - 17".

**Click here** → [Download the "Hongkong Post Root CA 3" certificate](#)

- [Instructions of installation of CA certificates](#)

### Hongkong Post e-Cert SSL CA 3 - 17

This Sub CA<sup>Note 1</sup> is valid from 3 June 2017 to 3 June 2032 and is required for verifying the Hongkong Post digital signature on e-Cert (Server) supporting OCSP issued on or after 1 July 2019.

The words "Hongkong Post e-Cert SSL CA 3 - 17" will be displayed in the "Issuer" field of the above e-Certs.

**Click here** → [Download the "Hongkong Post e-Cert SSL CA 3 - 17" certificate](#)

- [Instructions of installation of CA certificates](#)

### Expired Hongkong Post e-Cert CA 1

This Sub CA<sup>Note 1</sup> expired on **15 May 2013**. It has been used to issue e-Cert and Bank-Cert in the following periods:-

- a. e-Cert (Personal) issued between **23 June 2003** and **25 February 2010**
- b. e-Cert (Organisational), e-Cert (Encipherment), e-Cert (Server), Bank-Cert (Personal) and Bank-Cert (Corporate) issued between **12 January 2004** and **25 February 2010**.

The words "Hongkong Post e-Cert CA 1" will be displayed in the "Issuer" field of the above e-Certs and Bank-Certs.

- [Download the expired "Hongkong Post e-Cert CA 1"](#)

1. Click on the link for "Hongkong Post Root CA 3 certificate" as highlighted above
2. For Firefox users, tick the checkbox "Trust this CA to identify websites" and click "OK"
3. Click on the link for "Hongkong Post e-Cert CA 3 - 17" as highlighted above and repeat steps 2 or 3

**問十四** 如我選擇透過「我的政府一站通」作網上申請，需要注意什麼？

**Q14** **What should I pay attention to if I choose to submit an on-line application through MyGovHK account?**

**答十四** 如你選擇透過「我的政府一站通」作網上申請，可選擇將儲存於「我的政府一站通」帳戶的個人資料傳送到「CSB 606 網上申請系統」作「自動填表」之用。但由於檔案格式、類型或語言有所不同等原因，部分資料可能未能正確填上，所以你必須核對所有資料欄，按需要作出修改並確保所有資料正確才遞交表格。

**A14** When you submit an on-line application through MyGovHK account, you may transmit your personal data saved in MyGovHK account to the CSB 606 On-line Application System by selecting “Auto-fill” function. However, some fields may not be auto-filled correctly due to different file formats, types, language version, etc. You are advised to verify each field and edit it if necessary before submission of on-line application.

**問十五** 如我沒有「我的政府一站通」帳戶或未提供香港身分證號碼或護照／旅行證件號碼，是否可以使用「自動填表」功能？

**Q15** **If I do not have a MyGovHK account or do not provide Hong Kong Identity (HKID) card number or passport/travel document number in MyGovHK account, can I use the “Auto-fill” function to submit an on-line application?**

**答十五** 持有「我的政府一站通」帳戶並已提供香港身分證號碼或護照／旅行證件號碼的申請人，才可使用「自動填表」功能。雖然如此，未符合上述要求的申請人仍可透過公務員事務局網頁([www.csb.gov.hk](http://www.csb.gov.hk))遞交網上申請。

**A15** Only applicants holding a MyGovHK account with HKID card number or passport/travel document number can use the “Auto-fill” function. Nevertheless, applicant who does not have a MyGovHK account or does not provide HKID card number or passport/travel document number in MyGovHK account may submit on-line application through the Civil Service Bureau website ([www.csb.gov.hk](http://www.csb.gov.hk)).

**問十六** 如我選擇透過「我的政府一站通」修改申請／查詢／遞交補充資料時，需要注意什麼？

**Q16** **What should I pay attention to if I select to amend/enquire/supplement the submitted application through MyGovHK account?**

**答十六** 如你選擇透過「我的政府一站通」修改申請／查詢／遞交補充資料時，你儲存於「我的政府一站通」帳戶的香港身分證號碼或護照／旅行證件號碼及電郵地址會傳送到「CSB 606 網上申請系統」作「自動填表」之用。

**A16** When you select to amend/enquire submitted application/submit supplementary information through MyGovHK account, your HKID card number or passport/travel document number and e-mail address saved in MyGovHK account will be transmitted to the CSB 606 On-line Application System by “Auto-fill” function.



## 其他查詢

### Other Enquiries

問十七 如我有其他有關此招聘的查詢，我應該聯絡誰？

Q17 If I have other enquiries about the posts/this recruitment exercise, who can I contact?

答十七 有關招聘政務主任／二級行政主任／二級助理貿易主任／二級運輸主任的查詢，請聯絡以下部門 -

#### 政務主任職位 -

公務員事務局政務職系部

地址：香港添馬添美道 2 號政府總部西翼 9 樓 918 室

電話：(852) 2810 3155

電郵地址：[csbasd@csb.gov.hk](mailto:csbasd@csb.gov.hk)

#### 二級行政主任職位 -

公務員事務局一般職系處

地址：香港添馬添美道 2 號政府總部西翼 7 樓 712 室

電話：(852) 2810 3022

電郵地址：[csbeore@csb.gov.hk](mailto:csbeore@csb.gov.hk)

#### 二級助理貿易主任職位 -

商務及經濟發展局貿易主任職系管理

地址：香港添馬添美道 2 號政府總部西翼 23 樓

電話：(852) 3655 5402

電郵地址：[tore@cedb.gov.hk](mailto:tore@cedb.gov.hk)

#### 二級運輸主任職位 -

運輸署人事組

地址：九龍油麻地海庭道 11 號西九龍政府合署南座 10 樓

電話：(852) 3842 5563

電郵地址：[tdprappt@td.gov.hk](mailto:tdprappt@td.gov.hk)

A17 You may contact the following offices for other enquiries about the posts/this recruitment exercise –

#### For Administrative Officer Post –

Administrative Service Division, Civil Service Bureau

Address: Room 918, 9/F., West Wing, Central Government Offices,  
2 Tim Mei Avenue, Tamar, Hong Kong

Telephone number: (852) 2810 3155

E-mail address: [csbasd@csb.gov.hk](mailto:csbasd@csb.gov.hk)

#### For Executive Officer II Post –

General Grades Office, Civil Service Bureau

Address: Room 712, 7/F., West Wing, Central Government Offices,  
2 Tim Mei Avenue, Tamar, Hong Kong

Telephone number: (852) 2810 3022

E-mail address: [csbeore@csb.gov.hk](mailto:csbeore@csb.gov.hk)

*For Assistant Trade Officer II Post –*

Trade Officer Grade Management,

Commerce and Economic Development Bureau

Address: 23/F., West Wing, Central Government Offices,

2 Tim Mei Avenue, Tamar, Hong Kong

Telephone number: (852) 3655 5402

E-mail address: [tore@cedb.gov.hk](mailto:tore@cedb.gov.hk)

*For Transport Officer II Post –*

Personnel Section, Transport Department

Address: 10/F, South Tower, West Kowloon Government Offices,

11 Hoi Ting Road, Yau Ma Tei, Kowloon

Telephone number: (852) 3842 5563

E-mail address: [tdprappt@td.gov.hk](mailto:tdprappt@td.gov.hk)