

Common Recruitment Examination
of the Government of the Hong Kong Special Administrative Region of the People's Republic of China

Notes for Applicants

Please read these notes carefully before completing the on-line application form for the Common Recruitment Examination (CRE). Please keep these notes for reference until the examination results are available.

Date of Examination: 7 June 2025, or another date within June 2025 if necessary

Application Deadline: 11 April 2025 11:59 p.m. (Hong Kong time)

- (a) Please ensure that all parts in the application form are completed (except those items marked as "Optional") and the information is accurate. **Your application will not be considered** if you fail to provide all information as requested.
- (b) Applicants will be notified of the examination details **by e-mail** before 26 May 2025. Any requests for change of examination date / time / venue will **not** be considered. Persons who wish to take the coming CRE should visit the Civil Service Bureau (CSB) webpage at www.csb.gov.hk/eng/cre.html regularly to check for updates on the examination and refer to the relevant details.
- (c) Candidates will be notified of their examination results **by email in the form of electronic result certificates** within one month after the examination.
- (d) For enquiries, please contact the Civil Service Examinations Unit (CSEU) by phone at (852) 2537 6429, or by e-mail to csbcseu@csb.gov.hk, or by post to Room 2511, 25th Floor, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong.

Eligibility

- (1) Applicants for the coming CRE should be –
 - (a) holders of degree (not including Associate Degree); or
 - (b) individuals who will have attained a degree (not including Associate Degree) in the academic year of 2024-25 or 2025-26; or
 - (c) holders of a qualification meeting the entry requirement on professional qualifications for civil service degree or professional posts. (Only applicable to those who are not in the above two categories.)

[Note: For this category of applicants, before submitting an application for the CRE, please refer to the "Frequently Asked Questions" available at www.csb.gov.hk/eng/cre.html for information about the eligibility of applicants. You should also check with the departments / grades concerned to confirm whether the qualification that you are holding is accepted for appointment to the relevant post(s).]

Application Procedure

- (2) Applicants should submit an application for the CRE on or before the application deadline through the **on-line application system** on the CSB webpage at www.csb.gov.hk/eng/cre.html.
- (3) Each applicant should submit only **one** application. Duplicate applications will **not** be processed. Submissions by post, fax or e-mail will **not** be accepted. Applications with incomplete or unclear information will **not** be processed.
- (4) Late or incomplete applications will **not** be accepted. Towards the deadline for application, the on-line system would likely be heavily loaded with large volume of applications, and it may render applicants unable to complete their on-line applications in time. Applicants are therefore strongly advised to submit their application as early as possible.
- (5) On receipt of an **on-line application**, a confirmation e-mail with a serial number will be sent to the applicant's e-mail address immediately. Applicants should immediately contact the CSEU by phone at (852) 2537 6429 during office hours or by e-mail to csbcseu@csb.gov.hk if they do not receive the confirmation e-mail after submitting the application. Applicants are required to keep the serial number until the examination is over.
- (6) As the CSEU will communicate and send notifications to applicants via the e-mail address provided in the application form, applicants should provide an accurate e-mail address in their application. To avoid missing any notification, applicants should ensure that their e-mail accounts can receive e-mails from CSEU, and check each incoming mailbox (including the folders for spam, bulk and junk mails) regularly.
- (7) An **e-mail** will be sent to applicants notifying them of the relevant examination details. Applicants who do not receive the e-mail by **26 May 2025** should immediately contact the CSEU by phone or by e-mail.

CRE and Civil Service Recruitment

- (8) The CRE consists of three 45-minute papers, namely Use of English (UE), Use of Chinese (UC) and Aptitude Test (AT), in multiple-choice format. The UE and UC papers assess proficiency in English and Chinese languages respectively whereas the AT paper assesses reasoning abilities. Candidates' results in the UE and UC papers are classified as Level 2, Level 1 or Fail, with Level 2 being the highest. Results in the AT paper are classified as Pass or Fail. Level 2 and Level 1 results of the two language papers and Pass result of the AT paper are of permanent validity.
- (9) In general, applicants for civil service posts at degree or professional level are required to obtain either Level 2 or Level 1 in the UE and UC papers of the CRE for meeting the language proficiency requirements as stipulated by individual recruiting departments / grades in the relevant recruitment advertisements. Applicants with Level 2 in the UE and UC papers are considered as meeting the general language proficiency requirements of all degree or professional grades. The list of civil service grades which require Level 2 or Level 1 in the two language papers can be found on the CSB webpage.
- (10) Applicants for some of the civil service posts at degree or professional level are also required to obtain a Pass in the AT paper in addition to the requisite results in the UE and UC papers. The list of civil service grades which require a Pass in the AT paper for appointment can be found on the CSB webpage.
- (11) Some civil service grades (e.g. disciplined services grades) offer different entry pay points to recruits according to their academic qualifications. Degree holders without the requisite CRE results may still apply for these posts but will not be eligible for the degree pay point. The list of grades offering different entry pay points according to academic qualifications can be found on the CSB webpage.
- (12) Persons who wish to apply for civil service posts at degree or professional level should first obtain the requisite CRE results unless otherwise specified in the relevant recruitment advertisements. Applicants may choose to attempt all, any one, or any combination of the CRE papers. Applicants are advised to ascertain the requirements of the civil service post(s) in which they are

interested and other examination results accepted as equivalent to CRE results before deciding on which paper(s) they should attempt in the coming examination (see notes (14) to (19) below). Any change to the choice of papers is **not** allowed after the application deadline.

- (13) The CRE is held independently of the recruitment process for any civil service post. Persons who wish to apply for civil service posts should apply to the recruiting departments / grades direct. The acquisition of the requisite CRE results does not imply that a candidate has fully met the entry requirements of any civil service post at degree or professional level. Vetting of academic and / or professional qualifications will be carried out by the recruiting departments / grades which may also conduct separate examinations / interviews in addition to the CRE.

Choice of Examination Papers

- (14) Level 5 or above in **English Language** of the **Hong Kong Diploma of Secondary Education Examination (HKDSEE)** is accepted as equivalent to Level 2 in the UE paper of the CRE. Level 5 or above in **Chinese Language** of the **HKDSEE** is accepted as equivalent to Level 2 in the UC paper of the CRE. Applicants with the above result(s) will **not** be arranged to take the UE and / or UC paper(s).
- (15) Level 4 in **English Language** of the **HKDSEE** is accepted as equivalent to Level 1 in the UE paper of the CRE. Level 4 in **Chinese Language** of the **HKDSEE** is accepted as equivalent to Level 1 in the UC paper of the CRE. Applicants with the above result(s) may wish to take this into account in deciding whether they need to take the UE and / or UC paper(s) having regard to the requirements of the civil service post(s) in which they are interested.
- (16) Grade C or above in **Use of English** of the **Hong Kong Advanced Level Examination (HKALE)** or in **English Language** of the **General Certificate of Education (Advanced Level) (GCE A Level)** is accepted as equivalent to Level 2 in the UE paper of the CRE. Grade C or above in **Chinese Language and Culture** or **Chinese Language and Literature** of the **HKALE** is accepted as equivalent to Level 2 in the UC paper of the CRE. Applicants with the above result(s) will **not** be arranged to take the UE and / or UC paper(s).
- (17) Grade D in **Use of English** of the **HKALE** or in **English Language** of the **GCE A Level** is accepted as equivalent to Level 1 in the UE paper of the CRE. Grade D in **Chinese Language and Culture** or **Chinese Language and Literature** of the **HKALE** is accepted as equivalent to Level 1 in the UC paper of the CRE. Applicants with the above result(s) may wish to take this into account in deciding whether they need to take the UE and / or UC paper(s) having regard to the requirements of the civil service post(s) in which they are interested.
- (18) An overall band of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the **Academic Module of the International English Language Testing System (IELTS)** within the 2-year validity period of the test is accepted as equivalent to Level 2 in the UE paper of the CRE. Applicants with the above results may wish to take this into account in deciding whether they need to take the UE paper.
- (19) Applicants may choose to take any of the CRE papers in the coming examination.

Data Privacy

- (20) The information provided by applicants and their examination results may be provided to government departments and other organisations or agencies authorised to process such data for purposes relating to recruitment by and employment with the Government. Requests for correction of or access to personal data after the submission of an application form should be addressed in writing to Senior Executive Officer (Examinations)2 of the CSEU at Room 2511, 25th Floor, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. Personal data provided in the application form will normally be destroyed one month after the issue of examination results. After this date, personal data related to examination results of candidates including name, e-mail address, identity document number and examination result(s) of paper(s) taken (Level 2, Level 1, Pass or Fail) will normally be retained permanently.

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| <p>* Applications with incomplete or unclear information, late applications, duplicate applications, or applications submitted by post, fax or e-mail will not be processed.</p> <p>* The Application Form for the CRE is NOT a job application form for employment with the Government. Persons who wish to apply for civil service posts should follow the procedures stipulated in the relevant recruitment advertisements.</p> |
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