



The Government of HKSAR

AO • EO

Administrative Officer • Executive Officer

AO Application

Entry Requirements

Academic Qualifications

In general, the AO position requires the applicant to be a bachelor's degree holder. However, considerations will be given to postgraduate degree holders or to those who are currently studying in the final year of undergraduate programme for a bachelor's degree.

Common Recruitment Examination

Applicants need to pass the Aptitude Test as well as attain Level 2 in the Use of Chinese and English language papers to be eligible for the AO posts. However, certain level of attainments in various language subjects in the ALE or GCE may be considered as equivalents.

Hong Kong Residency

You need to be a resident of Hong Kong and to have resided in Hong Kong for at least 7 years at the time of application.

Recruitment Time Line*

CRE	August (Application) Early October (Examination)
AO post application	September
JRE	December
Preliminary Interviews	February, following year
Group Discussion & Final Interview	March to April
Appointment Offers	End of April

* The time line outlined above is for general reference only. Check with latest government announcements to obtain the actual dates for the above events.

Preparation for JRE and Interviews

The JRE is a written examination designed to test the applicant's analytical skills and communication abilities. The examination lasts 3 hours. Samples of JRE questions can be found on the government website.

Two eliminatory interviews are used to screen applicants. The Preliminary Interview lasts 20 minutes. It comprises an initial 3-minute impromptu talk and a panel interview with 3 panel interviewers. The Final Interview is made up of a discussion exercise with other candidates and an individual interview by a 5-member panel.

Application Method

Application can be either made to the Civil Services Bureau on line at www.csb.gov.hk; or sent by post to Room 722, 7/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong; or through the collection box at the Lobby of Public Entrance, G/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar Hong Kong.

Government AO Websites:

<http://www.csb.gov.hk/english/grade/ao/425.html>

<http://www.ao-recruitment.gov.hk/english/eindex.html>

The purpose of this web page is to provide a quick overall picture of Government recruitment information. You are advised to visit the following Government webpage for fidelity, details, currency of information, and use it as the official source.