



RESTRICTED (STAFF)

e-MEMO

From	Director of General Grades	To	Permanent Secretaries Heads of Departments
Ref.	(3) in G/C/39/4-C Pt. 13	(Attn:	Departmental Secretary)
Tel. No.	2810 2962	Email	
Fax No.	2530 2380	Your Ref.	() in
Email	CSB GGO Clerical & Secretarial Section/CSB/HKSARG	Fax No.	
Date	6 July 2011	Dated	

2011 Senior Clerical Officer Promotion Exercise

A promotion exercise will be conducted to select suitable Clerical Officers (COs) for promotion to Senior Clerical Officer. Applications are now invited from serving COs **who have two or more years of service in the CO rank as at 30 June 2011** with relevant work knowledge, experience and skills in finance and accounting, general administration and personnel work.

2. I should be grateful if you would circulate the attached letter to all serving COs in your bureau/department (B/D) (including those on loan to your B/D or on leave) as soon as possible. Applications should be made on the form at Annex A and should reach you on or before 22 July 2011. Late applications should not be accepted.

3. Please let us have a list of the eligible applicants in your B/D by completing and returning Annex B to this Office by 26 July 2011. **Nil return is required**. For each application form, please verify the information entered in Part I and complete Part II accordingly. Applications from officers who have less than two years of service in the CO rank as at 30 June 2011 should be returned to the applicants immediately. The completed forms together with the applicants' performance appraisal files, which should contain performance appraisals up to 30 June 2011, should be forwarded to this Office latest by 29 July 2011.

4. For enquiries, please contact Ms Queenie LOO, S(G)C&S11 of this Office at 2810 2819.



2011 SCD Letter.pdf



Annex A.doc



Annex B.doc

(Ms Mimi LEUNG)
for Director of General Grades

cc :
Judiciary Administrator
Chairman, PSC