

How to apply:

Application forms [G.F. 340 (Rev. 3/2013)] can be obtained from any Home Affairs Enquiry Centres of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's website (<http://www.csb.gov.hk>).

Applications submitted in person or by post should reach Recruitment and Promotion Section, Electrical and Mechanical Services Department, 7/F, 3 Kai Shing Street, Kowloon, Hong Kong **not later than 10 December 2020**. The postmark date on the envelope will be regarded as the date of application. Please specify "Application for the post of Electronics/Information Engineering Graduate" on the envelope. 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.

Applicants may also apply online through the Civil Service Bureau's website (<http://www.csb.gov.hk>). They should submit copies of required supporting documents by post to the above address. The on-line application number should be quoted on the envelope and copies of the supporting documents.

Application will not be considered if late, submitted by fax or email, or if applicants fail to provide in G.F. 340 the information as required for consideration of the application or if it is not clear from the statements that applicants have met the minimum entry requirements for this post.

Candidates who are selected for interview will normally receive an invitation anytime during the ten-week period from the closing date for application. **Invitation to the recruitment interview will be issued by email. Please ensure that accurate email address is provided and that your email account can receive incoming emails properly.** Those who are not invited for interview may assume that their applications are unsuccessful.

Each application should be accompanied by : (a) a supplementary letter giving a brief account of past relevant training/experience and course projects; (b) a copy each of all official transcripts showing the results of all examinations taken at universities or other examinations leading to the award of a qualification recognised by the relevant professional institution; (c) a copy of the degree certificate if acquired; (d) a list of subjects, and their respective weighting, studied in the final year of the degree course (only for applicants who are studying in the final year of their degree courses); and (e) a copy of the Hong Kong Certificate of Education Examination, Hong Kong Diploma of Secondary Education Examination, certificates of the Hong Kong Advanced Level Examination and other public English language examinations (e.g. TOEFL, IELTS, GCE, GCSE, HKSARG Common Recruitment Examination, etc.) showing the results achieved in English language in such examinations. Candidates will have to make a declaration on the public English language examinations taken by them, if so required by the recruiting department. Applications not accompanied by the above documents may not be considered. Copies of documents mentioned in (b) and (c) above may be passed to the relevant professional institution for the purpose of confirming whether or not the qualification satisfies the academic requirements for corporate membership/admission into the professional examination/training scheme of the institution concerned.

申請手續:

申請表格[G.F.340(3/2013 修訂版)]可向民政事務總署各區民政事務處民政諮詢中心或勞工處就業科各就業中心索取。該表格也可從公務員事務局互聯網站 (<http://www.csb.gov.hk>) 下載。

以親身或郵寄方式遞交的申請書須於 **2020 年 12 月 10 日或之前**送達香港九龍啟成街 3 號 7 樓機電工程署招聘及升任組。申請日期以信封上郵戳所示日期為準。信封面須註明「申請見習電子/資訊工程師職位」。為避免郵件過期或未能成功派遞，在投寄前請確保信封面已清楚寫上正確地址及已貼上足夠郵資。所有郵資不足的郵件將不會派遞至本署，並會由香港郵政按情況退還寄件人或銷毀。申請人須自行承擔因未有支付足夠郵資而引致的任何後果。

申請人亦可透過公務員事務局互聯網站(<http://www.csb.gov.hk>)作網上申請。申請人將所需證明文件副本郵寄至上述地址，並在信封及各證明文件副本上註明網上申請編號。

申請人如遲交申請書、以傳真或電郵方式遞交申請書、未能在 G.F.340 提供申請本職位所需的資料、或所填寫的資料未能清楚顯示申請人符合本職位所規定最起碼的入職條件，申請書將不獲受理。

如獲選參加面試，通常會在截止申請日期後約十個星期內接到通知。**面試邀請書將會以電郵方式發出，請確保你已提供正確的電郵地址以及你的電郵戶口能正常地接收郵件**。如申請人未獲邀參加面試，則可視作經已落選。

每份申請須隨附下列文件：(a) 一封補充函件，簡述過往有關的訓練 / 經驗，以及在修業期間的課程習作；(b) 大學所有考試或其他符合有關專業學會認可學歷的所有考試的正式成績表副本；(c) 學位證書副本（若已取得學位）；(d) 學位課程最後一學年所修讀的科目及各科比重的一覽表（只適用於正在修讀學位課程最後一年的申請人）；以及 (e) 香港中學會考證書副本、香港中學文憑副本、香港高級程度會考證書副本及其他英文公開考試(如 TOEFL, IELTS, GCE, GCSE, 香港特區政府綜合招聘考試等)證書副本，以顯示其英文考試成績。招聘部門亦可要求申請人就其曾經應考的英文公開考試作出聲明。凡未附有上述文件的申請或會不獲考慮。本文第(b)及(c)項所述的文件副本或會轉交有關專業學會，以便審核申請人的學歷是否符合成為該會正式會員 / 參加該會專業考試 / 訓練計劃的要求。

申请手续:

申请表格[G.F.340(3/2013 修订版)]可向民政事务总署各区民政事务处民政咨询中心或劳工处就业科各就业中心索取。该表格也可从公务员事务局互联网站 (<http://www.csb.gov.hk>) 下载。

以亲身或邮寄方式递交的申请书须于 **2020 年 12 月 10 日或之前** 送达香港九龙启成街 3 号 7 楼机电工程署招聘及升任组。申请日期以信封上邮戳所示日期为准。信封面须注明「申请见习电子/资讯工程师职位」。为避免邮件过期或未能成功派递，在投寄前请确保信封面已清楚写上正确地址及已贴上足够邮资。所有邮资不足的邮件将不会派递至本署，并会由香港邮政按情况退还寄件人或销毁。申请人须自行承担因未有支付足够邮资而引致的任何后果。

申请人亦可透过公务员事务局互联网站(<http://www.csb.gov.hk>)作网上申请。申请人将所需证明文件副本邮寄至上述地址，并在信封及各证明文件副本上注明网上申请编号。

申请人如迟交申请书、以传真或电邮方式递交申请书、未能在 G.F.340 提供申请本职位所需的数据、或所填写的数据未能清楚显示申请人符合本职位所规定最起码的入职条件，申请书将不获受理。

如获选参加面试，通常会在截止申请日期后约十个星期内接到通知。**面试邀请书将会以电邮方式发出，请确保你已提供正确的电邮地址以及你的电邮户口能正常地接收邮件**。如申请人未获邀参加面试，则可视作经已落选。

每份申请须随附下列文件：(a) 一封补充函件，简述过往有关的训练 / 经验，以及在修业期间的课程习作；(b) 大学所有考试或其他符合有关专业学会认可学历的所有考试的正式成绩表副本；(c) 学位证书副本（若已取得学位）；(d) 学位课程最后一学年所修读的科目及各科比重的一览表（只适用于正在修读学位课程最后一年的申请人）；以及 (e) 香港中学会考证书副本、香港中学文凭副本、香港高级程度会考证书副本及其他英文公开考试(如 TOEFL, IELTS, GCE, GCSE, 香港特区政府综合招聘考试等)证书副本，以显示其英文考试成绩。招聘部门亦可要求申请人就其曾经应考的英文公开考试作出声明。凡未附有上述文件的申请或会不获考虑。本文第(b)及(c)项所述的文件副本或会转交有关专业学会，以便审核申请人的学历是否符合成为该会正式会员 / 参加该会专业考试 / 训练计划的要求。