

**LegCo Panel on Public Service
Follow-up to Meeting on 19 April 2004**

**Request for information on
Employment of Non-Civil Service Contract Staff**

Background

At the meeting of the Legislative Council Panel on Public Service held on 19 April 2004, Members requested additional information in respect of employment of non-civil service contract (NCSC) staff. The Administration's response was circulated to Members vide LC Paper No. CB(1) 1813/03-04(01) on 13 May 2004. We undertook to provide the following information after the completion of the statistics collection exercise conducted in June 2004 -

- (i) whether any NCSC staff was employed to take up the duties of civil service posts and, if yes, to provide details for the posts concerned with a breakdown by departments; and
- (ii) to provide information on how long the posts being occupied by NCSC staff had been occupied by such staff, and if some of the posts had been occupied by NCSC staff for several years, to provide justifications for filling the posts by NCSC staff instead of civil servants.

The Administration's Response

2. The NCSC scheme is a standing scheme introduced in 1999 to enable Heads of Department (HoDs) to employ staff outside the Civil Service on fixed term up to three years to meet service needs which are short-term, part-time or

under review. As such, NCSC are engaged on terms and purposes different from those of civil servants. Given the nature of the NCSC scheme and in order to maintain flexibility of the scheme, it is our policy not to micro-manage departments in the employment of NCSC staff. For overall monitoring of the Scheme, we gather general data such as the number of NCSC staff employed, the range of salaries and contract durations from departments as at end June and end December each year. In the light of Members' questions, we have gathered the relevant information in the data collection exercise conducted in June 2004.

3. As at 30 June 2004, there were 16,557 full-time NCSC staff employed in various bureaux/departments, of which 184 were employed to tide over the gap of filling civil service vacancies by Heads of Grades. They were mainly employed to deal with mismatches in timing of departure of civil servants taking voluntary retirement and deletion of posts. The majority (about 80%) of them have been employed for less than two years. A breakdown of these NCSC staff by departments and job categories is at Appendix. It is envisaged that their service would not be required upon the availability of civil servant replacements or after the posts have been deleted.

Full-time NCSC staff employed to tide over the gap of filling the civil service vacancies (position as at 30.6.2004)

Bureau/ Department/Office	No.	Comparable Civil Service Posts
Civil Aviation Department	1	Assistant Supplies Officer
Civil Aviation Department	1	Executive Officer II
Civil Engineering Department	1	Assistant Supplies Officer
Civil Service Bureau	1	Executive Officer II
Department of Health	23	Assistant Clerical Officer
Department of Health	1	Senior Administrative Officer
Department of Health	1	Workman I
Drainage Services Department	6	Engineer
Education & Manpower Bureau	7	Assistant Clerical Officer
Education & Manpower Bureau	3	Clerical Assistant
Education & Manpower Bureau	1	Clerical Officer
Education & Manpower Bureau	1	Treasury Accountant
Education & Manpower Bureau	9	Workman II
Electrical & Mechanical Services Department	1	Assistant Supplies Officer
Chief Secretary & Financial Secretary's Office	1	Executive Officer II
Food & Environmental Hygiene Department	6	Assistant Clerical Officer
Food & Environmental Hygiene Department	1	Executive Officer II
Food & Environmental Hygiene Department	2	Field Assistant
Food & Environmental Hygiene Department	1	Management Services Officer II
Fire Services Department	1	Motor Driver
Government Logistics Department	1	Executive Officer II
Home Affairs Department	2	Assistant Clerical Officer
Hong Kong Observatory	1	Experimental Officer
Hong Kong Observatory	2	Scientific Assistant
Highways Department	2	Executive Officer II
Immigration Department	18	Assistant Clerical Officer
Immigration Department	35	Clerical Assistant
Immigration Department	6	Executive Officer II
Immigration Department	1	Official Languages Officer II
Inland Revenue Department	1	Executive Officer II
Innovation & Technology Commission	1	Assistant Trade Officer II
Information & Technology Services Department	1	Assistant Supplies Officer
Lands Department	2	Executive Officer II
Leisure & Cultural Services Department	7	Assistant Clerical Officer
Leisure & Cultural Services Department	6	Clerical Assistant
Leisure & Cultural Services Department	2	Clerical Officer
Leisure & Cultural Services Department	1	Senior Clerical Officer
Labour Department	15	Clerical Assistant
Marine Department	1	Executive Officer II
Marine Department	1	Official Languages Officer II
Radio Television Hong Kong	1	Artisan
Student Financial Assistance Agency	1	Clerical Officer
Student Financial Assistance Agency	1	Executive Officer II
Student Financial Assistance Agency	3	Senior Clerical Officer
Social Welfare Department	1	Artisan
Water Supplies Department	1	Assistant Supplies Officer
Water Supplies Department	1	Transport Services Officer II
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