

# VACANCY ORDER FORM

(Total 3 pages)

You may also submit vacancy order via Labour Department Interactive Employment Service -- More efficient and convenient! Becoming a registered member, you will also enjoy exclusive online services. Please visit (<http://www.jobs.gov.hk>) for details. For orders submitted by fax, we would require extra time to input the vacancy information into our vacancy processing system.

## Points to Note

1. Before you fill in this form, you have to guarantee that the person recruited for the post is a **direct employee** of you / your company and would be **subjected to the protection of the Employment Ordinance**. You must also ensure that all activities carried out by you / your company are lawful and the information provided in the form(s) is true, correct and based solely on genuine recruitment needs.
2. You / your company should pay the employee(s), to whom the Minimum Wage Ordinance applies, hired to fill this post wages no less than the SMW rate in respect of any wage period in accordance with requirements of the ordinance. **The Labour Department shall not accept and display job orders of which the wages offered do not meet the SMW rate**. Please visit <http://www.labour.gov.hk/eng/news/mwo.htm> for details of the ordinance and special arrangement for persons with disabilities provided for under the same ordinance. For enquiries, please call 2717 1771.
3. **Under the Employees' Compensation Ordinance, all employers are required to take out employees' compensation insurance to cover their liabilities both under the Ordinance and at common law for work injuries in respect of all their employees (including full-time and part-time employees, e.g. part-time domestic helpers)**. For enquiries, please call 2717 1771.
4. The terms of employment, entry requirements and job descriptions of the post must **NOT** violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. You should consider the capability of job seekers and follow the relevant codes of practice against discrimination in employment. **Please do not specify any requirements on the gender, age or race of the job seekers or any other discriminatory terms. Otherwise, we will not accept or display your vacancy order.**
5. **When you collect personal data from job seekers (e.g. resumes), you should observe the Personal Data (Privacy) Ordinance, disclose your company name and provide the contact person and contact means for job seekers to obtain Personal Information Collection Statement**. For details, please contact the Privacy Commissioner's Office at 2827 2827 or visit the website [www.pcpd.org.hk](http://www.pcpd.org.hk).
6. You / your company should arrange for the employee(s) to join a registered MPF scheme (if applicable).
7. You / your company must not solicit money or other advantages in any form or under any title, no matter for reasons of provision of services or training, selling of goods, referral of service, guarantee deposit and so on from job-seeker(s). **Furthermore, we will not accept or display any vacancy orders which involve pre-employment or unpaid training.**
8. You may be requested to produce relevant document(s) (e.g. Business Registration Certificate, Employees' Compensation Insurance Policy, Residential Address Proof, etc). If you fail to do so, we will not process or display your vacancy order.
9. Please complete the form **in black ink and block letters**. Furthermore, with the implementation of Race Discrimination Ordinance, please complete the form **in both Chinese and English** as far as possible, then fax to the Job Vacancy Processing Centre at fax no. 2566 3331.
10. **Please use a separate vacancy order form for each post, and submit no more than 30 vacancy order forms in a calendar month**. The Labour Department reserves the right to refuse processing or displaying the vacancy orders in excess of the said limit.
11. **Each vacancy order will remain valid for 1 month**. The Labour Department will process your / your company's vacancy application as soon as possible upon receipt of the vacancy order form. You are requested not to submit the same application during the vacancy processing stage or when the vacancy order is still valid. If you have changed your contact means or terms of employment, or if the vacancy is filled, please notify the Labour Department immediately.
12. If your company runs a school or tuition class or providing similar service, you should use the vacancy order form for Private Educational Institutes/Tutor Posts/Promoter Posts related to Training Courses.
13. **During job interviews, you should check carefully the identity documents of the job seekers to ensure that they are lawfully employable in Hong Kong**. You should also inform job seekers of the interview results as soon as possible.
14. The Labour Department reserves the right to edit and revise contents of the vacancy orders; and process or refuse to display any vacancy orders provided by you at Job Centres, the Website of the Interactive Employment Service and other publicity channels of the Labour Department.
15. The Labour Department reserves the right to take any appropriate action, including but not limited to suspension of the display of all your vacancies for investigation of complaints and other suspected irregularities, and the right to decide whether to resume the display of the vacancies and the provision of recruitment services after the investigation.

## STATEMENT OF PURPOSES FOR PERSONAL DATA

### Purpose of Collection

1. The personal data as provided by you to the Labour Department or by means of the Vacancy Order Form will be used by the offices of the Labour Department that provide employment services for introducing job seekers to you for interviews or other related purposes. The provision of personal data by you is voluntary. However, if you do not provide sufficient information, we may not be able to introduce job seekers to you.

### Classes of Transferees

2. The personal data provided by you in the vacancy order or to our staff may be disclosed to job seekers, offices of our department that provide employment services, or other related bodies including the Employees Retraining Board and its training bodies in order to introduce job seekers to you. Subject to your consent, information regarding your company's name, contact person and contact means will also be shown on display cards, the Internet or other publicity channels so that job seekers can contact you direct for interviews.

### Access to Personal Data

3. You have a right of access and correction in respect of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of record of your personal data.

### Enquiries

4. Enquiries concerning your personal data collected by means of vacancy order form including the making of access and corrections, should be addressed to the Manager of the Job Vacancy Processing Centre, Labour Department: Address: 9/F., Cornwall House, Taikee Place, 979 King's Road, Quarry Bay, Hong Kong Tel. No.: 2503 3377

## Telephone Numbers of Job Centres

- |  |  |   |
|--|--|---|
| 1. Hong Kong East Job Centre (2591 1318) | 5. Kowloon West Job Centre (2150 6397) | 9. Shatin Job Centre (2158 5553)                      |
| 2. Hong Kong West Job Centre (2552 0131) | 6. Kwun Tong Job Centre (2342 0486)    | 10. Tai Po Job Centre (2654 1429)                     |
| 3. North Point Job Centre (2114 6868)    | 7. Tsuen Wan Job Centre (2417 6197)    | 11. Sheung Shui Job Centre (3692 4532)                |
| 4. Kowloon East Job Centre (2338 9787)   | 8. Tuen Mun Job Centre (2463 9967)     | 12. Employment in One-stop (Tin Shui Wai) (3692 5750) |

# VACANCY ORDER FORM

(This form can be duplicated for use)

← Please read the Points to note on Page 1 before completing this form. Please fax the completed form to **2566 3331** →

**Part I : Employer Information** (Please complete in both English and Chinese as far as possible) Vac. Order No. (Official Use Only):

(If your company is using our recruitment service for the first time or the copy of Business Registration Certificate (BRC) sent to us before is expired, please fax a copy of the updated BRC to us with this form.)

1. BRC Number : 02742042-000-07-16-8	BRC expiry date: 18.07.2019
2. Company Name (In English): INDIAN OVERSEAS BANK (In Chinese):	
3. Trade : <b>BANKING AND FINANCE</b>	4. Size of Employment: 53 (At present)
5. Address(BRC) (In English): NO.11, DUDELL STREET, 3/F, RUTTONJEE HOUSE, CENTRAL, HONG KONG (In Chinese):	
6. Contact Person (In English) : Miss / Ms / Mr* ANIL ASIJA (In Chinese) : 小姐/女士/先生*	
7. Tel. No.: 2522 0752	8. Email Address: jobsm@netvigator.com
9. Fax No.: 2845 1549	

**Part II : Job Application Method** (Please choose one only) (Please complete in both English and Chinese as far as possible)

**DO NOT display** company information, only by referral of the Labour Department

**Display** the following company information (either one of the following options) for direct job application by job seekers (Labour Department will display company information in Job Centres, internet or other publicity channels):

- Contact person and tel number
  - Company name, contact person and tel number
  - Company name, and the following information for collecting resumes of applicant:
    - Email address     Fax number     Postal address (i.e. item 5 – Address(BRC) above)
- To obtain a copy of this company's Personal Information Collection Statement, job seekers can contact the company (If different from Part I, please provide : (In Eng.) Ms / Miss / Mr\* ANIL ASIJA (In Chi.) 小姐/女士/先生 at Tel / Fax / Post / E-mail \* jobsm@netvigator.com )<sup>1</sup>
- Company name, contact person, tel number and **interview address** to be displayed for **walk-in interview**  
(Interview Date and Time \_\_\_\_\_)(If different from Part 1, please provide: contact person (In Eng.) Ms/Miss/Mr\* \_\_\_\_\_ and (In Chi) 小姐/女士/先生\* and tel number \_\_\_\_\_)

Interview Address (if different from item 5 – Address(BRC) above) :

(In Eng.)

(In Chi.)

**Part III : Vacancy Information** (Please complete in both English and Chinese as far as possible)

10. Job Title (In English): CLERK CUM CASHIER (In Chinese):	11.No. of Vacancy(ies) : 3
12. Job Duties (English): (Maximum: 300 English characters, including symbols and space) Cash Department : Responsible for Receipt and Payment of cash and all transactions related to cash Import and Export Department : Processing of bills/documents and vouching of transactions Other Departments : Jobs related to Loans and Advances, Remittances and Treasury departments. Job Duties (Chinese): (Maximum: 150 Chinese characters, including symbols and space)	
13. Contract of Employment: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <sup>2</sup>	
<input checked="" type="checkbox"/> Permanent <sup>3</sup> <input type="checkbox"/> Temporary <sup>3</sup> ( from _____ to _____ ) <input type="checkbox"/> Summer Job ( from _____ to _____ )	

<sup>1</sup> When you collect resumes from job seekers, you should observe the Personal Data (Privacy) Ordinance, disclose your company name and provide the contact person and fax means for job seekers to obtain Personal Information Collection Statement. If you collect resumes by fax, there should be a dedicated fax machine for such purpose.

<sup>2</sup> Job vacancy with less than 5 working days per week or less than 6 working hours per day will be defined as Part-time Job.

<sup>3</sup> Employment period of 12 months or above will be defined as permanent basis, otherwise it will be regarded as temporary basis.



14. Work Place (if different from item 5 – Address(BRC) above): Indian overseas Bank, Central  
 Mainland / Other country\* (Country/District/City \_\_\_\_\_), station / frequently / sometimes / occasionally \*

15. Working Hours : 5 Working days per week  Shift Holiday  
 Regular hours, from 9.30 am/pm\* to 6.30 am/pm\* on Monday(eg. Monday) to Friday (eg. Friday); and/or\*  
from \_\_\_\_\_ am/pm\* to \_\_\_\_\_ am/pm\* on \_\_\_\_\_ (e.g. Saturday)  
 Shift work, working hours : \_\_\_\_\_, \_\_\_\_\_ hours per day

16. Basic Salary : HK\$ 9,700 per month / week / day / hour / piece\* (the amount must be filled in)  
 plus Commission around \$ \_\_\_\_\_  other benefit(s) / allowance(s) 1 month salary, medical benefits, 21 days annual leave

17. Required Education :  No schooling  Primary (Completed Primary \_\_\_\_\_)  Secondary (Completed Secondary Form 5 )<sup>4</sup>  
(must be filled in)  Diploma/Certificate  Sub-degree  Degree  Others (please specify : \_\_\_\_\_)  
<sup>4</sup>To accommodate the changes made under the New Academic Structure, the requirements for senior secondary education shown on the job card (if applicable) refers to the following: Secondary 4 to 6 : either Old or New Academic Structure is applicable; or equivalent. Secondary 7: Secondary 7 of the Old Academic Structure; or equivalent. For further details of the New Academic Structure, please visit <http://334.edb.hkedcity.net> or <http://www.edb.gov.hk>

18. Working Experience : Desirable, But not essential

19. Language Requirement : (please take into account the genuine job requirement)	Ability to Speak	Ability to Read & Write (must be filled in)
	Cantonese <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil English <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Others (Please Specify: _____) <input type="checkbox"/> Fluent <input type="checkbox"/> Fair	Chinese <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil English <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil Others (Please specify: _____) <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read

20. Other Entry Requirements (English): (Maximum: 100 English characters, including symbols and space)  
Basic knowledge of computer is essential. Working knowledge in MS Word and MS Excel are required.  
Other Entry Requirements (Chinese): (Maximum: 50 Chinese characters, including symbols and space)



21. Following persons are welcome for the post :  Elderly  Persons with disabilities<sup>5</sup>  New Arrivals  
 Trainees of The Youth Pre-employment Training Programme and the Youth Work Experience and Training Scheme (YPTP&YWETS)<sup>6</sup>  
 Participants of the Employment Programme for the Middle-Aged<sup>7</sup>  Recently retrenched employees

<sup>5</sup>Employers participating in the Work Orientation and Placement Scheme, organised by the Selective Placement Division of the Labour Department, and providing work trial placement and training / support to persons with disabilities would be granted allowances. Please call 2755 4835 or visit [www.jobs.gov.hk/wlps](http://www.jobs.gov.hk/wlps) for details.  
<sup>6</sup>Employers employing trainees aged 15 to 24 with educational attainment at sub-degree or below level and offering on-the-job training may apply for training subsidy. Please call 2112 9932 or visit [www.yeslabour.gov.hk](http://www.yeslabour.gov.hk) for details.  
<sup>7</sup>Employers employing participants of the Employment Programme for the Middle-Aged in full-time permanent jobs and providing on-the-job training may apply for a training allowance. Please call 2150 6398 or visit [www.jobs.gov.hk](http://www.jobs.gov.hk) for details.

22. Do you agree to transfer data provided in this form to the Employees Retraining Board and its training bodies for introducing job seekers to you for interviews or other related purposes?  Agree  Not Agree

**Part IV : Declaration** (Employer should fill in the blanks and sign on this statement when placing orders)

- Our company / I INDIAN OVERSEAS BANK hereby declare that the terms of employment, entry requirements (including requirement on language proficiency, if any) and job descriptions, etc. of the post CLERK CUM CASHIER, and any amendments thereafter are relevant, justifiable and do not violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. Our company / I understand that our company / I will commit an offence and will be liable on conviction to a fine if our company / I knowingly or recklessly make a statement which in a material respect is false or misleading.
- Our company / I shall comply with requirements stipulated in the Minimum Wage Ordinance of which wages payable to employee(s) of the post, to whom the ordinance applies, in respect of any wage period should be no less than the Statutory Minimum Wage (SMW) rate.
- The job applicant(s) to fill the post advertised in the Labour Department is/are our company/my direct employee(s). The employee(s) is/are covered by the Employment Ordinance
- An Employees' Compensation Insurance Policy is taken out to cover the employee(s).
- Arrangement for the employee(s) to join a registered MPF scheme will be made (if applicable).
- Our company / I will not solicit money or other advantages in any form or under any title, no matter for reasons of provision of services or training, selling of goods, referral of service, guarantee deposit and so on from job seekers.
- Our company / I have read the Points to Note of this vacancy order form, and agree to follow the terms and conditions.
- Our company / I will not engage in selling of investment products which are regulated by the Securities and Futures Commission Ordinance, Securities and Futures Commission (SFC), unless our company is a SFC Licensed Person/ Registered Institution (if applicable).
- Our company / I understand that the acceptance and display of this job order by the Labour Department should by no means be construed as the job order has fully complied with requirements of the Minimum Wage Ordinance. Our company / I shall be responsible for ensuring that the terms and conditions of the post concerned are in line with the Minimum Wage Ordinance.

Company Representative/Employer (Full name in Block Letters): NARESH PARIHAR Co. Rep. /Employer Signature  Date: 25.04.2019  
or Company Chop: 

/  - put  in suitable box ; \* - delete where inappropriate)

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