

Measures of Guangdong Province on Open Recruitment of Staff for Public Institutions

(Promulgated by Decree No. 301 of the People's Government of Guangdong Province on May 9, 2023)

Chapter I General Provisions

Article 1 These Measures have been formulated for the purpose of regulating the open recruitment of staff for public institutions and the building of high-quality and professional workforce for public institutions, in accordance with relevant provisions, such as the *Regulations on Personnel Management of Public Institutions*, and in light of the actual situation of Guangdong Province.

Article 2 These Measures shall apply to the open recruitment of staff for public institutions within the province, excluding those public institutions administered with reference to the *Civil Servant Law of the People's Republic of China*.

A public institution shall recruit new staff from the public, with the exception of those assigned in accordance with state policies, appointed by superior authorities in accordance with their personnel management authority, or assigned to posts involving confidential information.

Article 3 Open recruitment for public institutions adheres to the principles of the Party's leadership over cadres and talent, emphasizing both moral integrity and professional competence, with morality as the priority. It also upholds the principles of openness, equality, competition, and merit-based selection.

Article 4 The comprehensive personnel administrative departments of public institutions at county level or above shall be responsible for the comprehensive management and supervision of open recruitment in local public institutions.

The competent departments of public institutions shall be responsible for the guidance, administration and coordination of open recruitment for public institutions within their respective administrative areas.

Article 5 Public institutions or their competent departments shall be responsible for organizing open recruitment work.

The comprehensive personnel administrative departments of public institutions may organize open recruitment in a centralized manner in accordance with the actual situation.

When a public institution or competent department organizes open recruitment, it may delegate the implementation of professional, technical or routine work to examining institutions, human resource service institutions, or other professional institutions.

Article 6 Open recruitment funds are generally borne by the employer. The costs of open recruitment organized by the comprehensive personnel administrative departments of public institutions shall be ensured by financing at the same level and included in the annual financial budget.

Chapter II Recruitment Conditions and Procedures

Article 7 Those fulfilling the following conditions are eligible to apply for

open recruitment:

- (1) Holding the nationality of the People's Republic of China;
- (2) Abiding by the Constitution and laws;
- (3) Upholding the leadership of the Communist Party of China and the socialist system;
- (4) Possessing good political qualities and moral character;
- (5) Possessing physical condition as required by the post;
- (6) Other qualifications as specified in the recruitment announcement.

During open recruitment for public institutions, discriminatory or position-unrelated restrictive conditions must not be set.

Unless otherwise stipulated by the State, recruitment organizers shall not organize recruitment aimed at specific groups of people.

Article 8 The following individuals are not allowed to apply for open recruitment:

- (1) Those who have been subjected to criminal penalties;
- (2) Those who have been expelled from the Communist Party of China;
- (3) Those who have been dismissed from public office;
- (4) Those who have been legally listed as the objects of joint disciplinary action due to dishonesty;
- (5) Other circumstances as stipulated by laws and regulations.

Article 9 The public institution or competent department concerned shall examine the qualifications of the applicants. Examination of qualifications shall continue throughout the entire open recruitment process.

Article 10 Open recruitment shall be organized in accordance with the following procedures:

- (1) Formulation of the open recruitment plan;
- (2) Issuance of the open recruitment announcement;
- (3) Application and qualification examination;
- (4) Written Examination(s);
- (5) Physical examinations and assessment;
- (6) Announcement of list of prospective staff;
- (7) Completion of employment formalities and conclusion of employment contracts.

Article 11 Relevant departments must not set preconditions, approval, filing, or other procedures for open recruitment in public institutions beyond those established by laws, regulations, or rules.

Chapter III Recruitment Plan and Announcement

Article 12 A public institution shall formulate a recruitment plan for open recruitment. The recruitment plan shall include the following elements:

- (1) Name of public institution and job vacancies;
- (2) Responsibilities, categories, grades, numbers and conditions of recruitment posts;
- (3) Recruitment organizer, employer, and procedural arrangements;
- (4) Risk assessment and response plan for recruitment;
- (5) Other matters requiring explanation.

The recruitment plan formulate by the personnel management authority shall be submitted to the comprehensive personnel management department of the public institution at the same level for filing. That department shall provide written feedback

on filing within seven working days.

Article 13 The recruitment organizer shall, based on the filed recruitment plan, make a recruitment announcement on the portal website of the comprehensive personnel management department of the public institution at the same level, and may also do so using other websites or media outlets simultaneously. The recruitment announcement shall include the following elements:

- (1) An introduction to the recruiting institution;
- (2) Responsibilities, categories, grades, quantities, qualifications, and salary package of the recruitment posts;
- (3) Specific arrangements for application, qualification examination, written examinations, physical examination, and assessment;
- (4) Notification method of preliminary qualification examination results, written examination results, qualification recheck results, interview list, interview results, list of candidates for physical examination, physical examination results, and other matters;
- (5) Methods for consultation and submitting complaints, and other matters requiring announcement.

The recruitment announcement shall be published at least three working days before the registration begins. Once the recruitment announcement has been published, it shall not be revoked or changed without authorization. Any necessary revocation or change shall be reported for approval to the department filing the recruitment plan, and the announcement of revocation or change shall be published on the original website. If the change substantially affects the recruitment, the timing of subsequent procedures shall be postponed and specified in the announcement of that change.

Chapter IV Application and Examination

Article 14 The application period for open recruitment shall not be less than five working days, and online applications are generally accepted. If only on-site application is to be adopted, the reasons for this shall be explained in the recruitment plan.

Applicants shall fill out the *Application Form for Open Recruitment of Staff for Public Institutions in Guangdong Province* and submit true, accurate and complete application materials, as required by the announcement. For online application, the recruitment organizer shall conduct preliminary qualification examination of applicants online. For on-site application, the recruitment organizer shall conduct preliminary qualification examination on site at the time of application.

Article 15 Open recruitment examinations shall generally consist of written examinations and interviews. Qualified institutions are encouraged to conduct written examinations online.

Interviews or direct professional assessment may be adopted to recruit staff with positions in or above professional technical grade 7, positions in work skill level 1, or with doctoral degrees, or staff listed in the catalog of high-level and urgently needed talents of public institutions at provincial or prefectural level or above.

Article 16 The recruitment organizer shall set the qualifying score line for the written examination, interview, and comprehensive performance in open recruitment, and timely release to the public. If a combination of a written examination and interview is adopted, the written examination score shall not account for less than 40% of the comprehensive performance score.

Where the qualifying score determined by the public institution or its supervisory

department is lower than 60% of the total score, this shall be reported for approval to the comprehensive personnel management department of the public institution at the same level.

Article 17 The recruitment organizer shall inform applicants of their test scores in an appropriate manner within 20 working days after the written examination. Applicants with questions about their scores may apply for verification once, within three working days from the date they know or should know their scores. The scope of verification shall be limited to the following:

(1) Whether there were any omissions in grading subjective and objective questions;

(2) Whether there were any errors in the calculation and record of scores;

(3) Objections to records of violations, irregularities, or anomalies.

The recruitment organizer shall provide a written reply to the applicant within three working days from the date of receiving the application for verification. If an error is found during verification, the recruitment organizer shall correct the score within three working days and notify the affected applicants.

Article 18 The recruitment organizer shall determine the list of interviewees from those who passed the written test based on the number of posts announced in the recruitment comprising no less than 3 and no more than 5 for each post. If the number of eligible applicants who passed the written examination falls below the above threshold, all those passed the written examination may be shortlisted for interview.

The recruitment organizer shall notify the interviewee through appropriate channels, and announce the time, location and other matters related to the interview via the relevant portal websites.

Article 19 The public institution or its supervisory department shall reexamine the qualifications of the interviewees before the interview. Those who do not meet the recruitment qualifications shall be disqualified from the interview and notified of the specific reasons in writing. If a disqualified interviewee objects, he/she may apply to the supervisory department of the public institution for review within three working days of receiving written notice. The supervisory department of the public institution shall conduct a review and deliver the decision to the applicant within seven working days. During the review period, interview dates for related posts shall be postponed accordingly; the recruitment organizer shall inform the interviewees of this postponement in a timely manner.

If interviewees are disqualified from interview under the previous provision contained in this article, the public institution or its supervisory department shall replace them with an equal number of applicants who have passed the written examination, based on their written test scores in descending order.

Article 20 The recruitment organizer shall establish interview panels, each with an odd number of at least five. At least one-third of the interview panel members must be external to the recruitment organizer. For professional and technical posts and labor skill posts, over half of the interview panel members shall consist of experts in the relevant field.

Article 21 Interviewees for the same post shall be interviewed by the same panel together using the same test questions. Interview results shall be announced on the spot.

Overall scores shall not be calculated for those who fail to meet the passing score for the interview.

Article 22 The public institution or its supervisory department shall determine the applicants for physical examination based on the comprehensive scores of the applicants who passed in descending order, and matching the number of positions announced in the recruitment.

Article 23 The public institution or its supervisory department shall, based on the physical examination results, select candidates for assessment and set up an assessment team comprising at least two members to conduct this assessment. The assessment shall mainly cover political integrity, moral character, competence, psychological health, academic and professional performance, compliance with laws and regulations, integrity and self-discipline, job suitability, potential conflicts of interest, and completeness and authenticity of personnel files.

The assessment is generally conducted in the form of a field visit. After the assessment, the assessment team shall write a report which comprehensively, objectively and truly reflects the information relevant to the assessed candidate.

Article 24 All assessment reports shall, after signature by all members of the assessment team, be submitted to the leading group of the public institution or its supervisory department delegated with personnel management authority for collective discussion. This process shall determine whether the assessed candidates are selected for employment. Candidates who, after assessment, fail to fulfill the conditions of recruitment and job requirements, shall not be considered for employment.

Chapter VI Announcement and Employment

Article 25 The recruitment organizer shall post the list of candidates selected for employment on the relevant portal websites for a minimum of five working days.

The announcement shall include the employer's name, the recruitment position, and prospective employees' names, exam registration numbers, academic degrees and majors, schools of graduation or work units, and other essential information, as well as the supervision methods employed by the competent department of the public institution.

Any assessed candidate with objections to the announcement may, within the announcement period, submit a written defense to the supervisory department of the public institution; the supervisory department shall provide a written response within 7 working days. Other candidates with objections to the announcement may raise objections with the supervisory department of the public institution within the announcement period; the public institution or its supervisory department shall handle these objections in a timely manner in accordance with the law.

Article 26 If no objections have been raised before the expiration of the announcement, or if the objections raised had no impact on the employment decision, the public institution or its supervisory department shall, within 30 days from the announcement's expiration date, complete the filing procedures for employment of the intended employees with the comprehensive personnel management department of the public institution at the same level, in accordance with the personnel management authority. After this, the employment contracts shall be promptly signed.

A probation period system shall, in accordance with regulations, be implemented for staff openly recruited by public institutions. The probation period shall be included in the term of the employment contract. If the employee fails to pass the probation period, the employment contract shall be terminated.

Article 27 In case of any of the following circumstances, the public institution

or its supervisory department shall replace a candidate within seven working days:

- (1) An applicant fails to pass the physical examination;
- (2) An assessed candidate is not selected as an intended employee after assessment;
- (3) The results of the employment announcement render an intended employee ineligible for employment;
- (4) A prospective employee declines the job offer.

Replacements shall be chosen from the candidates qualified for the same post, based on their comprehensive scores in descending order. This process shall adhere to the relevant provisions on physical examination, assessment, and announcement under these Measures.

Chapter VII Discipline and Supervision

Article 28 The comprehensive personnel management department and the supervisory department of public institutions shall perform their supervisory duties seriously, promptly addressing and rectifying any violations of law and discipline in open recruitment by public institutions, and guaranteeing openness, fairness and impartiality in recruitment.

Article 29 Public institutions that violate the law or discipline during open recruitment shall be handled with in accordance with the relevant provisions of the State.

Article 30 If relevant departments establish preconditions or procedures for the open recruitment of public institutions in areas such as examination, approval or filing beyond laws, regulations or rules, the comprehensive personnel management department of the public institution at the same level shall submit a request to the competent authority to deal with these violations in accordance with the law.

Article 31 Applicants may complain to the comprehensive personnel management department at the same level as the public institution any violation of law or discipline in public recruitment. The relevant department shall promptly accept and address these complaints in accordance with the prescribed procedures and authority.

Any unit or individual may provide clues concerning violations of law or discipline in public recruitment to the comprehensive personnel management department at the same level as the public institution. The relevant department shall promptly investigate and handle the clues.

Chapter VIII Supplementary Provisions

Article 32 Specific provisions regarding written examinations, physical examinations, and assessments in open recruitment for public institutions shall be developed separately by the provincial comprehensive personnel management departments of those public institutions.

Article 33 These Measures shall come into force as of July 1, 2023. As of the same date, the *Measures of Guangdong Province on Open Recruitment of Staff for Public Institutions*, originally promulgated by the People's Government of Guangdong Province on September 1, 2009 (Decree No. 139), and later revised on January 23, 2018 (Decree No. 251) shall be repealed simultaneously.