

III

(Notices)

EUROPEAN PARLIAMENT

GUIDE FOR CANDIDATES IN OPEN COMPETITIONS ORGANISED BY THE EUROPEAN PARLIAMENT

(2003/C 270 A/01)

This guide is for information only. In its proceedings, the selection board is not required by law to comply with any text other than the notice of competition.

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A. THE WORK OF SELECTION BOARDS

whether or not candidates are to be admitted. Candidates admitted to a previous competition will not automatically be eligible.

1. A selection board is set up for each competition; it consists of members representing the administration and the staff committee.

B. CONDITIONS FOR ADMISSION TO THE COMPETITIONS

2. The proceedings of the selection board are secret. Candidates are asked not to submit letters of recommendation (or similar documents), as the selection board is unable to take them into account in its deliberations.
3. The selection board adheres strictly to the conditions for admission in the notice of competition when deciding

1. Education, certificates and diplomas

- (a) In the case of technical or vocational training, or specialist or refresher training, you must specify whether the course was full time or part time, what subjects were covered and how long the course lasted.

- (b) You must supply photocopies of certificates or diplomas to show that you have completed studies of the level required by the notice of competition (section III(B)(1)).

2. Experience

- (a) Professional experience is counted only from the time you obtained the certificate or diploma required for admission to the competition.
- (b) You must provide supporting documents confirming the *length and level* of your professional experience. If, for reasons of confidentiality, you are unable to enclose the necessary certificates of employment, you *must* provide photocopies of your employment contract or your letter of recruitment and/or your first payslip; you must in any event provide a copy of your most recent payslip.

3. Knowledge of languages

Section 7 of the application form in this issue of the *Official Journal of the European Union* refers to your own knowledge; the details which the optical reader form asks you to provide refer to the specific conditions for admission which the notice of competition lays down.

For example: take the case of a candidate who is completely bilingual (Greek/Portuguese) for family reasons and applying for an English-language competition (having studied English at university). In section 7(a) of the application form, she would put: Greek/Portuguese, and in section 7(b) her level of knowledge of other European Union official languages, including of necessity the language or languages that the competition requires.

(See also the instructions concerning the optical reader form, zones 22 to 26, enclosed with this guide.)

In any case you must provide documentary evidence to support any claim to knowledge of official languages (see section III(B)(3) of the notice of competition).

Candidates who fail to provide the required documentary evidence of their educational and training qualifications, professional experience and knowledge of languages cannot be admitted to the tests.

4. The application form

Applications postmarked after the closing date specified in the notice of competition will not be considered.

You must use the official application form and optical reader form specific to the competition for which you are applying. Only the application form and optical reader form enclosed in the *Official Journal of the European Union* printed by the Office for Official Publications of the European Communities will be considered to be originals. For this reason, photocopies or any other copy of such documents (obtained electronically, for instance) will not be accepted.

References to documents submitted in connection with previous applications will not be considered.

You must provide all the supporting documents and necessary information by the closing date stated in the notice of the competition. No supporting document will be accepted after that date.

You must sign the completed application form. The act of signing is a solemn declaration that the details are complete and true.

The Annex to this guide gives detailed instructions on how to complete the optical reader form, which is part of the application form. Please follow them carefully.

5. Appeals

Any decision by the selection board may be the subject either of a complaint under Article 90(2) of the Staff Regulations of officials of the European Communities, addressed to the Secretariat of the European Parliament; or an appeal under Article 236 (new) of the EC Treaty and Article 91 of the Staff Regulations. The time limits for these two forms of proceedings will run from the date of notification of the decision of the selection board concerned.

C. TRAVEL AND SUBSISTENCE EXPENSES

A flat-rate contribution is made towards candidates' travel and subsistence expenses. You will be given details of the scale and how to apply in the letter inviting you to the tests.

D. RECRUITMENT

1. Please note that inclusion on the shortlist is not a guarantee of a job. The recruitment procedure is as follows: successful candidates may be called to one or more interviews with heads of department from the European Parliament or one of the other Community institutions. After these interviews, they may receive a specific offer of employment. In addition, they must undergo a statutory medical examination to establish that they meet the standards of physical fitness required for the job.

2. Once the shortlist is adopted, candidates may apply to the following unit for further information:

European Parliament
Recruitment Department Secretariat
KAD 2B003
L-2929 Luxembourg.

E. CAREER PROGRESSION AND WORKING CONDITIONS

1. **Categories of post**

All posts in the European Parliament and other Community institutions, whether permanent or temporary, are graded as follows:

(a) *Category A*

Staff who have completed a course of university education and obtained a degree or diploma, engaged in administrative and advisory duties in the areas of European Union activity

Category A runs from grade A 8 up to grade A 4. It is divided into three career brackets: A 8 (assistant administrator), A 7/A 6 (administrator), and A 5/A 4 (principal administrator). Grades A 3, A 2 and A 1 cover the duties of Head of Division (unit), director and director-general respectively.

Language service (LA)

Staff who have completed a course of university education and obtained a degree or diploma, working as translators or interpreters; the LA career structure is the same as that of category A above.

The LA service is divided into three career brackets: LA 8 (assistant translator, assistant interpreter), LA 7/LA 6 (translator, interpreter), and LA 5/LA 4 (head of translation or interpretation group, reviser, principal translator, principal interpreter).

Grade LA 3 corresponds to head of translation or interpretation division and/or head of unit. There is no grade LA 2 or LA 1.

NOTE:

The linguistic duties specified above require, in addition to the mother tongue or main language, thorough knowledge of at least two other official languages of the European Union.

(b) *Category B*

Staff who have completed a course of advanced secondary education and obtained a certificate or diploma, engaged in executive duties (comparable with those performed by an executive officer)

Category B runs from grade B 5 up to grade B 1.

It is divided into three career brackets: B 5/B 4 (administrative assistant, technical assistant, secretarial assistant), B 3/B 2 (senior administrative assistant, senior technical assistant, senior secretarial assistant) and B 1 (principal administrative assistant).

(c) *Category C*

Staff who have completed a course of secondary education and/or a course of vocational education at secondary level and obtained a certificate or diploma, engaged in clerical or secretarial duties

Category C runs from grade C 5 up to grade C 1.

It is divided into three career brackets: C 5/C 4 (clerical assistant, typist), C 3/C 2 (clerical officer, secretary/typist), and C 1 (executive secretary, principal secretary, principal clerical officer).

(d) *Category D*

Staff who have completed at least a course of primary education and/or vocational education and obtained a certificate or diploma, engaged in manual or service duties (messenger, driver, workshop staff, etc.)

Category D runs from grade D 4 up to grade D 1.

It is divided into three career brackets: D 4 (unskilled employee, unskilled worker), D 3/D 2 (skilled employee, skilled worker), and D 1 (head of unit).

(e) *Probationary period*

Officials other than those in grades A 1 and A 2 have to serve a probationary period, which must be satisfactorily completed before they can be established, i.e. before their appointment can be made permanent. The probationary period is nine months for officials in categories A and B and the Language service, and six months for officials in Categories C and D.

2. **Basic salary, allowances, deductions, Community tax, and pre-school and school education for children of officials**

(a) *Basic salary*

There is a basic salary scale, divided into a number of steps, for each grade. Staff automatically move up to the next step every two years until they reach the top of the scale. On recruitment, staff are placed in the career bracket grade and step reflecting the length of their relevant professional experience.

(b) *Allowances*

In addition to the basic salary, certain allowances may be payable in circumstances laid down by the Staff Regulations, including:

an expatriation allowance (granted to officials who are obliged to move abroad following their recruitment) or a foreign residence allowance (granted to officials who are not entitled to the expatriation allowance and linked to certain nationality requirements), amounting respectively to 16 % or 4 % of the basic salary, as well as the following family allowances, paid monthly:

1. a household allowance of 5 % of the basic salary;
2. a dependent child allowance;
3. an education allowance to cover the costs of schooling, with a monthly ceiling per dependent child.

In certain circumstances, in particular where staff are obliged to change their place of residence as a result of recruitment, the European Parliament and other institutions may also reimburse expenses incurred in order to take up employment, such as removal expenses.

(c) *Deductions*

Staff pay is subject to deduction of certain compulsory contributions (for insurance, sickness benefit, pension and the temporary contribution).

(d) *Community tax*

The remuneration of officials of the European institutions is also subject to Community tax, deducted at source. This tax forms part of the revenue for the European Union's budget. Total revenue from the tax reduces the Member States'

financial contribution to the European Union budget by the same amount. For this reason, in accordance with Article 13(2) of the Protocol on Privileges and Immunities, officials' pay is not subject to national taxation.

On 1 July 2002, for grade B 5, first step, the basic salary that is the starting point for calculating net monthly pay before deductions or allowances, was EUR 3 010,37 for grade A 7, first step, the basic salary was EUR 4 612,02.

(e) *Pre-school and school establishments for the children of staff*

There are European Schools in the main places of work of the Community institutions, providing education in several language sections at infant, primary and secondary level leading to the European baccalaureate. The Schools' curriculum and their diplomas are recognised by all the Member States.

There are also creches for children below school age.

3. **Address of the European Parliament Competitions Department**

The European Parliament Competitions Department is responsible for communications with candidates until the competition procedure is closed.

Please address any request for information or other correspondence on the conduct of the procedure to:

European Parliament
Competitions Department Secretariat
KAD 0F002
L-2929 Luxembourg.

However, to obtain copies of the *Official Journal of the European Union* containing the notice of competition, application form and optical reader form, available only in the language(s) of the competition, please send an unstamped envelope (23 x 32 cm), or self-adhesive label, bearing your name and address and the reference 'PE/68/S' or 'PE/69/S' to:

European Parliament
Competitions Department
KAD 0F009
L-2929 Luxembourg
Tel. (352) 43 00 23944
Fax (352) 43 00 27740.

ANNEX

INSTRUCTIONS FOR COMPLETING THE OPTICAL READER FORM ENCLOSED WITH THE APPLICATION FORM

The optical reader form is an integral part of the application form and helps to speed up the processing of applications. For this reason you should fill it in with great care.

Candidates who do not use this form will be disqualified automatically.

The form will be scanned by an optical reader. This makes it essential to carry out the following instructions.

GENERAL INSTRUCTIONS

- Complete the form *clearly and precisely, in handwriting, using black ink.*
- Greek candidates must fill in the form using Roman characters.
- You must use the characters shown below, with accents where appropriate, copying the style of lettering as closely as you can:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	-	1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Ä	Æ	Å	Á	À	Â	Ã	ß	Ç	É	È	Í	Î	Ï	Ñ	Ö	Ó	Ô	Ø	Õ	Ü	Ú
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

- Enter one character per box; leave one box empty between words.
- Do not fold, crease or staple the optical form, or attach it to another part of your application form by any other method.
- Do not use correction fluid.
- **Do not use photocopies of the optical reader form. Only the original can be scanned.** Further copies may be obtained from the following address:
 EUROPEAN PARLIAMENT
 Competitions Department
 KAD 0F009
 L-2929 Luxembourg ⁽¹⁾.
- Do not write on the back of the optical reader form.
- Send the optical reader form, with the application form and the photocopies of the documents required, in an A4-size card-backed envelope to the address quoted in the notice of competition. Mark the envelope 'PLEASE DO NOT BEND/NE PAS PLIER, S.V.P.'

⁽¹⁾ In any correspondence with Parliament's Competitions Department, please quote the competition number and the candidate's surname and forename.

SPECIAL INSTRUCTIONS FOR FILLING IN SECTIONS OF THE OPTICAL READER FORM**PART A. PERSONAL DETAILS****ZONE 1: SURNAME**

Write your family name as stated at section 1 on the first page of the application form. Write the characters shown in the general instructions as clearly as you can.

ZONE 2: FORENAME

Write your forename as stated at section 1 of the application form. Write the characters shown in the general instructions as clearly as you can.

ZONE 3: DATE OF BIRTH

Write the date in the order shown below (day, month, year):

2	3	/	0	7	/	1	9	6	5
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ZONE 4: MARRIED

Put an x in the box if you are married.

ZONE 5: SEX

Put an x in the appropriate box.

ZONE 6: EXEMPTION FROM AGE-LIMIT

Not applicable

ZONE 7: NATIONALITY

Put an x in the box showing your nationality. If you have two, mark both boxes.

The codes for the different nationalities are as follows:

B	Belgian	D	German	DK	Danish
E	Spanish	F	French	GR	Greek
I	Italian	IRL	Irish	L	Luxembourgish
NL	Dutch	P	Portuguese	A	Austrian
FIN	Finnish	S	Swedish	UK	British

ZONE 8: ADDRESS FOR CORRESPONDENCE

Repeat the address given in the application form, carefully following the general instructions above. All correspondence relating to the competition, including an invitation to the tests, will be sent to you at that address. It is your responsibility to notify the Competitions Department promptly of any changes.

ZONES 15 and 16: Indicate your personnel number, category and grade.

ZONE 17: STATUS

Indicate your status with the institution using one of the codes below.

Official:	01
Temporary staff:	02
Auxiliary:	03
Local staff:	04

**ZONES 18, 19
and 20:**

Indicate the number (in arabic numerals) of your directorate-general (zone 18), the name of your department (zone 19) and your internal telephone extension number (zone 20).

PART B. APPLICATION DETAILS

ZONE 21: AREA

If you are taking part in a competition with several areas or options, mark the option or area in which you wish to apply, as marked in the corresponding section of your application form.

If the competition in which you are taking part does not have any areas or options, **leave blank**.

ZONES 22 to 26: LANGUAGES

CAUTION!

(See also point B(3) of the guide for candidates.)

Language 1 (zone 22, already marked), normally, this will be your mother tongue and the language in which most of the tests will be conducted.

Mark your next best language, your knowledge of which will be tested during the competition, as language 2 (zone 23), and so on (zones 24 to 26).

The codes for the different languages are as follows:

ES	Spanish	DA	Danish	DE	German
EL	Greek	EN	English	FR	French
IT	Italian	NL	Dutch	PT	Portuguese
FI	Finnish	SV	Swedish		

PART C. MISCELLANEOUS

ZONE 27: SOURCE

Indicate the publication in which you found out about this competition, by writing in this zone one of the codes below. This will enable Parliament to target its future press advertising more effectively.

- 997 INTERNET
- 998 OTHER SOURCES
- 999 OFFICIAL JOURNAL OF THE EUROPEAN UNION

ZONES 28 to 30: **KNOWLEDGE OF WORD PROCESSING**

Indicate here which word-processing software you know best. Column 01 refers to MS-DOS, and column 02 to Windows. Choose one code only among the five options.

Note: if the specific conditions for admission to the competition in which you are taking part do not require knowledge of word processing, leave blank.

ZONE 31: **KEYBOARD USED**

Indicate the type of keyboard you use, choosing one of the codes below. Choose one code only.

AZERTY:	01
QWERTY:	02
GREEK:	03
OTHER:	04

Note: if the specific conditions for admission to the competition in which you are taking part do not require knowledge of word processing, leave blank.
