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This guide is purely for your information. The only text binding on selection boards is the notice of competition.

INTRODUCTION

This current issue of the Official Journal of the European Communities contains the guide for applicants, the notice of competition, an application form, an optical reader form and a label.

This guide is intended to help you to fill out your application form correctly and inform you about the different stages of the competition. In the Annex, you will find detailed instructions on how to fill in the optical reader form, which is an essential part of the application — you must follow these instructions to the letter.

The guide also contains information on the recruitment procedure.

A. INFORMATION ABOUT COMPETITIONS

1. ELIGIBILITY

To take part in the competition, you must fulfil several conditions. The administration and the selection board will decide whether to admit you to the competition on the basis of the following criteria:

1. General conditions

You must:
— be a national of one of the Member States of the European Union,
— be entitled to full rights as a citizen,
— have fulfilled any obligations imposed on you by the laws on military service,
— meet the character requirements for the duties involved.

2. Special conditions (please refer to the competition notice)

— Age limit:
As a general rule, you must not be older than 45 years on the closing date for applications.

— Educational qualifications:
The competition notice published in the Official Journal is directed only at nationals of Member States, except where it expressly states otherwise (for example in the case of an impending enlargement).

The conditions relative to educational qualifications apply to all education systems in the Member States (see sample qualifications in Annex 1).

Educational qualifications:
— for category A/LA (linguists) competitions, you must:
  have completed a full university course and obtained a degree or diploma giving you access to postgraduate studies.
— for category B competitions, you must:
  have successfully completed higher secondary education and obtained a final certificate.
— for category C competitions, you must:
  have successfully completed lower secondary education and/or a vocational college course and obtained a final certificate.
— for category D competitions, you must:
  have successfully completed primary education and/or a vocational course and obtained a final certificate.

Equivalent qualifications may be accepted — these will be assessed by the selection board on a case-by-case basis.

If your main studies took place outside the European Union, your qualification must have been certified by a body delegated officially for that purpose by one of the European Union Member States (such as your national Ministry of Education). This will enable the selection board to accurately assess the level of your qualifications.

— Professional experience

A minimum amount of professional experience is required for most of the competitions. Professional experience is deemed to start with the first position you occupied after obtaining the diploma or certificate required for admission to a competition.

— Knowledge of languages

You must have a thorough knowledge of one of the official languages of the European Union (Danish, Dutch, English, Finnish, French, German, Greek, Italian, Portuguese, Spanish or Swedish) and a satisfactory knowledge of a second one.

NB: By their nature, some competitions are confined to people commanding a specified language or require particular language skills dictated by the duties to be carried out (refer to the competition notice).

II. YOUR APPLICATION

Before sending in your application, you are advised to check carefully that you meet both the general and the specific conditions for the competition.

In order to be considered complete, applications must include the following:
— the application form, completed and signed,
— the completed original of the optical reader form,
— a document certifying your date of birth (passport, identity card, certificate, etc.),
— numbered annexes giving proof of your educational qualifications and documents certifying your professional experience.

You must in all cases:
— use the correct application form and optical reader form for each competition, copies of which will be found in this issue of the Official Journal. Only the originals of these documents will be accepted.
— supply copies of all the supporting documents, together with all the other required information, before the deadline indicated in the competition notice,
— sign your application once you have completed it. By signing, you certify on your honour that you meet the standards of good character required of Commission officials and that the information provided is complete and correct. Unsigned applications will not be valid.
1. Details of education and qualifications

(a) You must indicate clearly in your application the dates of your periods of study, the level at which you studied and the date on which your qualification(s) was (were) awarded.

(b) If you have completed a technical or vocational training course, or a course of further or specialist training, you must indicate whether these were full-time, part-time or evening classes, as well as the subjects covered and the official length of the course.

(c) You must also include in your application photocopies of the diplomas or certificates you have obtained at the level specified in the competition notice.

2. Details of professional experience

You must:

(a) state in your application the exact dates when you started and finished each period of employment; the position you held and the nature of your duties in that position;

(b) enclose with your application photocopies of references from previous employers and from your current employer showing that you have the required level and length of professional experience to take part in the competition. You must provide such proof for every period of employment relevant to the competition.

NB: If you are unable to provide an employer’s reference for a particular period of employment, we will accept instead a photocopy of the relevant contract(s) of employment, together with photocopies of your first and last pay slip for the period(s).

For any unsalaried employment (such as self-employed or freelance activity in one of the liberal professions), we will accept copies of your tax returns or any other relevant official document.

3. Sending in your application

You must send your application by registered mail, postmarked no later than the date specified in the competition notice, to the address given in the competition notice.

The Recruitment Policy Unit will confirm that it has received your application in good order by sending an acknowledgement. This document does not, however, imply either that you have enclosed all the required documents or that you have been admitted to the competition.

III. GENERAL PROCEDURE

1. Selection board

(a) A selection board is appointed for each competition. Its task is to select the best candidates according to the criteria laid down in the competition notice. The names of its members are published in the Official Journal of the European Communities.

(b) After examining the applications, the selection board draws up the list of candidates that meet the conditions laid down in the competition notice.

(c) The proceedings of the selection board are confidential. You may not, under any circumstances, contact the board either directly or indirectly, nor may you state in your application the exact dates when you held a position or enclose with your application photocopies of letters of recommendation. The board is not permitted to take any approach of this kind into consideration and may in such circumstances exclude you from the competition.

2. Tests

Competitions generally consist of three successive stages:

(a) Pre-selection tests: in the form of multiple-choice questions. To be admitted to the pre-selection tests, you must satisfy the general entry criteria and be below the maximum specified age.

After these tests have been held, the selection board looks at the applications of those candidates who have attained the best marks (as laid down in the competition notice) to determine whether they meet the specific conditions of the competition (in terms of formal qualifications and, where relevant, experience) and so decide whether to admit them to the competition. The applicants accepted for the competition are then sent a letter inviting them to attend the written tests.

(b) Written test(s): the applicants with the best marks in the written tests (as laid down in the competition notice) are invited by letter to the oral test.

(c) Oral test: this consists of an interview with the selection board.

NB: Where the pre-selection and written tests are held on the same day, the admission procedure is still the same (see above).
Depending on the number of applicants, the pre-selection tests and the written tests are held in one or more Member States. The Member State in which applicants sit the tests depends on their usual country of residence. The tests are held simultaneously for all applicants at all the designated test centres. Since this is a competition rather than a traditional examination, no exceptions to this rule are permitted and no applicants may sit any of the tests at a later date for any reason whatsoever.

The oral tests are generally held in Brussels, on the date stated in the invitation letter. In certain exceptional circumstances or in cases of force majeure, however, the selection board may consent to an applicant’s request for a change of date.

After the preselection tests, applicants are entitled to be sent, on request, a copy of their optical reader form together with a list of the correct answers. After the written tests, they have the right, on request, to see their marked papers.

3. Travelling and subsistence expenses

Applicants are entitled to a flat-rate contribution towards travelling and subsistence expenses. They will be notified of the applicable rates and the procedure to follow in the letter inviting them to attend the written and/or oral tests.

4. Reserve list

At the end of the competition, the selection board draws up the list of candidates it considers best qualified for the vacant posts.

You will be notified in writing of all decisions taken by the selection board regarding your application.

Please note that being included on the reserve list does not guarantee eventual employment.

The reserve list is published in the Official Journal of the European Communities.

B. RECRUITMENT

Before being appointed to your post, you must undergo a compulsory medical examination designed to verify your physical capability to perform the duties associated with your position.

1. Probation period

Successful candidates are initially recruited as probationer officials. Their appointment is not made permanent until they successfully complete the probation period (nine months for categories A, LA and B; six months for categories C and D).

2. Categories of post

Category A: administrative and advisory duties

This category comprises the following posts:

Assistant administrator: grade A 8
Administrator: grades A 7/A 6
Principal administrator: grades A 5/A 4

Grades A 1, A 2 and A 3 correspond to the positions of Director-General, Director and Head of Division respectively.

Group LA: translators and interpreters

This group comprises the following positions:

Assistant translator/assistant interpreter: grade LA 8
Translator/interpreter: grades LA 7/LA 6
Head of Translation Unit/Interpreting Unit, reviser, principal translator/principal interpreter: grades LA 5/LA 4

Grade LA 3 corresponds to Head of Translation or Interpreting Division. There is no grade LA 2 or LA 1.

NB: The language duties described above require a perfect command of one’s native or main language and a thorough knowledge of at least two other official languages of the European Union.

Category B: executive and supervisory duties

This category comprises the following positions:

Administrative assistant: grades B 5/B 4
Senior administrative assistant: grades B 3/B 2
Principal administrative assistant: grade B 1

Category C: clerical and secretarial duties

This category comprises the following positions:

Clerical assistant/typist: grades C 5/C 4
Clerical officer/secretary: grades C 3/C 2
Principal clerical officer/executive secretary: grade C 1

Category D: manual and service duties (internal messengers, drivers, technical staff, etc.)
This category comprises the following positions:

Unskilled employee/worker: grade D 4
Skilled employee/worker: grades D 3/D 2
Head of Unit: grade D 1

3. Pay and welfare benefits

(a) Pay and reimbursement of expenses

The pay of officials consists of a basic salary supplemented with various allowances, including family allowances.

--- Basic salary

There is a basic salary scale for each grade, divided into a number of steps. Officials progress automatically to the next step every two years until they reach the top of the scale for that grade.

--- Allowances

In addition to their basic salary, officials may be entitled to various allowances, in particular an expatriation or foreign residence allowance, and family allowances including household allowance, dependent child allowance and an education allowance.

Under certain circumstances, in particular where officials are obliged to change their place of residence in order to take up employment, the European institutions may also reimburse various expenses incurred on recruitment, notably removal expenses.

(b) Community tax

The salaries of the officials of the European institutions are also subject to a Community tax deducted at source. They are exempt from national tax.

The European institutions have their own social security and pensions schemes.

On 1 January 2001 the basic salary used for calculating net monthly pay, before any deductions or allowances, was EUR 5 849,97 for grade A 5 (step one).

(c) Pre-school and school education for officials' children

There are European Schools at most of the main places of activity of the Community institutions, providing infant, primary and secondary education divided into a number of steps. Officials progress automatically to the next step every two years until they reach the top of the scale for that grade.

The education provided and the qualifications awarded by these Schools are recognised in all Member States.

There are also nursery facilities for children under school age.

Address of the Commission's Recruitment Policy Unit

Applicants will be dealing throughout with this Unit. Should you have any queries, please see point X.2 of the competition notice ('Applications').

All other correspondence should be addressed to:

Chairman of the Selection Board for COM/A/7/01 (followed by the address given in point X.2 of the competition notice).
### ANNEX 1

**GUIDE TO DIPLOMAS GIVING ACCESS TO CATEGORY A COMPETITIONS**

<table>
<thead>
<tr>
<th>Country</th>
<th>Diploma or Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>BELGIQUE/BELGIÉ</td>
<td>Licence ou équivalent (<em>), Licentie of gelijkwaardig diploma (</em>)</td>
</tr>
<tr>
<td>DANMARK</td>
<td>Kandidateksamen og tilsvarende (*)</td>
</tr>
<tr>
<td>DEUTSCHLAND</td>
<td>Hochschulabschluss/Fachhochschulabschluss (8 Semester) (*)</td>
</tr>
<tr>
<td>ESPAÑA</td>
<td>Licenciatura o equivalente (*)</td>
</tr>
<tr>
<td>FRANCE</td>
<td>Maîtrise ou équivalent (*)</td>
</tr>
<tr>
<td>IRELAND</td>
<td>University degree with first or second class honours or equivalent (*)</td>
</tr>
<tr>
<td>ITALIA</td>
<td>Diploma di laurea</td>
</tr>
<tr>
<td>LUXEMBOURG</td>
<td>Il n’existe pas de diplôme universitaire national</td>
</tr>
<tr>
<td>NEDERLAND</td>
<td>Doctoraalexamen</td>
</tr>
<tr>
<td></td>
<td>Getuigschrift HBO of gelijkwaardig diploma (*)</td>
</tr>
<tr>
<td>ÖSTERREICH</td>
<td>Hochschulabschluss, Fachhochschulabschluss (8 Semester) (*)</td>
</tr>
<tr>
<td>PORTUGAL</td>
<td>Licenciatura ou equivalente (*)</td>
</tr>
<tr>
<td>SUOMI/FINLAND</td>
<td>Filosofian maisteri tai vastaava (*)</td>
</tr>
<tr>
<td></td>
<td>Filosofie magister eller motsvarande (*)</td>
</tr>
<tr>
<td>SVERIGE</td>
<td>Fil. kand. eller motsvarande (*)</td>
</tr>
<tr>
<td>UNITED KINGDOM</td>
<td>University degree with first or second class honours or equivalent (*)</td>
</tr>
</tbody>
</table>

DIPLOMAS OBTAINED OUTSIDE OF THE EUROPEAN UNION HAVE TO BE OFFICIALLY RECOGNISED (see guide).

(*) Assessed on a case-by-case basis.
ANNEX 2

INSTRUCTIONS FOR USE OF THE OPTICAL READER FORM ATTACHED TO THE APPLICATION FORM

The optical reader form is an integral part of the application form and enables applications to be dealt with more rapidly. It is therefore essential to fill it in with due care and attention. However, it is the signed application form that constitutes your official application.

There is a different optical reader form for each competition.

Since the form is to be processed by an optical reader, you must follow the instructions below carefully.

— The optical reader form must be completed clearly and accurately, by hand using a black ball-point pen.
— It is ESSENTIAL that you use only the following characters reproducing their form as closely as possible:

ABCDEFGHIJKLMNOPQRSTUVWXYZ
ÄÆÅÁÀÃßÇÉÈÍÑÖÓÒØÔÕÜÚ

— Write one character in each box:

RIGHT:  A

WRONG:  A A A

— Do not fold, crease or staple the optical reader form. It should not be attached to any other part of your application form.
— Do not use correction fluid.
— Do not use photocopies of the optical reader form. The optical reader can read only originals. Additional forms may be obtained from:

European Commission
‘Info Recruitment’ — MO 34 MEZ 52
COM[A]/7/01
Rue de la Loi/Wetstraat 200
B-1049 Brussels.

— Do not write anything on the back of the optical reader form.
— Detach the optical reader form.
— Send the optical reader form with the application form and photocopies of the accompanying documents in a cardboard-backed A4 envelope to the address given in the notice of competition. Mark the envelope ‘PLEASE DO NOT BEND’/‘NE PAS PLIER SVP’.
SPECIFIC INSTRUCTIONS FOR INDIVIDUAL ITEMS

All the boxes below must be completed to enable us to process your application by computer.

A. Personal details

Item 1: Surname at birth
Item 2: Forename
Item 3: Surname

Name used for correspondence (if different from name at item 1). This should be the name you usually use.

Item 4: Date of birth (dd/mm/yyyy)

Give your full date of birth following the format indicated.

for example: 11/09/1966

Item 5: Sex (M/F)

Put a cross in the appropriate box.

Item 6: Dispensation

(not applicable).

Item 7: Physical handicap

Put a cross in the box if you suffer from a physical handicap that might make it difficult for you to do the tests. This will help us make whatever arrangements we can to help you.

Item 8: Nationality (code)

Put cross in the appropriate box(es):

BEL = Belgian  FRA = French  AUT = Austrian
DNK = Danish   IRL = Irish   PRT = Portuguese
DEU = German   ITA = Italian  FIN = Finnish
GRC = Greek    LUX = Luxemburgish  SWE = Swedish
ESP = Spanish  NLD = Dutch   GBR = British
Other = any other nationality

Items 9 to 11: Give your full address for correspondence, with town and postcode, as on the application form.

Item 9: Street, number, district, etc.

example: 173 ST JOHN'S STREET, KENSINGTON

(do not include the town, county or postcode in this box).
Item 10: **Postcode**

example: EC1V 4RP.

Item 11: **Town and county**

example: LONDON, ENNIS, COUNTY CLARE.

Item 12: **Country**

Put a cross in the appropriate box:

BEL = Belgium  FRA = France  AUT = Austria
DNK = Denmark  IRL = Ireland  PRT = Portugal
DEU = Germany  ITA = Italy  FIN = Finland
GRC = Greece  LUX = Luxembourg  SWE = Sweden
ESP = Spain  NLD = Netherlands  GBR = United Kingdom

Other = any other country.

Items 13 to 16: **To be filled in only if you are an official or other servant of the Communities.**

Item 13: **Institutions/Other bodies/Agencies**

Use the following codes:

CCE = Commission  PE = European Parliament
CJ = Court of Justice  CS = Council
CC = Court of Auditors  CES = Economic and Social Committee
CDR = Committee of the Regions  BEI = European Investment Bank
ENV = European Environment Agency  FEF = European Training Foundation
TOX = European Monitoring Centre for Drugs and Drug Addiction
MED = European Agency for the Evaluation of Medicinal Products
MIN = Office for Harmonisation in the Internal Market
SST = European Agency for Safety and Health at Work
OVV = Community Plant Variety Office  FEI = European Investment Fund
TRA = Translation Centre for the Bodies of the European Union
OMB = European Ombudsman  BER = European Centre for the Development of Vocational Training (Cedefop)
FEA = European Foundation for the Improvement of Living and Working Conditions
BCE = European Central Bank  XEN = European Monitoring Centre on Racism and Xenophobia
AER = European Agency for Reconstruction.

Item 14: **Personnel number**
Item 15: **Administrative position** (code)

Use the following codes:

- AX = Auxiliary (Commission)
- AL = Local staff (Commission)
- FP = Permanent official (Commission)
- FS = Permanent official on probation
- TP = Temporary.

Item 16: **Internal telephone number**

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**B. Details of candidature**

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Item 17: **Field**

Enter '01' at this item.

Item 18: **Publication/source**

Give the source of your information about this competition.

Use the following codes:

**Newspapers**

- 001 Der Standard
- 003 Die Presse
- 050 Le Soir
- 079 Vacature
- 100 Frankfurter Allgemeine Zeitung
- 104 Süddeutsche Zeitung
- 151 Jyllands Posten
- 152 Berlingske Tidende
- 200 El País
- 201 ABC
- 250 Le Monde
- 251 Les Echos
- 300 The Guardian
- 347 People Management
- 350 Ta Nea
- 353 Kathimerini
- 400 Irish Times
- 401 Irish Independent
- 450 La Repubblica
- 452 Corriere della Sera
- 500 Luxemburger Wort
- 550 Volkskrant
- 551 NRC Handelsblad
- 600 Expresso
- 602 Diário de Notícias
- 650 Helsingin Sanomat
- 675 Hufvudstadsbladet
- 701 Dagens Nyheter
- 702 Göteborgs-Posten
Other sources:
800  Jobpilot (Internet job site)
801  Stepstone (Internet job site)
950  Subscription to the Official Journal of the European Communities
951  Brussels Recruitment Information Office
952  Commission Office in a Member State
953  University (teacher, careers officer, etc.)
954  Careers exhibition or the like
955  Government agency
975  Internet
999  Other source

Items 19 to 23: Languages (code)

Put a cross in the appropriate boxes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES</td>
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<tr>
<td>EN</td>
<td>English</td>
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<td>EL</td>
<td>Greek</td>
</tr>
<tr>
<td>NL</td>
<td>Dutch</td>
</tr>
</tbody>
</table>

Item 19: Language 1

Put a cross in the box of the main language in which you wish to take the tests, as specified in the application form and according to the codes above.

Item 20: Language 2

Put a cross in the box of your second language, which will be tested during the competition.

Items 21 to 23: Other languages

Tick just one box per line.

Items 24 to 26: Miscellaneous

(not applicable to this competition).