COMMISSION

GUIDE FOR APPLICANTS

(2002/C 314 A/01)

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

INTRODUCTION

A. COMPETITIONS

I. 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:

The guide also contains information on the recruitment procedure.

A. COMPETITIONS

I. 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. **Profile of candidates**

**Educational qualifications**

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

**Minimum educational qualifications:**

— **Category A and LA (linguists) competitions:**
  you must have completed a full university course and obtained a degree or diploma giving access to doctoral studies.

— **Category B competitions:**
  you must have successfully completed advanced secondary education and obtained a final certificate.

— **Category C competitions:**
  you must have successfully completed lower secondary education and/or a vocational college course and obtained a final certificate.

— **Category D competitions:**
  you must have completed primary education 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 recognised 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).

2. **General conditions**

You must:

— be a national of one of the Member States of the European Union,

— be entitled to your 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.

The competition notice published in the *Official Journal of the European Communities* is directed only at nationals of current Member States, except where it expressly states otherwise (for example in the case of an impending enlargement of the European Union).

II. **YOUR APPLICATION**

Before sending in your application, you are advised to check carefully that you meet the eligibility conditions for the competition.

**First stage**

This stage is concerned with admission to the preselection tests and thus applies to all applicants.

You must return the completed and signed optical reader registration forms by registered mail, postmarked no later than the date specified in the competition notice; you must use the correct optical reader registration forms for each competition, a copy of which can be found in this issue of the *Official Journal of the European Communities*. Only the original of these documents will be accepted.

**Second stage**

**Sending in applications**

This stage concerns only those applicants who, having passed the preselection tests, and obtained the best marks (see competition notice), are invited to the next stage. You must use the application form enclosed with the letter informing you that you have passed the preselection tests.
You must send your application by registered mail, postmarked no later than the date specified in the letter informing you that you have passed the preselection tests, to the address given in the competition notice.

In order to be considered complete, applications must include all of the following:

— the completed and signed application form; 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,

— a numbered annex containing your educational qualifications and documents certifying your professional experience,

— copies of all the supporting documents detailed in this Annex.

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

   (a) You must 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) You must 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.

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 submit to it any letters of recommendation. The board is not allowed to take any approaches of this type into consideration and will in such circumstances exclude you from the competition.

2. Tests

Competitions generally consist of successive stages:

   (a) preselection tests: in the form of multiple-choice questions. To be admitted to the preselection tests, you must satisfy the general entry criteria.

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, professional 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 next stage;
(b) aptitude test (first part): written part that only those candidates who have obtained the best marks in the preselection tests (this number is indicated in the notice for competition) will present and analyse during the second part of the aptitude test;

(c) aptitude test (second part): this consists of an interview with the selection board.

The preselection tests and the first part of the aptitude test are held simultaneously for all applicants in one or several centres in the Member States. The Member State in which applicants sit the tests depends on their usual country of residence. 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 second part of the aptitude test is 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 answers together with a list of the correct answers.

3. Travelling and subsistence expenses

You will be entitled to a flat-rate contribution towards travelling and subsistence expenses, and you will be notified of the applicable rates and the procedure to follow in the letter inviting you to attend the second part of the aptitude test. However, no contribution will be provided towards any travelling and subsistence expenses associated with the preselection tests and the first part of the aptitude test.

4. Reserve list

At the end of the competition, the selection board draws up a 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 main language (mother tongue or other) 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 a household allowance, a 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 subject to a Community tax deducted at source. They are exempt from national tax.

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

On 1 January 2002 the basic salary used for calculating net monthly pay, before any deductions or allowances, was EUR 2 951.34 for grade B 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 in several language sections up to the level of European Baccalaureat. 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.

The Commission’s ‘Recruitment Policy’ (PRE-EPSO)

Applicants will be dealing throughout with this Unit. If you need information, please see point C(8) of the competition notice ‘HOW TO APPLY’.

Any other correspondence should be addressed to: Chairman of the selection board for COM/B/2/02 at the address given at point C(8) of the competition notice.
<table>
<thead>
<tr>
<th>Country</th>
<th>Diploma Description</th>
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</thead>
<tbody>
<tr>
<td>BELGIQUE/BELGIË</td>
<td>Diplôme de l'enseignement secondaire supérieur ou équivalent (*)</td>
</tr>
<tr>
<td></td>
<td>Diploma van het hoger secundair onderwijs of gelijkwaardig getuigschrift (*)</td>
</tr>
<tr>
<td>DANMARK</td>
<td>Studentereksamen/højere handelseksamen/højere forberedelseksamen og tilsvarende (*)</td>
</tr>
<tr>
<td>DEUTSCHLAND</td>
<td>Abitur, Hochschulreife oder gleichwertiger Schulabschluss (*)</td>
</tr>
<tr>
<td>EΛΛΑΔΑ</td>
<td>Απολυτήριο μίσης εκπαίδευσης (λυκείου/εξαταξίου γυμνασίου) ή ισότιμο (*)</td>
</tr>
<tr>
<td>ESPAÑA</td>
<td>Bachiller Superior (BUP) o equivalente (*)</td>
</tr>
<tr>
<td>FRANCE</td>
<td>Baccalauréat ou équivalent (*)</td>
</tr>
<tr>
<td>IRELAND</td>
<td>Two honours, four passes in Leaving Certificate or equivalent qualifications</td>
</tr>
<tr>
<td>ITALIA</td>
<td>Diploma di maturità o equipollente</td>
</tr>
<tr>
<td>LUXEMBOURG</td>
<td>Diplôme de fin d’études secondaires ou équivalent</td>
</tr>
<tr>
<td>NEDERLAND</td>
<td>Diploma VWO (Voorbereidend Wetenschappelijk Onderwijs) of gelijkwaardig diploma (*)</td>
</tr>
<tr>
<td>ÖSTERREICH</td>
<td>Matura, Hochschulreife oder vergleichbarer Abschluss (*)</td>
</tr>
<tr>
<td>PORTUGAL</td>
<td>12º ano de escolaridade ou equivalente</td>
</tr>
<tr>
<td>SUOMI/FINLAND</td>
<td>Ylioppilastutkinto/Peruskoulu + kolmen vuoden ammatillinen koulutus tai vastaava (*)</td>
</tr>
<tr>
<td></td>
<td>Studentexamen/Grundskola + treårig yrkesinriktad utbildning eller motsvarande (*)</td>
</tr>
<tr>
<td>SVERIGE</td>
<td>3-årig gymnasial utbildning eller motsvarande (*)</td>
</tr>
<tr>
<td>UNITED KINGDOM</td>
<td>General Certificate of Education A-level (two passes — grades A-E) or equivalent</td>
</tr>
<tr>
<td></td>
<td>qualifications (*)</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 REGISTRATION FORMS No 1 AND No 2

The optical reader registration form enables applications to be dealt with more rapidly. It is therefore essential to fill it in with all due care and attention. The signed optical reader registration form constitutes your official application.

There is a different registration form for each competition.

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

— The registration 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
ÆÅÅÅÅÅÅÇÉÉÍÎÔØØØÖØÙÙ
ABCDEFGHIJKLMNOPQRSTUVWXYZ
```

— This restriction does not apply to zone 14 (E-mail address).

— Write one character in each box:

RIGHT:  Å

WRONG:  ÅÅÅÅ

— Do not fold, crease or staple the registration form.

— Do not use correction fluid.

— **Do not use photocopies of the registration form. The optical reader can read only originals.** Additional forms may be obtained from:

European Commission
Info Recruitment
C 80 0/48 (COM/B/2/02)
B-1049 Brussels
Fax (32-2) 295 74 88
E-mail: inforecruitment@cec.eu.int

— Do not write anything on the back of the registration form.

— Detach and carefully fill in the optical reader registration form and the acknowledgement.

— **Send the registration form with the acknowledgement** 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

1. **Optical reader registration form No 1**

   In order to process your application, it is **ESSENTIAL** to fill in zones 1, 2, 4, 5, 7, 8, 9, 10, 11, 12, 17, 18, 19, 20 and 22. The other zones should be filled in only if applicable.

   **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:

   ![Date example](11/09/1966)

   **Item 5:** Sex (M/F)

   Put a cross in the appropriate box.

   **Item 6:** Disability

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

   **Item 7:** Nationality (Code)

   Fill in the appropriate code:

<table>
<thead>
<tr>
<th>Code</th>
<th>Nationality</th>
</tr>
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<tbody>
<tr>
<td>BEL</td>
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<tr>
<td>GRC</td>
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<tr>
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<td>Irish</td>
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<td>NLD</td>
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<td>FIN</td>
<td>Finnish</td>
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<td>DNK</td>
<td>Danish</td>
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<tr>
<td>ESP</td>
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<td>ITA</td>
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<td>AUT</td>
<td>Austrian</td>
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<tr>
<td>SWE</td>
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<tr>
<td>DEU</td>
<td>German</td>
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<td>FRA</td>
<td>French</td>
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<tr>
<td>LUX</td>
<td>Luxemburgish</td>
</tr>
<tr>
<td>PRT</td>
<td>Portuguese</td>
</tr>
<tr>
<td>GBR</td>
<td>British</td>
</tr>
</tbody>
</table>

   Other nationality: fill in the appropriate code

   **Items 8 to 11:** Address for correspondence

   **Item 8:** Street, number, district, etc.

   example: 173 ST JOHN'S STREET, KENSINGTON

   (do not include the town, county or postcode in this box)
Item 9: **Town and county**
example: LONDON, ENNIS, CO.CLARE

Item 10: **Postcode**
example: EC1V 4RP

Item 11: **Country**
Fill in the appropriate code:

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEL</td>
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<tr>
<td>GBR</td>
<td>United Kingdom</td>
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</table>

Other country: fill in the appropriate code

Item 12: **Telephone number/Fax number**

Item 13: **E-mail address** — any character may be used.

Items 14 to 16: **To be filled in only if you are an official or other servant of the Communities.**

Item 14: **Institutions/Other bodies/Agencies**
Fill in the appropriate code:

<table>
<thead>
<tr>
<th>Code</th>
<th>Institution</th>
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</thead>
<tbody>
<tr>
<td>CCE</td>
<td>Commission</td>
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<tr>
<td>CS</td>
<td>Council</td>
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<tr>
<td>CJ</td>
<td>Court of Justice</td>
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<tr>
<td>CC</td>
<td>Court of Auditors</td>
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<tr>
<td>PE</td>
<td>European Parliament</td>
</tr>
<tr>
<td>CES</td>
<td>Economic and Social Committee</td>
</tr>
<tr>
<td>CDR</td>
<td>Committee of the Regions</td>
</tr>
<tr>
<td>OMP</td>
<td>European Ombudsman</td>
</tr>
<tr>
<td>MED</td>
<td>European Agency for the Evaluation of Medicinal Products (London)</td>
</tr>
<tr>
<td>ENV</td>
<td>European Environment Agency (Copenhagen)</td>
</tr>
<tr>
<td>AER</td>
<td>European Agency for Reconstruction (Thessaloniki)</td>
</tr>
<tr>
<td>SST</td>
<td>European Agency for Safety and Health at Work (Bilbao)</td>
</tr>
<tr>
<td>TRA</td>
<td>Translation Centre for the Bodies of the European Union (Luxembourg)</td>
</tr>
<tr>
<td>BER</td>
<td>European Centre for the Development of Vocational Training (Cedefop) (Thessaloniki)</td>
</tr>
<tr>
<td>FEA</td>
<td>European Foundation for the Improvement of Living and Working Conditions (Dublin)</td>
</tr>
<tr>
<td>FEF</td>
<td>European Training Foundation (Turin)</td>
</tr>
<tr>
<td>TOX</td>
<td>European Monitoring Centre for Drugs and Drug Addiction (Lisbon)</td>
</tr>
<tr>
<td>XEN</td>
<td>European Monitoring Centre on Racism and Xenophobia (Vienna)</td>
</tr>
<tr>
<td>MIN</td>
<td>Office for Harmonisation in the Internal Market (Alicante)</td>
</tr>
<tr>
<td>OVV</td>
<td>Community Plant Variety Office (Angers)</td>
</tr>
<tr>
<td>BCE</td>
<td>European Central Bank (Frankfurt)</td>
</tr>
<tr>
<td>BEI</td>
<td>European Investment Bank (Luxembourg)</td>
</tr>
<tr>
<td>FEI</td>
<td>European Investment Fund (Luxembourg)</td>
</tr>
</tbody>
</table>
Item 15: **Personnel number**

Item 16: **Administrative position (Code)**

Fill in the appropriate code:

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

Item 17: **Field**

Fill in the number of the chosen field:

1: Archives/Records Management
2: Documentation/Library

Item 18: **Publication/Source**

Give the source of your information about this competition.

Fill in the appropriate code:

**Newspapers**

003  Die Presse
005  Kurier
050  Le Soir
079  Vacature
100  Frankfurter Allgemeine Zeitung
104  Süddeutsche Zeitung
151  Jyllands-Posten
152  Berlingske Tidende
200  El País
202  La Vanguardia
250  Le Monde
252  Le Figaro
300  The Guardian
302  The Daily and Sunday Telegraph
350  Τα Νέα (Ta nea)
355  Ελευθεροτυπία (Eleftherotypia)
400  Irish Times
401  Irish Independent
450  La Repubblica
452  Corriere della Sera
500  Luxemburger Wort
550  Volkskrant
553  De Telegraaf
600 Expresso
601 Público
650 Helsingin Sanomat
675 Hufvudstadsbladet
701 Dagens Nyheter
702 Göteborgsposten

Other sources:
803 Talent4europe (Internet Jobsite)
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 (different to websites 803 and 976)
976 Site web EPSO http://europa.eu.int/epso

Items 19 to 21: Languages (Code)

<table>
<thead>
<tr>
<th>Code</th>
<th>Language</th>
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</thead>
<tbody>
<tr>
<td>ES</td>
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<td>FR</td>
<td>French</td>
</tr>
<tr>
<td>PT</td>
<td>Portuguese</td>
</tr>
</tbody>
</table>

Item 19: Main language 1 (mother tongue or other)
Fill in the code of the main language in which you wish to take the tests (a), (c) and (e) according to the codes above.

Item 20: Language 2 (different from main language above)
Fill in the code of the second language, which will be tested during tests (b), (d) and (e).

Item 21: Language 3 (language for correspondence)
Fill in the code of the language in which you wish to receive your correspondence (German — DE, English — EN or French — FR).

Item 22: Declaration
Do not forget to date and sign this registration form.

II. OPTICAL READER REGISTRATION FORM No 2

In order to process your application, it is ESSENTIAL to fill in all zones.