

III

(Notices)

EUROPEAN PARLIAMENT

**GUIDE TO RECRUITMENT NOTICES FOR CANDIDATES IN PROCEDURES ORGANISED BY
THE EUROPEAN PARLIAMENT**

(2005/C 42 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 recruitment notice.

- A. THE WORK OF SELECTION BOARDS
- B. CONDITIONS FOR ADMISSION
- C. TRAVEL AND SUBSISTENCE EXPENSES
- D. RECRUITMENT

ANNEX: INDICATIVE GUIDE TO QUALIFICATIONS GIVING ACCESS TO THE SELECTION PROCEDURE

A. THE WORK OF SELECTION BOARDS

1. A selection board is set up in respect of each recruitment notice for temporary staff; it consists of members representing the Administration and the Staff Committee. The selection board carries out its work in accordance with Annex III of the Staff Regulations.
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 recruitment notice when deciding whether or not candidates are to be admitted. Candidates admitted to a previous competition or selection procedure will not automatically be eligible.

B. CONDITIONS FOR ADMISSION

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 recruitment notice (Section A.4(b)(i)).

Annexed is a guide to qualifications giving access to this selection procedure.

2. Experience

- (a) Professional experience is counted only from the time you obtained the certificate or diploma required for admission.
- (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 refers to your own knowledge.

For example, take the case of a candidate who is completely bilingual (Greek/Portuguese) for family reasons and applying in response to an English-language recruitment notice (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 course, the language or languages that the recruitment notice requires.

In any case you must provide documentary evidence to support any claim to knowledge of official languages (see Section A.4(b)(iii) of the recruitment notice).

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 next stage of the selection procedure.

4. The application form

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

You must use the official application form specific to the relevant recruitment notice. Only the application form contained in the *Official Journal* printed by the Office of Official Publications of the European Communities will be considered to be the original.

FOR THIS REASON, PHOTOCOPIES OR ANY OTHER COPY OF THIS DOCUMENT (OBTAINED ELECTRONICALLY, FOR INSTANCE) WILL BE REJECTED.

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 recruitment notice. 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.

C. TRAVEL AND SUBSISTENCE EXPENSES

A 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. 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 one of the following units for further information:

European Parliament
Competitions and Selection Procedures Unit Secretariat,
L-2929 LUXEMBOURG

3. Address of the European Parliament Competitions Unit

The European Parliament Competitions Unit is responsible for communications with candidates until the procedure in respect of the recruitment notice is closed.

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

European Parliament
Competitions and Selection Procedures Unit Secretariat,
L-2929 LUXEMBOURG

Information on how to obtain copies of the Official Journal containing the recruitment notice and application form, available in French, is given in the notice to candidates with electronic access to this text published in this Official Journal.

ANNEX

INDICATIVE GUIDE TO QUALIFICATIONS GIVING ACCESS TO CATEGORY A* (AD) COMPETITIONS

(to be evaluated on a case-by-case basis)

COUNTRY	University course of at least three years' duration ⁽¹⁾	University course of at least four years' duration
Germany	Fachhochschuldiplom 6-7 Semester)	Hochschulabschluss Fachhochschulabschluss (8 Semester)
Austria	Fachhochschuldiplom 6-7 Semester)	Universitätsdiplom Fachhochschuldiplom (8 Semester)
Belgium		Licence/Licentie
Denmark	Bachelorgrad	Kandidatgrad
Spain	Diplomado/ Ingeniero técnico	Licenciatura
Finland	Kandidaatti/Kandidat examen Ammattikorkeakoulututkinto/ Yrkeshögskoleexamen (min 120 opintoviikkoa/ studieveckor)	Maisteri/Magister Ammattikorkeakoulututkinto/ Yrkeshögskoleexamen (min 160 opintoviikkoa/studieveckor)
France	Licence	Maîtrise
Greece	T.E.I. (τριετούς φοίτησης)	Δίπλωμα Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)
Ireland	Bachelor's degree	University degree (4 years)
Italy	Laurea -L(breve)	Laurea specialistica-LS
Luxembourg	Diplôme d'Ingénieur Technicien	Diplôme d'Ingénieur Industriel
Netherlands	Bachelor	Doctoraal examen Getuigschrift HBO (4 jaar)
Portugal	Bacharelato	Licenciatura
United Kingdom	Bachelor's degree /Diploma of Higher Education (DipHE)	University degree (4 years)
Sweden	Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne)	Magisterexamen (Akademisk examen omfattande minst 160 poäng varav 80 fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser most- varande 10 poäng vardera)
Cyprus		Πανεπιστημιακό δίπλωμα
Czech Republic	Diplom o ukončení Bakalářského studia	Diplom o ukončení vysokoškolského studia

COUNTRY	University course of at least three years' duration ⁽¹⁾	University course of at least four years' duration
Estonia	Bakalaureusekraad (<160 ainepunkti)	Bakalaureusekraad(160 ainepunkti)/ Magistrikraad
Hungary	Főiskola Oklevél	Egyetemi Oklevél
Lithania	Bakalauras (<160 kreditas)	Bakalauras (160 kreditas)/Aukštojo mokslo diplomas/
Latvia	Bakalaura diploms (<160 kredīti)	Bakalaura diploms (<160 kredīti)/Augstākās profe- sionālās izglītības diploms/ Maģistra diploms
Malta	Bachelor's degree	University degree (4 years)
Poland	Licencjat/ Inżynier	Magister / Magister Inżynier
Slovakia	Diplom o ukončení Bakalárského štúdia	Diplom o ukončení vysokoškolského štúdia
Slovenia	Diploma o Pridobljeni Visoki Stro- kovni Izobrazbi	Univerzitetna diploma

⁽¹⁾ Access to grades 7 to 16 of function group AD (A*) is subject to the additional condition of at least one year's relevant professional experience