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*(Announcements)*

## ADMINISTRATIVE PROCEDURES

## EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

## NOTICE OF OPEN COMPETITION

EPSO/AD/374/19 — ADMINISTRATORS (AD 7) IN THE FOLLOWING FIELDS

**1. Competition Law****2. Financial Law****3. Economic and Monetary Union Law****4. Financial rules applicable to the EU budget****5. Protection of euro coins against counterfeiting**

(2019/C 191 A/01)

***Deadline for registration: 9 July 2019 at 12.00 (midday), CET***

The European Personnel Selection Office (EPSO) is organising an open competition, based on qualifications and tests, to draw up reserve lists from which the European Commission may recruit new members of the civil service as '**administrators**' (function group AD).

This notice of competition and its annexes form the legally binding framework for these selection procedures.

Please see ANNEX III for the general rules governing open competitions.

Number of successful candidates sought:

**1. Competition Law – 60****2. Financial Law – 33****3. Economic and Monetary Union Law – 13****4. Financial rules applicable to the EU budget – 38****5. Protection of euro coins against counterfeiting – 12**

This notice covers five fields. ***You may only apply to one.*** You must make your choice when you apply online and you will not be able to change it after you have validated your online application form.

## WHAT TASKS CAN I EXPECT TO PERFORM?

### 1. Competition Law

As a case handler or a policy officer to be recruited mainly by a unit of the European Commission's Directorate-General for Competition (DG COMP) or the Legal Service (LS), you will be expected to be immediately operational and, under the supervision of your hierarchy, to work in teams charged with analysing markets considering the existing legislative framework of competition rules and procedures.

The work includes, but is not limited to, the following tasks:

- conducting investigations: interviews with market participants, drafting and analysing market investigation questionnaires, review of internal documents;
- carrying out legal and economic analyses;
- drafting decisions and policy proposals;
- presenting cases and proposed orientations to the hierarchy and the Commissioner;
- assisting or representing the Legal Service of the European Commission in the handling of litigation before the Courts of the European Union (EU);
- participating in various working groups on policy issues and legislation, etc.

### 2. Financial Law

As a policy officer to be recruited mainly by a unit in the European Commission's Directorate-General for Financial Stability, Financial Services and Capital Markets Union (DG FISMA) or in the Legal Service (LS), you will be expected to be immediately operational and, under the supervision of your hierarchy, to draft documents on your subject matters and attend meetings with Member States and other stakeholders to explain/advance the position of the European Commission.

As a financial lawyer to be recruited mainly by DG FISMA, the Directorate-General for Economic and Financial Affairs (DG ECFIN), or the Legal Service (LS), you will be expected to be immediately operational and, under the supervision of your hierarchy, to draft legislation as well as to control the conformity of national laws with EU law in your field of competence. Depending on the unit in which you will be working, you will also be expected to draft decisions and working documents. Your tasks will also include representing your unit at meetings with other Commission departments, and reply to questions from the public and the Members of the European Parliament. You will also contribute to briefings for your Commissioner, Director-General or your Director, as necessary.

### 3. Economic and Monetary Union (EMU) Law

As a lawyer specialised in economic and monetary union law to be recruited mainly by the European Commission's Directorate-General for Economic and Financial Affairs (DG ECFIN) or the Legal Service (LS), you will be expected to be immediately operational and, under the supervision of your hierarchy, to accomplish mainly the following tasks:

- drafting and negotiating legislations related to the functioning of the economic and monetary union;

- assessing the compatibility of national legislations with the requirements of the EU framework;
- preparing and managing infringement procedures when national actions breaching EU legal requirements are identified;
- preparing the EMU chapter of the convergence report for euro area entry processes and participating to the discussions related to the EMU chapter for EU accession negotiations;
- preparing assessments, briefings and speaking notes for your political and administrative hierarchy in your fields of competence;
- preparing assessments on issues related to EU economic and monetary law;
- assisting or representing the LS of the European Commission in the handling of litigation before the Courts of the European Union (EU).

You will be also expected to represent your unit or the Commission in meetings with other Commission departments, Member States, Central Banks, the European Parliament or any other relevant stakeholder.

#### **4. Financial rules applicable to the EU budget**

As a legal officer specialised in financial rules applicable to the EU budget to be recruited mainly by the European Commission's Directorate-General for Budget (DG BUDG) or the Legal Service, you will be expected to be immediately operational and, under the supervision of your hierarchy, to accomplish the following tasks:

- providing advice to the Commission departments, EU institutions and Union bodies on the implementation and interpretation of the Financial Regulation (FR) and other Sectorial Specific programmes (grants, procurement, Financial Instruments, other contribution forms, Trust Funds, International Agreements, etc.);
- delivering training and developing tools and guidance for the application of these regulations and for support (Help Desk) to the Commission departments, EU institutions and Union bodies;
- providing assistance in the preparation of financing decisions; Standard contract models including in the context of eGrant/e-Procurement;
- giving legal advice to solve problems concerning the financial management of projects;
- providing assistance and advice to the Commission departments in the negotiation and implementation of the new basic acts for spending programmes post 2020;
- assisting or representing the Legal Service of the European Commission in the handling of litigation before the Courts of the European Union (EU).

## 5. Protection of euro coins against counterfeiting

As an analyst in the European Commission's Directorate-General for Economic and Financial Affairs (DG ECFIN), you will be expected to be immediately operational and work, in particular at the European Technical and Scientific Centre (ETSC).

The work includes the following main tasks:

- conducting all appropriate technical analysis of suspect coins, classifying every new type of counterfeit euro coin and providing technical assistance to the Member States' authorities;
- preparing intelligence, related to euro coin counterfeits, for use by law enforcement;
- ensuring and following up the improvement of Member States' technical and operational ability and competence for handling counterfeit coins;
- proposing and organising training seminars for experts from Member States and third countries;
- facilitating the implementation of EU legislation in the area of the protection of the euro against fraud and counterfeiting;
- coordinating technical activities amongst the Coin National Analysis Centres (CNACs) in the Member States;
- representing the Commission and the ETSC at committees, working groups and meetings with other institutions and the private sector;
- preparing and drafting statistical and technical reports, internal notes, briefings and other relevant documentation.

Please see ANNEX I for more information about the typical duties to be performed.

### AM I ELIGIBLE TO APPLY?

You must meet ALL of the following general and specific conditions on the deadline for online applications:

#### 1) General conditions:

- Enjoy full rights as a citizen of a Member State of the EU

— Meet any obligations under national laws on military service

— Meet the character requirements for the duties concerned

2) *Specific conditions – languages:*

You must have knowledge of **at least 2 official EU languages**; one at minimum C1 level (thorough knowledge) and the other at minimum B2 level (satisfactory knowledge).

Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the *Common European Framework of Reference for Languages* (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

In this notice of competition we will refer to the languages as:

— Language 1: language used for the computer-based Multiple-Choice Question tests

— Language 2: language used for the selection based on qualifications (Talent Screener), for the assessment centre tests and for communication between EPSO and the candidates who have submitted a valid application. This must be different from language 1.

***Language 2 must be English, French, German or Italian***

Successful candidates recruited for these particular fields are required to have a satisfactory knowledge (minimum B2 level) of English, French, German or Italian. While knowledge of additional languages may be an advantage, the Commission's departments concerned use a limited set of languages for their analytical work, internal communication and for drafting decisions, reports and other documents. These departments have extensive contacts with Member States, external stakeholders and the main institutions active in the fields concerned (e.g. ECB, EIB, EBA) based mainly in Belgium, Luxembourg, France and Germany.

More specifically, the activities carried out in the fields of economics, finance and competition imply frequent contacts with Member States (e.g. in the framework of the EU semester), with the financial services and capital market sector and with economic players including undertakings active in areas of activity such as banking, finance, insurance or manufacturing (e.g. for the application of EU competition law, including onsite inspections).

This choice is service oriented insofar as evidence shows that the above-mentioned languages are the most used languages in these fields. Some of the above-mentioned languages are particularly relevant in certain fields of competition and, consequently, only candidates having a satisfactory knowledge of English, French, German or Italian in addition to their language 1 would be immediately operational.

3) *Specific conditions - qualifications & work experience:*

1. **Competition Law:**

- a level of education which corresponds to completed university studies of **at least 4 years** attested by a diploma in law, followed by **at least 6 years'** professional experience related to the application of competition rules and procedures

**or**

- a level of education which corresponds to completed university studies of **at least 3 years** attested by a diploma in law, followed by **at least 7 years'** professional experience related to the application of competition rules and procedures

**or**

- a level of education which corresponds to completed university studies of **at least 4 years** attested by a diploma in another field, followed by **at least 8 years'** professional experience related to the application of competition rules and procedures

**or**

- a level of education which corresponds to completed university studies of **at least 3 years** attested by a diploma in another field, followed by **at least 9 years'** professional experience related to the application of competition rules and procedures.

2. **Financial Law:**

- a level of education which corresponds to completed university studies of **at least 4 years** attested by a diploma in law, followed by **at least 6 years'** professional experience related to the application of financial rules and procedures

**or**

- a level of education which corresponds to completed university studies of **at least 3 years** attested by a diploma in law, followed by **at least 7 years'** professional experience related to the application of financial rules and procedures.

3. **Economic and Monetary Union Law:**

- a level of education which corresponds to completed university studies of **at least 4 years** attested by a diploma in law, followed by **at least 6 years'** professional experience related to the application of EMU rules and procedures

**or**

- a level of education which corresponds to completed university studies of **at least 3 years** attested by a diploma in law, followed by **at least 7 years'** professional experience related to the application of EMU rules and procedures.

#### 4. Financial rules applicable to the EU budget:

- a level of education which corresponds to completed university studies of **at least 4 years** attested by a diploma in law, followed by **at least 6 years'** professional experience related to the financial rules and procedures applicable to the EU Budget

**or**

- a level of education which corresponds to completed university studies of **at least 3 years** attested by a diploma in law, followed by **at least 7 years'** professional experience related to the financial rules and procedures applicable to the EU Budget

**or**

- a level of education which corresponds to completed university studies of **at least 4 years** attested by a diploma in another field, followed by **at least 8 years'** professional experience related to the financial rules and procedures applicable to the EU Budget

**or**

- a level of education which corresponds to completed university studies of **at least 3 years** attested by a diploma in another field, followed by **at least 9 years'** professional experience related to the financial rules and procedures applicable to the EU Budget

#### 5. Protection of euro coins against counterfeiting:

- a level of education which corresponds to completed university studies of **at least 4 years** attested by a diploma, followed by **at least 6 years'** professional experience related to the protection of the euro against counterfeiting

**or**

- a level of education which corresponds to completed university studies of **at least 3 years** attested by a diploma, followed by **at least 7 years'** professional experience related to the protection of the euro against counterfeiting.

Please see ANNEX IV for examples of minimum qualifications

#### HOW WILL I BE SELECTED?

##### 1) *Application process*

When completing your application form, you will have to select a language 1 and a language 2. You will have to select your language 1 among any of the 24 official EU languages and your language 2 from among English, French, German and Italian. You will also be asked to confirm your eligibility for the chosen field and provide further information **relevant to the chosen field of the competition** (for example: diplomas, work experience and answers to field-related questions (Talent Screener)).

You can select any of the 24 official EU languages when completing your application form, except for the Talent Screener section which **must be completed in your language 2** for the following reasons: the Talent Screener is subject to a comparative assessment by the Selection Board, it is used as a reference document by the Board during the field-related interview at the assessment centre, and is used for recruitment purposes if a candidate is successful. It is therefore in the interest of the service and the candidates to complete the Talent Screener in Language 2.

Please note that your whole application form will be accessed by the Selection Board (during the competition) and by the HR services of the European Institutions (for recruitment in case you are a successful candidate) who work in a limited number of vehicular languages.

In case you succeed in the competition and your name is placed on the reserve list, you will be asked to provide a translation of the application form in language 2 (English, French, German or Italian) to the recruiting services if you have used another language for filling in the application form.

By validating your application form you declare on your honour that you meet all the conditions mentioned under the section 'Am I eligible to apply?' Once you have validated your application form, you will no longer be able to make any changes. It is your responsibility to ensure that you complete and validate your application **within the deadline**.

## 2) Computer-based Multiple-Choice Question (MCQ) tests

If the number of candidates **exceeds a certain threshold** for each field, as defined by the director of EPSO acting as Appointing Authority, all candidates who validated their application form by the deadline will be invited to sit a series of computer-based MCQ tests in one of EPSO's accredited centres.

Unless instructed otherwise, **you must book** an appointment for the MCQ tests following the instructions received from EPSO. Typically you will be offered several dates on which you can sit the tests, in various locations. The booking and testing periods **are limited**.

If the number of candidates **is below the threshold**, these tests will be held at the assessment centre (point 5) instead.

The computer-based MCQ tests will be organised as follows:

Tests	Language	Questions	Duration	Marking	Pass mark
Verbal reasoning	Language 1	20 questions	35 min	Out of 20	10/20
Numerical reasoning	Language 1	10 questions	20 min	Out of 10	Numerical + abstract combined: 10/20
Abstract reasoning	Language 1	10 questions	10 min	Out of 10	

These tests are eliminatory and do not count towards the other tests held at the assessment centre.



### 3) Eligibility checks

The eligibility requirements laid down in the section 'Am I eligible to apply?' above will be checked against the data provided in candidates' online applications. EPSO will check whether you meet the general eligibility conditions while the selection board will check compliance with the specific eligibility conditions under the sections 'Education and Training', 'Professional Experience' and 'Language Skills' of the candidates' online application.

There are 2 possible scenarios:

- If the computer-based MCQ tests **are organised upfront**, the files of the candidates will be checked for eligibility in descending order of the marks obtained in those tests until the number of eligible candidates reaches a certain threshold defined before the tests by the director of EPSO acting as Appointing Authority. The other files will not be checked.
- If the computer-based MCQ tests **are not organised upfront**, the files of all candidates who validated their application form by the deadline will be checked for eligibility.

### 4) Selection based on qualifications (Talent Screener)

In order to allow the selection board to carry out an objective assessment of the comparative merits of all candidates in a structured way, all candidates in the same field of this competition must answer the same set of questions in the 'Talent Screener' section of the application form. The selection based on qualifications will be carried out, **only for those candidates deemed eligible** as described above in point 3, using **solely** the information provided in this Talent Screener section. **You should therefore include all relevant information in your Talent Screener answers, even if already mentioned in other sections of your application form.** The questions are based on the selection criteria included in this notice.

Please see ANNEX II for the list of criteria.

To carry out the selection based on qualifications, the selection board will first assign each **selection criterion** a weighting that reflects its relative importance (1 to 3) and each of the candidate's responses will be awarded between 0 and 4 points. The points are multiplied by the weighting for each criterion and added up to identify those candidates whose profiles best match the duties to be performed.

Only the candidates with the highest total marks at the selection based on qualifications will go through to the next stage.

### 5) Assessment centre

**A maximum of 3 times** the number of successful candidates sought for each field will be invited to this phase. If you meet the eligibility requirements according to the data in your online application and if you scored one of the **highest overall marks** for the selection based on qualifications, you will be invited to attend an assessment centre for 1 or 2 days, most probably in **Brussels**, where you will take tests held in your **language 2**.

If the computer-based MCQ tests described in point 2 were **not organised upfront**, you will sit them at the assessment centre. These tests are eliminatory and the marks obtained will not be added to the marks of the other assessment centre tests in the calculation of your overall final score.

Unless instructed otherwise, you will have to bring a USB key containing scanned copies of your supporting documents to your assessment centre. EPSO will download your files during your assessment centre tests and return the USB key to you on the same day.

Eight general competencies, and the field-related competencies required for each field, will be tested at the assessment centre through **four tests** (general competency-based interview, field-related interview, group exercise, and case study) as described in the following matrices:

Competency	Tests	
1. Analysis and problem-solving	Group exercise	Case study
2. Communication	Case study	General competency-based interview
3. Delivering quality and results	Case study	General competency-based interview
4. Learning and development	Group exercise	General competency-based interview
5. Prioritising and organising	Group exercise	Case study
6. Resilience	Group exercise	General competency-based interview
7. Working with others	Group exercise	General competency-based interview
8. Leadership	Group exercise	General competency-based interview

**Pass marks:** 3/10 per competency and 40/80 in total.

Competency	Test	Pass mark
Field-related competencies	Field-related interview	50/100

#### 6) Reserve list

After checking candidates' supporting documents and qualifications (Talent Screener), the selection board will draw up a **reserve list** for each field - until the number of successful candidates sought is reached - of those eligible candidates who have obtained all pass marks as well as the highest overall marks following the assessment centre. Names will be listed alphabetically.

The reserve lists and the competency passports, giving qualitative feedback from the Selection Board, of successful candidates will be made available to the EU institutions for recruitment procedures and future career development. Inclusion on a reserve list **does not confer any right to or guarantee of** recruitment.

#### EQUAL OPPORTUNITIES AND SPECIAL ADJUSTMENTS

EPSO endeavours to apply equal opportunities, treatment and access to all candidates.

If you have a disability or a medical condition that may affect your ability to sit the tests, please indicate this in your application form and let us know the type of special adjustments you need.

Discover more about our equal opportunities policy and procedure to request special adjustments on our website ([https://epso.europa.eu/how-to-apply/equal-opportunities\\_en](https://epso.europa.eu/how-to-apply/equal-opportunities_en)) and in the General rules annexed to this notice (under point 1.3. Equal opportunities and special adjustments).

#### WHEN AND WHERE CAN I APPLY?

In order to apply, you will first need to create an EPSO account. Please note that you must create only one account for all EPSO applications.

Apply online on the EPSO website <http://jobs.eu-careers.eu> by:

**9 July 2019 at 12.00 (midday), CET.**

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## ANNEX I

## DUTIES

**1. Competition Law**

The European Commission is looking for policy officers or case handlers with a strong knowledge of and expertise in European competition law (anti-trust, mergers and/or state aid) and confirmed experience in the application of competition rules and procedures. The candidates should have a proven ability to analyse competition cases, taking due account of the economic aspects; make a legal assessment under the competition rules and procedures and present legal drafts.

The main duties concern conducting analyses related to European anti-trust, merger and state aid policy and enforcement and carrying out administrative, advisory and supervisory duties related to the activities of competition policy of the European Union.

The duties of the policy officers or case handlers will vary depending on whether they will work in the field of antitrust, mergers or state aid or in the Legal Service. However, the duties may include for instance:

- assessing whether a specific behaviour or agreement between companies could amount to an infringement of Articles 101 or 102 TFEU;
- assessing whether a notified concentration would lead to a significant impediment of effective competition within the meaning of Article 2(2) and (3) of the Council Regulation (EC) No 139/2004 (the 'Merger Regulation') and whether commitments offered by the parties would remove competition concerns identified as a result of a concentration;
- assessing jurisdictional issues during the life time of a case, such as whether a transaction constitutes a concentration with EU dimension falling under the Merger Regulation;
- assessing procedural issues including in the context of granting access to files;
- assessing whether a certain measure can be qualified as State aid according to the definition contained in Article 107.1 of the TFEU;
- analysing the compatibility assessment of a State aid measure according to the available rules;
- conducting market investigations including through questionnaires and interviews with market participants;
- preparing and drafting internal notes, Commission decisions and other procedural documents (such as statements of objections);
- preparing and drafting legislation, Commission notices and other policy documents in the field of EU antitrust, merger and state aid policy;
- assisting or representing the Legal Service of the European Commission in the handling of litigation before the Courts of the European Union.

## 2. Financial Law

The European Commission is looking for lawyers with a strong knowledge of and expertise in financial law (primarily in banking regulation, bank recovery and resolution, (consumer) financial services law, law applicable to securities, financial markets infrastructure, post trading and capital markets, investment firms and funds, insurance and pension funds law, insolvency law, corporate finance law) and confirmed experience in the application of or advice on the relevant legislation.

The lawyers should have a proven ability to draft legal opinions, legal instruments and documents, analyse cases, make legal assessments and provide advice.

The main duties of the lawyers include developing, drafting and negotiating European Union legislation, monitoring the implementation/transposition of that legislation into national legislation, carrying out advisory, administrative and coordination duties as well as participating in international fora in relevant policy fields. The duties of the lawyers may vary depending on the area of financial law in which they will work and may include:

- contributing to the policy definition and development of specific areas of European Union financial services legislation and facilitating the decision - making process in particular by providing legal advice and input;
- developing European Union legislation, in particular by drafting Commission legislative proposals in different areas of Financial law and ensuring the legal soundness and coherence of the proposed legal acts, including those drafted by the European Supervisory agencies and endorsed by the European Commission;
- participating in the inter-institutional negotiations for the adoption of European Union legislation and attending meetings in the Council and the European Parliament, presenting legislative proposals to national regulators, stakeholders, interest groups and other Union institutions;
- conducting extensive legal research in European Union, national or international law, including case-law, providing detailed analysis of assigned matters and preparing legal opinions, legal instruments and documents on the application and interpretation of the rules and procedures in the area of financial services as well as any other applicable legal provision;
- monitoring national law for compliance with European Union law (maintain contacts with national administrations, answering questions from citizens, companies and public authorities, managing parliamentary questions, petitions to the European Parliament, requests for access to documents, handling complaints and managing pre-litigation stages of infringement of European Union law);
- performing duties in the context of litigation stages, such as assisting in drawing up statements of position/observations before the Court of Justice of the European Union or the General Court;
- taking part in negotiations of international agreements or contributing to the work of international standards setters (such as for instance the Basel Committee on Banking Supervision, the International Association of Insurance Supervisors, the Financial Stability Board, etc.), in particular to ensure convergence of the regulatory and supervisory frameworks;
- attending preparatory meetings and liaising with relevant counterparts within the supervisory authorities of the European System of Financial Supervision, contributing to the work undertaken in other relevant international working groups, participating in seminars and conferences organised on financial services legislation;
- cooperating with experts and counterparts in EU institutions (European Commission, European Parliament, Council of the EU, European Central Bank), national authorities and other stakeholders;

- preparing briefings and press lines, representing the Commission in meetings with Member States and stakeholders (investors, industry, regulators);
- assisting or representing the Legal Service of the European Commission in the handling of litigation before the Courts of the European Union.

### **3. Economic and Monetary Union Law**

The European Commission is looking for lawyers with a strong expertise in the economic and monetary union legal framework and a confirmed experience in this field.

The candidates should have a proven ability to assess legal issues arising from the implementation of the EMU chapter of the Treaty and/or secondary legislation adopted on its basis. They should be able to contribute to the preparation of legal proposals and analysis in this field and to provide appropriate advice to the Management.

The duties entrusted to successful candidates may include for instance:

- assessing the compatibility of Central Bank Legislations with the requirements of the Treaty;
- preparing the legal part of the convergence report established by Article 140 of the Treaty (TFEU);
- performing the legal assessment of the compatibility of the national legislation with the EU framework for EU accession;
- managing contributions to infringement procedures in the EMU field;
- contributing to the legal drafting and legislative/intergovernmental negotiation of legislation in the EMU field;
- assisting or representing the Legal Service of the European Commission in the handling of litigation before the Courts of the European Union.

### **4. Financial rules applicable to the EU budget**

The European Commission is looking for legal officers with a strong knowledge of and expertise in financial rules and procedures applicable to the EU budget (primarily the Financial Regulation, sectoral rules applicable to EU funding under shared management or internal policies or to external relations, rules on financial instruments and budgetary guarantees financed from the EU budget, rules on fighting fraud such as the Early Detection and Exclusion system) and a confirmed experience in the application of, or advice on, the relevant legislation.

The legal officers should have a proven ability to draft legal opinions, legal instruments and documents, analyse cases, make legal assessments and provide advice.

The main duties of the legal officers include developing, drafting and negotiating European Union legislation, monitoring the implementation/transposition of that legislation into national legislation, carrying out advisory, administrative and coordination duties, as well as participating in international fora in relevant policy fields. The duties of the legal officers may vary depending on the area of law in which they will work and may include:

- contributing to the policy definition and development of specific areas of European Union financial rules and procedures applicable to the EU budget and facilitating the decision-making process, in particular by providing legal advice and input;
- developing European Union legislation, in particular by drafting Commission legislative proposals in different areas of financial rules applicable to the EU budget and ensuring the legal soundness and coherence of the proposed legal acts, including those drafted by the other EU institutions, bodies, executive agencies or public-private partnerships;

- advising on financial rules and procedures relating to the implementation of the Union budget and in particular of spending programmes through different legal instruments (public procurement, grants, prizes, indirect management including delegation agreements, Financial Instruments and Budgetary Guarantees) as well as on the implementation of rules on fighting fraud such as the Early Detection and Exclusion system;
- drafting standard legal documents (especially model contracts and legal correspondence), guidance (Vade-mecum, circular notes) and delivering training courses;
- participating in the inter-institutional negotiations for the adoption of European Union legislation and attending meetings in the Council and the European Parliament, presenting legislative proposals to stakeholders, interest groups and other EU institutions;
- conducting extensive legal research in EU, national or international law, including case-law, providing detailed analysis of assigned matters and preparing legal opinions, legal instruments and documents on the application and interpretation of the rules and procedures in the area of financial rules applicable to the EU budget as well as any other applicable legal provision;
- monitoring the compliance of national and international rules with the financial rules and procedures applicable to the EU budget (maintain contacts with national administrations, answering questions from citizens, companies and public authorities, managing parliamentary questions, petitions to the European Parliament, requests for access to documents, handling complaints and managing pre-litigation stages of infringement of European Union law);
- performing duties in the context of litigation stages, such as assisting in drawing up statements of position/observations before the Court of Justice of the European Union or the General Court;
- taking part in negotiations of international agreements, in particular to ensure convergence with financial rules applicable to the EU budget;
- attending preparatory meetings and liaising with relevant counterparts in EU institutions, bodies, executive agencies or public-private partnerships, international organisations, participating in seminars and conferences organised on financial rules applicable to the EU budget;
- cooperating with experts and counterparts in EU institutions, bodies, executive agencies or public-private partnerships, international organisations, national authorities and stakeholders;
- preparing briefings and press lines, representing the Commission in meetings with Member States and stakeholders;
- assisting or representing the Legal Service of the European Commission in the handling of litigation before the Courts of the European Union.

## 5. Protection of euro coins against counterfeiting

The European Commission is looking for analysts with a strong knowledge of and expertise in the protection of euro coins against counterfeiting. The candidates should have proven ability to perform technical analysis and classification of suspect counterfeit euro coins. A demonstrated law enforcement experience in fighting euro counterfeiting is an asset.

The duties entrusted to successful candidates may include:

- performing technical analysis on suspect counterfeit euro coins and classifying every new type of counterfeit euro coin in accordance with Council Regulation (EC) No 1338/2001;
- preparing intelligence related to euro coin counterfeits for use by specialised law enforcement;
- assisting and co-ordinating the Coin National Analysis Centres (CNACs) in the analysis of counterfeit euro coins and in strengthening the protection of the euro against fraud and counterfeiting;

- contributing to the implementation of the Commission policy for the protection of the euro against counterfeiting, in particular by organising and implementing training actions in the framework of the 'Pericles 2020' programme pursuant to Regulation (EU) No 331/2014 of the European Parliament and of the Council;
- facilitating the implementation of Regulation (EU) No 1210/2010 of the European Parliament and of the Council and of Council Regulation (EC) No 2182/2004;
- coordinating the relevant resources at the French Mint in Pessac in accordance with Commission Decision (EU) 2017/1507;
- cooperating with EU Institutions, national authorities and other relevant stakeholders in developing an effective policy for the protection of the euro against counterfeiting;
- organising and participating in regular meetings of the Counterfeit Coin Experts Group (CCEG) and its sub-group;
- preparing and drafting statistical and technical reports, internal notes, briefings and other relevant documentation on euro coins;
- representing the Commission and the ETSC at committees, working groups and meetings with other institutions and the private sector;
- delivering presentations in the framework of international conferences and meetings.

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## ANNEX II

**SELECTION CRITERIA**

The selection board considers the following criteria for the selection based on qualifications:

**1. Competition Law**

- 1) Professional experience in the application of rules and procedures of EU competition law or Member States competition law acquired in a law firm.
- 2) Professional experience in the application of rules and procedures of EU competition law or Member States competition law acquired in a national or international competition authority.
- 3) Professional experience in the application of rules and procedures of EU competition law or Member States competition law acquired in one or more of the following:
  - a company as an in-house lawyer,
  - a national or international court.
- 4) Professional experience in the application of rules and procedures of EU competition law or Member States competition law in the following specific areas:
  - mergers
  - anti-trust
  - state aid
  - cartels
- 5) Professional experience in a law firm, in a company as in-house lawyer, in a national/international public body or in a national/international court in one of the following areas:
  - Trade law
  - Contract law
  - IP law
  - Capital markets law
  - Energy law
  - M&A law
  - Taxation law
  - Public procurement
- 6) Professional experience, in the field of competition law, in a strategy consulting company and/or in an economic consulting company.
- 7) Master's and/or PhD degree with specialisation in competition law.

- 8) Experience pertaining to competition law (anti-trust: restrictive agreements, dominance, cartels; mergers and/or state aid) in one or more of the following:

- Teaching of a full course (giving rise to a final exam) in an academic institution during at least 1 semester
- Publications in peer-reviewed academic journals
- Participation in conferences and workshops as a speaker

2. **Financial Law**

- 1) Professional experience in financial law, as described in the nature of the duties, acquired in one or more of the following:
- a. a law firm;
  - b. a company or business organisation;
  - c. a national public administration;
  - d. a supervisory authority;
  - e. a national/international court or organisation or body.
- 2) Professional experience in drafting legal acts, or documents, decisions and opinions on matters relevant to financial law.
- 3) Professional experience in relation to private law aspects of finance (i.e. contract/trust law, private equity law, structuring debt finance, investment law).
- 4) Professional experience related to financial law in an international context.
- 5) Master's and/or PhD degree with specialisation in areas of financial law and/or European Union law.
- 6) Professional experience pertaining to financial law (primarily in banking regulation, bank recovery and resolution, (consumer) financial services law, as well as law applicable to securities, financial markets infrastructure, post trading and capital markets, investment firms and funds, insurance and pension funds law, insolvency law, corporate finance law) in one or both of the following activities:
- conducting academic research
  - teaching a full course (giving rise to a final exam) in an academic institution during at least 1 semester
- 7) Professional experience pertaining to financial law (primarily in banking regulation, bank recovery and resolution, (consumer) financial services law, as well as law applicable to securities, financial markets infrastructure, post trading and capital markets, investment firms and funds, insurance and pension funds law, insolvency law, corporate finance law) in one or both of the following activities:
- publishing in peer-reviewed academic journals
  - participating in conferences and workshops as speaker

- 8) Professional experience in international negotiations of legal acts and/or other documents (such as recommendations, guidelines) issued by international organisations and bodies.

### 3. **Economic and Monetary Union (EMU) Law**

- 1) Professional experience on EMU legal issues (primarily in legal analysis, preparation of Governing Council decisions, and legal advice to the Governor) within an EU Central Bank.
- 2) Professional experience on EMU legal issues (primarily in legal analysis, preparation or negotiation of legal texts related to the EMU, preparation of the legal position of the EU institution or body on EMU legal issues) within an EU Institution or body.
- 3) Professional experience on EMU legal issues (primarily in legal analysis, direct participation in the negotiation of EMU legal texts, preparation of national positions on EMU legal matters) within an EU Finance Ministry.
- 4) Professional experience pertaining to EMU law acquired in one or both of the following activities:

— Teaching of a full course (giving rise to a final exam) in an academic institution during at least 1 semester

— Publication(s) in peer-reviewed academic journals

- 5) Master's and/or PhD degree with specialisation in EMU law.
- 6) Professional experience related to EMU law acquired in an international context.
- 7) Professional experience in EMU related mandates acquired in a law firm.

### 4. **Financial rules applicable to the EU budget**

Please note that references to the Financial Regulation under criteria 1, 2 and 7 refer to Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council, of 18 July 2018, on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012.

- 1) Professional experience in financial rules and procedures applicable to the EU budget, primarily: a) Financial Regulation; b) specific financial rules and procedures for Union bodies, executive agencies or public-private partnerships; c) sectoral financial rules and procedures applicable to EU funding under shared management; d) financial rules and procedures applicable to EU funding of internal policies or external relations; e) rules on grants or public procurement; f) rules on financial instruments and budgetary guarantees financed from the EU budget; g) rules on fighting fraud (for instance, the Early Detection and Exclusion system), acquired in one or more of the following EU organisations:

a. Institutions;

- b. Bodies, executive agencies;
  - c. Public-private partnerships.
- 2) Professional experience in financial rules and procedures applicable to the EU budget, primarily as regards the following areas:  
a) Financial Regulation; b) specific financial rules for Union bodies, executive agencies or public-private partnerships; c) sectoral rules applicable to EU funding under shared management, to internal policies or to external relations; d) rules on grants or public procurement; e) rules on financial instruments and budgetary guarantees financed from the EU budget; f) rules on fighting fraud (for instance, the Early Detection and Exclusion system), acquired in one or more of the following:
- a. a national public administration;
  - b. a company or business organisation;
  - c. a national/international court or organisation or body.
- 3) Professional experience in drafting legal acts, decisions, opinions and other documents on matters relevant to the financial rules and procedures applicable to the EU budget.
- 4) Professional experience in the private law aspects of financial rules and procedures applicable to the EU budget (primarily in procurement, grant agreements, financial instruments and budgetary guarantees, contract/trust law, private equity law aspects, structuring debt finance).
- 5) Professional experience in negotiations of legal acts and/or other documents (such as recommendations, guidelines) issued by international organisations and bodies or financial institutions.
- 6) Master's and/or PhD degree with specialisation in European Union law and/or Trade law.
- 7) Professional experience in financial rules and procedures applicable to the EU budget, primarily as regards the following areas:  
a) Financial Regulation; b) specific financial rules for Union bodies, executive agencies or public-private partnerships; c) sectoral rules applicable to EU funding under shared management, to internal policies or to external relations; d) rules on grants or public procurement; e) rules on financial instruments and budgetary guarantees financed from the EU budget; f) rules on fighting fraud (for instance, the Early Detection and Exclusion system), acquired in one or more of the following:
- a. Academic research;
  - b. Teaching of a full course (giving rise to a final exam) in an academic institution during at least 1 semester;
  - c. Publications in peer-reviewed academic journals;
  - d. Participation in conferences and workshops as speaker.

5. **Protection of euro coins against counterfeiting**

- 1) Professional experience in the application of rules and procedures of national and/or EU law on the protection of the euro against counterfeiting. The professional experience must have been acquired while working in or for one or both of the following:
  - a. a competent national authority referred to in Article 2(b) of Regulation (EU) No 1338/2001;
  - b. an European Institution, Body or Agency.
- 2) Professional experience in technical analysis of counterfeit euro coins.
- 3) Professional experience in classifying counterfeit euro coins.
- 4) Law enforcement experience in fighting euro counterfeiting.
- 5) Professional experience in the use of specific IT tools for analysis and classification of counterfeit euro coins, primarily the Counterfeit Monitoring System (CMS).
- 6) Professional experience in the implementation of Regulation (EU) No 1210/2010 ('authentication of euro coins and handling of euro coins unfit for circulation') and/or of Council Regulation (EC) No 2182/2004 ('concerning medals and tokens similar to euro coins').
- 7) Professional experience in drafting statistical and technical reports.
- 8) Professional experience in international cooperation within the EU or with third countries in the area of the protection of the euro against counterfeiting.
- 9) Professional experience in conceiving and organising, or participating as a speaker in, EU or international meetings, conferences, technical trainings or workshops.
- 10) Participation in trainings on detection, analysis or classification of counterfeit currency.

End of ANNEX II, click here to return to main text

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## ANNEX III

**GENERAL RULES GOVERNING OPEN COMPETITIONS****GENERAL INFORMATION**

Any reference, in the framework of selection procedures organised by EPSO, to a person of a specific gender must be deemed also to constitute a reference to a person of any other gender.

Where candidates tie for the last available place at any stage of the competition, they will all go through to the next stage of the competition. Any re-admitted candidates following a successful appeal will also be invited to the next stage.

Where candidates tie for the last available place on the reserve list, they will all be included on the reserve list. Any re-admitted candidates following a successful appeal at this stage of the procedure will also be added to the reserve list.

**1. WHO CAN APPLY?****1.1. General and specific conditions**

The general and specific conditions (including knowledge of languages) for each field or profile are indicated in the section 'Am I eligible to apply?'.

Specific conditions regarding qualifications, professional experience and knowledge of languages vary depending on the profile requested. In your application, you should include as much information as possible regarding your qualifications and professional experience (where required) as described in the section 'Am I eligible to apply?' of this notice **that is relevant to the duties**.

- (a) **Diplomas and/or certificates:** Diplomas, whether issued in EU or non-EU countries, must be recognised by an official EU Member State body, e.g. an EU Member State's education ministry. The Selection Board will allow for differences between education systems.

For post-secondary education and technical, professional or specialist training, indicate the subjects covered, the duration and whether it was full-time, part-time or an evening class.

- (b) **Professional experience** (if required) will be taken into account only if it is relevant to the required duties and:

- constitutes genuine and effective work;
- is remunerated;
- involves a subordinate relationship or the supply of a service; and
- subject to the following conditions:
  - **voluntary work:** if remunerated and involving similar weekly hours and duration to a regular job;

- **traineeships**: if remunerated;
- **compulsory military service**: completed before or after the required diploma for a period not exceeding the statutory duration in your Member State;
- **maternity/paternity/adoption leave**: if covered by an employment contract;
- **doctorate**: for a maximum of three years, provided the doctorate was actually obtained, and whether or not the work was remunerated; and
- **part-time work**: calculated *pro rata* on the basis of the number of hours worked, e.g. half-time for six months would count as three months.

## 1.2. Supporting documents

At different steps of the selection procedure, you will need to provide an official document proving your citizenship (e.g. passport or identity card) which must be valid on the closing date of your application (closing date of the first part of your application in the case of a 2-part application scenario).

All periods of professional activity must be covered by originals or certified photocopies of:

- **documents from former and current employer(s)** stating the nature and level of duties performed, and start and end dates, with the official header and stamp of the company, and the name and signature of the person in charge; or
- **employment contract(s) and first and last pay slips**, with a detailed description of the duties performed;
- (for non-salaried work, e.g. self-employed, liberal professions) **invoices or order forms** detailing the work performed or any other relevant official supporting documents;
- (for conference interpreters where professional experience is required) documents attesting **the number of days**, and **languages interpreted** from and into, relating specifically to conference interpreting.

In general, no supporting documents are required to prove your knowledge of languages, except for some linguist or specialist profiles.

You may be asked for additional information or documents at any stage of the procedure. EPSO will inform you of what supporting documents you need to provide and when.

### 1.3. **Equal opportunities and special adjustments**

If you have a disability or a medical condition that may hinder your ability to sit the tests, please indicate this in your application form and let us know the type of special adjustments you need. If a disability or condition develops after you have validated your application, you must inform EPSO as soon as possible using the information indicated below.

Please note that you will have to send a certificate from your national authority or a medical certificate to EPSO in order for your request to be taken into consideration. Your supporting documents will be examined, so that reasonable accommodation can be made where required.

Should you encounter any accessibility issues, or should you require more information, please contact the EPSO-accessibility team by:

— email ([EPSO-accessibility@ec.europa.eu](mailto:EPSO-accessibility@ec.europa.eu));

— fax (+32 22998081); or

— post:

European Personnel Selection Office (EPSO)  
EPSO accessibility  
Avenue de Cortenberg/Kortenberglaan 25  
1049 Bruxelles/Brussel  
BELGIQUE/BELGIË

## 2. **BY WHOM WILL I BE ASSESSED?**

A Selection Board is appointed to compare candidates and select the best ones on the basis of their competencies, aptitudes and qualifications in the light of the requirements set out in this notice of competition. Its members also decide on the difficulty of the competition tests and approve their content on the basis of proposals made by EPSO.

To ensure the Selection Board's independence, it is strictly forbidden for candidates or anyone outside the board to attempt to contact any of its members, except in the context of tests which require direct interaction between the candidates and the board.

Candidates who wish to state their case or assert their rights must do so in writing, addressing their correspondence intended for a Selection Board to EPSO, which will pass it on to the board. Any direct or indirect intervention by candidates that does not comply with these procedures is forbidden and may result in disqualification from the competition.

The existence of a family relationship or a hierarchical link between a candidate and a Selection Board member, in particular, gives rise to a conflict of interest. Selection Boards are asked to declare any such situations to EPSO immediately when they become aware of them. EPSO will evaluate each case individually and take the appropriate measures. The non-respect of the above mentioned rules could make Selection Board members liable to disciplinary action and result in disqualification from the competition for candidates (see section 4.4).

The names of the Selection Board members are published on the EPSO website ([www.eu-careers.eu](http://www.eu-careers.eu)) before the beginning of the assessment centre/phase.



### 3. COMMUNICATION

#### 3.1. Communication with EPSO

You should consult your EPSO account **at least twice a week** to keep track of your progress during the competition. If you are prevented from doing so because of a technical problem on EPSO's side, you must notify EPSO immediately and exclusively via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)).

EPSO reserves the right not to supply information that is already clearly stated in this notice of competition, its annexes or on the EPSO website, including under 'frequently asked questions'.

In all correspondence relating to an application, please mention your **name** as given in your EPSO account, your **application number** and the **reference number of the selection procedure**.

EPSO applies the principles of the code of good administrative behaviour [https://ec.europa.eu/info/about-european-union/principles-and-values/ethics-and-integrity/code-conduct-eu-staff\\_en](https://ec.europa.eu/info/about-european-union/principles-and-values/ethics-and-integrity/code-conduct-eu-staff_en) (as published in the *Official Journal*). Accordingly, EPSO reserves the right to cease any improper (i.e. repetitive, abusive and/or irrelevant) correspondence.

#### 3.2. Access to information

Candidates have specific rights of access to certain information concerning them individually, granted in the light of the obligation to state reasons, in order to allow for an appeal against rejection decisions.

This obligation to state reasons must be balanced with the confidentiality of the Selection Board proceedings, which ensures the boards' independence and the objectivity of the selection. Due to confidentiality, attitudes adopted by members of Selection Boards regarding the individual or comparative assessments of candidates cannot be disclosed.

These access rights are specific to candidates in an open competition and legislation on public access to documents may not confer on them rights broader than those specified in this section.

##### 3.2.1. Automatic disclosure

You will **automatically receive** the following information via your EPSO account after each stage of the selection process organised for a given competition:

- **MCQ tests:** your results and a grid with your answers and the correct answers by reference number/letter. Access to **the text of the questions and answers is explicitly excluded**;
- **eligibility:** whether you were admitted; if not, the eligibility conditions that were not met;
- **Talent Screener:** your results and a grid with the question weightings, the points awarded for your answers and your total score;

- **preliminary tests:** your results;
- **intermediate tests:** your results if you are not amongst the candidates invited to the next phase;
- **assessment centre/phase:** if you are not disqualified, your competency passport showing your overall marks for each competency and the Selection Board's comment providing quantitative and qualitative feedback on your performance at the assessment centre/phase.

As a rule, EPSO does not communicate to candidates any source texts or test assignments, as these are intended for re-use in future competitions. For certain tests, however, it may exceptionally publish the source texts or assignments on its website if:

- the tests have been completed;
- the results have been established and communicated to candidates; and
- the source texts/assignments are not intended for reuse in future competitions.

### 3.2.2. *Information on request*

You may request an **uncorrected** copy of your answers in written tests where the content is **not intended for reuse** in future competitions. This explicitly excludes answers to e-tray exercises and case studies.

Your corrected answer papers and the details of the marking, in particular, are covered by the secrecy of Selection Board proceedings and **will not be disclosed**.

EPSO endeavours to make as much information available to candidates as possible, in accordance with the obligation to state reasons, the confidential nature of Selection Board proceedings and the rules on the protection of personal data. All requests for information will be evaluated in light of these obligations.

Any requests for information should be submitted via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)) within 10 calendar days of the day your results were published in your EPSO account.

## 4. **COMPLAINTS AND ISSUES**

### 4.1. **Technical and organisational issues**

If, at any stage of the selection procedure, you encounter a serious technical or organisational problem, in order to allow us to investigate the issue and take corrective measures, **please inform EPSO exclusively** via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)).

In all correspondence, please mention your **name** (as given in your EPSO account), your **application number** and the **reference number of the selection procedure**.

**If the problem occurs at a test centre**, please:

- alert the invigilators immediately so that a solution can be investigated at the centre itself. In any case, ask them to record your complaint in writing; and
- contact EPSO no later than 3 calendar days after your tests via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)) with a brief description of the problem.

For **problems occurring outside test centres** (e.g. mainly concerning the test booking process), please follow the instructions in your EPSO account and on EPSO's website or contact EPSO immediately via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)).

For issues with your application, you must contact EPSO immediately and in any case before the deadline for applications via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)). Queries sent less than 5 working days before the deadline for applications might not be answered before the deadline.

#### 4.2. Internal review procedures

##### 4.2.1. *Error in the computer-based multiple choice questions (MCQs)*

The MCQ database is subject to permanent in-depth quality control by EPSO and Selection Boards.

If you believe that an error in one or more of the MCQs affected your ability to answer, you are entitled to ask for the question(s) to be reviewed by the Selection Board (under the 'neutralisation' procedure).

Under this procedure, the Selection Board may decide to cancel the question containing the error and to redistribute the points among the remaining questions of the test. Only those candidates who received that question will be affected by the recalculation. The marking of the tests remains as indicated in the relevant sections of this notice of competition.

Arrangements for complaints about the MCQ tests are as follows:

- **procedure:** please contact EPSO **only via the EPSO website** ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en));
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **3 calendar** days of the date of your computer-based tests;

- **additional information:** describe what the question was about (content) in order to identify the question(s) concerned, and explain the nature of the alleged error as clearly as possible.

**Requests received after the deadline or that do not clearly describe the contested question(s) and alleged error will not be taken into account.**

In particular, complaints merely pointing out alleged issues of translation, and which do not clearly specify the problem, will not be taken into account.

**The same review procedure applies with regard to errors in the e-tray exercise.**

#### 4.2.2. *Requests for review*

You can request a review of any **decision** taken by the Selection Board or EPSO that establishes your results and/or determines whether you can proceed to the next stage of the competition or are excluded.

Requests for review may be based on:

- a material irregularity in the competition process; and/or
- non-compliance, by the Selection Board or EPSO, with the Staff Regulations, the notice of competition, its annexes and/or case law.

Please note that you are not allowed to challenge the validity of the Selection Board's assessment of the quality of your performance in a test or the relevance of your qualifications and professional experience. This assessment is a value judgment made by the board and your disagreement with the board's evaluation of your tests, experience and/or qualifications does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

Arrangements for requests for review are as follows:

- **procedure:** please contact EPSO only via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en));
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **10 calendar days** of the date on which the contested decision was published in your EPSO account;
- **additional information:** indicate clearly the decision you wish to contest and on what grounds.

**Requests received after the deadline will not be taken into account.**

You will receive an acknowledgment of receipt within 15 working days. The body which took the contested decision (either the Selection Board or EPSO) will analyse and decide on your request and you will receive a reasoned reply as soon as possible.

**If the outcome is positive, you will be re-entered in the selection process at the stage at which you were excluded**, regardless of how far the competition has progressed in the meantime.

#### 4.3. Other forms of contestation

##### 4.3.1. Administrative complaints

As a candidate in an open competition, you have the right to address an administrative complaint to the Director of EPSO acting as the appointing authority.

You may submit a complaint against a decision, or lack thereof, that directly and immediately affects your legal status as a candidate, only if the rules governing the selection procedure have clearly been infringed. **The Director of EPSO cannot overturn a value judgment made by a Selection Board** (see section 4.2.2).

Arrangements for administrative complaints are as follows:

- **procedure:** please contact EPSO only via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en));
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **three months** of notification of the contested decision or of the date by which a decision should have been made;
- **additional information:** indicate clearly the decision you wish to contest and on what grounds.

**Requests received after the deadline will not be taken into account.**

##### 4.3.2. Judicial appeals

As a candidate in an open competition, you have the right to submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

Note that appeals against decisions taken by EPSO rather than by the Selection Board will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been made (see section 4.3.1). In particular, this is the case with the decisions concerning the general eligibility criteria, which are taken by EPSO not the Selection Board.

Arrangements for judicial appeals are as follows:

- **procedure:** please consult the website of the General Court (<http://curia.europa.eu/jcms/>).

##### 4.3.3. European Ombudsman

All EU citizens and residents can make a complaint to the European Ombudsman.

**Before you submit a complaint to the Ombudsman, you must first make the appropriate administrative approaches to the institutions and bodies concerned** (see sections 4.1.-4.3.).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

Arrangements for complaints to the Ombudsman are as follows:

— **procedure:** please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>).

#### 4.4. **Disqualification from the selection procedure**

You may be disqualified at any stage in a selection procedure if EPSO finds that you:

- have created more than one EPSO account;
- have applied to incompatible fields or profiles;
- do not meet all the eligibility conditions;
- made false declarations or declarations unsupported by the appropriate documents;
- have failed to book or sit one or more of your tests;
- have cheated during the tests;
- did not declare in your application form the languages required in this Notice of Competition, or did not declare the minimum level(s) required for those languages;
- attempted to contact a member of the Selection Board in an unauthorised manner;
- failed to inform EPSO of a possible conflict of interest with a Selection Board member;
- submitted your application in a language other than that/those specified in this notice of competition (allowances may be made regarding the use of another language for proper nouns, official titles and job titles as indicated in the supporting documents or labels/titles of diplomas); and/or
- signed or wrote a distinctive mark on anonymously marked written or practical tests.

Candidates for recruitment by the EU institutions must show the highest possible integrity. Fraud or attempted fraud may render you liable to penalty and compromise your eligibility for future competitions.

End of ANNEX III, [click here](#) to return to main text

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## EXAMPLES OF MINIMUM QUALIFICATIONS PER COUNTRY AND PER GRADE CORRESPONDING, IN PRINCIPLE, TO THOSE REQUIRED BY THE NOTICES OF COMPETITION

Please click [here](#) for an easy-to-read version of these examples

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Belgique — België — Belgien	Certificat de l'enseignement secondaire supérieur (CESS)/Diploma secundair onderwijs  Diplôme d'aptitude à accéder à l'enseignement supérieur (DAES)/Getuigschrift van hoger secundair onderwijs  Diplôme d'enseignement professionnel/Getuigschrift van het beroepssecundair onderwijs	Candidature/Kandidaat  Graduat/Gegradueerde  Bachelor/Professioneel gerichte Bachelor	Bachelor académique (180 crédits)  Academisch gerichte Bachelor (180 ECTS)	Licence/Licentiaat  Master  Diplôme d'études approfondies (DEA)  Diplôme d'études spécialisées (DES)  Diplôme d'études supérieures spécialisées (DESS)  Gediplomeerde in de Voortgezette Studies (GVS)  Gediplomeerde in de Gespecialiseerde Studies (GGS)  Gediplomeerde in de Aanvullende Studies (GAS)  Agrégation/Aggregaat  Ingénieur industriel/Industrieel ingenieur  Doctorat/Doctoraal diploma



COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
България	Диплома за завършено средно образование	Специалист по ...		Диплома за висше образование  Бакалавър  Магистър
Česká republika	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)	Diplom o ukončení bakalářského studia (Bakalář)	Diplom o ukončení vysokoškolského studia  Magistr  Doktor
Danmark	Bevis for:  Studentereksamen  Højere Forberedelseksamen (HF)  Højere Handelseksamen (HHX)  Højere Afgangseksamen (HA)  Bac pro: Bevis for Højere Teknisk Eksamen (HTX)	Videregående uddannelser  = Bevis for = Eksamensbevis som (erhvervsakademiuddannelse AK)	Bachelorgrad (BA eller BS)  Professionsbachelorgrad  Diplomingeniør	Kandidatgrad/Candidatus  Master/Magistergrad (mag.art)  Licenciatgrad  ph.d.-grad

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Deutschland	Abitur/Zeugnis der allgemeinen Hochschulreife  Fachabitur/Zeugnis der Fachhochschulreife		Fachhochschulabschluss  Bachelor	Hochschulabschluss/ Fachhochschulabschluss/ Master  Magister Artium/Magistra Artium  Staatsexamen/Diplom  Erstes Juristisches Staatsexamen  Doktorgrad
Eesti	Gümnaasiumi lõputunnistus + riigieksamitunnistus  Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta	Bakalaureusekraad (min 120 ainepunkti)  Bakalaureusekraad (< 160 ainepunkti)	Rakenduskõrghariduse diplom  Bakalaureusekraad (160 ainepunkti)  Magistrikraad  Arstikraad  Hambaarstikraad  Loomaarstikraad  Filosoofiadoktor  Doktorikraad (120–160 ainepunkti)

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Éire/Ireland	<p>Ardteistiméireacht, Grád D3, 1 5 ábhar/Leaving Certificate Grade D3 in 5 subjects</p> <p>Gairmchlár na hArdteistiméireachta (GCAT)/Leaving Certificate Vocational Programme (LCVP)</p>	<p>Teastas Náisiúnta/National Certificate</p> <p>Gnáthchéim bhaitsiléara/Ordinary bachelor degree</p> <p>Dioplóma náisiúnta (ND, Dip.)/National diploma (ND, Dip.)</p> <p>Ardteastas (120 ECTS)/Higher Certificate (120 ECTS)</p>	<p>Céim onóracha bhaitsiléara (3 bliana/180 ECTS) (BA, B.Sc, B.Eng)/Honours bachelor degree (3 years/180 ECTS) (BA, B.Sc, B.Eng)</p>	<p>Céim onóracha bhaitsiléara (4 bliana/240 ECTS)/Honours bachelor degree (4 years/240 ECTS)</p> <p>Céim ollscoile/University degree</p> <p>Céim mháistir (60-120 ECTS)/Master's degree (60-120 ECTS)</p> <p>Dochtúireacht/Doctorate</p>
Ελλάδα	<p>Απολυτήριο Γενικού Λυκείου Απολυτήριο Κλασικού Λυκείου</p> <p>Απολυτήριο Τεχνικού Επαγγελματικού Λυκείου</p> <p>Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου</p> <p>Απολυτήριο Ενιαίου Λυκείου</p> <p>Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου</p>	<p>Δίπλωμα επαγγελματικής κατάρτισης (IEK)</p>		<p>Πτυχίο ΑΕΙ (πανεπιστημίου, πολυτεχνείου, ΤΕΙ)</p> <p>Μεταπτυχιακό Δίπλωμα Ειδίκευσης (2ος κύκλος)</p> <p>Διδακτορικό Δίπλωμα (3ος κύκλος)</p>

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
España	Bachillerato + Curso de Orientación Universitaria (COU)  Bachillerato  BUP  Diploma de Técnico especialista	FP grado superior (Técnico superior)	Diplomado/Ingeniero técnico	Licenciatura  Máster  Ingeniero  Título de Doctor
France	Baccalauréat  Diplôme d'accès aux études universitaires (DAEU)  Brevet de technicien	Diplôme d'études universitaires générales (DEUG)  Brevet de technicien supérieur (BTS)  Diplôme universitaire de technologie (DUT)  Diplôme d'études universitaires scientifiques et techniques (DEUST)	Licence	Maîtrise  Maîtrise des sciences et techniques (MST), maîtrise des sciences de gestion (MSG), diplôme d'études supérieures techniques (DEST), diplôme de recherche technologique (DRT), diplôme d'études supérieures spécialisées (DESS), diplôme d'études approfondies (DEA), master 1, master 2 professionnel, master 2 recherche  Diplôme des grandes écoles  Diplôme d'ingénieur  Doctorat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Hrvatska	Svjedodžba o državnoj maturi  Svjedodžba o završnom ispitu	Stručni pristupnik/pristupnica	Baccalaureus/Baccalaurea (sveučilišni prvostupnik/prvostupnica)	Baccalaureus/Baccalaurea (sveučilišni prvostupnik/prvostupnica)  Stručni specijalist  Magistar struke  Magistar inženjer/magistrica inženjerka (mag. ing)  Doktor struke  Doktor umjetnosti
Italia	Diploma di maturità (vecchio ordinamento)  Perito ragioniere  Diploma di superamento dell'esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore	Diploma universitario (DU)  Certificato di specializzazione tecnica superiore  Attestato di competenza (4 semestri)	Diploma di laurea – L (breve)	Diploma di laurea (DL)  Laurea specialistica (LS)  Master di I livello  Dottorato di ricerca (DR)

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Κύπρος	Απολυτήριο	Διπλωμα = Programmes offered by Public/ Schools of Higher Education (for the latter accreditation is compulsory)  Higher Diploma		Πανεπιστημιακό Πτυχίο/Bachelor  Master  Doctorat
Latvija	Atestāts par vispārējo vidējo izglītību  Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālo augstāko izglītību	Bakalaura diploms (min. 120 kredītpunktu)	Bakalaura diploms (160 kredītpunktu)  Profesionālā bakalaura diploms  Maģistra diploms  Profesionālā maģistra diploms  Doktora grāds
Lietuva	Brandos atestatas	Aukštojo mokslo diplomas  Aukštesniojo mokslo diplomas	Profesinio bakalauro diplomas  Aukštojo mokslo diplomas	Aukštojo mokslo diplomas  Bakalauro diplomas  Magistro diplomas  Daktaro diplomas  Meno licenciato diplomas

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Luxembourg	Diplôme de fin d'études secondaires et techniques	BTS  Brevet de maîtrise  Brevet de technicien supérieur  Diplôme de premier cycle universitaire (DPCU)  Diplôme universitaire de technologie (DUT)	Bachelor  Diplôme d'ingénieur technicien	Master  Diplôme d'ingénieur industriel  DESS en droit européen
Magyarország	Gimnáziumi érettségi bizonyítvány  Szakközépiskolai érettségi-képesítő bizonyítvány	Felsőfokú szakképesítést igazoló bizonyítvány (Higher Vocational Programme)	Főiskolai oklevél  Alapfokozat (Bachelor degree 180 credits)	Egyetemi oklevél  Alapfokozat (Bachelor degree 240 credits)  Mesterfokozat (Master degree) (Osztatlan mesterképzés)  Doktori fokozat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Malta	Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher)  Matriculation certificate (2 subjects at Advanced level and 4 at Intermediate level including Systems of Knowledge with overall grade A-C) + Passes in the Secondary Education Certificate examination at Grade 5  2 A Levels (passes A-C) + a number of subjects at Ordinary level, or equivalent	MCAST diplomas/certificates  Higher National Diploma	Bachelor's degree	Bachelor's degree  Master of Arts  Doctorate
Nederland	Diploma VWO  Diploma staatsexamen (2 diploma's)  Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO)  Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)	Kandidaatsexamen  Associate degree (AD)	Bachelor (WO)  HBO bachelor degree  Baccalaureus of „Ingenieur”	HBO/WO Master's degree  Doctoraal examen/Doctoraat



COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Österreich	Matura/Reifeprüfung  Reife- und Diplomprüfung  Berufsreifeprüfung	Kollegdiplom/Akademiediplom	Fachhochschuldiplom/Bakkalaureus/ Bakkalaurea	Universitätsdiplom  Fachhochschuldiplom  Magister/Magistra  Master  Diplomprüfung, Diplom-Ingenieur  Magisterprüfungszeugnis Rigorosenzeugnis  Dokortitel
Polska	Świadectwo dojrzałości  Świadectwo ukończenia liceum ogólnokształcącego	Dyplom ukończenia kolegium nauczycielskiego  Świadectwo ukończenia szkoły policealnej	Licencjat/Inżynier	Magister/Magister inżynier  Dyplom doktora
Portugal	Diploma de Ensino Secundário  Certificado de Habilitações do Ensino Secundário		Bacharel Licenciado	Licenciado  Mestre  Doutorado

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
România	Diplomă de bacalaureat	Diplomă de absolvire (colegiu universitar) Învăţământ preuniversitar	Diplomă de licenţă	Diplomă de licenţă Diplomă de inginer Diplomă de urbanist Diplomă de master Certificat de atestare (studii academice postuniversitare) Diplomă de doctor
Slovenija	Maturitetno spričevalo (spričevalo o poklicni maturi) (spričevalo o zaključnem izpitu)	Diploma višje strokovne šole	Diploma o pridobljeni visoki strokovni izobrazbi	Univerzitetna diploma Magisterij Specializacija Doktorat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Slovensko	Vysvedčenie o maturitnej skúške	Absolventský diplom	Diplom o ukončení bakalárskeho štúdia (Bakalár)	Diplom o ukončení vysokoškolského štúdia  Bakalár (Bc.)  Magister  Magister/Inžinier  ArtD.
Suomi/Finland	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus - Studentexamen eller grundskola + treårig yrkesinriktad utbildning  Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)	Ammatillinen opistoasteen tutkinto - Yrkesexamen på institutnivå	Kandidaatin tutkinto - Kandidatexamen/Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min. 120 opintoviikkoa - studieveckor)	Maisterin tutkinto - Masterexamen/ Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min. 160 opintoviikkoa - studieveckor)  Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen - antingen 4 år eller 2 år efter licentiatexamen  Lisensiaatti/Licentiat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Sverige	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng)  Högskoleexamen, 2 år, 120 högskolepoäng  Yrkehögskoleexamen/Kvalificerad yrkehögskoleexamen, 1–3 år	Kandidatexamen (akademisk examen omfattande minst 120 poäng, varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng)  Meriter på grundnivå: Kandidatexamen, 3 år, 180 högskolepoäng (Bachelor)	Magisterexamen (akademisk examen omfattande minst 160 poäng, varav 80 poäng fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera)  — Licentiatexamen  — Doktorsexamen  Meriter på avancerad nivå:  — Magisterexamen, 1 år, 60 högskolepoäng  — Masterexamen, 2 år, 120 högskolepoäng  Meriter på forskarnivå:  — Licentiatexamen, 2 år, 120 högskolepoäng  — Doktorsexamen, 4 år, 240 högskolepoäng

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
United Kingdom	<p>General Certificate of Education Advanced level — 2 passes or equivalent (grades A to E)</p> <p>BTEC National Diploma</p> <p>General National Vocational Qualification (GNVQ), advanced level</p> <p>Advanced Vocational Certificate of Education, A level (VCE A level)</p>	<p>Higher National Diploma/Certificate (BTEC)/SCOTVEC</p> <p>Diploma of Higher Education (DipHE)</p> <p>National Vocational Qualifications (NVQ)</p> <p>Scottish Vocational Qualifications (SVQ) level 4</p>	<p>(Honours) Bachelor degree</p> <p>NB: Master's degree in Scotland</p>	<p>Honours Bachelor degree</p> <p>Master's degree (MA, MB, MEng, MPhil, MSc)</p> <p>Doctorate</p>

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