

# Official Journal

## of the European Communities

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English Edition

### Information and Notices

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## III

*(Notices)*

## COMMISSION

## NOTICE

The Staff Regulations of the Communities and of the Annexes thereto provide that any open competition for the recruitment of staff shall be preceded by a Notice of competition published in the *Official Journal of the European Communities*.

No applications other than those submitted in response to this Notice and relating to a specific competition can be accepted. Applications submitted before publication of this Notice cannot be taken into consideration.

Applications must be in typescript or, if handwritten, made out in block capitals. Applicants should abide strictly by the instructions given on the application form. Reference should be made to the number of the open competition in the space provided for that purpose.

PROVISIONS COMMON TO THE OPEN COMPETITIONS FOR RECRUITMENT OF  
STAFF WHICH ARE ANNOUNCED IN THE 'OFFICIAL JOURNAL' BY THE  
INSTITUTIONS OF THE COMMUNITIES

## I. General conditions

The Staff Regulations of the Communities provide that to be eligible for appointment to a post in an institution of the European Communities the candidate must satisfy the following requirements:

1. Unless otherwise decided by the Appointing Authority, be a national of one of the Member States of the Communities <sup>(1)</sup> and in full enjoyment of his rights as a citizen.

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<sup>(1)</sup> The Member States are: Belgium, the Kingdom of Denmark, France, the Federal Republic of Germany, the Republic of Ireland, Italy, Luxembourg, the Netherlands, the United Kingdom of Great Britain and Northern Ireland.

2. Have conformed with any laws applicable to him as regards military service.
3. Be of the necessary good character and repute.
4. Have been declared successful in a competition held by the Commission, based either on degrees, diplomas, etc, on tests, or on both.
5. Be of the necessary standard of physical fitness.
6. Possess a perfect command of one of the official languages of the Communities <sup>(1)</sup> and a satisfactory knowledge of another official language of the Community to the extent necessary to the performance of his duties.

## II. Procedure

As laid down in the Staff Regulations, the competition will be organized as follows:

1. Candidates must complete an application form, the terms of which shall be laid down by the Appointing Authority; they may, where appropriate, be requested to furnish additional documents or particulars.
2. A Selection Board will be set up for each competition; it will consist of persons nominated by the Appointing Authority and the Staff Committee.
3. The Appointing Authority will draw up a list of the candidates who satisfy the conditions set out in paragraphs 1, 2 and 3 of Section I above, and will forward this to the Selection Board together with the candidates' files.
4. The Selection Board will determine the list of candidates who satisfy the requirements laid down in the competition Notice following an examination of their files; and
  - where the competition is based on tests, all the candidates entered on that list will be admitted to the tests;
  - where the competition is based on degrees or diplomas, the Board, having laid down the criteria pursuant to which it will assess the degrees or diplomas of the candidates, will then examine the degrees or diplomas of those candidates who are entered on that list;
  - where the competition is based on tests and on degrees or diplomas, the Board will select from the list the candidates to be admitted to the tests.
5. On completion of the competition, the Selection Board will establish a list of candidates deemed suitable for the posts to be filled. The list of successful candidates, which wherever possible will comprise twice as many candidates as there are posts

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<sup>(1)</sup> The official languages of the Communities are: Danish, Dutch, English, French, German and Italian.

to be filled, will be submitted to the Appointing Authority, which will choose therefrom the persons(s) it appoints to be filled.

6. The proceedings of the Selection Board will be secret.

This procedure can also be used for the purpose of establishing a reserve list of suitable candidates from which appointments may be made.

### III. Applications

Candidates are requested to send their applications, on the official form provided in this Official Journal, to the address given in the announcement of the competition.

Applications must reach the Commission, preferably by registered post, not later than 5 November 1973.

Supporting documents relating to the candidates' degrees or educational qualifications may be sent to the above address under separate cover, and should arrive not later than 19 November 1973.

These documents cannot be returned. They should therefore be furnished in the form of certified copies of the original documents. Photocopies cannot be accepted unless they include a non-photocopied form stating that they are certified copies of the original documents. Candidates are advised to send copies of the degree(s) or diploma(s) testifying to the highest level of their educational qualifications.

For purposes of this application, candidates may not make reference back to any application forms, documents or other information submitted in connection with previous applications.

Candidates placed by the Selection Board on the list for the tests or for interview will have their travel expenses refunded on the basis indicated in the letter convening them.

Each candidate will be informed of the outcome of his application.

### IV. Probationary period

Every official, except officials in Grades A1 and A2, is required to serve a probationary period and can be established only if he has given satisfaction during that period. The probationary period is nine months if the official is appointed to a post in Category A, the Language Service or Category B; it is six months if he is appointed to a post in another category.

### V. Salary and allowances

Remuneration consists of:

1. A basic salary;
2. Subject to the provisions of the Staff Regulations:
  - (a) An expatriation allowance equal to 16% of the sum of the basic salary plus any family allowances. The expatriation allowance will not be less than Bfrs 3 320 per month.

- (b) A daily allowance during a given period.
3. Subject to the provisions of the Staff Regulations, family allowances comprising:
- (a) A head of household allowance equal to 5% of the basic salary; this allowance will not be less than Bfrs 1 196 per month.
  - (b) An allowance of Bfrs 1 859 per month for each dependent child.
  - (c) An education allowance equal to the actual education costs incurred, up to Bfrs 1 660 per month for each dependent child.

Officials are covered by a health and accident insurance scheme. Their contributions are deducted from their remuneration, as laid down in the Staff Regulations.

**The remuneration of officials less the statutory deductions is subject to weighting at a rate above, below or equal to 100, depending on the cost of living in the various places of employment.**

#### VI. Tax

Remuneration is exempt from national income taxes but is subject to a tax charged by the Communities themselves.

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#### NOTICE OF COMPETITION No COM/C/91/92

The Commission of the European Communities is organizing an open competition on the basis of qualifications and tests to draw up a reserve list of

CLERICAL OFFICERS  
and  
ASSISTANT CLERICAL OFFICERS

in the career brackets 3 and 2 of Grade C (clerical officers) and 5 and 4 of Grade C (assistant clerical officers).

This reserve list will be drawn up in order to fill such posts in these career brackets as are not filled by redeployment, promotion or transfer of officials already in the service of the European Communities.

This reserve list will be valid until 30 June 1974, subject to further extension. In the event of such an extension applicants on the list will be duly notified.

Place of work: Brussels, Luxembourg or any other centre of Commission activity.

#### I. NATURE OF DUTIES:

To carry out, under instructions, administrative or technical work in the following areas:

- mail,
- archives,
- documentation,
- library,

- administration,
- accounts,
- stores management.

## II. SALARY:

### *Clerical Officers*

Appointments will be to career bracket C/3. The basic monthly salary is between Bfrs 19 407 (C3/1) and Bfrs 21 295 (C3/3) depending on the candidate's training and specialized experience. In addition, certain allowances will be payable, where appropriate, as laid down in the staff regulations and listed in the 'General Requirements' preceding this notice. Remuneration is subject to Community tax.

Where appropriate, a *per diem* allowance will be payable for a given period, as laid down in Article 10 of Annex VII of the Staff Regulations. This allowance will be between Bfrs 550 and Bfrs 350 for the first fifteen days and between Bfrs 250 and Bfrs 150 from the sixteenth day onwards.

The net monthly earnings, after all compulsory deductions, of an unmarried official, with no dependents, in receipt of the expatriation allowance, amount to Bfrs 22 377 for the first step, Bfrs 23 263 for the second step and Bfrs 24 249 for the third step of the C3 grade

### *Assistant Clerical Officers:*

Appointments will be made at C5 or C4 level depending on the candidate's training and specialized experience.

In the event of appointment at C5 level the monthly salary is between Bfrs 15 316 (C5/1) and Bfrs 16 994 (C5/3).

In the event of appointment at C4 level the monthly salary is between Bfrs 17 046 (C4/1) and Bfrs 18 830 (C4/3).

In addition, certain allowances are payable as laid down in the Staff Regulations and listed in the 'General Requirements' preceding this notice.

Remuneration is subject to Community tax.

Where appropriate, a *per diem* allowance will be payable during a given period, as laid down in Ar-

ticle 10 of Annex VII to the Staff Regulations. This allowance will be between Bfrs 550 and Bfrs 350 for the first fifteen days and between Bfrs 250 and Bfrs 150 from the sixteenth day onwards.

The monthly net earnings after all compulsory deductions of an unmarried official, with no dependents, in receipt of the expatriation allowance amount to about Bfrs 18 493 at C5/1 level.

## III. CONDITIONS OF ADMISSION TO THE COMPETITION:

The competition is open to candidates of either sex who satisfy the following requirements:

### 1. *General Requirements:*

The requirements of Article 28 (a), (b) and (c) of the Staff Regulations of the European Communities <sup>(1)</sup>.

### 2. *Age limit:*

Candidates must be at least 18 and not more than 35 years of age on the closing date of the submission of applications. The upper age limit does not apply to candidates who, on the closing date for submission of applications, are servants of one of the European Communities.

### 3. *Qualifications or diplomas and professional experience:*

Candidates must provide proof of secondary education in the form of a diploma or an equivalent certificate. On the closing date for submission of applications, they must also have had some recent experience in the field(s) chosen from the list in the 'Nature of Duties'. Additional training, particularly at a school specializing in one or other of the fields covered by the competition could be taken into consideration as practical experience.

Candidates who have completed a full university course, and obtained a degree will not be eligible for this competition.

<sup>(1)</sup> The General Requirements indicated above under point 1, and the closing date for submission of certified true copies of diplomas are to be found in the communication preceding this notice.

4. *Knowledge of languages:*

Candidates must have a thorough knowledge of one of the official Community languages (Danish, Dutch, English, French, German, Italian) and a satisfactory knowledge of another of these languages.

1st written test 0 to 20,

2nd written test 0 to 30,

1st oral test 0 to 30,

2nd oral test 0 to 20.

IV. The Selection Board will determine which of the candidates satisfy the requirements for admission to the competition and, of these, which are to be allowed to go forward to the tests. These candidates will be convened.

Candidates who do not obtain at least 50% of all possible marks in each of the written tests and a total of at least 60% overall in the two written tests will be disqualified from taking the oral tests.

V. *NATURE OF TESTS:**Written Tests:*

1. essay on a general topic relating to Community affairs (2 hours);
2. candidates must either fill in a questionnaire or carry out practical work or sit an aptitude test relating to the field(s) chosen by the candidate from the list in the 'Nature of Duties' (3 hours).

To be included on the list of candidates from which appointments will be made for clerical officers candidates must obtain at least 20 marks out of 30 in the first oral test and 14 marks out of 20 in the second oral test, with at least 70 marks for the tests as a whole.

To be included on the list of candidates from which appointments will be made for assistant clerical officers candidates must obtain at least 15 marks out of 20 in the first oral test and 7 marks out of 20 in the second oral test, with at least 55 marks for the tests as a whole.

*Oral Tests:*

1. interview to assess
  - the candidate's general knowledge
  - the candidate's specific knowledge of the field(s) chosen.
2. conversation with the Selection Board in order to assess the candidate's knowledge of languages.

VII. *SUBMISSION OF APPLICATIONS:*

Applicants for this competition should fill in and sign the application form in the current edition of the Official Journal of the European Communities and send it, preferably by registered post, to the following address:

Commission of the European Communities  
Division Recruitment, Nominations, Promotions  
200 rue de la Loi  
1040 Brussels, Belgium.

VI. *MARKING OF TESTS AND DRAWING UP A LIST OF SUITABLE CANDIDATES:*

The tests will be marked as follows:

Please consult the communication preceding the Notice of Competition.

EUROPEAN COMMUNITIES

COMMISSION

Directorate-General for  
Personnel and Administration  
Directorate for Personnel  
Recruitment, Appointments,  
Promotion Division

(1)

mail  
 archives  
 documentation  
 library  
 administration  
 accounts  
 stores management

OPEN COMPETITION COM/

### APPLICATION FORM

All questions must be answered. Where appropriate, please put 'none'. Do not leave blanks or put dashes. To be filled in by typewriter or in block letters using black ink.

1. Surname: Forenames (in full): Maiden name, if applicable:

.....

.....

2. Address for correspondence: Telephone number:

.....

3. Permanent address:

.....

4. Place of birth: Date of Birth: Nationality at birth:

.....

Present nationality (if dual, indicate both):

.....

5. Sex (put a cross x in the appropriate square):

MALE  FEMALE

6. Marital status (put a cross x in the appropriate square):

SINGLE  MARRIED  WIDOWED  DIVORCED  SEPARATED

7. Have you any dependants? YES  NO

If so, please provide the following details:

Name	Age	Relationship	Name	Age	Relationship

8. Military service – state which service and give rank, official number and dates of service: .....

.....

9. Names, addresses and occupations of parents: .....

10. Name, address and occupation of husband/wife: .....

(1) Please indicate the field(s) in which you wish to be tested.



Please attach recent passport photograph here (max. size 5 cm + 5 cm)

11. Are any of your relatives by blood or marriage employed at the institutions of the European Communities? YES  NO

If so, please state name, first name, relationship and post held:

.....  
 .....

12. Education (please give full details in the appropriate spaces below):

(A) Higher education (University or equivalent education):

Name and address of establishment	Years of study		Diplomas or degrees obtained and class of degree	Main subjects studied
	from	to		
.....				
.....				
.....				

(B) Education since the age of 12 (e.g. secondary education, other education, technical training as apprentice, or equivalent training, to be specified under 'category'):

Name and address of establishment	Category	Years of study		Diplomas or certificates obtained
		from	to	
.....				
.....				
.....				

14. Knowledge of languages (place a tick in the appropriate column(s):

	Mother tongue	READING			WRITING			SPEAKING		
		Very good (degree standard)	Good (A level)	Fair (O level)	Very good	Good	Fair	Very good	Good	Fair
Danish										
Dutch										
English										
French										
German										
Italian										
Other languages										

15. Knowledge of typing and shorthand (please indicate number of words or syllables per minute):

	Danish	Dutch	English	French	German	Italian
Typing						
Shorthand						
Stenotyping						

16. **PREVIOUS EMPLOYMENT:** Please indicate, starting with your present post, the posts you have held, in reverse chronological order, over the last ten years and state any important experience acquired outside this period which you think may be useful in assessing your previous employment. Use one box for each post, and additional sheets if necessary.

1 PRESENT OR MOST RECENT EMPLOYMENT			
DATES		NET ANNUAL SALARY	
From	To	At the beginning	On leaving
EXACT DESIGNATION OF YOUR POST:			
EMPLOYER'S NAME:			
FULL ADDRESS OF EMPLOYER:			
.....			
.....			
.....			
NATURE OF WORK:			
.....			
.....			
.....			
PERIOD OF NOTICE REQUIRED (IF STILL EMPLOYED):			
MAY REFERENCE BE MADE TO HIM?			
REASONS FOR LEAVING:			
.....			
3 PREVIOUS EMPLOYMENT			
DATES		NET ANNUAL SALARY	
From	To	At the beginning	On leaving
EXACT DESIGNATION OF YOUR POST:			
EMPLOYER'S NAME:			
FULL ADDRESS OF EMPLOYER:			
.....			
.....			
.....			
NATURE OF WORK:			
.....			
.....			
.....			
REASONS FOR LEAVING:			
.....			

2 PREVIOUS EMPLOYMENT			
DATES		NET ANNUAL SALARY	
From	To	At the beginning	On leaving
EXACT DESIGNATION OF YOUR POST:			
EMPLOYER'S NAME:			
FULL ADDRESS OF EMPLOYER:			
.....			
.....			
.....			
NATURE OF WORK:			
.....			
.....			
.....			
REASONS FOR LEAVING:			
.....			
4 PREVIOUS EMPLOYMENT			
DATES		NET ANNUAL SALARY	
From	To	At the beginning	On leaving
EXACT DESIGNATION OF YOUR POST:			
EMPLOYER'S NAME:			
FULL ADDRESS OF EMPLOYER:			
.....			
.....			
.....			
NATURE OF WORK:			
.....			
.....			
.....			
REASONS FOR LEAVING:			
.....			

17. Nature of post applied for: .....

.....

.....

18. Would you prefer to be posted to:

1. Brussels                      2. Luxemburg

3. Other places, where the Commission's departments are established in  
Community countries (1) .....

.....

19. Time spent abroad (excluding brief visits). Please indicate dates, countries visited and purpose of stay:

.....

.....

20. Have you taken part in competitive examinations of the European Communities before?    YES                       NO

.....

21. Decorations and titles: .....

22. Social activities and sports: .....

23. Particular abilities or interests: .....

24. References: Please give the names and addresses of three persons not related to you, who know your qualifications and can give a character reference:

FULL NAME	FULL ADDRESS (Telephone number if known)	OCCUPATION (specify)
.....	.....	.....
.....	.....	.....
.....	.....	.....

25. Have you ever been convicted or found guilty of any offence by any Court?

.....

.....

I, the undersigned declare on my word of honour that the information provided above is, to my knowledge, true and complete.  
I undertake to submit, as soon as requested, any documents concerning marital status or documents in support of the above statements and declarations.  
I realize that any false statement or omission, even if unintended on my part, may lead to the cancellation of my application.  
I am willing to undergo the prescribed medical examination prior to any appointment.  
How were you informed of this open competition?  
If you read about it in the national press, please state the name of the newspaper .....

.....  
(Date)

.....  
(Signature)

(1) These countries are: Belgium, Denmark, France, the Federal Republic of Germany, the Republic of Ireland, Italy, Luxemburg, the Netherlands, the United Kingdom of Great Britain and Northern Ireland.

**Notice of invitation to tender for the delivery fob of common wheat flour  
pursuant to Commission Regulation (EEC) No 2679/73 of 1 October 1973**

The Voedselvoorzienings In- en verkoopbureau (VIB), Kouvenderstraat, 229, Hoensbroek (intervention agency) hereby invites tenders for purchase on the internal market of the Community for the supply fob, ie up to the point at which the goods are placed in the hold of the ship at the port of shipment, of 3 311 metric tons of common wheat flour to the Hashemite Kingdom of Jordan by way of Community food aid action.

### I. Tendering

1. Tenders must relate to the total quantity and port of shipment specified in the Annex. Tenders must be sent by registered letter or be delivered by hand <sup>(1)</sup> so as to reach the Voedselvoorzienings In- en verkoopbureau not later than 12 noon on 12 October 1973.
2. Tenders, whether sent by registered post or delivered by hand, shall be enclosed in a sealed envelope marked 'Tender re Community Food Aid Jordan', which shall itself be enclosed in an envelope bearing the address of the intervention agency (VIB).
3. No tender may be submitted in respect of part only of the total quantity.
4. Each tender must include the name and address of the tenderer and give:
  - (a) the number and weight of the lot to which they relate;
  - (b) the port of shipment (sea port);
  - (c) the charge, in Dutch guilders, proposed per metric ton of goods <sup>(2)</sup>.

The invitation to tender relates to carriage of the goods in new cotton sacks of a maximum net capacity of 50 kilogrammes.

The following shall be printed on the sacks:

'WHEAT FLOUR — GIFT OF THE EUROPEAN COMMUNITY'.

The cost of weighing, verification and insurance

must be included in the charge quoted in the tender.

5. Each tender must be accompanied by:
  - (a) proof that the security required under heading II has been given;
  - (b) the declaration required under heading III;
  - (c) a self-addressed envelope in the name of the tenderer.
6. Tenders not conforming to these requirements cannot be considered.

### II. Security

1. Each tenderer must, before expiry of the period set for the submission of tenders, provide security representing the equivalent in Dutch guilders of 10 units of account per metric ton.
2. The security referred to in paragraph 1 may be given in the form of a cash deposit or of a guarantee issued by a credit institution which satisfies the criteria laid down by the Member State whose intervention agency is concerned.
3. If a tender is not successful or is not considered, the security shall be released to the tenderer. The successful tenderer's security shall continue in being. Save in case of *force majeure* it shall be forfeit if he fails to fulfil his obligations within the time stipulated.

### III. Obligations

Tenders shall be valid only if accompanied by a declaration from the tenderer whereby he undertakes:

- (a) to deliver the total quantity, conforming to the specified requirements, fob to the port specified in the Annex and to load it on board ship;
- (b) to effect delivery within the period stipulated.

### IV. Award of contract

1. The contract shall be awarded to the tenderer who offers the most favourable terms.

A tenderer may in no circumstances withdraw an

<sup>(1)</sup> Tenders delivered by hand should be delivered, against an acknowledgement of receipt, to the VIB.

<sup>(2)</sup> This currency is converted at the official parity with a view to payment, in his own currency, of the expenses proposed by the tenderer.

offer in respect of which a contract has been awarded to him.

2. Each tenderer shall be informed by letter of the result of the invitation to tender.
3. The date from which shipment is to commence shall be between 1 and 15 November 1973.

The loading time shall be calculated from the date on which shipment commences, account being taken of the rate of loading stipulated in the Annex.

#### V. Arbitration

Samples of the common wheat shall be submitted for examination of its quality to the 'Instituut Graan, Meel en Brood, TNO te Wageningen'.

In the event of dispute as to the result, the matter shall be referred to the 'Voedselvoorzienings In- en verkoopbureau'.

A further examination shall be carried out by the Rijkslandbouwproefstation te Maastricht. The finding shall be binding on both parties and the costs incurred shall be borne by the losing party.

#### ANNEX

Number of lot	Port from which consigned	Minimum rate of loading per day	Tonnage fob
1	Community ports	Customs of the port	3311 t

**Notice to readers**

The text published in the German, French, Italian and Dutch editions of this Official Journal (p. 9/11) concerns information in the execution of projects financed by the European Development Fund.

In the light of the technical difficulties in translation, during the present internal organization of the Community, and the transitional measures of the Act of Accession which, on the one hand, exempt the new Member States from the financial contribution to EDF and, on the other hand, do not confer on their nationals the right to participate in the execution of EDF projects, the publication of this text in Danish and English is not being considered.

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## CORRIGENDA

**Corrigendum to Publication of the present version of the Annex to Council Regulation (EEC) No 109/70 of 19 December 1959 establishing common rules for imports from state-trading countries**

*(Official Journal of the European Communities No C 53 of 7 July 1973)*

Annex:

Page 12:

*instead of:* '31.03',

*read:* '31.03 A II  
B'  
(number of Xs unchanged).

Page 22:

*instead of:* '73.38 A',

*read:* '73.38'.

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**Corrigendum to Notice on import and export licences and advance fixing certificates for agricultural products**

*(Official Journal of the European Communities No C 29 of 12 May 1973)*

Page 23, No 5:

*instead of:* 'Bfr for Belgian francs',  
'DKr for Danish Kroner',  
'Lit for Italian lire' and  
'Lfr for Luxembourg francs',

*read:* 'FB for Belgian francs',  
'KR for Danish kroner',  
'LI for Italian lire' and  
'LF for Luxembourg francs'.

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**Corrigendum to the publication of the list of Members of the Advisory and Technical Committees on freedom of movement for workers for the period ending 27 February 1974**

*(Official Journal of the European Communities No C 59 of 24 July 1973)*

Page 1, section B, opposite Netherlands:

*instead of:* 'Mr P. Tjeerdsma'

*read:* 'Dr H. Grasman'.

Page 2, chapter II, opposite Netherlands:

*instead of:* 'Mr Renardel de Lavalette'

*read:* 'Mr Pabon'.

*instead of:* 'Mr Pabon'

*read:* 'Mr Vesseur'.

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