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## Information and Notices

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## I

*(Information)*

## COUNCIL

## COUNCIL RESOLUTION

of 27 June 1974

on the proposal for a Council Decision on Article 8 of the Council Decision  
of 13 May 1965

THE COUNCIL OF THE EUROPEAN COMMUNITIES,

— notes the following:

The railways of Europe, both in general and in their capacity as public undertakings, play an important part in the transport system. They operate in a way relatively favourable to the environment and are economical in their use of space and in consumption of energy. They are often the most effective means of carrying out many transport operations and, in most European countries, they are irreplaceable from both the economic and the socio-political point of view;

In recent years, however, they have required ever increasing amounts of financial assistance from the State. This cost must be kept commensurate with the services provided and their importance. Disclosure of how these public funds are being used and what services are being provided by the railways should prevent, or at least hinder, political intervention at the level of commercial management, unjustified by socio-economic considerations. Improved presentation of the accounts should have the effect of increasing the responsibility of railway management.

Of course, it is essential that in modernizing their productive assets and increasing their commercial responsibility, these undertakings should be enabled to improve their performance significantly with a view to achieving financial balance.

The financial resources applied must, however, be in proportion to the scale and importance of the services provided by the railways;

- convinced of the need to establish principles for financial relations between railway undertakings and Member States, as provided for in Article 8 of the Council Decision of 13 May 1965 <sup>(1)</sup> on the harmonization of certain provisions affecting competition in transport by rail, road and inland waterway;
- on the basis of the proposal for such rules submitted by the Commission to the Council,

HAS AGREED TO THE FOLLOWING GUIDELINES :

Financial relations between national railway undertakings and Member States should be governed by the following principles:

1. Even if the undertaking has no legal personality, the railways assets, budget and accounts must be separated from those of the State. This will permit of the independence of the undertaking and exact knowledge of the cost of the services provided. The railways shall draw up annual accounts and balance sheets.
2. The accounts and balance sheets of the various railway undertakings shall be made mutually comparable and costings shall be made on

<sup>(1)</sup> OJ No 88, 24. 5. 1965, p. 1500/65.

- uniform principles. At the European level, this will both make possible improved cooperation and provide a basis for comparing the financial performance of the railway undertakings.
3. The railways shall concentrate basically on activities appropriate to this mode of transport. Bearing in mind the public nature of the undertaking, Member States may require that diversification should first be submitted to the Government for approval.
  4. Railway undertakings are to be managed in accordance with economic principles. This applies also to their public service activities with a view, in particular, to providing efficient and appropriate services at the lowest cost possible for the quality of service required. Member States shall decide which public service activities the railway undertakings are to perform.
  5. The railway undertakings shall submit their business plans, including those dealing with investment and financing, within the framework of each Member State's overall policies and taking account of national transport planning, particularly infrastructure. These shall be adopted in the context of a procedure decided by the State and based on consultation between the State and the undertaking. The State shall supervise their implementation.
  6. The railway undertakings shall set their own rates within the framework of general prices policy and taking account of both national and Community rules on transport rates and conditions, with the aim of optimizing their financial performance and achieving financial balance.
  7. Without prejudice to the provisions of Regulation (EEC) No 1107/70 <sup>(1)</sup> compensation may be made in accordance with procedures to be laid down in Community provisions in respect of tariff obligations which arise from public service activities, apply only to railway undertakings and are not covered by Regulation (EEC) No 1191/69 <sup>(2)</sup>.
  8. Member States may appoint the members of the governing bodies of the railway undertakings.
  9. In collaboration with the railway undertakings, Member States shall draw up financial plans aimed at achieving the financial balance of the undertaking. With this objective, the Member States, in their capacity as owners, may provide the railways with sufficient funds on a scale commensurate with their functions and with the size and financial needs of the undertakings.

The Council hereby instructs the Permanent Representatives Committee to re-examine the Commission proposal for the implementation of Article 8 of the Council Decision of 13 May 1965, in the light of the principles set out above. In this connection, it is desirable to aim at the greatest possible alignment of the rules in the various Member States governing financial relationships between the Member States and the railways. Account should also be taken of particular conditions affecting the role and importance of the railways in each individual Member State. The rules must, therefore, be sufficiently flexible without, however, jeopardizing common objectives.

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<sup>(1)</sup> OJ No L 130, 15. 6. 1970, p. 1.

<sup>(2)</sup> OJ No L 156, 28. 6. 1969, p. 1.

## 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, Ireland, Italy, Luxembourg, the Netherlands, and the United Kingdom.

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

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

**EUROPEAN COMMUNITIES**

**COMMISSION**

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

<b>OPEN</b>	<b>COMPETITION COM/</b>
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**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: .....

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

13. Important works published by you (indicate, in the first instance, works with a bearing on the post for which you are applying; add an extra sheet if necessary):

.....  
 .....

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						

Keyboard normally used: .....

16. PREVIOUS EMPLOYMENT: Please indicate, starting with your present post, the posts you have held, in reverse chronological order, 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. Luxembourg

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, Germany, Ireland, Italy, Luxembourg, Netherlands, United Kingdom.

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. They are also requested to enclose a curriculum vitae to supplement, if necessary, the information given in the application form.

Applications must reach the Commission, preferably by registered post, not later than 28 October 1974.

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 11 November 1974.

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 test 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 A 1 and A 2, 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 3 430 per month.
  - (b) A daily allowance during a given period.

3. Subject to the provisions of the Staff Regulations, family allowances comprising:
- (a) A household allowance equal to 5% of the basic salary; this allowance will not be less than Bfrs 1 235 per month.
  - (b) An allowance of Bfrs 1 920 per month for each dependent child.
  - (c) An education allowance equal to the actual education costs incurred, up to Bfrs 1 715 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/131

The Commission of the European Communities is organizing an open competition based on tests with a view to drawing up a reserve list for the recruitment of

ASSISTANT CLERICAL OFFICERS  
(ASSISTANT SWITCHBOARD OPERATORS)

The career bracket covers grades 5 and 4 in category C.

The reserve list is being established to fill such posts of this description as are not filled by promotion or transfer of officials already serving in Community institutions.

The reserve list will be valid until 31 December 1975 and subject to further extension. In the event of such extension, candidates on the list will be duly notified.

*Place of employment:* Brussels or Luxembourg.

## I. NATURE OF DUTIES:

Assistant clerical officers (assistant switchboard operators)

## II. SALARY:

The basic salary is Bfrs 16 307 per month (grade C 5/1). Candidates may, however, start at a higher step on the strength of their training and experience. In exceptional cases a basic salary of up to Bfrs 19 876 (grade C 4/3) may be awarded.

In addition to the basic salaries shown above, candidates will receive, where appropriate, the allowances to which they are entitled under the Staff Regulations of the Officials of the European Communities (see the 'General Conditions' preceding this announcement). Remuneration is subject to Community tax and to other deductions specified in the Staff Regulations.

Where appropriate, a daily subsistence allowance will be payable for a given period, as laid down in Article 10 of Annex VII to the Staff Regulations; it will be between Bfrs 600 and Bfrs 375 for the first fifteen days and between Bfrs 275 and Bfrs 175 from the sixteenth day onwards.

## III. CONDITIONS OF ADMISSION:

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

1. *General conditions:*

As laid down in Article 28 (a), (b) and (c) of the Staff Regulations <sup>(1)</sup>.

2. *Degrees, diplomas, etc., and practical experience:*

Candidates must:

have completed a course of secondary, commercial, technical or specialized education and possess a certificate or other evidence to this effect or, alternatively, have equivalent professional experience;

have some practical experience of switchboard operation.

3. *Knowledge of languages:*

Candidates must have a thorough knowledge of one of the official languages of the Communities (Danish, Dutch, English, French, German or Italian).

Candidates' knowledge of French must be of the standard required by the International Telecommunication Union for international services. Candidates claiming a thorough knowledge of French must also have a sufficient knowledge of one other Community language to perform their duties.

Some knowledge of other Community languages desirable.

4. *Age limit:*

Candidates must have been born between 1 October 1925 and 30 September 1956 inclusive. The maximum age limit does not apply to candidates who, on the closing date for receipt of

<sup>(1)</sup> The general conditions mentioned in point 1, and the closing date for producing proof of qualifications, are set out in the Notice preceding this announcement.

applications, have been officials or agents of the European Communities for at least one year.

IV. The Selection Board will determine which candidates satisfy the requirements mentioned under point III, 2, 3 and 4 above.

These candidates will be admitted to the tests.

V. *THE TESTS:*

For the oral test, candidates must, on their application forms, specify the Community language other than French in which they wish to be examined.

1. *Written tests in the language chosen by the candidate*

**First written paper:**

Operating methods in international telecommunications (different types of calls, organization of telephone services, etc.).

Time allowed: 45 minutes.

**Second written paper:**

Elements of geography necessary for switchboard duties with special emphasis on European geography (principal European States, European capitals and other cities, names of cities in the local language(s), etc.).

Time allowed: 30 minutes.

To be admitted to the oral test candidates must obtain at least half the total marks for each written paper (see VI below).

2. *Oral test*

Conversation with the Selection Board in two languages (French and one other Community language of the candidate's choice) on a simple, general topic to ascertain the candidate's professional ability and general knowledge.

Time allowed: 15 minutes.

VI. *MARKING OF TESTS AND DRAWING UP OF THE LIST OF THOSE ELIGIBLE FOR APPOINTMENT*

The test will be marked as follows:

First paper: 0—30 marks.

Second paper: 0—30 marks.

Oral test: 0—30 marks.

Candidates obtaining on aggregate at least 60 % will be placed on the list of those eligible for appointment.

Applications should be sent, preferably by registered post, on the official form provided, to:

The Commission of the European Communities,  
Recruiting, Appointments and Promotions Division,  
200 rue de la Loi,  
1040 Brussels,  
Belgium.

VII. *CLOSING DATE:*

See the Notice preceding this announcement.

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