

Official Journal

of the European Communities

ISSN 0378-6986

C 82 A

Volume 34

27 March 1991

English edition

Information and Notices

<u>Notice No</u>	Contents	Page
	I <i>Information</i>	
	
	<hr/>	
	II <i>Preparatory Acts</i>	
	
	<hr/>	
	III <i>Notices</i>	
	European Parliament	
91/C 82 A/01	Notice	1
91/C 82 A/02	Notice of open competition No PE/109/C (English-language typists m/f)	8

III

(Notices)

EUROPEAN PARLIAMENT

NOTICE

(91/C 82 A/01)

GENERAL PROVISIONS GOVERNING OPEN COMPETITIONS

Open competitions organized for the recruitment of officials of the European Communities shall, in accordance with the provisions of the Staff Regulations, be preceded by a notice of competition published in the *Official Journal of the European Communities*. Competitions may be organized both to fill a certain number of vacancies and to draw up a reserve list.

I. General conditions

To be eligible for appointment as an official in an institution of the European Communities, the candidate shall, pursuant to the provisions of the Staff Regulations:

1. be a national of one of the Member States of the Communities ⁽¹⁾, unless an exception is authorized by the appointing authority, and enjoy his/her full rights as citizen;
2. have fulfilled any obligations imposed on him/her by the laws concerning military service;
3. produce the appropriate character references as to his/her suitability for the performance of his/her duties;
4. have passed a competition based on either qualifications or tests, or both qualifications and tests;
5. be physically fit to perform his/her duties;
6. have a thorough knowledge of one of the official languages of the Communities ⁽²⁾ and a satisfactory knowledge of another official language of the Communities to the extent necessary for the performance of his/her duties.

⁽¹⁾ The Member States are Belgium, Denmark, France, the Federal Republic of Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain and the United Kingdom.

⁽²⁾ The official Community languages are Danish, Dutch, English, French, German, Greek, Italian, Portuguese and Spanish.

II. Procedure

Pursuant to the provisions of the Staff Regulations, the competition for recruitment shall be proceeded with as follows:

1. Candidates shall complete an application form prescribed by the appointing authority.
2. A Selection Board, consisting of persons appointed by the appointing authority, and by the Staff Committee, shall be set up for each competition.
3. The appointing authority shall draw up a list of candidates who satisfy the conditions laid down in paragraphs 1, 2 and 3 of Section I above and shall send it, together with the candidates' files, to the Selection Board.
4. After examining these files, the Selection Board shall draw up a list of candidates who meet the requirements set out in the notice of competition, and:
 - where the competition is on the basis of tests, all candidates on the list shall be admitted to the tests,
 - where the competition is on the basis of qualifications, the Selection Board shall, after determining how candidates' qualifications are to be assessed, consider the qualifications of the candidates appearing on the list,
 - where the competition is on the basis of both tests and qualifications, the Selection Board shall state which of the candidates on the list shall be admitted to the tests.
5. On completion of its proceedings, the Selection Board shall draw up the list of suitable candidates for the posts to be filled. This list, which shall wherever possible contain at least twice as many names as the number of posts to be filled, shall be forwarded to the appointing authority, which shall select from it the candidate(s) it appoints to the vacancy or vacancies in question.
6. Each candidate shall be informed of the outcome of his/her application.
7. The proceedings of the Selection Board shall be secret.

III. Probationary period

On taking up their duties candidates become probationers and (except for officials in grades A 1 and A 2) shall serve a probationary period of nine months in the case of officials in categories A and B and the Language Service (LA) and six months in the case of officials in categories C and D. Probationers shall be established when they have successfully completed the probationary period.

IV. Emoluments, social security and tax deductions

1. Remunerations shall comprise:

- (a) a basic salary;
- (b) where applicable and subject to the provisions of the Staff Regulations:
 - an expatriation allowance equal to 16 % of the basic salary plus, where applicable, the household allowance and dependent child allowance to which the official is entitled. The expatriation allowance shall not be less than Bfrs 13 161 per month,
 - a daily subsistence allowance over a specified period,
 - a household allowance equal to 5 % of the basic salary or Bfrs 5 721 per month, whichever is the greater,
 - a monthly allowance of Bfrs 7 368 for each dependent child,
 - an education allowance, equal to the actual education costs incurred, which shall be not less than Bfrs 2 370 and not more than Bfrs 13 166 per month for each dependent child.

2. The European Communities have a social security system for their officials comprising:

- a pension scheme (retirement, invalidity and, where appropriate, survivor's pension),
- insurance against the risk of occupational and non-occupational disease and accidents.

The retirement pension shall be 70 % of the basic salary. Medical expenses shall normally be reimbursed up to a maximum of 85 %.

The official's contribution to the financing of these benefits shall be deducted from his/her salary (personal contribution of 6,75 % for retirement pension, 1,35 % for health insurance, 0,1 % for non-occupational accident risks).

3. Remuneration shall be subject only to a tax charged by the Communities themselves and shall be exempt from all national taxes.
4. An official's net remuneration shall be weighted according to the fluctuations in the cost of living.

V. Travel expenses

Candidates called up for test or interview shall have their travel expenses reimbursed on the basis indicated in the letter asking them to attend. Similarly, travel expenses incurred on taking up an appointment shall be reimbursed in accordance with the provisions of the Staff Regulations.

GUIDE FOR CANDIDATES TAKING PART IN OPEN COMPETITIONS ORGANIZED BY THE EUROPEAN PARLIAMENT

If you wish to enter an open competition organized by the European Parliament there are a number of points, some of them specific to the procedures employed by this institution, about which you should be especially clear.

Read this guide carefully before filling in the application form. It will help you:

- to check whether you meet all the conditions of eligibility,
- to compile your application correctly,
- to gain a clear picture of the various stages of the selection procedure,
- to lodge an appeal with full knowledge of the facts,
- to understand the recruitment process.

I. Conditions of eligibility

The notice of competition

Please read the notice of competition very carefully and in full. Drawn up meticulously, it is the reference text for the Selection Board and the candidate.

Make sure that you meet *all the conditions of eligibility*:

- nationality,
- age,
- educational qualifications,
- length and *suitability* of professional experience,
- linguistic knowledge.

Open competitions are usually organized for candidates of a particular language. It is very difficult for a candidate, even one considered bilingual, to pass a competition which is not in his or her main language (or mother tongue). For non-linguist posts, candidates' knowledge of a second Community language will be tested, but the level of the test will not be insuperably difficult.

If you meet all these conditions of eligibility you may enter the open competition.

Equality of opportunity

The European Parliament is an equal opportunities employer. With a view to correcting imbalances in certain grades (in particular A: administrators, and D: skilled employees and workers), it strongly encourages applications from women and ensures that selection boards are composed of men and women officials aware of the problems of sex discrimination.

II. Candidate's file

This file comprises the application form and the supporting documents.

The application form

Please fill in legibly and in black ink the application form inserted in the issue of the Official Journal announcing the open competition. Only this application form, which bears the competition number, is valid.

1. Name:

If an application is made in a particular name, this name must appear on all correspondence, notably when certificates are forwarded at a later date, particularly if the candidate's marital status changes.

2. Address:

State your permanent address. Throughout the procedure, please inform the Recruitment Service *immediately* of any change in your postal address, giving the competition number, so that all correspondence and invitations to tests can be forwarded to you in good time.

3. Age limit:

Candidates seeking derogations from the age limit must put a cross in the appropriate boxes on the application form and attach the supporting documents required by the notice of competition.

4. Nationality:

On the closing date for applications, a candidate must be a national of one of the Member States of the European Community. The notice of competition stipulates whether derogations can be granted.

5. Linguistic knowledge:

The main language is the candidate's first language among the nine official languages of the European Community. For most candidates, it will be his or her mother tongue.

The official languages are Danish, Dutch, English, French, German, Greek, Italian, Portuguese and Spanish.

6. Education:

Please state clearly the dates of your education at all levels. In the case of advanced or specialized vocational training, please specify whether this was full-time study and indicate the subjects covered.

Educational qualifications will be considered and, where necessary, assessed by an expert in the educational system of each country. Candidates educated in non-member countries are requested to send the fullest documentation possible so that their qualifications can be accurately assessed.

7. Professional experience:

Under this heading:

- state the month and the year in which you entered and left each particular job,
- describe very clearly the work performed.

If necessary, you may attach a fuller *curriculum vitae*.

8. How did you find out about the competition or the notice of recruitment?

State the name of the newspaper or magazine from which you learnt that the competition was being held. This will enable the administration of the European Parliament to place its advertisements more effectively.

9. Criminal convictions and administrative penalties:

State only those convictions and penalties which will be brought to the administration's notice by the documents attesting to your good character which you will have to produce on recruitment.

10. Signing the application form:

As the signature is a vital part of the application form, any form which is not signed prior to the closing date for applications will not be considered. The signature must be original, not a photocopy.

The supporting documents

Candidates must provide evidence to support requests for exemption from the age limit and statements made under the headings '11: Education' and '14: Professional experience' on the application form. Photocopies of certificates, attestations of employment, staff reports or any other document must be forwarded before the closing date for applications. At this stage, it is not necessary to produce certified or authenticated copies of documents: candidates will be asked to produce the original documents when they are recruited. *Supporting documents in respect of professional experience must enable the selection board to check the existence, length and level of this experience.* Candidates must therefore supply extremely comprehensive and precise supporting documents. If candidates are unable to produce an attestation of employment, they may instead submit other documentary proof, such as a contract accompanied by the last salary slip, or any other document which gives precise indications as to the *nature* and *length* of the

professional experience. This requirement applies to *all candidates*, including officials and other servants of the European Parliament and other Community institutions and bodies.

Sending the application form

You must send the original of the application form (not a photocopy) and all the necessary supporting documents directly by registered post to the European Parliament Recruitment Service, L-2929 Luxembourg. The letter must be postmarked not later than the closing date for applications which appears in the notice of competition. The safe arrival of your duly signed application form will be acknowledged.

III. The stages in the selection procedure

Admission to the competition

The admission procedure varies according to whether the competition is based on tests or on qualifications and tests.

In the case of a competition on the basis of tests, the Selection Board establishes, by examining the candidate's file (application form and supporting documents), whether he or she meets the conditions of eligibility laid down by the notice of competition. It will admit to the tests all candidates who meet these conditions.

In the case of a competition on the basis of qualifications and tests, the Selection Board will likewise examine whether the candidate meets the conditions of eligibility laid down by the notice of competition. It will then assess the qualifications, i.e. the training and professional experience of the candidates who meet these conditions, on the basis of a scale of points. Those candidates who obtain at least the minimum number of points required will be admitted to the tests.

Each candidate will be informed individually of the decision of the Selection Board. You will thus receive a letter stating either that you have been admitted to the tests and specifying, in most cases, the date and place of those tests, or that you have not been admitted and the grounds for this decision.

Appeals against non-admission to the tests

If you think that an error has been made, read the notice of competition very carefully once again. If, after so doing, you are still convinced that the decision concerning your application is incorrect, you may ask the Selection Board to reconsider your file by sending, within the time limit specified by the notice of competition, a letter of appeal mentioning the competition number to the Recruitment Service, which will forward it.

As Selection Boards consider applications meticulously, the reconsideration of candidates' files very often reveals that the candidates have misunderstood the basic conditions of eligibility and the competition rules. For this reason, please be wary of appealing against a Selection Board's assessment of your qualifications.

The main sources of misunderstanding are the following:

— Nationality:

candidates must have full nationality of a Member State and be able to prove this by the closing date for applications.

— Education:

candidates must have reached a specified level of education. In the case of those who have not done so, equivalent professional experience of a duration at least equal to that of the studies which the candidate would have had to complete in order to reach the required level can be taken into consideration. The level of education is not necessarily identical to that required by a national civil service.

— Professional experience:

this is counted from a candidate's entry into employment after obtaining the diploma, qualification or equivalent professional experience required for admission to the competition. If a candidate has worked prior to obtaining the diploma qualifying him or her for a particular grade, the professional experience required for admission to a competition for that grade will be counted only from the date of obtaining the diploma.

Only professional experience of a level equivalent to that of the grade for which the competition is being organized is taken into consideration. The majority of appeals come from candidates who have not attached supporting documents in respect of their professional experience or who have attached uninformative supporting documents which prevent the Selection Board from assessing, in particular, the length, quality or level of this experience. A *curriculum vitae* is not regarded as a supporting document.

The tests

The venue

Depending on the availability of examination rooms and the place of origin of candidates, the tests are held in Luxembourg, Brussels or some other convenient venue in the European Community. Candidates called to the tests will receive in good time full details concerning a possible flat-rate contribution by the European Parliament to their travel and hotel expenses. Please note that these expenses will not be reimbursed in full.

Written tests

These are held simultaneously for all candidates in all the examination centres.

The nature of the written tests is fully described in the notice of competition. They frequently include objective tests, very often in the form of multiple choice questions. The *maximum* duration of the tests is specified in the notice of competition. The Selection Board determines the exact duration within this limit. You should not underestimate the level of knowledge required to pass the tests.

The test papers, which do not bear candidates' names, are corrected and marked by the members of the Selection Board, who are established officials of the European Parliament or other Community institutions, and/or by any assessors who may have been appointed. Each test is marked by at least two different people. Having considered the result of the written tests, the Selection Board invites the candidates selected to take part in the oral tests.

As the members of the Selection Board have their own work to do, certain delays are inevitable before the results of these tests are known. In addition, the work of the Selection Board is secret: candidates are thus expressly forbidden to contact members of the Selection Board or to look at their test papers.

Oral tests

With the exception of language tests, the interview with the Selection Board is held in the candidate's main language (or mother tongue: see details concerning linguistic knowledge above). The Selection Board may question the candidate on the European Parliament and the European Community. Other more general questions, possibly based on the information contained in the candidate's application, or a group discussion will enable the board to assess the candidate's knowledge and general education, powers of expression, manner and aptitude for relations with other people.

IV. The results of the competition and recruitment

Fairly soon after the oral tests, candidates are informed of the results of the competition. If the competition has been held to fill specific posts, the successful candidates will, in principle, be recruited rapidly.

If a reserve list is to be constituted, the successful candidates are informed of their inclusion or otherwise on the list. They are told their position on that list, but not the marks they achieved in the tests.

EUROPEAN PARLIAMENT

Secretariat
Recruitment Service

L-2929 Luxembourg

Open competition No PE/109/C

The selection grid *must* be filled out, failing which the application will not be considered.

Please tick box to select the language in which you wish to take the written test (test 1 (b): knowledge of second language)

Danish	German	Greek	Spanish	French	Italian	Dutch	Portuguese

APPLICATION FORM

(to be completed in block capitals using black ink)

1. Surname ('): Forenames (underline usual forename):
2. Address: Telephone No:
(please notify us of any change of address) Home:
Street: No: Work:
Post code: Town: Country:
3. Date and place of birth:
4. Present nationality (if dual indicate both):
5. Are you asking for the age limit to be raised? ☐ Yes ☐ No
If yes, state why and in respect of what period (exact dates) and attach the supporting documents specified in the notice of competition or recruitment.
☐ Looking after one or more children under 16 from to
☐ Compulsory military or other service from to
☐ Physical handicap
☐ Official or other servant of the European Communities from to
Name of institution:
Administrative position: Official/temporary/auxiliary/member of local staff:
6. Sex: ☐ Male ☐ Female
7. Marital status: ☐ Single ☐ Married ☐ Widowed ☐ Divorced ☐ Separated
8. (a) Dependent children:

1	2	3	4	5

(give dates of birth)

(b) Other dependants

9. Occupation of spouse:

10. Knowledge of languages:

(a) Main (Community) language:

(b) Other languages:

	German	English	Danish	Spanish	French	Greek	Italian	Dutch	Portuguese	Other (state which)
Very good										
Good										
Fair										

(*) IMPORTANT: Your application will be registered under this name. Please use it and quote the number of the competition or notice of recruitment in all correspondence. Any other name (e.g. maiden name) appearing on diplomas or certificates accompanying this application

should be indicated here:

[illegible]

(1) State the date (month and year) when the studies were completed and/or the qualification was obtained.

.....

Typing: ☐ YES ☐ NO

Speed:

Keyboard normally used:

☐ AZERTY ☐ QWERTY ☐ QWERTZ ☐ QZERTY ☐ GREEK ☐ HCESAR

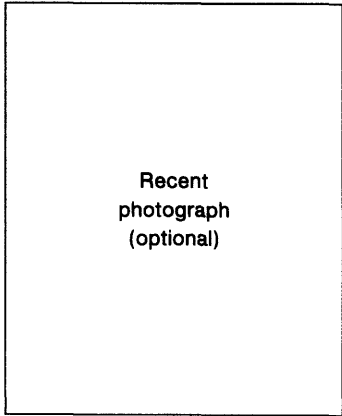
Shorthand: ☐ YES ☐ NO

Speed:

Word Processing: ☐ YES ☐ NO

Type of processor:.....

Recent
photograph
(optional)



Secretariat
Recruitment Service

L-2929 Luxembourg

To be completed by the candidate

Name:

Address:

.....

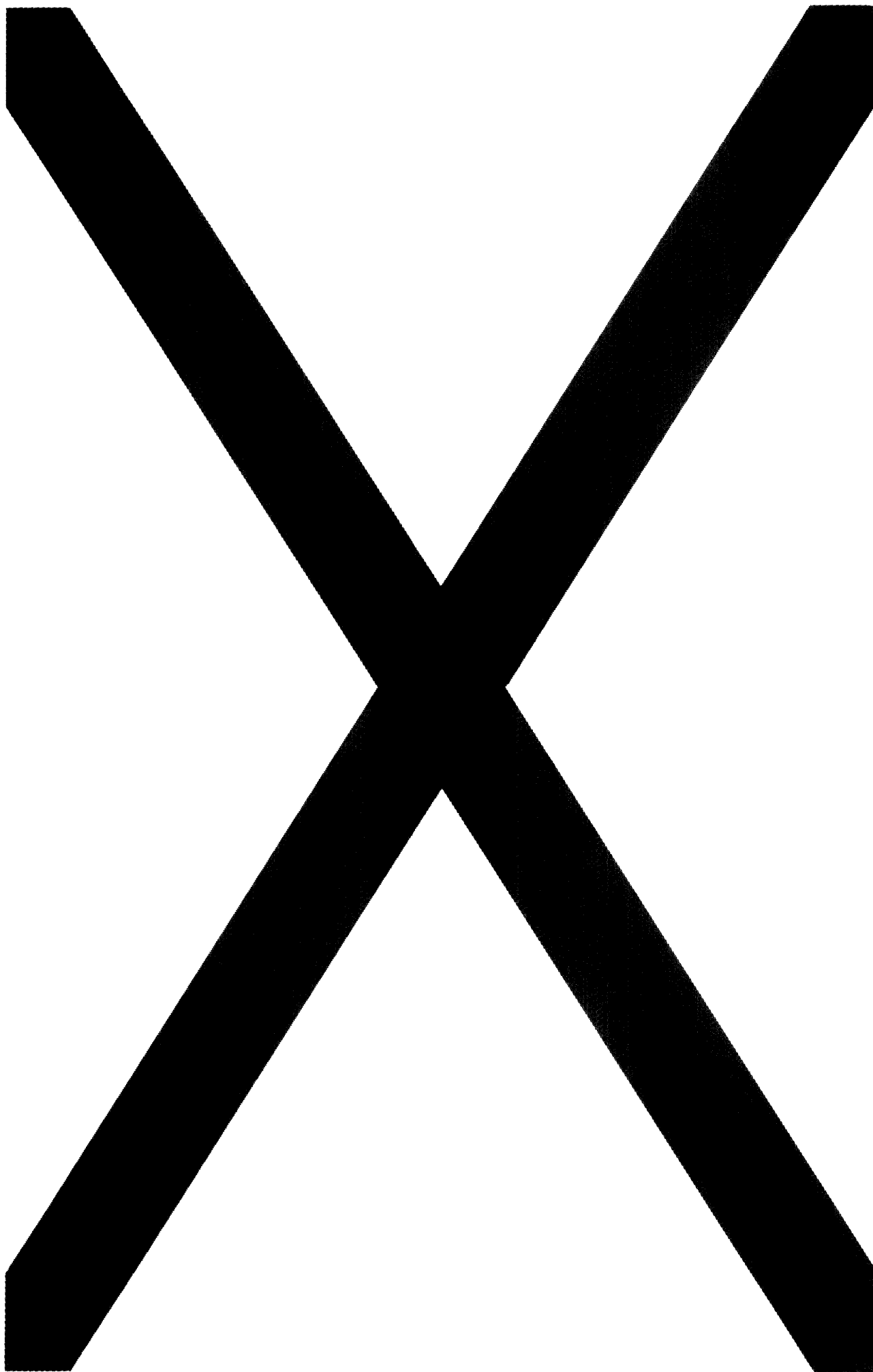
.....

**We acknowledge receipt of your application form for open competition
No PE/109/C.**

**You will be informed in due course whether your application has been
accepted.**

**Please do not telephone or write to us as this will only delay the processing of
applications.**

N. B. Account will be taken only of those supporting documents relating to academic
qualifications and professional experience which have been dispatched by the
closing date specified in the notice of open competition or the notice of recruit-
ment under the heading 'Applications'.



14. PROFESSIONAL EXPERIENCE: (attach photocopies of supporting documents):

Give details of the post(s) you have held hitherto and professional experience acquired.

1. Present or most recent post				2. Previous post			
Dates		length (months)	Most recent gross monthly salary	Dates		length (months)	Last gross monthly salary
from	to			from	to		
...../...../...../...../...../...../...../...../.....
Exact designation of post:				Exact designation of post:			
Name and address of employer:				Name and address of employer:			
Nature of work:				Nature of work:			
Notice required:							
Reasons for leaving:				Reasons for leaving:			
Earlier posts:							
3. Name and address of employer:							
..... from/...../..... to/...../..... Length (months):							
Nature of work:							
.....							
Reasons for leaving:							
4. Name and address of employer:							
..... from/...../..... to/...../..... Length (months):							
Nature of work:							
.....							
Reasons for leaving:							

Continue on additional sheets if necessary.

15. Have you taken part in previous competitions organized by the European Communities? ☐ YES ☐ NO
If yes, state which?
16. Long periods spent abroad (please indicate country, year and reasons for stay):
.....
.....
.....
17. Interests and skills not connected with work, including social and sports activities:
.....
.....
.....
18. Have you a physical handicap which might pose difficulties during the tests? ☐ YES ☐ NO
If yes, please give details (to enable the administration to make the necessary arrangements, if it can):
.....
.....
19. Name, address and telephone number of persons who can be contacted should you not be available (e.g. parents):
.....
.....
20. Please state how you learned about the competition or notice of recruitment:
☐ In the press (give the name of the newspaper or journal):
☐ In the Official Journal
☐ Some other means
21. Have you ever been convicted or found guilty of any offence by a court or tribunal? If so give details:
.....

DECLARATION

I, the undersigned, do solemnly declare that the information contained in this form is correct and complete.
I further do solemnly declare that:

- (i) I am a national of one of the Member States and enjoy my full rights as a citizen;
- (ii) I have fulfilled any obligations imposed on me by the laws concerning military service;
- (iii) I meet the character requirements for the duties involved.

I undertake to produce on request supporting documents in respect of points (i), (ii) and (iii) above and I understand that any misstatement or omission, even if unintentional, may lead to the rejection of my application.

I agree to undergo the compulsory medical examination to ensure that I am physically fit to perform the duties involved.

Date and signature:

DO NOT FORGET TO SIGN!

Although the objective of the competition is to offer a post to all successful candidates during the period of validity of the list, inclusion on such a list does not guarantee an offer of employment. It simply means that a vacant post which cannot be filled internally may be offered to the next candidate on the reserve list who meets the conditions of eligibility for the post.

In the case of A and B grades, the heads of the services in which posts are vacant hold interviews with one or more successful candidates before a final choice is made.

A reserve list is normally valid for three years. Successful candidates will be informed of any extension of validity.

Exclusion from a particular competition in no way affects consideration for a subsequent competition where the conditions of eligibility may be different.

Successful candidates are requested to inform the European Parliament of any change of address or employment so that the relevant services can keep their files up to date and contact them rapidly when a post falls vacant. The competition number must be mentioned in all correspondence.

NOTICE OF OPEN COMPETITION No PE/109/C

(91/C 82 A/02)

The Secretariat of the European Parliament in Luxembourg is organizing an open competition based on tests for the purpose of drawing up a reserve list for the recruitment of

English-language
 TYPISTS (M/F)

in the career bracket covering grades 5 and 4 of category C. The career bracket for typists leads on to that for secretaries.

Place of employment: Luxembourg ⁽¹⁾.

The job is likely to involve some travelling, particularly to Strasbourg and Brussels.

The European Parliament is an equal opportunities employer.

Candidates should conform to the indications contained in the 'Guide to candidates taking part in open competitions' published on page 4 of this Official Journal.

This reserve list is being established with a view to filling any vacant posts in the abovementioned career bracket which cannot be filled by transfer within the institution, internal competition among officials already employed by the European Parliament or by transfer of officials employed by other institutions of the European Community.

This reserve list will remain valid until 31 December 1994. Its period of validity may be extended. In that event, candidates on the list will be duly informed.

I. NATURE OF DUTIES

Routine office duties, including in particular:

- typing in English, and possibly, in another official language of the European Community on various types of keyboard from handwritten texts and from texts recorded on disks or tapes,
- typing on word processors using VDUs and terminals.

II. SALARY

The initial basic monthly salary will range from Bfrs 72 068 (grade C 5, step 1) to Bfrs 84 486 (grade C 4, step 3) depending on the candidate's training and relevant professional experience.

On the basis of Article 4a of Annex VII to the Staff Regulations, a temporary fixed allowance of Bfrs 3 435 per month is at present being paid.

⁽¹⁾ Or Brussels, as the job requires.

Certain allowances may be paid, the nature and amount of which are indicated in the notice setting out the general provisions governing open competitions.

For example, the net salary after compulsory deductions (pension, sickness and accident insurance, Community tax) of an unmarried official without dependants and entitled to an expatriation allowance is about:

- Bfrs 77 500 for grade C 5, step 1, and
- Bfrs 87 700 for grade C 4, step 3.

III. COMPETITION — PROCEDURE AND CONDITIONS OF ELIGIBILITY

The competition will be based on tests.

Candidates who demonstrate by the closing date for the submission of applications that they meet the requirements set out below and whose applications are accepted by the Selection Board will be admitted.

A. GENERAL CONDITIONS

Candidates must satisfy the conditions laid down in Article 28 (a), (b) and (c) of the Staff Regulations of officials of the European Community and set out under Section I, 'General conditions' 1, 2, and 3 of the notice preceding this notice of competition.

Candidates must consequently be nationals of a Member State of the European Community; no exceptions will be allowed to the rules concerning nationality.

B. SPECIAL CONDITIONS

1. Qualifications, diplomas and/or professional experience required

- (a) Certificate of secondary level education (lower secondary, commercial, technical or professional studies) or equivalent professional experience.

This competition is not open to:

- (i) university graduates who have successfully completed a full course,
- (ii) university students in the final year of a full course.
- (b) At least two years' practical experience, since achieving the qualifications specified under (a), of work relevant to the duties described in Section I, 'Nature of duties'.

The completion of periods of training or further training and additional courses relevant to the duties described in Section I, duly attested by diplomas or certificates, will be

taken into consideration as practical experience.

- (c) Knowledge of word processing is required. Candidates are requested to produce certificates or other documents attesting knowledge of word processing.

Declarations made under points 11 and 14 of the application form must be supported by photocopies of diplomas, certificates of employment or other documents, submitted together with the application form within the time limit stipulated below. A curriculum vitae will not be accepted as a supporting document of this kind.

In applying for admission to the competition, candidates (including officials and other servants of the European Parliament or another European Community institution) may on no account refer back to application forms, documents or other information submitted in connection with previous applications and/or contained in their personal file.

2. Knowledge of languages

A thorough knowledge of English and satisfactory knowledge of a second official Community language (Danish, Dutch, French, German, Greek, Italian, Portuguese or Spanish).

3. Age limit

Between 18 and 35 years old (born before 18 May 1973 and after 17 May 1955).

The upper age limit:

— does not apply:

- (a) to any candidate who, in the four years preceding the closing date for applications, has been a full-time official or other servant of a European Community institution or an organization devoted to furthering Community interests⁽¹⁾ for a total period of at least 12 months;

- (b) to any candidate who was an official of one of the institutions of the European Community for at least four years and left the service voluntarily;

— will be raised in the following three cases:

- (c) for candidates having given up work for at least a year in order to look after a child

under 16 years of age living as a member of their household; in such cases the age limit will be raised by the amount of time during which the candidate was not engaged in gainful employment, subject to a limit of three years per child and an overall maximum of six years;

- (d) for candidates having performed compulsory military service or any other compulsory service required by their country of origin; in such cases, the above-mentioned age limit will be raised by the amount of time spent in the performance of such compulsory service;

- (e) for candidates suffering from a physical disability which is compatible with the duties to be performed and which has been duly recognized by the competent national authority; in such cases, the age limit will be raised by five years;

where two or more of the above derogations apply, the age limit will not be raised by more than six years.

Candidates wishing to benefit from the above derogations are requested to enclose with their applications:

- *in cases (a) and (b)*: an attestation from the relevant European Community institution or organization for furthering Community interests, specifying the dates of taking up duties and termination of service,
- *in case (c)*: a copy of the child's or children's birth certificate(s), accompanied by detailed evidence relating to the period of non-employment,
- *in case (d)*: a certificate issued by the competent authorities specifying the date of commencement and termination of the compulsory service,
- *in case (e)*: a certificate issued by the competent national authority recognizing disabled worker status.

IV. ADMISSION TO THE WRITTEN TESTS

The Selection Board will draw up a list of candidates who fulfil the conditions set out in Section III.

All candidates will be informed in writing of the Board's decision.

⁽¹⁾ These organizations are:

- the European Agency for Cooperation,
- the European Investment Bank,
- the European Centre for the Development of Vocational Training,
- the European Foundation for the Improvement of Living and Working Conditions, and
- the European University Institute, Florence.

V. REVIEW OF APPLICATIONS

Candidates have the right to ask for their application to be reconsidered if they think a mistake has been made. In such a case candidates may appeal in writing to the Recruitment Service, European Parliament, BAK 222, L-2929 Luxembourg, within a period of 20 days from the date (as attested by the postmark) of the letter informing them that their application has not been accepted, quoting the competition number in the letter and on the envelope.

Within 30 days of the date (as attested by the postmark) of the letter from the candidate requesting such a review, the Selection Board will accordingly reconsider the file, taking the candidate's comments into account.

VI. NATURE OF TESTS — DURATION — MARKING

1. Written tests

- (a) Test of comprehension and logical reasoning (objective tests) to assess the candidate's ability to think clearly.

Maximum duration: 50 minutes.

Marking: out of 20.

Any candidate scoring less than 10 will be eliminated.

- (b) Correction by hand of a typewritten text of approximately 40 lines in English containing spelling mistakes and grammatical errors.

Maximum duration: 30 minutes.

Marking: out of 50.

Any candidate scoring less than 25 will be eliminated.

- (c) Test consisting of a series of questions designed to assess candidates' understanding of a text written in their second language.

Maximum duration: 30 minutes.

Marking: out of 20.

Any candidate scoring less than 10 will be eliminated.

NB:

Candidates must specify on their application form the second official language of the European Community in which they wish to take the test referred to in Section VI, paragraph 1 (c). Only one language may be chosen.

IMPORTANT:

Candidates will take tests 1 (a), 1 (b) and 1 (c).

Test 1 (a) will be marked first.

Test 1 (b) will be marked only if the candidate has scored at least 10 in test 1 (a).

Test 1 (c) will be marked only if the candidate has scored at least 10 in test 1 (a) and 25 in test 1 (b).

2. Admission to the practical and oral tests

Candidates scoring an overall mark of at least 60 % for the written tests and reaching the required minimum mark in each test will be admitted to the practical and oral tests.

3. Practical and oral tests

(a) Compulsory typing test in English:

1. Test of accuracy and presentation: setting out and typing in final form, on an electric/electronic machine, of a handwritten text including a table.

Duration of test: 30 minutes.

Marking: out of 40.

Any candidate scoring less than 24 will be eliminated.

2. Speed test: typing of a text on an electric/electronic machine; minimum speed required: 240 strokes per minute.

Duration of test: 20 minutes.

Marking: out of 20.

- (b) Optional typing test on word-processing equipment, exclusively using WordPerfect software.

Duration of test: 20 minutes.

Marking: out of 20.

Only marks over 10 will be taken into account for the final score.

- (c) Interview with the Selection Board to enable it to assess, on the basis of all the material in the candidates' application papers, their general knowledge and knowledge of languages, together with their aptitude for carrying out the work described in Section I in a European institution.

Marking: out of 20, broken down as follows:

— out of 10 for general knowledge (any candidate scoring less than five will be eliminated),

— out of 10 for knowledge of languages.

VII. DRAWING UP OF RESERVE LIST

The reserve list will be composed of a maximum of 40 successful applicants and will be filled, in order of merit, by those candidates with the highest marks, provided they obtain at least 60 % of the total mark attainable for all of the tests.

VIII. APPLICATIONS

Candidates are requested to submit their applications using the form contained in this issue of the Official Journal to:

European Parliament
Recruitment Service
Competition No PE/109/C
L-2929 Luxembourg

This application, together with the documents providing evidence of their education and professional experience, must be sent by registered post not later than midnight on 17 May 1991, as attested by the postmark.

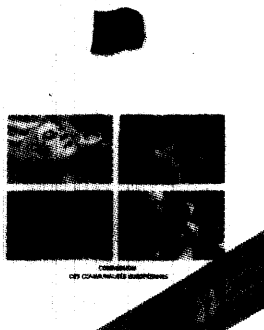
NB:

- *Candidates who fail to submit an application form accompanied by all the supporting documents by the closing date, will not be admitted to the competition. This rule will apply to officials and other servants of the European Parliament or other European Community institutions.*
- *Unsigned application forms will not be considered.*
- Once an application has been submitted in a given name, that name must be used thereafter on all correspondence and for the submission of diplomas, etc.
- No additional information will be given concerning this competition, nor will copies of tests used in previous competitions be supplied.
- No documents will be returned to candidates.



**OFFICE DES PUBLICATIONS OFFICIELLES
DES COMMUNAUTÉS EUROPÉENNES**
Luxembourg

**GUIDE DES PROFESSIONS
DANS L'OPTIQUE
DU GRAND MARCHÉ**



GUIDE DES PROFESSIONS DANS L'OPTIQUE DU GRAND MARCHÉ
par Jean-Claude Séché. Préface de Jacques Delors

Cette publication présente, dans un langage accessible à des non juristes, la photographie de la situation actuelle et permet, en outre, de se familiariser avec les caractéristiques essentielles de la libre circulation des personnes.

255 pages — 21 x 29,7 cm

ISBN 92-825-8068-7 — Numéro de catalogue: CB-PP-88-004-FR-C

Prix au Luxembourg, TVA exclue: 18,50 écus

ES, DA, DE, GR, EN, FR, IT, NL, PT



**LIBRE CIRCULATION DES PERSONNES DANS LA
COMMUNAUTÉ — Entrée et séjour**

par Jean-Claude Séché

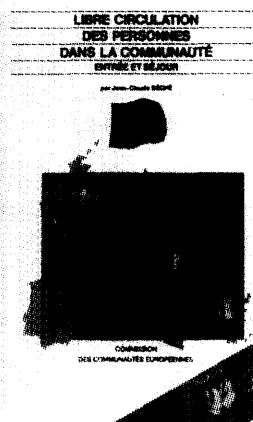
Ce document constitue le complément du *Guide des professions dans l'optique du grand marché*. Le but de cette publication est de rassembler les dispositions communautaires qui régissent le droit à l'entrée et au séjour.

69 pages — 21 x 29,7 cm

ISBN 92-825-8661-8 — Numéro de catalogue: CB-PP-88-B04-FR-C

Prix au Luxembourg, TVA exclue: 7,50 écus

ES, DA, DE, GR, EN, FR, IT, NL, PT



L'EUROPE EN CHIFFRES (deuxième édition)

Office statistique des Communautés européennes

Cette brochure est née de la nécessité d'informations objectives sur l'Europe à la veille de la réalisation de l'Acte unique européen. Elle intéresse surtout les jeunes pour qui l'Europe sera leur cadre de vie.

66 pages — 21 x 27 cm

ISBN 92-825-9458-0 — Numéro de catalogue: CA-54-88-158-FR-C

Prix au Luxembourg, TVA exclue: 5,20 écus

ES, DA, DE, GR, EN, FR, IT, NL, PT

BON DE COMMANDE À ENVOYER À:
Office des publications officielles des Communautés européennes
2, rue Mercier, L-2985 Luxembourg

Veuillez m'envoyer les ouvrages cochés ☒ ci-dessus.

Nom:

Adresse:

..... Tél.:

Date: Signature:

