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III

(Notices)

COURT OF JUSTICE OF THE EUROPEAN COMMUNITIES

GUIDE TO CANDIDATES TAKING PART IN AN OPEN COMPETITION

(2002/C 182 A/01)

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A. INTRODUCTION

1. Open competitions for the recruitment of officials of the European Union are organised in accordance with the Staff Regulations of officials of the European Communities. Before a competition is held, a notice of competition is published in the *Official Journal of the European Communities*.
2. Only applications submitted for a special competition will be accepted.
3. This copy of the Official Journal includes the notice of competition and the application form as well as this guide for candidates taking part in an open competition for a post at the Court of Justice of the European Communities.

If you decide to enter, you should read this guide very carefully as it tells you:

- how to complete the application form correctly and what other documentation you need to provide,
- how competitions are organised,
- what kinds of job are available and what working conditions are like in the institutions of the European Union.

However, this guide is for information only. The only text binding on the selection board in the course of its proceedings is the notice of competition.

B. NOTICE OF COMPETITION AND APPLICATION FORM

Please read this carefully before completing your application form.

1. **General conditions**

- (a) You must read the competition notice carefully so as to make absolutely sure that you fulfil the basic conditions for admission to the competition, in particular those relating to:

- nationality ⁽¹⁾,
- age,
- education, and
- any experience required.

The selection board has to take those conditions into account when deciding whether or not candidates are to be admitted to the competition.

- (b) Candidates must use the application form for the appropriate competition contained in the Official Journal. Only the form bearing the number of the competition may be used. Since this is the basic document used by selection boards when they decide which candidates to admit to the competition, it needs to be filled in extremely carefully.

Candidates are also asked to enclosed their curriculum vitae supplementing or providing further details of the information given in the application form.

- (c) The name under which you apply must be used in all correspondence in connection with the competition even if you subsequently change your marital status.
- (d) Candidates are urged to provide their permanent address where they can be contacted at any time during the duration of the procedure. **They must notify the recruitment section without delay of any change of address** in order to ensure the safe arrival of communications concerning the competition.
- (e) Candidates seeking exemption from the age limit must fill in the appropriate part of the application form and **enclose supporting documents**.

⁽¹⁾ The Member States of the European Union are: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden and the United Kingdom.

2. **Knowledge of languages**

- (a) All candidates for a post in an institution of the European Union must have a thorough knowledge of one of the official languages of the European Union (Danish, Dutch, English, Finnish, French, German, Greek, Italian, Portuguese, Spanish and Swedish) and a satisfactory knowledge of a second official language to the extent necessary for the performance of the duties attaching to the post in question.

Candidates take the written tests in their main language (this may or may not be their mother tongue). If the competition notice so provides, they may have to take written tests in the second language of their choice.

- (b) Some competitions, such as those for lawyer-linguists, interpreters and secretaries, are organised for candidates of a particular language.

It is very difficult for candidates, even those who consider themselves bilingual, to succeed in a competition which is not in their main language.

Candidates are therefore advised in such cases to decide which is their main language and to apply only for competitions held in that language.

3. **Education and diplomas**

- (a) As the notice of competition published in the Official Journal is addressed to nationals of the 15 Member States, it has to cover all the education systems at the various levels and cannot therefore be geared to the subtleties of each individual system.

- (b) Candidates educated in non-member countries should provide a certificate of national equivalence, issued by the Member State of which they are nationals, for diplomas and certificates obtained outside the European Union to enable the selection board to assess the level of their studies.

- (c) Educational qualifications will be checked and assessed by the selection board and, where necessary, by persons with an expert knowledge of your country's education system.

It is very important that you give the precise dates and details of the different stages and levels of your education on your application form.

In the case of technical or vocational training and specialist or refresher training, you should specify whether the course was full-time or part-time or an evening course, what subjects were covered and how long the course lasted.

- (d) **Photocopies of the diplomas or certificates required for admission to the competition must be enclosed with your application form.**

Candidates who fail to submit copies of their diplomas or certificates will not be admitted to the competition.

4. Experience

- (a) A minimum number of years' experience is required for many competitions. This part of the application form should be filled in extremely carefully.
- (b) You should specify the exact date when you took up or left a post, describe your duties and the kind of work involved and give precise details of your responsibilities and of your salary.

Simply to say 'manager' or 'office worker' is not sufficient and may result in exclusion from the competition on the grounds that there is no evidence that you have the required experience.

It is in your interest to provide full details of the posts you have held. If necessary, you should attach additional sheets to your application.

- (c) Where professional experience is specified in the notice of competition, it is counted only from the time the candidate obtained the certificate or diploma required for admission to the competition.

Any experience gained prior to this will not be counted by the selection board.

By providing clear and correct details of your experience, you place the selection board in the best possible position to decide whether or not to admit you to the competition.

- (d) Since further training courses leading to a certificate or diploma and duly attested periods of specialist or refresher training count as professional experience, provided that they are relevant to the duties specified in the notice of competition, full supporting documentation must be provided.

The exact dates (day, month, year) when each period began and ended must be specified.

Without this information, the selection board will be unable to determine how much experience to credit you with.

- (e) **Photocopies of statements from previous employers and from your present employer confirming your experience must be enclosed with your application form.**

If you are unable to provide a statement from your present employer, you may send a photocopy of your contract or of your first and your latest payslips instead.

Candidates who fail to provide the necessary supporting documents in respect of their professional experience will not be admitted to the competition.

5. Signing of application form

It is compulsory to sign the completed application form. In signing you are declaring on your honour that the information provided is true and complete, and clearly indicating your intention to take part in the competition.

An unsigned application will be considered void and will be rejected without being forwarded to the selection board.

6. Submission of application form and supporting documents

- (a) Each applicant's file consists of the official application form, which must be signed, together with supporting documents.
- (b) The official application form, together with photocopies of supporting documents, must be sent, preferably by registered post, by the deadline specified in the notice of competition, as evidenced by the postmark.

Application forms and photocopies of supporting documents lodged after the deadline will be rejected without being forwarded to the selection board.

- (c) Candidates may not refer to documents, application forms or information sheets submitted in connection with previous recruitment procedures.
- (d) Documents enclosed with the application form will not be returned. Candidates are recommended to send copies of their certificates and diplomas and of documents relating to their professional experience.

C. COMPETITION PROCEDURE

1. Organisation

- (a) In the case of competitions run by the Court of Justice, candidates will be dealing throughout exclusively with the Recruitment Section of the Personnel Division of the Court of Justice.
- (b) All correspondence should be sent to the following address:

Court of Justice of the European Communities
Personnel Division — Recruitment
L-2925 Luxembourg
 Tel. (352) 43 03-1
 Fax (352) 43 03-27 10

- (c) The Court of Justice applies a policy of equal opportunity and of selection according to merit by means of fair competitions open to all. All such steps as shall be considered reasonable will be taken to ensure that handicapped persons can take part in competitions on an equal footing with the other candidates.

In accordance with the code of good conduct in force at the Court of Justice, handicapped persons are requested to specify, in their application form, the equipment they consider necessary for their participation in the tests. Everything will be done to ensure that they are treated equally with the other candidates and all reasonable arrangements requested by them will be made.

2. General procedure

The Staff Regulations provide for three different types of competition.

As a general rule, staff are recruited to the Court of Justice by means of competitions based on qualifications and tests. In exceptional cases, competitions may be based on qualifications only.

The competition procedure is as follows:

- (a) candidates must complete and sign the official application form. It is essential that they provide copies of supporting documents and any necessary additional information by the deadline specified in the notice of competition;
- (b) a selection board is set up for each competition; it consists of members designated by the appointing authority and by the Staff Committee; since selection board members are not released from their usual duties, a certain amount of time will necessarily elapse before the names of candidates admitted to the tests and the results of the tests are known;

- (c) the proceedings of the selection board are secret; candidates are not entitled to contact it or to see their papers after they have been marked;
- (d) the appointing authority draws up a list of candidates who satisfy the general conditions laid down in the Staff Regulations⁽¹⁾ and have submitted their application in time, and sends it to the selection board with the candidates' files;
- (e) after considering the files, the selection board draws up a list of candidates who meet the conditions set out in the notice of competition:
- for competitions based on tests, all candidates on the list are admitted to the tests,
 - for competitions based on qualifications and tests, the selection board first establishes the criteria on the basis of which it will assess the candidates' qualifications and then decides on the basis of the list, after examining the qualifications, which candidates are to be admitted to the tests,
 - for competitions based on qualifications, the selection board establishes the criteria on which it will examine the qualifications of candidates on the list, gives marks for the qualifications and draws up a list of suitable candidates in order of merit.

3. Procedure after the submission of applications

- (a) The safe arrival of your application form will be acknowledged by the Personnel Division. This acknowledgement does not necessarily mean that you will be admitted to the competition.
- (b) When it has examined all the application forms, the selection board will inform candidates by letter whether or not they have been admitted to the competition.
- (c) In the letter stating that they have been admitted to the competition, candidates will be asked to attend the tests; the date and the venue for the tests will be specified in the letter.
- (d) Candidates not admitted to the tests will be told why.

Candidates who feel that a mistake has been made regarding eligibility have 15 days from the date postmarked on the letter stating that they have been excluded from the competition in which to ask for their application to be reconsidered.

⁽¹⁾ In order to qualify for appointment as an official in an institution of the European Union, you must be a national of one of the Member States (unless the appointing authority makes an exception in your favour) and enjoy your full rights as a citizen. You must also have fulfilled any obligations imposed by the laws concerning military service and meet the character requirements for the duties involved.

The selection board will then reconsider the application and decide whether the complaint is justified.

- (e) Most applications are made by candidates who have omitted to enclose supporting documents relating to their professional experience or who have enclosed insufficiently detailed evidence to enable the selection board to assess how much, what kind or what level of experience they possess. A curriculum vitae is not regarded as a supporting document.
- (f) The fact that a candidate has not been admitted to a given competition does not prevent his candidature from being taken into consideration for another.

4. Written tests

- (a) The organisation of the written tests depends on the examination rooms available in the various Member States. The place where candidates are invited to attend depends on their country of residence. Sometimes, however, the tests are held only in Luxembourg or in some other convenient place.
- (b) Candidates invited to attend the written tests are given full details of the date, time and place of the tests.
- (c) A flat-rate contribution is made towards the travelling expenses of candidates who have to travel further than 300 kilometres (one way) to the examination centre. It is stressed that this is a flat-rate contribution and not full reimbursement of the travelling expenses.
- (d) The written tests will take place simultaneously for all candidates at all the centres on the date indicated in the letter of invitation to attend. No exception to this can be allowed.
- (e) Irrespective of the type of diploma or certificate required for admission to a given competition, candidates should note that the written and oral tests presuppose a thorough knowledge of the subject(s) or area(s) described in the notice of competition (Section I. **Nature of duties**). The specialised knowledge needed to pass the tests should not therefore be underestimated.
- (f) The test papers are not identified by the candidates' names and so there is no possibility of candidates' being identified by the examiners or the selection board.
- (g) After the written and/or typewritten tests have been marked, the selection board draws up the list of candidates who are to be invited to attend for the oral test.

5. Oral test

- (a) Candidates are given details of the date, time and place of the oral test in the letter inviting them to attend. Oral tests are normally held in Luxembourg. Candidates will be given a contribution towards their travelling and subsistence expenses as determined by the rules applicable to the Court.
- (b) Most of the interview will be conducted in the candidate's main language and simultaneous interpretation is available if necessary.

The purpose of the oral test is to assess, first, the candidate's professional knowledge and, secondly, his fitness to carry out in an institution of the European Union the duties attached to the category of post for which the competition was held.

- (c) During the test, the selection board will also assess knowledge of other official languages of the European Union.

6. Reserve list

- (a) Once the selection board has completed its deliberations, it draws up a list of candidates deemed suitable for the posts to be filled. In accordance with the Staff Regulations every attempt is made to ensure that the number of candidates on the list exceeds the number of posts available.
- (b) Candidates are informed by letter whether or not they have been placed on the list of suitable candidates.
- (c) **Candidates should note that inclusion on the reserve list does not necessarily lead to appointment.**

The list is known as the 'reserve list' because it is on the basis of that list that successful candidates may be offered a post. Offers are made depending on requirements and the availability of posts commensurate with the qualifications of the successful candidates.

However, in view of budgetary and operational constraints, successful candidates should note that some time may elapse between being placed on the reserve list and receiving a definite job offer.

In addition, reserve lists may be used to take on temporary or auxiliary staff depending on the budgetary funds available.

- (d) Successful candidates must also undergo a medical examination as laid down in the Staff Regulations in order to make sure they are physically fit to perform the duties in question.

- (e) Before the successful candidates are appointed as probationary officials, a check will be carried out to ensure that they:
- are nationals of one of the Member States of the European Union and enjoy their full rights as citizens,
 - have fulfilled any obligations imposed on them by the laws concerning military service in the country of which they are nationals,
 - meet the character requirements for the duties involved,
 - satisfy the requirements as to physical fitness for the duties to be performed (medical examination),
 - have produced the originals of their diplomas or certificates.

D. CAREER PROGRESSION AND WORKING CONDITIONS

1. Categories of post

All posts in the institutions of the European Union, whether permanent or temporary, are classified as follows.

- (a) Category A: staff who have completed a course of university education and obtained a degree or diploma, engaged in administrative and advisory duties in areas of activity falling within the competence of departments of the institutions.

Category A runs from grade A 8 up to A 3 and is divided into four career brackets: A 8 (Assistant Administrator), A 7/A 6 (Administrator), A 5/A 4 (Principal Administrator) and A 3 (Head of Division).

Language service (LA): staff who have completed a course of university education and obtained a degree or diploma, working as translators and/or interpreters; the LA structure corresponds to grades A 8 to A 3 of category A above.

The Language Service comprises four career brackets: LA 8 (Assistant translator, Assistant interpreter), LA 7/LA 6 (Lawyer-linguist/interpreter), LA 5/LA 4 (Reviser, Principal Lawyer-linguist, Principal interpreter) and LA 3 (Head of Translation or Interpretation Division).

NB: The linguistic duties specified above require a perfect command of mother tongue or main language and a good knowledge of at least two other official languages of the European Union.

- (b) Category B: staff who have completed a course of advanced secondary education and obtained a final certificate or diploma, engaged in executive duties (comparable with those performed by an executive officer, administrative assistant, etc.).

Category B runs from grade B 5 up to B 1.

Category B breaks down as follows: B 5/B 4 (Administrative assistant), B 3/B 2 (Senior administrative assistant), and B 1 (Principal administrative assistant).

- (c) Category C: staff who have completed a course of secondary education and/or a course of vocational education at secondary level and obtained a certificate or diploma, engaged in clerical duties (comparable with those performed by a secretary, filing clerk, technician, etc.).

Category C runs from grade C 5 up to C 1.

Category C breaks down as follows: C 5/C 4 (Clerical assistant, Typist), C 3/C 2 (Clerical officer, Secretary/typist), and C 1 (Executive secretary, Principal secretary, Principal clerical officer).

- (d) Category D: staff who have completed the basic course of 'compulsory' and/or vocational education and obtained a certificate or diploma, engaged in manual or service duties (messenger, driver, storeman, workshop staff, etc.).

Category D runs from grade D 4 up to D 1.

Category D breaks down as follows: D 4 (Unskilled employee, Unskilled worker), D 3/D 2 (Skilled employee, Skilled worker), and D 1 (Head of Unit).

- (e) Officials other than those in grades A 1 and A 2 serve a probationary period, which must be satisfactorily completed before they can be established.

The period is nine months for officials in category A, the Language Service and category B, and six months for other officials.

2. Remuneration and other special conditions

- (a) **Salary**: the basic monthly salary for the career bracket covered by the competition is given in the notice of competition. The basic salary varies according to step classification on recruitment.

- (b) **Allowances**: in addition to basic salary, the person appointed will receive the allowances to which he/she is entitled under the Staff Regulations. These may include the following:

1. daily subsistence allowance (payable for a limited period);

2. expatriation allowance or foreign residence allowance equivalent to 16 % and 4 % of basic salary respectively;

and the following family allowances:

1. household allowance equivalent to 5 % of basic salary;
2. monthly dependent child allowance;
3. education allowance equal to actual education costs incurred, with a monthly ceiling, for each dependent child.

- (c) **Deductions:** officials qualify for a pension scheme and sickness and accident insurance. Officials' contributions to these schemes are deducted from their remuneration.
- (d) **Taxes:** the remuneration of officials of the European Communities is subject to a tax deducted at source.

The proceeds of the tax are paid into the budget of the European Union.

The overall amount of the tax raised reduces the financial contribution of the Member States to the budget of the European Union accordingly. For that reason, under Article 13(2) of the Protocol on the Privileges and Immunities of the European Communities, remuneration is exempt from national tax.

- (e) **Social environment:** there are European Schools at most of the main places of activity of the Community institutions, providing primary and secondary education up to the level of the European baccalaureate. The Schools, which have sections for each of the main teaching languages, are recognised by all 15 Member States. There are also creches for children under school age.

NOTICE OF OPEN COMPETITION CJ/LA/23

(2002/C 182 A/02)

The Court of Justice of the European Communities is organising an open competition, based on qualifications and tests, for the constitution of a reserve list for future recruitment of:

LAWYER-LINGUISTS (M/F)**of English mother tongue**

(Career bracket LA 7/LA 6)

This reserve list will be constituted with a view to filling vacant posts in that career bracket which cannot be filled by transfer or promotion of officials already in service at the Court of Justice, or by internal competition, or by transfer of officials of other institutions of the European Communities.

The period of validity of the reserve list will expire on 31 December in the year following the year in which it was established. It may be extended, in which case the candidates on the list will be duly notified.

Each candidate is requested to read carefully the 'Guide to candidates taking part in an open competition' contained in this Official Journal.

Place of employment: **Luxembourg**

The Court of Justice of the European Communities pursues a policy of assuring equal opportunities by excluding all discrimination based on sex, handicap, race, religion or sexual orientation, whether during the recruitment procedure or when filling posts in its departments.

The final date for receipt of applications, curricula vitae and supporting documents is 30 September 2002.

I. NATURE OF DUTIES

Translation into English of legal texts from at least two other official languages of the European Communities ⁽¹⁾.

⁽¹⁾ The official languages of the European Communities are Danish, Dutch, English, Finnish, French, German, Greek, Italian, Portuguese, Spanish and Swedish.

II. WORKING CONTEXT

The Court of Justice recruits persons with appropriately high legal qualifications who can show that they are capable of adapting throughout their career. Candidates will have the ability to translate into their mother tongue legal texts, frequently of a complex nature, from at least two official languages of the European Communities, one of which, for reasons dictated by the needs of the service, must be French.

In the performance of their duties lawyer-linguists use data-accessing and retrieval systems and word-processing systems on a regular basis.

Candidates must be capable of working under pressure on a regular basis, both independently and as members of a team, and of adapting to a multicultural working environment. Lastly, they will always be concerned to develop their professional skills throughout their career.

III. REMUNERATION

The basic monthly salary ranges from EUR 4 521,59 for Grade LA 7 (step 1) and EUR 5 825,99 for Grade LA 6 (step 3).

There may also be allowances the nature and amount of which are indicated in the 'Guide to candidates taking part in an open competition' inserted in this Official Journal.

The remuneration is subject to the Community income tax and to the other deductions provided for in the Staff Regulations of officials of the European Communities.

For example, the net monthly salary, after compulsory deductions (pension, insurance, Community income tax) of an unmarried official with no dependants and in receipt of the expatriation allowance, is approximately:

- for Grade LA 7, step 1: EUR 4 279,76,
- for Grade LA 6, step 3: EUR 5 334,86.

IV. ELIGIBILITY

On the final date for receipt of applications, candidates must satisfy the following conditions:

1. General conditions

The conditions laid down in Article 28(a), (b) and (c) of the Staff Regulations of officials of the European Communities, that is to say:

- (a) they must be nationals of one of the Member States of the European Community, unless an exception is authorised by the appointing authority, and must enjoy their full rights as a citizen;
- (b) they must have fulfilled any obligations imposed on them by the laws concerning military service;
- (c) they must produce the appropriate character references as to their suitability for the performance of their duties.

2. Special conditions

(a) *Qualifications required*

Completion of a course in law evidenced either by a degree in law awarded in the United Kingdom or Ireland or by qualification as an advocate, barrister or solicitor in the United Kingdom or Ireland.

(b) *Knowledge of languages*

- Perfect command of the English language,
- good knowledge of French,
- good knowledge of another official language of the European Communities.

Account will be taken of knowledge of other official languages of the European Communities, and of Czech, Estonian, Hungarian, Latvian, Lithuanian, Polish, Slovak or Slovene.

V. LIST OF CANDIDATES

The list of candidates who have submitted their application file in the form and within the period prescribed and who satisfy the general conditions laid down at point 1 of Section IV will be drawn up by the appointing authority and transmitted to the selection board together with the candidates' application files.

Accordingly, there will be eliminated at this stage those candidates who have not used the compulsory application form inserted in this Official Journal, or a photocopy of that form, who have omitted to sign it, who have sent their application out of time and/or who do not satisfy the conditions laid down in Article 28(a), (b) and (c) on the Staff Regulations of officials of the European Communities.

VI. ELIGIBILITY FOR SELECTION ON THE BASIS OF QUALIFICATIONS

The selection board will examine the application files of the candidates on the list of candidates drawn up by the appointing authority on the basis of their application form and curriculum vitae and of the supporting documents produced by the final date for receipt of applications and will draw up the list of candidates who satisfy the conditions under Section IV.2. (Special conditions: qualifications — knowledge of languages). The candidates on this second list will be eligible for selection on the basis of qualifications.

There will be excluded at this stage those candidates who do not satisfy the requirements set out under Section IV.2, or who have not, by the final date for receipt of applications, produced a curriculum vitae or provided evidence or their statements in the form of photocopies of the relevant documents (see Section XII.3, below).

VII. SELECTION ON THE BASIS OF QUALIFICATIONS

On the basis of this second list the selection board will, after establishing the criteria for assessing the candidates' qualifications, examine those qualifications and will indicate on the said list the candidates admitted to the written tests.

The selection will be made by the selection board on the basis of the supporting documents produced by the candidates by the final date for receipt of applications and of the information contained in their curricula vitae.

For that reason, candidates must include in their application file, in addition to a copy of all the documents required for admission to the competition, a copy of all supporting documents needed for the selection board to be able to make the selection on the basis of qualifications, failing which they will, on the basis of that selection, be excluded from the tests.

Candidates will be informed in writing of the selection board's conclusions with respect to them following the abovementioned examination of their application documents.

VIII. RE-EXAMINATION OF APPLICATIONS

Within 15 days from the date of dispatch of the letter (as attested by the postmark) informing him that his application has not been accepted, a candidate may ask for his application to be re-examined if he considers that a mistake has been made.

The request for re-examination, which should mention the number of the competition stated on the letter, must be sent to the Personnel Division of the Court of Justice of the European Communities, L-2925 Luxembourg.

The selection board will then re-examine the candidate's case. The candidate will be informed of the selection board's conclusions with respect to him following the re-examination of his application file.

IX. WRITTEN TESTS

Candidates must specify in the application form the languages chosen for the compulsory tests and, should they intend to sit the optional test, the language chosen for that test. Candidates will be allowed to sit each test only in the language they have specified in the application form.

1. First compulsory test (without dictionary)

Translation into English of a legal text written in Dutch, French, German or Italian, according to the choice made by the candidate.

Time allowed: two-and-a-half hours.

Marks: from 0 to 40 (minimum required: 20).

2. Second compulsory test (without dictionary)

Translation into English of a legal text written:

- in French, for candidates who have chosen Dutch, German or Italian for the first compulsory test,
- or,
- if French was the language chosen for the first compulsory test, in Danish, Dutch, Finnish, German, Greek, Italian, Portuguese, Spanish or Swedish, according to the choice made by the candidate.

Time allowed: two hours.

Marks: from 0 to 30 (minimum required: 15).

3. Optional test (without dictionary)

Translation into English of a legal text written, according to the choice made by the candidate:

- in an official language of the European Communities other than French and that chosen by the candidate for the second compulsory test,
- or
- in Czech or Lithuanian.

Time allowed: one hour.

Marks: from 0 to 20 (account will be taken, for the purposes of establishing the final order of merit, only of marks in excess of 10). No marks will be deducted for poor performance in the optional test.

4. Conduct of the written tests and correction of papers

- (a) Each written test will take place simultaneously, for all candidates, at all the examination centres on the date indicated in the letters inviting them to attend. No exception will be made.
- (b) The candidates will sit the written tests in one round.
- (c) The selection board will correct the first paper of all candidates who attend the tests.
- (d) The second paper will be corrected only in the case of candidates who have obtained at least 20 marks in the first test.
- (e) The optional paper will be corrected after the marking of the oral test and only in the case of candidates who have obtained, in the compulsory tests, both written and oral, the marks required for them to be admitted to the reserve list. Account will be taken, for the purposes of establishing the final order of merit, only of marks in excess of 10 obtained by candidates in the optional paper.

X. COMPULSORY ORAL TEST

1. Admission to the test

Candidates who have obtained at least 50 % of the marks in each of the first two compulsory written tests will be admitted to the oral test.

Candidates will be informed in writing of the selection board's conclusions with respect to them.

2. Nature of the test

Discussion, in English, with the selection board to enable it to assess:

- (a) the candidates' professional experience and the level of their general, legal and linguistic knowledge; on this occasion, account will also be taken of knowledge of official languages of the European Communities other than those which were the subject of the written tests;
- (b) the candidates' motivation and their ability to perform their duties in an institution of the European Communities.

Time allowed: about 45 minutes.

3. Marks for the test

The marks for the test will be from 0 to 30, divided as follows:

- from 0 to 20 for the first part of the test,
- from 0 to 10 for the second part of the test.

A mark lower than 50 % in either part of the test will be eliminatory.

XI. RESERVE LIST

There will be placed on the reserve list, in order of merit, the candidates who have obtained the most marks, provided that they have obtained at least the minimum marks required for each of the compulsory tests.

The order of merit will be established on the basis of the marks obtained by the candidates in the compulsory tests, increased, in the case of candidates who sat the optional test, by the marks in excess of 10 obtained by them in that test.

XII. LODGING OF APPLICATIONS AND SUPPORTING DOCUMENTS

1. In submitting their application, candidates are required to use the application form inserted in this Official Journal or a photocopy of that form. The form, accompanied by a curriculum vitae and the relevant supporting documents, must be sent, preferably by registered post, by 30 September 2002 at the latest (as attested by the postmark) to the Personnel Division, Court of Justice of the European Communities, L-2925 Luxembourg.
2. In accordance with Section V, any unsigned application form will not be considered.

3. The attention of candidates is drawn to the fact that, in order to enable the selection board to decide on their eligibility for selection on the basis of qualifications (Section VI) and to make that selection (Section VII), they must produce, by the date prescribed at point 1 of this section:
 - a copy of all **supporting documents** relating to their academic qualifications and their training,
 - a copy of all **supporting documents** relating to their statements concerning their knowledge of languages; in the absence of such documents, candidates must explain exhaustively and in great detail in their curriculum vitae how they acquired their knowledge of languages,
 - a detailed **curriculum vitae** clarifying and amplifying the information entered on the application form as regards the nature, extent and level of their legal studies, their training and knowledge of languages, and their professional experience, if any.

The production of the curriculum vitae can in no case exempt candidates from the requirement to produce supporting documents.

4. If, at a later stage in the procedure, it appears that the particulars contained in the application form are incorrect or are not confirmed by the originals of the documents required, the admission of the candidate to the competition will be declared null and void.
5. None of the documents submitted in connection with an application will be returned to the candidate.
6. Candidates, including officials and other servants of the European Communities, may in no case refer to documents, application forms, information sheets, etc. which they lodged on the occasion of previous applications and/or which are contained in their personal file.

XIII. INFORMATION FOR CANDIDATES

1. All candidates in this competition will be informed individually, in accordance with the following **provisional** timetable, of the selection board's conclusions with respect to them, as to:
 - whether or not they have been admitted to the written tests: October 2002,
 - the date of the written tests: December 2002,

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- whether or not they have been admitted to the oral test: February 2003,
 - the date of the oral test: March 2003,
 - whether or not they have been placed on the reserve list: April 2003.
2. The surname under which an application is submitted must be used in all subsequent correspondence.
3. Any change of address must be notified immediately **in writing** to the Personnel Division.
4. All correspondence relating to this recruitment procedure must be addressed exclusively to the Personnel Division. Direct or indirect approaches by candidates to the selection board are expressly prohibited.
- NB: The Commission has formally submitted to the Council a proposal for amendment of the Staff Regulations of officials of the European Communities. That proposal includes, in particular, a new careers structure. Successful candidates in this competition might therefore receive an offer of employment based on new provisions of the Staff Regulations, following adoption of the abovementioned proposal by the Council.**
-

APPLICATION FOR EMPLOYMENT

(Please use a typewriter or write in block capitals in **BLACK** ink)

NATURE OF POST APPLIED FOR
LAWYER-LINGUISTS OF ENGLISH MOTHER TONGUE

1. Surname: Forenames: Maiden name (where applicable):
.....
.....

2. Address for correspondence: Telephone No: E-mail:
.....

3. Permanent address:
.....

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

Present nationality (if you have dual nationality, indicate both):
.....

5. Sex (place a cross in the appropriate box): 6. Marital status (place a cross in the appropriate box):
MALE FEMALE SINGLE MARRIED WIDOW (ED) DIVORCED LEGALLY SEPARATED

7. Have you any dependants? YES NO
If 'yes', give the following information:

Name	Date of birth	Relationship	Name	Date of birth	Relationship
.....
.....
.....
.....

8. Have you any national service commitments? If so, give details:

9. Name and address of person to be informed in case of accident:

10. Occupation of spouse:

(Use a typewriter or print legibly in INK)

Recent identity
photograph
(maximum 4 cm x 4 cm)

11. Are any of your relatives employed in institutions of the European Communities?

YES NO

If 'yes', indicate surname, first name, relationship and position:

.....

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

(A) Higher education (university or equivalent):

Name and address of establishment	Years of study		University degrees and diplomas	Main subjects
	from	to		
.....				
.....				
.....				

(B) Education since the age of 14 (specify secondary education, technical education, equivalent training, etc. in the column headed 'Type of establishment'):

Name and address of establishment	Type of establishment	Years of study		Certificates and qualifications
		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 and choice for written tests (this choice is final: see the 'Notice of competition', point IX):

	Native language	READ Very good OR Good OR Average	WRITTEN Very good OR Good OR Average	SPOKEN Very good OR Good OR Average	First compulsory test	Second compulsory test	Optional test
Danish						
Dutch						
English						
Finnish						
French						
German						
Greek						
Italian						
Portuguese						
Spanish						
Swedish						
Other						
Other						

15. Office skills

Typing: YES NO

Speed (if known):

Keyboard normally used:

AZERTY QWERTY GREEK OTHER

Wordprocessing: YES NO

Program(s) used:

Keyboard normally used:

AZERTY QWERTY GREEK OTHER

(Use a typewriter or print legibly in INK)

17. Residence abroad (years, countries visited, purpose of visit):

.....
.....

18. Have you taken part in any competitive examination for a post with the European Communities before? YES NO

.....

19. Distinctions and decorations:

20. Social activities and sports:

21. Special interests:

22. Referees: Give the names and addresses of three people who are not relatives and are well acquainted with your character and professional qualifications:

FULL NAME	FULL ADDRESS (and telephone number if you know it)	OCCUPATION (specify)
.....
.....
.....
.....
.....
.....

23. Have you a physical handicap that might pose practical problems during the tests?
YES NO

If yes, please give details to enable the administration to make the necessary arrangements, if it can:

.....

24. CRIMINAL RECORD: Have you been convicted of any offence?
(if so, give details)

.....

I hereby declare that the information contained in this form is to the best of my knowledge correct and complete.

I further declare that:

1. I have not been deprived of my civic rights;

2. I have complied with the provisions of all military recruitment laws applicable to me.

I undertake to supply on request the necessary extracts, diplomas, certificates or documents in respect of the above declarations.

I understand that any misstatement or omission, even if not wilful, may lead to the rejection of my application.

I agree to undergo the compulsory medical examination prior to employment.

.....

(Date)

.....

(Signature)



**COURT OF JUSTICE
OF THE
EUROPEAN COMMUNITIES**

Personnel Department

L-2925 LUXEMBOURG

To be filled in by the candidate:

Name:
Address:
.....
.....

**Acknowledgement of receipt of application for entry to
competition CJ/LA/23**

Reminder: Copies of documents relating to degrees or other qualifications and experience, if not already sent, must be sent by 30 September 2002 at the latest, preferably by registered post, and must bear the number of the competition.