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NOTICE TO READERS

BG: Настоящият брой на Официален вестник е публикуван единствено на английски, немски и френски език.

CS: Toto číslo Úředního věstníku vychází pouze v angličtině, francouzštině a němčině.

DA: Dette EU-Tiende offentliggøres udelukkende på engelsk, fransk og tysk.

DE: Dieses Amtsblatt wird nur in Deutsch, Englisch und Französisch veröffentlicht.

EL: Η παρούσα Επίσημη Εφημερίδα εκδίδεται μόνο στη γερμανική, την αγγλική και τη γαλλική γλώσσα.

EN: This Official Journal is only published in English, French and German.

ES: El presente Diario Oficial se publica únicamente en las lenguas alemana, francesa e inglesa.

ET: Käesolev *Euroopa Liidu Teataja* number ilmub ainult inglise, prantsuse ja saksa keeles.

FI: Tämä virallisen lehden numero julkaistaan ainoastaan englannin, ranskan ja saksan kielellä.

FR: Le présent Journal officiel est uniquement publié en langues allemande, anglaise et française.

GA: Tá an Iris Oifigiúil seo á foilsiú i mBéarla, i bhFraincis agus i nGearmáinis amháin.

HU: A Hivatalos Lapnak ez a száma kizárólag német, angol és francia nyelven jelenik meg.

IT: La presente Gazzetta ufficiale è pubblicata solo in lingua tedesca, inglese e francese.

LT: Šis Oficialusis leidinys leidžiamas tik anglų, prancūzų ir vokiečių kalbomis.

LV: Šis *Oficiālais Vēstnesis* ir publicēts tikai angļu, franču un vācu valodā.

MT: Dan il-Ġurnal Uffiċjali ser ikun ippubblikat biss bil-Ingliż, bil-Franċiż u bil-Ġermaniż.

NL: Dit Publicatieblad verschijnt uitsluitend in het Duits, het Engels en het Frans.

PL: Niniejszy Dziennik Urzędowy jest publikowany jedynie w językach niemieckim, angielskim i francuskim.

PT: O presente Jornal Oficial é apenas publicado nas línguas alemã, inglesa e francesa.

RO: Prezentul Jurnal Oficial este publicat numai în limbile engleză, franceză și germană.

SK: Tento úradný vestník vychádza iba v angličtine, francúzštine a nemčine.

SL: Ta Uradni list je objavljen samo v angleškem, francoskem in nemškem jeziku.

SV: Detta nummer av *Europeiska unionens officiella tidning* utkommer endast på engelska, franska och tyska.

V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PARLIAMENT

GUIDE FOR CANDIDATES IN PROCEDURES ORGANISED BY THE EUROPEAN PARLIAMENT

(2007/C 244 A/01)

This guide is for information only. In its proceedings the selection board is not required by law to comply with any text other than the recruitment notice.

- A. THE WORK OF SELECTION BOARDS
- B. CONDITIONS FOR ADMISSION
- C. TRAVEL AND SUBSISTENCE EXPENSES
- D. RECRUITMENT

A. THE WORK OF SELECTION BOARDS

1. A selection board is set up in respect of each recruitment notice for temporary staff; it consists of members representing the Administration and the Staff Committee. The selection board carries out its work in accordance with Annex III of the Staff Regulations.
2. The proceedings of the selection board are secret. Candidates are asked not to submit letters of recommendation (or similar documents), as the selection board is unable to take them into account in its deliberations.
3. The selection board adheres strictly to the conditions for admission in the recruitment notice when deciding whether or not candidates are to be admitted. Candidates admitted to a previous competition or selection procedure will not automatically be eligible.

B. CONDITIONS FOR ADMISSION

1. Education, certificates and diplomas

- (a) In the case of technical or vocational training, or specialist or refresher training, you must specify whether the course was full-time or part-time, what subjects were covered and how long the course lasted.
- (b) You must supply photocopies of certificates or diplomas to show that you have completed studies of the level required by the recruitment notice (Section A.4. (b) (i)).

Annex I to the Recruitment Notice contains a guide to qualifications giving access to this selection procedure.

2. Experience

- (a) Professional experience is counted only from the time you obtained the certificate or diploma required for admission.
- (b) You must provide supporting documents confirming the *length and level* of your professional experience. If, for reasons of confidentiality, you are unable to enclose the necessary certificates of employment, you *must* provide photocopies of your employment contract or your letter of recruitment and/or your first payslip; you must in any event provide a copy of your most recent payslip.

3. Knowledge of languages

Section 6 of the application form in this issue of the *Official Journal* refers to your own knowledge.

You must provide documentary evidence to support any claim to knowledge of official languages (see Section A.4.(b) (iii) of the recruitment notice).

Candidates who fail to provide the required documentary evidence of their educational and training qualifications, professional experience and knowledge of languages cannot be admitted to the next stage of the selection procedure.

4. The application form

Applications postmarked after the closing date specified in the recruitment notice will not be considered.

You must use the official application form specific to the relevant recruitment notice. Only the application form contained in the Official Journal printed by the Office of Official Publications of the European Communities will be considered to be the original.

For this reason, photocopies or any other copy of this document (obtained electronically, for instance) will be rejected.

References to documents submitted in connection with previous applications will not be considered.

You must provide all the supporting documents and necessary information by the closing date stated in the recruitment notice. No supporting document will be accepted after that date.

You must sign the completed application form. The act of signing is a solemn declaration that the details are complete and true.

C. TRAVEL AND SUBSISTENCE EXPENSES

A contribution is made towards candidates' travel and subsistence expenses. You will be given details of the scale and how to apply in the letter inviting you to the tests.

D. RECRUITMENT

1. Please note that inclusion on the shortlist is not a guarantee of a job. The recruitment procedure is as follows: successful candidates may be called to one or more interviews with heads of department from the European Parliament. After these interviews they may receive a specific offer of employment. In addition, they must undergo a statutory medical examination to establish that they meet the standards of physical fitness required for the job.
2. Once the shortlist is adopted, candidates may apply to the following unit for further information:

Parlement européen
Secrétariat de l'Unité 'Concours et Procédures de Sélection'
L-2929 LUXEMBOURG

3. Address of the European Parliament Competitions Unit

The European Parliament Competitions and Selection Procedures Unit is responsible for communications with candidates until the procedure in respect of the recruitment notice is closed.

Please address any request for information or other correspondence *on the conduct of the procedure* to:

Parlement européen
Secrétariat de l'Unité 'Concours et Procédures de Sélection'
L-2929 LUXEMBOURG

Information on how to obtain copies of the Official Journal containing the recruitment notice and application form, available in English, is given in the notice to candidates with electronic access to this text published in this Official Journal.

NOTICE TO CANDIDATES WITH ELECTRONIC ACCESS TO THIS TEXT

(2007/C 244 A/02)

Only the application form enclosed in the Official Journal printed by the office for official publications of the European Communities will be regarded as authentic. For this reason, photocopies or any other copy of this document (obtained electronically, for instance) will not be accepted.

To obtain the Official Journal please apply, **before 8 November 2007**, to one of the following addresses:

— European Parliament
Competitions and Selection Procedures Unit
KAD 03E008
L-2929 **Luxembourg**,
fax: (352) 4300 27740
e-mail: joconcours@europarl.europa.eu

— European Parliament
Unit for Relations with Staff in Brussels
Bâtiment MTY Bureau 03R002,
Rue Montoyer, 70,
B-1047 **Brussels**

— one of the European Parliament's information offices shown below:

Vassilissis Sofias 2, GR-106 74 **ATHINA**
Passeig de Gràcia 90, 1º, E-08008 **BARCELONA**
Unter den Linden 78, D-10117 **BERLIN**
Palisády 29, 811 06 **BRATISLAVA**, SLOVENSKÁ REPUBLIKA
Strada Boteanu nr. 1, sector 1, RO-010027, **BUCUREȘTI**
Deák Palota, Deák Ferenc u. 15., H-1052 **BUDAPEST**
Korte Vijverberg 6, 2513 AB **DEN HAAG**, NEDERLAND
43, Molesworth Street, **DUBLIN 2**, IRELAND
The Tun — 4 Jackson's Entry — Holyrood Road, **EDINBURGH EH8 8PJ**, UNITED KINGDOM
Pohjoisesplanadi 31, PL 26, FI-00100 **HELSINKI**
Europa - Huset, Gothersgade 115,2, DK-1123 **KØBENHAVN K**
Centro Europeu Jean Monnet — Largo Jean Monnet, 1-6.º, P-1269-070 **LISBOA**
Breg 14, SI-1000 **LJUBLJANA**
2, Queen Anne's Gate, **LONDON SW1H 9AA**, UNITED KINGDOM
Paseo de la Castellana 46, E-28046 **MADRID**
2, rue Henri-Barbusse, F-13241 **MARSEILLE**
Corso Magenta, 59, I-20123 **MILANO**
Erhardtstr. 27, D-80469 **MÜNCHEN**
5A Demophontos Str. — PO BOX 23440, CY-1683 **NICOSIA**
288, boulevard Saint-Germain, F-75007 **PARIS**
Jungmannova 24, CZ-110 00 **PRAHA 1**
Aspazijas bulvāris 28, LV-1050, **RĪGA**
Via Quattro Novembre, 149, I-00187 **ROMA**
9 Moskovska Str., 1000 **SOFIA**, BULGARIA
Allée du Printemps, bâtiment Louise-Weiss, BP 1024/F, F-67070 **STRASBOURG**
Nybrogatan 11, 3 tr., S-114 39 **STOCKHOLM**
Euroopa Liidu maja, Rävala pst 4, EE-10143 **TALLINN**
280, Triq ir-Repubblika, **VALLETTA VLT 04**, MALTA
Naugarduko g. 10, LT-01141 **VILNIUS**
ul. Jasna 14/16a, 00-041 **WARSZAWA**, POLSKA
Kärntnerring 5-7, A-1010 **WIEN**

Quoting the reference 'Selection Procedure **PE/95/S'** and stating the language in which you wish to receive the documentation and the address to which it should be sent.

RECRUITMENT NOTICE PE/95/S

(2007/C 244 A/03)

The European Parliament's Secretariat is organising a selection procedure based on qualifications and tests to recruit a

TEMPORARY MEMBER OF STAFF — ADMINISTRATOR (AD 9)

(female or male)

DOCTOR

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- A. DUTIES AND ELIGIBILITY (PROFILE SOUGHT)
- B. THE VARIOUS STAGES OF THE SELECTION PROCEDURE
- C. HOW TO APPLY
- D. GENERAL INFORMATION

ANNEX: Requests for review — appeals — complaints to the European Ombudsman

N.B. The European Parliament is an equal opportunities employer and accepts applications without discrimination on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

A. DUTIES AND ELIGIBILITY (PROFILE SOUGHT)

1. General points

The European Parliament's Secretariat is seeking to recruit a doctor as a temporary member of staff for its Directorate-General for Personnel — Medical Service in Luxembourg ⁽¹⁾.

The contract will be concluded on the basis of the provisions of Article 8(1) of the Conditions of employment of other servants, in accordance with which temporary staff may be engaged for a fixed or indefinite period. The contracts of such staff who are engaged for a fixed period may be renewed not more than once for a fixed period. Any further renewal shall be for an indefinite period. Recruitment will be to Grade AD 9, first step, the basic salary for which is EUR 6 574,76 per month. This salary is subject to Community tax and the other deductions laid down in the Conditions of Employment of Other Servants of the European Communities (CEOS); it is exempt from national taxation. The step at which the successful candidate is recruited may, however, be adjusted in accordance with the candidate's professional experience. Moreover, allowances will in certain circumstances be paid in addition to the basic salary.

The duties involved call for travel between the places of work, frequent contact with people inside and outside Parliament and availability to provide a duty service.

The temporary member of staff recruited will also be required to complete a probationary period of not more than six months.

2. Place of employment

Luxembourg ⁽²⁾.

3. Job description

Temporary member of staff, administrator (doctor), answerable to the Head of Unit, responsible for duties to include those detailed below:

- performing certain duties connected with tasks assigned to Parliament's medical officers (including recruitment medicals, annual medicals, medical emergencies, consultations, preventive medicine, medical and administrative opinions and health at the workplace),
- taking part in the work of various committees (including safety and health at work, harassment, workplace ergonomics, invalidity and the European institutions' Medical Board),
- maintaining contact with external doctors and/or hospitals in connection with their areas of activity.

In this selection procedure we are also looking for interpersonal skills, an ability to exercise discretion and maintain confidentiality, a disciplined approach, flexibility, initiative and an ability to react to events.

4. Eligibility (profile sought)

This selection procedure is open to candidates who fulfil the following conditions *on the closing date for applications*:

(a) General conditions

In accordance with Article 12(2) of the Conditions of Employment of Other Servants of the European Communities, you must:

- be a national of one of the European Union Member States and enjoy full rights as a citizen;

⁽¹⁾ See also Section D.6.

⁽²⁾ This post may be transferred to one of Parliament's other two normal places of work, in particular Brussels.

- have fulfilled any obligations imposed on you by the laws on military service;
- provide appropriate character references for performing the duties concerned.

(b) *Specific conditions*

(i) *Qualifications and skills required*

Candidates must have:

- a level of education which corresponds to completed university studies attested by a diploma entitling the holder to go on to practise general medicine recognised in at least one EU Member State.

Candidates must also have the following skills:

- experience in general medical practice,
- experience in occupational medicine and/or medical emergencies,
- knowledge of office systems: MS Word, e-mail, Internet/Intranet, Excel, PowerPoint.

(ii) *Professional experience required*

By the closing date for applications candidates must, after obtaining the qualifications mentioned under point 4(b)(i), have acquired at least **five** years' experience in a field relevant to the job description. This experience must have been acquired in the six years immediately preceding the closing date for applications (19 November 2007).

Experience in any specialisation connected with the duties involved would be an advantage.

(iii) *Knowledge of languages*

Candidates must have a thorough knowledge of one of the European Union official languages (language 1): Bulgarian, Spanish, Czech, Danish, German, Estonian, Greek, English, French, Irish, Italian, Latvian, Lithuanian, Hungarian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovene, Finnish and Swedish, and a good knowledge of English, French or German (language 2). Knowledge of other European Union official languages will be taken into account, particularly at the oral tests.

B. THE VARIOUS STAGES OF THE SELECTION PROCEDURE

1. Admission to the selection procedure

This post will be filled on the basis of *qualifications and tests*.

- (a) The Appointing Authority will draw up a list of applicants who have submitted their applications in the form required and by the closing date (**see Section C**) and meet the general conditions set out in Section A.4(a). This will be forwarded to the Selection Board with the application files.
- (b) Accordingly, candidates will automatically be eliminated if they:
 - send their application after the closing date, as evidenced by the postmark,
 - do not send their application form by registered post or by private courier (see Section C.5),
 - fail to sign the application form,
 - do not use and duly complete the required application form ⁽¹⁾ enclosed in this issue of the Official Journal,
and/or
 - do not meet the general conditions for admission.

Candidates will be informed **after the closing date for applications** if their application has been rejected.

- (c) The Selection Board will consider the application files and draw up a list of candidates who meet the specific conditions set out in Section A.4(b).

It will base its decisions **exclusively** on the information given on the application forms and *substantiated by supporting documents*.

Candidates who do not meet the conditions governing admission set out in Section A.4(b) or who have failed to substantiate their claims by means of relevant supporting documents submitted by the prescribed deadline will be eliminated at this stage.

2. Assessment on the basis of qualifications and admission to compulsory tests

On the basis of criteria laid down in advance, the Selection Board will assess the qualifications of the candidates admitted to the selection procedure and draw up a list of the **eight best candidates**, who will be admitted to the tests.

Marking: 0 to 20 points.

You will receive a personal letter informing you of the Selection Board's decision on whether to admit you to the tests.

3. Compulsory tests

With a view to ascertaining candidates' knowledge, the Selection Board will hold the following compulsory tests:

Written test

- (a) Drafting test, in English, French or German (language 2 — candidates will not be able to take this test in their mother tongue or main language), based on a set of documents (maximum 20 pages), to assess candidates' ability to deal with a set of documents.

Time allowed: 1 hour

Marking: 0 to 40 points

⁽¹⁾ Only the application form enclosed in the Official Journal printed by the Office for Official Publications of the European Communities will be regarded as authentic. For this reason, photocopies or any other copy of this document (obtained electronically, for instance) will not be accepted.

Oral tests

- (b) Interview with the Selection Board to assess, taking account of all the information contained in their application files: candidates' knowledge, particularly of the areas referred to in Section A.4(b)(ii); their suitability for the duties set out in Section A.3, 'Job description', in a European institution; and their knowledge of the languages specified on the application form.

Maximum time allowed: 45 minutes

Marking: 0 to 40 points (pass mark: 20)

- (c) Group discussion in English, French or German (language 2 — candidates will not be able to take this test in their mother tongue or main language) to enable the Selection Board to assess candidates' adaptability, negotiating and decision-making skills and performance in a group.

The Selection Board will determine the duration of this test on the basis of the composition of the groups.

Marking: 0 to 20 points (pass mark: 10)

All the tests will be held on the same day or on two consecutive days.

4. List of suitable candidates

In the light of the results, the Selection Board will designate the **four candidates** it considers most suited to performing the tasks described in Section A of this recruitment notice and place them on the list of suitable candidates. The list will contain the names of the **four best candidates**, in order of merit, with the highest overall score in the procedure (assessment of qualifications and tests), provided they have scored at least 50 % in the procedure overall and the pass mark in the oral tests.

Candidates will be informed individually of their results and the list of suitable candidates will be posted on the noticeboards on Parliament's premises.

C. HOW TO APPLY

Before filling in the application form, please read the guide and its annex in this issue of the Official Journal carefully.

1. Before submitting your application, you should check carefully whether you meet all the eligibility criteria (see Section A, particularly concerning the types of qualification and professional experience required).
2. Should you decide to apply, you must *complete and sign* the application form and enclose with it photocopies of supporting documents to show that you meet the specific conditions governing admission to the selection procedure (see Section A.4(a) and (b)), so that the Selection Board can verify the accuracy of the information given in the application form. If you fail to do so, you will be disqualified.
3. Your application must give full details of your nationality, studies, training, professional experience and knowledge of languages. You must also enclose the following supporting documents ⁽¹⁾: copies of a document proving your nationality (valid passport or identity card, etc.), of a diploma or diplomas attesting the successful completion of studies, and of documents providing proof of professional experience clearly indicating the starting and finishing dates and the exact nature of the duties carried out. If you have published studies, articles, reports or any other texts relevant to the duties set out in the job description (see Section A), you should enclose a list of these publications with the application form.

Every photocopied page of the supporting documents submitted *must* be numbered and *must* be listed on a contents page that describes each document and gives the number(s) of the page(s) concerned.

In compiling your application file, you may not refer to documents, application forms or any other documents already submitted in connection with previous applications.

None of the papers in the application file will be returned to you.

Points 2 and 3 above apply to all candidates, including officials and other servants of the European Communities.

4. If you have a disability, you must enclose with your application form a certificate, issued by a recognised body, confirming that you are disabled. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take the tests.
5. **It is your responsibility to make sure that your application form, duly completed and signed and accompanied by all the supporting documents, is sent in time, as evidenced by the postmark, by registered post ⁽²⁾.**

However, officials and other servants of the European Communities employed in the European Parliament's Information Offices, Representations of the European Commission and European bodies deemed equivalent to European institutions, *outside the normal places of work*, and in the external delegations of the European Union may fax notice of their intention of applying to the Competitions Unit (+352 4300 27740) **at the latest by 12 noon**, Luxembourg time, on **19 November 2007**, as evidenced by the date and time of dispatch of the fax.

However, for such applications to be admissible, the requisite documents (see points 2 and 3 above) must be sent by **registered post ⁽²⁾** within ten working days following the closing date for applications, as evidenced by the postmark.

6. **The closing date for applications is 19 November 2007.**

⁽¹⁾ See also the Guide for candidates to recruitment notices.

⁽²⁾ Dispatch by private courier company will be accepted as equivalent to dispatch by registered post. In such cases, the date appearing on the delivery form will be taken as the date of dispatch.

7. Invitations to the tests will be sent by ordinary post. You are responsible for informing the Selection Board secretary of any change of address ⁽¹⁾. Taking account of postal delays, and in view of the responsible attitude which candidates are expected to display, you are asked to send a fax ⁽²⁾ or write to the Competitions Unit if you do not receive a letter of invitation or a letter informing you that you have not been admitted.
8. All correspondence concerning the selection procedure, including invitations to tests, will be sent to the address stated on the application form. This address will be taken to be the place from which you set out **to take the tests at the nearest test centre.**

Organisational reasons dictate that no change of address will be accepted once the invitations to the tests have been sent out, except on grounds equivalent to *force majeure* or unforeseeable circumstances, which you must duly set out in writing and which Parliament's Administration accepts as being wholly exceptional. In no event will any such change be permitted less than 15 days before the date on which the tests take place.

9. If, at any stage in the procedure, it is established that the information given in your application form is incorrect or is not substantiated by the supporting documents, or that all the conditions set out in this recruitment notice are not met, you will be disqualified.
10. **Notice to candidates with electronic access to this text:** Only the application form enclosed in the *Official Journal* printed by the Office for Official Publications of the European Communities will be regarded as authentic. For this reason, photocopies or any other copy of this document (obtained electronically, for instance) will not be accepted.
11. The application form and photocopies of documents **must be sent, by registered post** ⁽³⁾, by **19 November 2007** (*as evidenced by the postmark*), to the following address:

European Parliament
Competitions Unit — KAD 03E008
Selection procedure PE/95/S
(this selection procedure reference number must be quoted)
L-2929 Luxembourg.

12. In order to facilitate processing, any correspondence concerning an application must quote the name given in that application and the number of the selection procedure.
13. In the interests of clarity, all texts of a general nature, communications to or from candidates, invitations to the various tests and any correspondence with candidates will be in English, French or German only.

⁽¹⁾ If, for special and exceptional reasons, candidates ask for any correspondence concerning the selection procedure to be sent to an address other than their actual place of residence, they must enclose a separate sheet giving full and detailed reasons for their request. Any statement of this kind will be treated in strict confidence.

⁽²⁾ Competitions Unit fax number: (352) 4300 27740.

⁽³⁾ Dispatch by private courier company will be accepted as equivalent to dispatch by registered post. In such cases, the date appearing on the delivery form will be taken as the date of dispatch.

D. GENERAL INFORMATION

1. Equal opportunities

The European Parliament takes great care to avoid any form of discrimination during selection procedures.

It is an equal opportunities employer and accepts applications without discrimination on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

2. Selection Board

A Selection Board is appointed for each selection procedure.

Candidates may not under any circumstances approach the Selection Board themselves, directly or indirectly. The Appointing Authority reserves the right to disqualify any candidate who disregards this instruction.

3. Approximate timetable for the selection procedure

Please note that selection procedures take between six and nine months, depending on the number of candidates.

Please **do not telephone** to ask about the timetable for the competition.

Taking account of your responsibilities as a candidate, you are asked to send a fax ⁽¹⁾ or write to the Competitions Unit if you have not received a letter concerning your application by 31 December 2007.

4. Requests from candidates for access to information concerning them

Candidates involved in selection procedures have the specific right of access to certain information concerning them directly and individually, as described below. The European Parliament may therefore supply the following supplementary information to a candidate on request:

- (a) Those candidates who are not successful in the written tests and/or who are not among those invited to the oral test may, on request, obtain a copy of their test papers as well as a copy of their personal evaluation sheet including the Selection Board's remarks on their performance. All requests for copies must be made within one month of the date on which the letter notifying the decision to end the candidate's participation in the selection procedure was sent.
- (b) Those candidates invited to the oral tests but whose names do not appear on the list of suitable candidates will be informed of their results in the various tests once the oral test has taken place and the list of suitable candidates has been drawn up by the Selection Board. These candidates may also obtain a copy of their written tests in the same way as outlined under point (a).
- (c) Candidates on the list of suitable candidates will merely be informed that they are successful candidates in the selection procedure.
- (d) The tests of candidates who give up will not be marked.

Requests will be dealt with in accordance with the requirement for the proceedings to be secret, as laid down in the Staff Regulations (Annex III, Article 6), and in compliance with the rules on the protection of individuals with regard to the processing of personal data.

⁽¹⁾ Competitions Unit fax number: (352) 4300 27740.

5. **Requests for review — appeals — complaints to the European Ombudsman**

See Annex.

6. **Conditions of recruitment**

Those placed on the list of suitable candidates will be eligible for recruitment as temporary staff to fill posts in the area specified in Section A of this recruitment notice, as needs arise in the departments of the European Parliament.

Successful candidates on the list of suitable candidates who are offered a job will in due course be required to produce the originals of all necessary documents, notably their diplomas and their employment certificates, for verification.

Recruitment will be subject to the provisions of the Staff Regulations and budgetary constraints.

The list of suitable candidates will expire on 31 December 2010; it may be extended. If it is, candidates on the list will be duly notified.

7. You should note that the retirement age for staff is laid down in the Staff Regulations as follows:

- either automatically at 65,
- or on request at 63, or between 55 and 63 if you satisfy the requirements specified in the Staff Regulations for immediate payment of a pension,
- or exceptionally, on request and in the interest of the service, at 67.

8. **Category and career bracket**

Recruitment of successful candidates in selection procedure PE/95/S will be to Grade AD 9.

9. **Remuneration**

Basic monthly salary as at 1 July 2006: Grade AD 9, step 1, EUR 6 574,76.

ANNEX

REQUESTS FOR REVIEW — APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Candidates who consider that a decision has adversely affected them may request a review of the decision, launch one of the appeals procedures or lodge a complaint with the European Ombudsman. These options are available at any stage of the competition, with the exception of a request for review, which is restricted to the stages of admission to the competition and admission to the compulsory tests.

— Request for review

You can ask for a review by sending a letter explaining your reasons to:

European Parliament
Competitions Unit — KAD 03F003
Secretariat for selection procedure PE/95/S
L-2929 Luxembourg

within 20 calendar days of the date postmarked on the letter informing you of the decision. The Selection Board will reply as soon as possible.

— Appeals

— You can make a complaint under Article 90(2) of the Staff Regulations of officials of the European Communities, which should be addressed to:

The Secretary-General
European Parliament
Bâtiment Konrad Adenauer
L-2929 Luxembourg,

— or bring an appeal before the

European Union Civil Service Tribunal
L-2925 Luxembourg,

under Article 236 of the EC Treaty and Article 91 of the Staff Regulations.

Appeals to the European Union Civil Service Tribunal may be made only through a lawyer authorised to practise before a court of a Member State of the European Union or of the European Economic Area.

The time-limits laid down in Articles 90 and 91 of the Staff Regulations (see Regulation (EEC) No 259/68, published in *Official Journal of the European Communities*, L 56, 4.3.1968 and amended several times, most recently by Regulation (EC) No 723/2004 of 22 March 2004, L 124, 27.4.2004) which apply to these two types of appeal start to run either from the date of notification of the original decision adversely affecting you or, only in the case of a request for a review, from the date you are notified of the Selection Board's original reply to the request.

— Complaint to the European Ombudsman

Any citizen of the European Union can make a complaint to the European Ombudsman:

European Ombudsman
1 avenue du Président Robert Schuman — BP 403
F-67001 Strasbourg Cedex,

under Article 195(1) of the EC Treaty and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties, published in *Official Journal of the European Communities*, L 113, 4.5.1994, p. 15.

You should note that complaints made to the Ombudsman have no suspensive effect on the time-limit laid down in Article 91 of the Staff Regulations for lodging appeals with the Court of First Instance under Article 236 of the EC Treaty.

EUROPEAN PARLIAMENT

Secretariat
Competitions and selection
procedures Unit
L-2929 Luxembourg

RECRUITMENT NOTICE PE/95/S

APPLICATION FORM

(to be filled in using block letters and black ink)

1. SURNAME (¹): FORENAME (underline usual forename):

2. ADDRESS:
(All correspondence will be sent to you at this address. Telephone number:
Please inform us immediately of any change of address.) Private:
No:Street: Work:
Town: Postcode: Country:
E-mail:@.....

3. DATE AND PLACE OF BIRTH:

4. SEX: Male: Female:

5. PRESENT NATIONALITY (if dual indicate both):

6. KNOWLEDGE OF LANGUAGES (to complete this item, please see the Guide for candidates)
a) Language 1 — main official language:
b) Language 2 — different from (a): DE: EN: FR:
c) Other languages - different from (a), (b):

	bg	es	cs	da	de	et	el	en	fr	ga	it	lv	lt	hu	mt	nl	pl	pt	ro	sk	sl	fi	sv	
Very good																								
Good																								
Fair																								

bg = Bulgarian / es = Spanish / cs = Czech / da = Danish / de = German / et = Estonian / el = Greek / en = English / fr = French / ga = Irish / it = Italian / lv = Latvian / lt = Lithuanian / hu = Hungarian / mt = Maltese / nl = Dutch / pl = Polish / pt = Portuguese / ro = Romanian / sk = Slovak / sl = Slovene / fi = Finnish / sv = Swedish

¹) 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:

10. **Professional experience** (enclose numbered photocopies). Continue on separate sheet(s) if necessary.

Nature and description of duties	Name and address of employer	from DD/MM/YY	to DD/MM/YY	Duration YY/MM/DD
		□□ □□ □□ □□ □□ □□	□□ □□ □□ □□ □□ □□	□□ □□ □□ □□ □□ □□
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Professional experience in TOTAL:

□□ □□ □□
 YY MM DD

11. **Long** periods spent abroad (please indicate country, year and reasons for stay):

.....
.....

12. 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):

.....

13. Name, address and telephone number of persons to be contacted should you not be available (e.g. parents):

.....
.....

14. Have you ever been found guilty of any offence by a court or tribunal? If so give details:

.....

DECLARATION

- 1. I declare on my word of honour that the information provided in this application form and in the enclosures thereto is true and complete.
- 2. I further declare on my word of honour that:
 - a) I am a national of one of the Member States and enjoy my full rights as a citizen;
 - b) I have fulfilled any obligations imposed on my by the laws concerning military service;
 - c) I meet the character requirements for the duties involved.
- 3. I am also aware that my application will be rejected if I fail to submit photocopies of the following documents:
 - a) document proving your nationality (passport or identity card);
 - b) diploma(s) or certificate(s) required for admission to the competition (see Guide to candidates);
 - c) statements of employment or contracts and the latest payslip (see Guide to candidates).
- 4. I authorise / do not authorise (delete as appropriate) the European Parliament to include my name on the list of suitable candidates which will be posted on the notice boards on Parliament's premises.
- 5. I undertake to produce on request supporting documents in respect of a), b) and c) above point 2 and accept that any false statement or omission on my part, intentional or otherwise, may invalidate my application.
- 6. I agree to undergo the compulsory medical examination to ensure that I am physically fit to perform the duties involved.

Date and signature:

Enclosures: number

DO NOT FORGET TO SIGN THIS FORM