

III

(Notices)

COMMISSION

NOTICE

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

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

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

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

I. General conditions

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

1. Unless otherwise decided by the Appointing Authority, be a national of one of the Member States of the Communities ⁽¹⁾ and in full enjoyment of his rights as a citizen.
2. Have conformed with any laws applicable to him as regards military service.
3. Be of the necessary good character and repute. Evidence of good character will be assessed by each Member State in accordance with their customary procedures.

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

4. Have been declared successful in a competition held by the Commission, based either on degrees, diplomas, etc., on tests, or on both.
5. Be of the necessary standard of physical fitness.
6. Possess a perfect command of one of the official languages of the Communities ⁽¹⁾ and a satisfactory knowledge of another official language of the Communities to the extent necessary to the performance of his duties.

II. Procedure

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

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

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

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

III. Submission of applications

Candidates are requested to send their applications, on the official form provided in this Official Journal, to one of the addresses given in the announcement of the competition. They are also requested to enclose a *curriculum vitae* to supplement, if necessary, the information given in the application form.

Applications and copies of supporting documents, degree(s) or diploma(s), should be sent preferably by registered post to one of the addresses given in the notice of competition not later than 18 February 1983.

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

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

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

IV. Probationary period

Every official, except officials in grades A 1 and A 2, is required to serve a probationary period and can be established only if he has given satisfaction during that period. The probationary period is nine months if the official is appointed to a post in category A, the Language Service or category B; it is six months if he is appointed to a post in another category.

V. Salary and allowances

Remuneration consists of:

1. A basic salary.
2. Subject to the provisions of the Staff Regulations:
 - (a) an expatriation allowance equal to 16 % of the sum of the basic salary plus any family allowances. The expatriation allowance will not be less than Bfrs 7 674 per month;
 - (b) a daily allowance during a given period.

3. Subject to the provisions of the Staff Regulations, family allowances comprising:

- (a) a household allowance equal to 5 % of the basic salary; this allowance will not be less than Bfrs 3 335 per month;
- (b) an allowance of Bfrs 4 296 per month for each dependent child;
- (c) an education allowance equal to the actual education costs incurred, up to Bfrs 3 837 per month for each dependent child.

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

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

VI. Tax

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

GUIDE TO CANDIDATES TAKING PART IN OPEN COMPETITIONS OF THE COMMISSION

You will find enclosed with this document an Official Journal containing details of the competition in which you are interested and an application form. Because you are applying for a post in an international organization there are a number of things about which you should be especially clear both to help those concerned with selection and to avoid disappointment for yourself.

of British or Irish candidates who have followed their education in non-member countries, e.g. candidates educated in USA, Canada, etc., the fullest documentation should be sent to enable an expert evaluation of the certificates concerned.

1. The notice of open competition

Please read this notice very carefully and make sure that in your opinion you fulfil all the minimum conditions laid down in the document. Conditions such as nationality, age and educational qualifications have to be rigidly enforced and you are therefore wasting your time and the time of the Commission in completing the form if you fall outside these requirements. In the same way applications will not be accepted if postmarked after the closing date.

2. Education

As far as educational qualifications are concerned, these will be considered and evaluated, where necessary, by an expert of the educational system of your own country as well as by the Selection Board. Nevertheless, it is most helpful to state clearly the precise dates and stages of your education. Thus, for example — since this is an English language version — care should be taken to separate 'O' level and 'A' level attainment. The 'O' level and 'A' level grades and the dates obtained should be stated and the same thing applies to Scottish certificates and Irish School Leaving certificates. In the case of other courses, ONC/OND etc., it should be clearly indicated whether these were full-time or part-time and the subjects covered. Photocopies of your educational qualifications should wherever possible be enclosed with your application form. If not, steps should be taken rapidly to obtain such copies and they should be sent on as soon as possible. In the case

3. Experience

This part of the application form is one of the most difficult to fill in and, if necessary, you may add a fuller *curriculum vitae* to explain the various kinds of work that you have done. Please note the following points:

- (a) it is necessary for you to put down the month as well as the year in which you started or finished an employment;
- (b) although your application form will be considered by a Selection Board including somebody with a good knowledge of conditions in your country you should make every effort to explain clearly the kind of work involved. Thus, simply to say 'Executive officer' or 'Clerk' is not sufficient and may lead to your exclusion from the competition on the grounds that there is no evidence that you have the required experience.

Wherever possible you should send a document from a previous employer or from your present employer outlining the kind of work you do and the responsibilities involved. It is understood that in the case of your present employer this is not always possible though employers are generally much more understanding about this than many employees think.

It should be noted that this application form is signed by you as being true and complete and in the event of you being appointed to a post with the Commission it becomes the first part of your personnel file. It is therefore important that

nothing is omitted or explained with a wrong emphasis, for example if you are applying for a competition as a typist you should put down *all* your work experience and not merely your experience as a typist. This may be helpful to you at a later stage of your career. In any case you sign the document as 'true and complete'. You should make sure it is.

By fully filling in your own experience you place the Selection Board in the best possible position to make a judgment whether or not to admit you to or exclude you from a competition.

Competitions are sometimes published for candidates of a particular language. It is very difficult for a candidate, even one who considers himself bilingual, to succeed in a competition which is not his 'mother tongue'. Such candidates are best advised to decide which their principal language is and to limit their applications to competitions for that language.

4. Procedure after applying

The safe arrival of your application form will be acknowledged. Then when all the application forms have been considered by the Selection Board you will receive a letter indicating *either* that you have been admitted to the tests giving you details of the date and place of the tests *or* explaining that you have been excluded from the competition for a reason or reasons quoted.

In the second letter there will be a limiting date for the receipt of appeals by those excluded. Often the Selection Board takes a considerable amount of time and trouble to examine each application form and to define clearly the limits of admissibility and exclusion and normally when candidates appeal against the decisions of the Selection Board a re-examination of their dossier shows that they have misunderstood some of the basic conditions for admission to the competition.

However, every candidate has the right to appeal against the decision of the Selection Board if he feels there has been a mistake. As soon as a candidate receives a letter excluding him from the competition and giving reasons for his exclusion, he should — if he is convinced after a careful re-reading of the notice of open competition — telephone or send a telegram or express letter to

the President of the Selection Board COM/./..., Recruitment Division, Commission of the European Communities, 200 rue de la Loi, B-1049 Brussels. On receipt of an appeal the President of the Selection Board will re-examine the dossier and if there is any possibility of doubt will consult the full Selection Board before making a final decision which will be communicated, if necessary by telephone. If the candidate remains convinced that the decision is unjust there remains the possibility for him to seek legal advice and redress.

It should be emphasized that exclusion from one competition does not affect consideration for any other competition subsequently advertised by the Commission where the conditions of admission may be different.

5. Common causes of misunderstanding

- Professional experience is counted starting from the first job obtained after obtaining the educational level required. Thus, at the B level (English language version) where two 'A' levels are required, if a candidate has already obtained one 'A' level and obtains another 'A' level by private study some time later, the work experience, as far as the Commission is concerned, will only begin from the point in time at which a second 'A' level is obtained. Analogous decisions are taken for University Degrees, 'O' levels, etc.
- The educational level required for admission to the competitions is not always similar to that required by the national Civil Services. Thus, for example, where an executive class of the British Civil Service will sometimes accept ONC or OND, the Commission will normally only do so if accompanied by one 'A' level.
- Nationality: as far as the United Kingdom is concerned, candidates must have British nationality including the 'right of abode in the United Kingdom' indicated on their passport or a supporting letter to that effect.
- The notice of open competition in the Official Journal is a document which has to cover the educational systems of the different member countries and cannot therefore cover precisely all the subtleties of all the national systems. In case of doubt about whether a candidate's

educational qualifications are sufficient it is recommended either to look at the press advertisement which will usually indicate more clearly the level required or to contact directly the Commission.

- Many competitions are advertised as being on the basis of qualifications and tests. This means that not all those with the basic qualifications will be invited to take the tests. The Selection Board will decide who and how many have the basic qualifications and then select those with the best qualifications to take the tests.

6. Written tests

Candidates admitted will normally be invited to take part in a written test either in their own country, in Brussels or in some other convenient part of the European Communities depending on the availability of examination rooms and the place of origin of candidates. Full details concerning travel expenses are given to candidates called to these tests. It is sufficient to say in this guide that for those candidates who have to travel any significant distance they are normally sufficient to cover the cost of travel by the most reasonable method and the cost of reasonable hotel accommodation. Candidates are advised not to

- (a) take expensive taxi rides from airports or railway stations. There are normally much cheaper bus and train connections;
- (b) pick hotels through travel agents who normally have contacts only with the more expensive hotels.

The written examinations take place simultaneously for all nationalities in all languages. A candidate has, of course, the right to take the examination in his/her mother tongue provided this is a working language of the Communities, i.e. Danish, Dutch, English, French, German, Greek and Italian. As a guide, however, the written tests will normally consist of two parts.

- (i) *General reasoning test.* It is difficult to give detailed advice on the nature of these tests because each Selection Board is independent and has the right to propose different tests. They are designed to cover the appropriate educational level asked for in the notice of open competition. Some examples of such tests are given in Annex 1. Candidates will have an opportunity of a short training period with a parallel test battery before taking the test for the competition and will have an opportunity

of studying the correct answers in the parallel test battery.

- (ii) *Specific tests.* The specific tests obviously relate to the experience of the candidate asked for in the competition, e.g. accountancy, statistics etc. Some samples of these tests are given in Annex 2 but rather than relying on these samples, which one must repeat may not be similar to the tests actually set in a future competition, it is perhaps worth noting that the examinations are designed to take account of differences in academic and working practice in the different Member States and no special knowledge of the European Communities is normally asked for at this stage of the written tests, unless the competition is concerned with some specific and well-defined area of the Community policy.

7. Correction of the written tests and invitations to the Interview Board

Most of the general *reasoning* tests are marked by computer. The other tests are given to senior members of the Commission of the same mother tongue as the candidate or to external experts and a double and separate correction is carried out.

There is a double and separate marking of the *specific* tests by assessors of the same mother tongue as the candidate or by someone with an advanced knowledge of the language and, of course, of the subject matter.

8. Oral tests

The Selection Board will then examine the marks given and will arbitrate where there are significant differences between correctors. Candidates' papers are identified only by numbers and there is no possibility of a candidate being identified at this stage. After the Selection Board has considered the results of the written tests a smaller proportion of candidates is invited, where applicable, to an Interview Board. These are carried out in the mother tongue of the candidate and a separate explanatory guide is sent out to the candidates concerned. It is perhaps worth stressing that no candidate should hesitate to apply because of lack of confidence about linguistic ability. While it is true that there is normally an oral language test at the Interview Board stage, this would normally not be a stumbling block for somebody who has a basic knowledge of a language, corresponding to 'O' and 'A' level and who has prepared himself by conversation classes to refresh his knowledge of the language.

**OPEN COMPETITION FOR ADMINISTRATORS (career bracket A 7/A 6) —
ECONOMISTS**

Extracts from a series of questions asked

Field: MICRO-ECONOMICS

Candidates are advised to spend about an hour in reading and understanding the attached text and then approximately one hour on each of parts A and B. All questions should be attempted. (A document of about 20 pages by an academic economist was attached).

PART A

1. Provide a succinct definition of 'the meso-economic enterprise' which you think would be acceptable to the author of the text. To what extent can the 'meso-economic' enterprise be incorporated into traditional micro-economic theory?
2. What factors are (or might be) responsible for the emergence of the 'meso-economic' firm?
3. What are (or would be) the implications of a large 'meso-economic' sector for the effectiveness of currency depreciation in correcting a balance of trade deficit?
4. To what extent might the presence of a 'meso-economic' sector have affected the impact on the industrialized countries of the increase in world oil prices in 1973/74.

PART B

Make a critical evaluation of the thesis that the emergence of a 'meso-economic' sector has been largely responsible for the inflationary problems of the industrialized countries. If you agree that the thesis is wholly or partly valid, what policies might be undertaken (a) at the national level, (b) at the Community level to reduce or eliminate this source of inflation?

REASONING TEST**Constructive interpolation**

In the passage below we have left certain words, expressions, propositions and phrases out. The object of this test is to find what is missing and write it in. You must decide what fits logically in the content and style of the passage as a whole.

In this passage there are four gaps, numbered 1 to 4. Opposite each number, write the word(s) or phrase(s) that you think fit in.

Equality in a state of equilibrium

Gaps
(write your answer opposite each number)

One of the most widely accepted myths of our society is that the pursuit of growth will lead to the equality of all men....., 1

.....that the exponential growth of population and capital only widened the gap between ... 2
....., and that by obstinately maintaining this rate of growth we are ultimately heading for disaster.

The greatest of all the barriers to 3
..... of the world's resources is population growth. It is a universally recognized fact, regrettable but understandable, that when..... 4

..... amongst whom a given quantity of goods is to be distributed rises, the quantity distributed to each one becomes more and more unequal.

Organization

From your factory at X you are going to send out a fleet of 10 lorries to bring you supplies from seven other factories. These other factories are at A, B, C, D, E, F and G respectively, and are situated in that order on the road from X to G. Each lorry will carry up to 4 tonnes, and the table shows how many tonnes of supplies have to be picked up at each of the picking-up points. You naturally want to cut down the movement of your lorries to the inescapable minimum; and subject to this you want the supplies from each of the supplying factories to reach you keeping the splitting up of the supplies to the minimum. There is not time for any of the lorries to make more than one return journey on this job. *Where else will the lorry that picks up at E pick up?*

TABLE

Place	Number of tonnes to be picked up
A	6
B	4
C	8
D	6
E	2
F	8
G	6

OPEN COMPETITION FOR ADMINISTRATIVE ASSISTANTS (career bracket B 5/B 4)

Example of the questions set for an open competition

Field: APPLICATION OF RULES OF ADMINISTRATIVE MANAGEMENT

A few years ago the management of a computer centre decided that the staff should work a shift system so that the expensive equipment could be used 24 hours a day, 7 days a week.

The system first proposed was that 4 teams A, B, C and D should work 7 x 8-hour shifts as follows:

06.00-14.00

14.00-22.00

22.00-06.00

taking into account, of course, days off.

In a cycle of 28 days each team must work 21 × 8-hour shifts and have 7 days off.

The table below shows the working days and the rest days for Team A. Copy this table onto your answer sheet and complete it for Teams B, C and D. Check your totals to ensure that each team will in fact work 21 × 8-hour shifts and have 7 days off.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
06.00 — 14.00	A	A	A	A	A	A	A																					
14.00 — 22.00								A	A	A	A	A	A	A	A													
22.00 — 06.00																A	A	A	A	A	A		A	A				
Days off								A							A									A	A	A	A	A

Field: ACCOUNTING, PUBLIC FINANCE

Show how the balance sheet of a company limited by shares is structured. Illustrate your answer with figures.

There are a number of possible solutions for determining the financial year in respect of which financial transactions arising out of implementation of the budget are to be recorded.

Indicate two of these possible solutions and state, for each of them, the main criteria applied.

Field: SIMPLE CALCULATIONS APPLICABLE IN THE DOMAIN OF STATISTICS

Calculate by means of a working table:

(a) The arithmetic mean ($\bar{x}$)

(b) The variance with the following formula:
$$\sigma^2 = \frac{\sum (x_i - \bar{x})^2 f_i}{\sum f_i}$$

(c) Give the formula of the standard deviation and the coefficient of variation (without calculation).

Field: CENTRALIZED AND DECENTRALIZED FILING SYSTEMS AND LIBRARY

What are the advantages and drawbacks of automated data-bases, and to what extent do you think these will replace traditional methods of information retrieval in libraries and documentation centres?

REASONING TEST**Reading comprehension**

Read the passage and then the different questions about this passage. You are to find the best answer to each question. You may only give one answer for each question.

Passage

Cooperation among members of a group was essential to the development of early man, and language was essential to that cooperation. We know that language, the communication of meaning in symbolic form, does not necessarily depend on words. The language of gesture is one example. But our discussion focuses on verbal language, i.e., human speech.

The very earliest oral communication probably sprang from routine activities: a grunt or a shout, for example, alerting the other berry-pickers to the presence of an unfriendly animal. But these sounds of alarm were spontaneous, not formalized, and were different each time. For pre-linguistic man, no one sound consistently represented the same idea.

But how did early man advance from grunts and shouts to words? Origin theories abound, but there is some agreement that spoken language develops by formalization. This is a process whereby hitherto random sounds acquire a more definite form, with consistent correspondence of a particular sound with a particular meaning.

Questions

1. According to this passage, early man uttered grunts or shouts to:
 - (a) replace the language of gesture;
 - (b) amuse himself;
 - (c) keep away evil spirits;
 - (d) give the alarm.
2. Theories on the origin of human language:
 - (a) all put the emphasis on cooperation between members of a group;
 - (b) stress the fundamental importance of the language of gesture;
 - (c) accept by and large the concept of a specific development of sounds;
 - (d) deny the importance of the discovery of play.

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OPEN COMPETITION FOR CLERICAL ASSISTANTS (career bracket C 5/C 4)

Extract from a series of questions asked

SPECIAL TEST

1. The purchasing department is asked to buy 50 six-drawer desks. When the various bids are examined it is found that the ones received from the firms Smith and Dupont meet the quality specifications given in the invitation to tender perfectly.

Smith is asking £ 120 per desk, free at destination, including 15 % United Kingdom VAT, since the firm is not aware that the Commission is exempt from all tax or duty on goods and services supplied for official use.

Dupont is asking FF 1 000 per desk, free at the Belgian-French frontier, net of VAT. A Brussels carrier is prepared to transport the 50 desks from the frontier to the Commission's premises at a flat-rate of Bfrs 17 500.

Calculate the net tax-free cost in Belgian francs, including delivery of:

- (a) a desk supplied by Smith, on the assumption that £ 1 is equivalent to Bfrs 70;
 - (b) a desk supplied by Dupont, including the cost of transport, on the assumption that one French franc is equivalent to Bfrs 7.
2. List the filing classification systems you know: describe two of them.
3. Arrange the 30 names below in alphabetical order:

GRÉGOIRE
PAULIN
MANCINI
BIJNEN
VENERELLA
VEREECKE
GORDON
MATTHIES
FOUWELS
SOUSIN

D'ALESSIO
GOEDECKE
MASSART
VAN HOOFF
WRIGHT
VANDEVELDE
SCHAEFFER
POORTERMAN
MIGNON
DE VOGHEL

HERBST
GRUENEBACH
VAN DE PUTTE
MASEK-BAGNOL
GUTH
EVANS
RASMUSSEN
MOLINIER
ANDERSON
WEISS

REASONING TEST

A few small mammals can hear frequencies up to and above 30 000 cycles per second. The bat is sensitive to frequencies as high as 100 000 cycles per second.

- A. Most animals can hear frequencies which are as high as 30 000 cycles per second.
- B. Bats are not very sensitive to low frequencies.
- C. The smaller the animal, the higher the frequencies that it can hear.
- D. Only the bat can hear frequencies above 30 000 cycles per second.
- E. A bat's ears are more sensitive to high frequencies than are the ears of most small mammals.

Which of the five conclusions according to you is the right one?
