

NOTICE OF OPEN COMPETITION COM/C/583

(87/C 298/09)

The Commission of the European Communities is organizing an open competition, based on qualifications and tests, to fill a vacant post for a

CLERICAL ASSISTANT
(male or female)

in the career bracket covering grades 5 and 4 of category C. Recruitment will be to grade 5.

I. NATURE OF DUTIES

The work, to be carried out under supervision, will include:

- selecting video, film and soundtape sequences for storage in the media centre/video, film and sound archives for subsequent use by radio and television stations,
- searching for, selecting and time-coding video, film and soundtape sequences for radio and television programmes about the Community,
- preparing shot lists and technical descriptions of film, video and radio material,
- preparing and monitoring orders for technical work contracted out to film and video laboratories,
- controlling and checking audiovisual material,
- producing, updating and consulting the index of audiovisual material and a radio, television and film catalogue.

Place of employment: Brussels.

II. ELIGIBILITY

The competition is open to candidates who satisfy the following requirements:

A. GENERAL CONDITIONS

As laid down in Article 28 (a), (b) and (c) of the Staff Regulations of Officials of the European Communities ⁽¹⁾.

B. SPECIAL CONDITIONS

1. Age limit:

Candidates must have been born before 9 December 1969 and after 9 December 1951.

⁽¹⁾ The general conditions referred to at A are specified in the notice preceding this notice of competition.

The age limit may be raised in the following cases:

- (a) For candidates, who have performed compulsory military service or any other form of compulsory service the age limit is raised by the length of service performed; additional periods of voluntary service will not be taken into consideration. Any request for the age limit to be raised must be accompanied by a certificate issued by the appropriate military or other authorities, stating the dates when the candidate began and completed compulsory service.
- (b) For candidates who at any time have been out of paid employment for at least one year in order to look after a young child who was living with them and dependent on them the age limit may be raised by one year for each child, up to a maximum of three years. Any request for the age limit to be raised must be accompanied by the birth certificate of each child and an attestation giving the exact dates when the candidate was out of paid employment and the reasons.
- (c) For candidates who have a physical handicap compatible with the duties to be performed officially recognized by the appropriate authority the age limit is raised by three years. Any request for the age limit to be raised must be accompanied by a certificate issued by the appropriate authority attesting that its holder is handicapped.

The age limit may not be raised by more than five years altogether. Requests for the age limit to be raised will not be considered unless accompanied by the necessary supporting document(s).

2. Certificates, diplomas and experience:

By the closing date for the submission of applications, candidates must:

- (a) have completed a course of secondary education and obtained a certificate or diploma (the selection board will allow for differences between education systems);

the following are not eligible:

- (i) candidates who have completed a course of university education and obtained a degree or diploma;
- (ii) candidates who are in the final year of such a course;

(b) have at least two years' experience in an archives unit working in the production of film and television news material;

(c) have a knowledge of the different systems and techniques used in film, video and radio and a basic knowledge of film, video and soundtape editing, in particular the use of a cutting table and a video editing unit.

3. Knowledge of languages:

Candidates must have a thorough knowledge of one official Community language (Danish, Dutch, English, French, German, Greek, Italian, Portuguese and Spanish) and a satisfactory knowledge of a second official Community language.

C. SPECIFIC CONDITIONS APPLICABLE TO OFFICIALS AND OTHER SERVANTS OF THE EUROPEAN COMMUNITIES

The upper age limit does not apply to candidates who, on any date between publication of this Official Journal and 9 December 1987, will have been serving continuously as an official or other servant of the European Communities for at least one year.

The competition is open to candidates who do not satisfy the special conditions at B.2(b) but have been serving as an official or other servant of the European Communities in category D for at least two years (i.e. since 9 December 1985), and have completed a course of secondary education and obtained a final certificate or diploma (the selection board will allow for differences between education systems).

Officials or other servants of the European Communities without the above certificate or diploma are also eligible provided they have been serving in category D for at least six years (i.e. since 9 December 1981).

For the purpose of calculating this two- or six-year period, only time spent in the administrative statuses referred to at (a) and (b) of Article 35 of the Staff Regulations will be taken into consideration.

III. ADMISSION TO THE COMPETITION AND WRITTEN TESTS

(see point 7 of guide)

(a) Admission to the competition

The appointing authority will draw up a list of candidates satisfying the conditions at II.A and send it

with the candidates' files to the chairman of the selection board.

After considering the files, the selection board will draw up a list of candidates who meet the conditions at II.B or II.C and are therefore to be admitted to the competition.

Each candidate will be informed whether or not he/she has been admitted to the competition.

(b) Admission to written tests

The selection board will establish the criteria on which it will examine candidates' qualifications. On the basis of these criteria, it will examine the qualifications of candidates admitted to the competition and decide on the number to be admitted to the written tests in the light of the number of posts likely to be filled.

Each candidate will be informed whether or not he/she has been admitted to the tests.

(c) Checking of supporting documents

Before candidates are admitted to the competition and tests, their qualifications will be checked to ensure that they correspond to the conditions specified in the notice of competition.

The check will be based on the information provided by candidates on their application form; candidates are accordingly requested to complete these forms with the utmost accuracy.

Should the selection board discover at a later stage in the procedure that the information provided does not tally with the supporting documents, the candidate will be disqualified.

IV. RECONSIDERATION OF APPLICATIONS

Any candidate who feels that a mistake has been made regarding eligibility may ask to have his/her application reconsidered. Within 30 days of the date postmarked on the letter stating that he/she has been excluded from the competition, the candidate should send a letter quoting the number of the competition to the chairman of the selection board, care of the Recruitment Division, at the following address: Commission of the European Communities, rue de la Loi 200, B-1049 Brussels.

The selection board will then reconsider the application, taking the candidate's comments into account, within 30 days of the date postmarked on the letter requesting reconsideration.

V. NATURE OF WRITTEN TESTS — TIME ALLOWED — MARKING

1. Nature of written tests:

- (a) A test to assess the candidate's general knowledge and specialized knowledge of the field covered by the competition.
- (b) A test comprising a series of multiple choice questions to assess the candidate's knowledge of his/her second language.

2. Time allowed:

The time allowed for the written test will be fixed by the selection board and notified to candidates in the letter inviting them to attend.

3. Marking:

Test 1 (a) will be marked out of 60 (pass mark 36)

Test 1 (b) will be marked out of 10.

Test 1 (b) will be marked only in the case of candidates admitted to the oral test.

VI. ADMISSION TO ORAL TEST — NATURE OF TEST — MARKING

1. Admission to oral test:

Candidates who obtain at least 36 marks in written test 1 (a) will be admitted to the oral test.

Each candidate will be informed whether or not he/she has been admitted.

2. Nature of test:

Interview with the selection board for the purpose of assessing, in the light of the information contained in the candidate's file, his/her general knowledge, knowledge of languages (on the basis of the results obtained in written test 1 (b)) and suitability for the duties described at I above.

3. Marking:

The test will be marked out of 40 (pass mark: 24).

VII. LIST OF SUITABLE CANDIDATES

Candidates who obtain an aggregate of at least 60 marks in the written and oral tests, including not less than 24 marks in the oral test, will be placed on the list of suitable candidates.

VIII. SALARY

(See notice)

The basic starting salary for the career bracket covered by the competition ranges from Bfrs 54 688 (C 5/1) to Bfrs 55 620 (C 5/3) per month.

By way of example, the monthly net earnings of an unmarried official with no dependants, in receipt of expatriation allowance will be approximately Bfrs 62 500 for the first step in grade C 5.

IX. APPLICATIONS

Before completing the application form, candidates are asked to read the notice and the guide preceding this notice of competition.

The application form contained in this issue of the *Official Journal of the European Communities* should be duly completed and signed by the candidate.

Photocopies of documents showing that candidates satisfy the conditions of eligibility at II.B or II.C must be attached so that the selection board can check that they correspond to the information provided on the application form.

The application form, together with the photocopies of supporting documents, should be sent, preferably by registered post, to the following address:

Commission of the European Communities,
Recruitment Division,
rue de la Loi 200,
B-1049 Brussels.

It must be postmarked not later than 9 December 1987.

Applications from officials and other servants of the European Communities may also be handed in, not later than 16.00 hours, on 9 December 1987 to the:

— Recruitment Division,
Commission of the European Communities,
Brussels, or the

— Personnel Division,
Commission of the European Communities,
Luxembourg, or the

— administrative office of the Ispra, Karlsruhe, Geel or Petten Establishment of the Joint Research Centre;

in which case a receipt must be obtained.

The deadlines specified above do not apply to officials or other servants of the European Communities working in an information office or external delegation on condition that the Recruitment Division (Brussels) is notified by a telex bearing a date and time not later than 16.00 hours (Brussels time) on 9 December 1987 that they intend to submit an application.

Neither application forms nor supporting documents will be returned.

Candidates who are offered a post will subsequently be asked to produce the originals of examination certificates

or certificates from employers so that copies can be authenticated.

Candidates who fail to submit a signed application form and all the supporting documents by the appropriate deadline will not be admitted to the competition unless they can give a valid reason for the delay.

To facilitate the administrative work of the selection board, candidates are asked to use the name given on the application form and quote the competition reference in all correspondence or diploma submissions.
