

III

(Notices)

COMMISSION

NOTICE

(90/C 25/09)

A. RECRUITMENT POLICY OF THE COMMISSION OF THE EUROPEAN COMMUNITIES

The Commission is in the process of improving its recruitment procedure particularly as concerns the length and frequency of competitions.

1. Length of the procedure

In future the Commission aims to complete open competitions no later than 12 months after the closing date for applications.

This period may even be brought down to six or nine months in the case of specialized or single-language competitions.

2. Frequency

The Commission plans to hold regular broad-based open competitions.

— For *category A*, an open competition (for administrators and assistant administrators) will be launched every September, the broad subject areas alternating year by year between law on the one hand and economics on the other.

Other more specialized subjects (such as auditing, customs, data processing, fisheries, agriculture and development) will be covered as requirements dictate.

— For *category LA*, competitions will be organized, as at present, according to requirements for translators and interpreters. As regards translators, the Commission envisages a two- to three-year cycle to cover all nine Community languages.

— For *category B*, an open competition will in principle, be organized every two years as requirements dictate.

— For *category C*, competitions for typists are planned on a two-year cycle to cover all language requirements.

A table showing the main open competitions planned over the next three years is attached.

3. The Commission's policy is to ensure equal opportunities for its male and female staff. It also recently adopted a positive action programme for its female staff.

4. For further information, please write to:

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

MAIN OPEN COMPETITIONS PLANNED

Year	Month of publication	Category	Subject area (*)
1990	September	Administrators Assistant administrators	A Law
1991	February	Administrative assistants	B General administration Accounting, public finance Auditing of accounts Statistics Library, documentation, archives Customs
1991	September	Administrators Assistant administrators	A Economics Statistics
1992	September	Administrators Assistant administrators	A Law

(*) The Commission may include other specialized areas if requirements so dictate.

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

The Staff Regulations of Officials of the European 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.

I. General conditions

The Staff Regulations of Officials of the European 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 (*) and in full enjoyment of his rights as a citizen.
2. Have conformed with any laws applicable to him as regards military service.

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

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.
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 (*) 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 at least 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.

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.

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

Applications and copies of supporting documents should be sent, preferably by registered post, to the address given in the notice of competition.

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

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 12 150 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 5 281 per month;
 - (b) an allowance of Bfrs 6 802 per month for each dependent child;
 - (c) an education allowance equal to the actual education costs incurred, up to Bfrs 6 078 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 ORGANIZED BY THE COMMISSION

PLEASE READ THIS GUIDE VERY CAREFULLY BEFORE YOU FILL IN YOUR APPLICATION FORM

This Official Journal contains the notice with details of the competition in which you are interested and an application form. As you are applying for a post in an international organization, there are a number of things about which you should be especially clear in order both to help those concerned with selection and to avoid disappointment for yourself.

1. Notice of competition

Please read this notice very carefully and make sure that in your opinion you fulfil all the basic conditions. Conditions such as nationality, age and educational qualifications have to be rigidly enforced and you are therefore wasting your own time and the time of the Commission in completing the form if you do not meet these requirements. Similarly, applications postmarked after the closing date will not be accepted.

2. Categories

All posts in the Commission, whether permanent or temporary, are classified as follows:

Category A:

staff with a university education engaged in administrative and advisory duties, often policy related;

Language Service (LA):

staff with a university education who work as translators or interpreters; the 'LA' structure corresponds to grades A 3 to A 8 of category A above;

Category B:

staff with at least an advanced secondary education engaged in executive duties (comparable with those performed by an executive officer);

Category C:

staff with a secondary education engaged in clerical duties (comparable with those performed by a

clerical officer/clerical assistant); graduates are not eligible for category C posts;

Category D:

staff with a primary education engaged in manual or service duties; those with an advanced secondary education and/or with a university degree are not eligible for category D posts.

3. Education

Educational qualifications will be considered and assessed, where necessary, by someone with an expert knowledge of your country's education system as well as by the selection board. But it will still help considerably if you give the precise dates and details of the different stages of your education. Thus, for example, care should be taken to indicate both 'O' level and 'A' level, and first degree and postgraduate qualifications, separately. The type of degree and the period during which you studied for it should be specified. In the case of any other courses, you should indicate clearly whether these were full-time or part-time and the subjects covered.

Photocopies of your examination certificates should be enclosed with your application form. If this is not possible, you should mention this when filling in your application form and take steps to obtain them rapidly. *In any event, these copies must be sent in before the closing date for the submission of applications.* Candidates who have been educated in non-member countries, such as the USA or Canada, should provide as much detailed documentation as possible to enable expert assessment of the certificates concerned.

4. 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 you have done. Please note the following points:

- (a) you should put down the month as well as the year in which you took up or left a post;

(b) although your application form will be examined by a selection board which will include somebody with a good background knowledge of your country, you should make every effort to explain clearly the kind of work involved; thus, simply to say 'administrative officer' or 'manager' 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.

Please send a statement from previous employers and from your present employer outlining the kind of work you did or do and the responsibilities involved. It is understood that in the case of your present employer this may not be possible although employers are generally much more understanding about this than many employees think. By providing full 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.

It should be noted that you have to sign a declaration at the end of the application form that the information provided is true and complete, and that in the event of your being appointed to a post with the Commission it will become the first part of your personal file. It is therefore important that nothing is omitted or given the wrong emphasis.

Competitions are sometimes organized 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 mother tongue. Such candidates are best advised to decide what their principal language is and to apply only for competitions for candidates of that language.

5. Procedure after the submission of applications

The safe arrival of your application form will be acknowledged. Then, when all the application forms have been examined by the selection board, you will receive a letter either informing you that you have been admitted to the tests and giving you details of the date and place or informing you that you have not been admitted to the tests and explaining why.

6. Common causes of misunderstanding

The selection board takes a considerable amount of time and trouble to establish clear criteria for

admission and exclusion and to examine each application form. Normally, when candidates appeal against its decisions, reconsideration of their application shows that they have misunderstood some of the basic conditions for admission to the competition.

— Professional experience is counted *only* from the time the candidate reached the educational level required. Thus, for 'A' grade competitions, for which a university degree is required, experience, as far as the institutions are concerned, will be counted only from the time when the degree was obtained.

— The educational level required for admission to competitions is not always the same as that required by national civil services; the requirements of the Commission are set out in the competition notice.

— The notice of competition published in the Official Journal has to cover the education systems of the different member countries and cannot therefore be geared to the subtleties of an individual system. If you are in doubt as to whether you are sufficiently qualified, you are advised to look at the press advertisement, which will usually give a clearer indication of the level required, or to contact the Commission direct.

7. Competitions based on qualifications and tests — examination of qualifications

Candidates' attention is drawn to the meaning of the phrase 'competition based on qualifications'. These 'qualifications' should not be confused with the basic conditions for admission to the competition itself. Candidates *must* fulfil the conditions set out in the notice of competition in order to be admitted to the competition. The 'qualifications', however, are additional to these conditions, e.g. certificates or diplomas above the level required, a broader spectrum of work experience or very specialized work experience, published works, etc., all of which allow the selection board to make a comparative assessment of the candidates' achievements. In other words, candidates who satisfy the basic conditions will gain admission to the competition but only those with the best portfolio of additional 'qualifications' will be invited to sit the tests.

8. Written tests

Candidates admitted will normally be invited to take part in a written test either in their own country, or in Brussels, or in some other convenient part of the European Community, depending on the availability of examination rooms and the place of origin of candidates. Full details are given to candidates invited to attend. A contribution is made towards the travelling costs of candidates who have to travel further than 100 km to the examination centre.

The written examinations take place simultaneously for all candidates in all languages. Candidates obviously have the right to take the examination in their mother tongue provided it is one of the official Community languages, i.e. Danish, Dutch, English, French, German, Greek, Italian, Portuguese and Spanish.

Although a university degree in any discipline will gain admission to Category A competitions, candidates should note that the written and oral tests presuppose a thorough knowledge of the area(s) described in the competition notice (Section I — Nature of Duties). The technical knowledge required to pass the tests should not therefore be underestimated.

9. Marking of the written tests and invitation to attend for interview

Some tests are marked by computer, others by senior members of the staff of the institutions of the same mother tongue as the candidate or by external experts. Each test is marked by two examiners.

The selection board examines the marks awarded for the written tests and will arbitrate where there are significant differences between the marks awarded by the different examiners. Candidates' papers are identified by number only and there is no possibility of a candidate's identity being known at this stage.

After the selection board has considered the results of the written tests, the successful candidates will be invited to attend for interview.

10. Oral tests

The interview is carried out in the candidate's mother tongue and supplementary information about it is sent out to the candidates beforehand.

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 as a rule the selection board will briefly check this ability at the interview stage, this would normally not be a stumbling block for somebody

who has a basic knowledge of the language (corresponding to 'O' level) and has possibly brushed it up by attending conversation classes.

11. Knowledge of languages

Many potential candidates are put off by the idea of having to work in a foreign language. While it is true that much of the day-to-day work in the Commission in Brussels and Luxembourg is done in French or English, it should be pointed out that intensive language courses are available for new recruits and that a reasonable level of competence can usually be attained in quite a short time.

12. Equal opportunities

The Commission is an equal opportunities employer and particularly welcomes applications from female candidates for posts where women are currently underrepresented.

Great care is taken to avoid any form of discrimination and interview boards normally include officials of both sexes as do internal promotion boards.

13. Preparation for open competitions

No special preparation should be required for candidates who are well qualified for the given field in their own country.

14. Checklist

Before sending in your application form, please make sure that:

- you have signed the back page of the application form
- you have attached photocopies of all relevant supporting documents
- you have indicated your choice of second Community language
- you have attached the necessary documents if you are asking for the age limit to be raised
- your application is clear and complete