Notice of open competition – EPSO/AST/152/22 – Linguistic assistants (AST 1) for the following languages: Estonian (ET), Croatian (HR), Italian (IT), Dutch (NL), Polish (PL), Portuguese (PT) . . . . . . . . .
(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITION
EPSO/AST/152/22 – Linguistic assistants (AST 1) for the following languages:
Estonian (ET), Croatian (HR), Italian (IT), Dutch (NL), Polish (PL), Portuguese (PT)
(2022/C 167 A/01)

Deadline for application: 24 May 2022 at 12.00 (midday), Brussels time

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</tbody>
</table>
1. GENERAL PROVISIONS

The European Personnel Selection Office (EPSO) is organising an open competition based on tests to draw up reserve lists from which the institutions of the European Union (EU) may recruit new members of the civil service as 'linguistic assistants' (function group AST 1).

This notice of competition and its annexes form the legally binding framework for this competition.

Number of successful candidates sought:

Estonian (ET) — 12
Croatian (HR) — 14
Italian (IT) — 10
Dutch (NL) — 14
Polish (PL) — 12
Portuguese (PT) — 14

This notice of competition covers six languages. A candidate may only apply for one language. Candidates must make their choice when they apply and will not be able to change it after they have validated their application form.

2. WHAT DUTIES CAN I EXPECT TO PERFORM?

Please see Annex I for more information about the typical duties that the successful candidates can expect to perform.

3. AM I ELIGIBLE?

Candidates must meet all the general and specific eligibility conditions listed below, on the closing date for applications.

3.1. General conditions

To be eligible, a candidate must:

a) enjoy full rights as a citizen of a Member State of the EU;

b) have fulfilled any obligations imposed by national laws concerning military service;

c) meet the character requirements for the duties concerned.

3.2. Specific conditions — languages

To be eligible, a candidate must have knowledge of at least two of the 24 official EU languages, as provided for in Section 4.2 below.

3.3. Specific conditions — qualifications and work experience

To be eligible, a candidate must have either:

a) a level of post-secondary education attested by a diploma relevant to the nature of the duties as indicated in Annex I;

or

b) a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least 3 years' professional experience relevant to the nature of the duties as indicated in Annex I.

Please see Annex II for examples of minimum qualifications.
4. HOW WILL THE COMPETITION BE ORGANISED?

4.1. Overview of the competition procedures

This competition will be organised in the following phases:

— Application (see Section 4.3.1 below).

— Multiple-choice-question (MCQ) tests: verbal, numerical and abstract reasoning tests and language comprehension tests (see Section 4.3.2 below).

— Eligibility check (see Section 4.3.3 below).

— Assessment centre: tests to assess general competencies (a case study and a competency-based interview) and a field-related test (see Section 4.3.4 below).

— Check of supporting documents and establishment of reserve lists (see Section 4.3.5 below).

The delivery mode (remote/in-person) of the tests as well as other necessary details and instructions will be specified in the invitation letters to the tests.

For the MCQ tests as well as for the case study, candidates must book an appointment following the instructions received from EPSO. Typically, EPSO will offer several dates for the MCQ tests and one date for the case study on which candidates can take these tests. The booking and testing periods are limited.

If the tests are held in-person, EPSO will ensure that the conditions under which candidates take the tests are in line with the recommendations established by the relevant Public Health Authorities (European Centre for Disease Prevention and Control, other International, European and national authorities).

4.2. Languages used in this competition

4.2.1. Language requirements

A candidate in this competition must have both of the following:

a) a thorough knowledge (C2 level) of one of the following languages: Estonian, Croatian, Italian, Dutch, Polish, or Portuguese. This language will further be referred to as ‘language 1’;

b) a satisfactory knowledge (minimum B2 level) of English or French. This language will further be referred to as ‘language 2’.

The minimum levels indicated above apply to each linguistic ability (speaking, writing, reading, and listening) requested in the application form. These abilities reflect those of the Common European Framework of Reference for Languages.

The language requirements in this competition take into account the specificity of the duties of linguistic assistants in the European Parliament, the Council of the EU, the European Commission, the Court of Justice of the EU, the European Economic and Social Committee and the Committee of the Regions.

The language options for language 1 correspond to the target language of the translation or legislative drafting units in the institutions whose texts are to be processed. A thorough command (C2 level) of language 1 is therefore required for linguistic assistants in order to enable them to process complex texts (some of which are of a legal nature) that have been drafted in or translated into that language.

The original versions of the documents handled by the services concerned are mostly drafted either in English (for instance, at the European Parliament, at the Council of the EU or at the European Commission) or in French (at the Court of Justice of the EU). Depending on the recruiting institution, the successful candidates recruited following this competition will need to refer to such documents when processing documents in language 1.
It should also be noted that most of the institutions concerned use mainly English and French for internal and interinstitutional communication, as well as for handling administrative files. Moreover, the various IT tools used in these institutions are most commonly available in English or French. Finally, in-house training is typically offered in these two languages, as is on-the-job and peer training.

Therefore, English or French must be amongst the languages mastered by the candidates. This also determines the language of tests (see Section 4.2.2 below).

For operational reasons, for recruitment to the Court of Justice of the EU, linguistic assistants must have a minimum B2 level of French. This knowledge will be verified prior to recruitment.

4.2.2. Application and test languages

In different phases of the competition, languages will be used as follows:

<table>
<thead>
<tr>
<th>Competition phase</th>
<th>Tests</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>—</td>
<td>Any of the 24 official EU languages</td>
</tr>
<tr>
<td>MCQ tests</td>
<td>Verbal, numerical and abstract reasoning tests</td>
<td>Language 1</td>
</tr>
<tr>
<td></td>
<td>Language comprehension test 1</td>
<td>Language 1</td>
</tr>
<tr>
<td></td>
<td>Language comprehension test 2</td>
<td>Language 2</td>
</tr>
<tr>
<td>Assessment centre</td>
<td>Case study</td>
<td>Language 2</td>
</tr>
<tr>
<td></td>
<td>Competency-based interview</td>
<td>Language 2</td>
</tr>
<tr>
<td></td>
<td>Field-related test</td>
<td>Language 1</td>
</tr>
</tbody>
</table>

4.2.3. Languages of communication

In communication between the candidates and EPSO, the following will apply:

a) In communication — via the EPSO account or by email — between EPSO and a candidate who submitted a valid application, EPSO will address the candidate concerned in one of the languages that the candidate has declared to have knowledge of at level B2 or higher in the ‘Ability to read’ section in the application form.

b) In cases of requests and complaints referred to in points 4.2.1 and 4.2.2 of the General rules governing open competitions (in Annex III to this notice), candidates are encouraged to submit their requests or complaints in their language 2. EPSO will reply as stated under point a).

c) For all other questions from candidates to EPSO via the online contact form, candidates can address EPSO in any of the 24 official EU languages, and EPSO will reply to the candidates concerned in one of the languages in which they indicated to be willing to receive a reply.

4.3. Competition phases

4.3.1. Application

To apply, a candidate needs to have an EPSO account. Candidates who do not yet have an EPSO account, will need to create one. Only one account may be created for all of a candidate’s EPSO applications.

The candidates must apply online on the EPSO website https://epso.europa.eu/job-opportunities by

24 May 2022, at 12.00 (midday), Brussels time.
The online application form is available in 24 official EU languages. Candidates may complete their application form in any of them.

By validating their application form, candidates declare on their honour that they meet all the conditions mentioned under the section ‘Am I eligible?’. Once the candidates have validated their application form, they will no longer be able to make any changes. It is their responsibility to ensure that they complete and validate their application within the deadline.

Unless instructed otherwise, candidates will have to upload — to their EPSO account — scanned copies of the documents supporting the declarations made in their application form. Further details and instructions will be provided by EPSO.

4.3.2. Multiple-choice-question (MCQ) tests

All candidates who validated their application form by the deadline will be invited to take a series of MCQ tests, organised as follows:

<table>
<thead>
<tr>
<th>Tests</th>
<th>Language</th>
<th>Questions</th>
<th>Duration</th>
<th>Marking</th>
<th>Pass mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal reasoning</td>
<td>Language 1</td>
<td>20 questions</td>
<td>35 minutes</td>
<td>0 to 20</td>
<td>20/40</td>
</tr>
<tr>
<td>Numerical reasoning</td>
<td>Language 1</td>
<td>10 questions</td>
<td>20 minutes</td>
<td>0 to 10</td>
<td></td>
</tr>
<tr>
<td>Abstract reasoning</td>
<td>Language 1</td>
<td>10 questions</td>
<td>10 minutes</td>
<td>0 to 10</td>
<td></td>
</tr>
<tr>
<td>Language comprehension 1</td>
<td>Language 1</td>
<td>12 questions</td>
<td>25 minutes</td>
<td>0 to 12</td>
<td>7/12</td>
</tr>
<tr>
<td>Language comprehension 2</td>
<td>Language 2</td>
<td>12 questions</td>
<td>25 minutes</td>
<td>0 to 12</td>
<td>7/12</td>
</tr>
</tbody>
</table>

Candidates must obtain at least the pass marks indicated in the table above. The marks obtained in these tests will not count towards the final overall mark.

Candidates who obtain the required pass mark in the reasoning tests and one of the highest marks in the language comprehension tests will have their application checked for eligibility as specified in Section 4.3.3.

4.3.3. Eligibility check

The eligibility check involves verifying compliance with the eligibility conditions set out in Section 3 (Am I eligible?) of this notice. This will be done on the basis of candidates’ declarations made in their application form.

Only the files of the candidates who obtained the pass mark in the reasoning tests and one of the highest overall marks in the language comprehension tests will undergo the eligibility check.

The eligibility check will be performed in the descending order of candidates’ overall marks obtained in the language comprehension tests. The files will be checked until the number of candidates deemed eligible reaches three times the number of successful candidates sought for each language. Only the latter candidates will be invited to the next phase of the competition. The files of other candidates will not be checked.

4.3.4. Assessment centre

A maximum of three times the number of successful candidates sought for each language will be invited to the assessment-centre phase.

The aim of the assessment centre is to assess general and field-related competencies of the candidates.
a) **Tests to assess general competencies**

The general competencies will be assessed through **two tests taken in language 2** — a case study and a competency-based interview — as indicated in the following table:

<table>
<thead>
<tr>
<th>Competency</th>
<th>Test</th>
<th>Marking</th>
<th>Pass mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Analysis and problem-solving</td>
<td>Case study</td>
<td>1 to 10</td>
<td></td>
</tr>
<tr>
<td>2. Communication</td>
<td>Case study</td>
<td>1 to 10</td>
<td></td>
</tr>
<tr>
<td>3. Delivering quality and results</td>
<td>Case study</td>
<td>1 to 10</td>
<td></td>
</tr>
<tr>
<td>4. Learning and development</td>
<td>Competency-based interview</td>
<td>1 to 10</td>
<td>Combined pass mark: 35/70</td>
</tr>
<tr>
<td>5. Prioritising and organising</td>
<td>Case study</td>
<td>1 to 10</td>
<td></td>
</tr>
<tr>
<td>6. Resilience</td>
<td>Competency-based interview</td>
<td>1 to 10</td>
<td></td>
</tr>
<tr>
<td>7. Working with others</td>
<td>Competency-based interview</td>
<td>1 to 10</td>
<td></td>
</tr>
</tbody>
</table>

There is no pass mark per competency. However, candidates must reach a pass mark of at least 35/70 in total for all competencies combined. The mark obtained will count towards the final overall mark.

b) **Field-related test**

The field-related competencies will be assessed via a **test in language 1**, organised as follows:

<table>
<thead>
<tr>
<th>Test</th>
<th>Duration</th>
<th>Marking</th>
<th>Pass mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finalisation of a text</td>
<td>1 hour</td>
<td>0 to 100</td>
<td>60/100</td>
</tr>
</tbody>
</table>

The mark obtained will count towards the final overall mark.

4.3.5. **Check of supporting documents and establishment of reserve lists**

The Selection Board will check the candidates’ supporting documents following the assessment-centre phase and before establishing the reserve lists. This involves verifying whether the declarations made in the candidates’ application form (including in sections ‘Education and Training’ and ‘Professional Experience’) are supported by the documents they have uploaded to their EPSO account.

In order to draw up the reserve lists for each language, the Selection Board will check the candidates’ files until the number of successful candidates sought for each list is reached. The files of other candidates will not be checked.

The reserve lists will therefore only include the names of those eligible candidates who have obtained the required pass marks in all the tests, one of the highest marks in the language comprehension tests, as well as the highest overall marks, out of 170, in the assessment-centre tests.

Names will be listed alphabetically. The reserve lists will be made available to the recruiting services.

The competency passports of successful candidates, containing qualitative feedback from the Selection Board, will be made available to the successful candidates concerned and to the recruiting services.

**Inclusion on a reserve list does not confer any right to or guarantee of recruitment.**
5. EQUAL OPPORTUNITIES AND REASONABLE ACCOMMODATION

EPSO endeavours to apply an equal opportunities policy to all candidates.

Candidates who have a disability or a medical condition that may affect their ability to take the tests, should indicate this in their application form and follow the procedure to request reasonable accommodation as described in the General rules annexed to this notice (see Annex III, under Section 1.3). Having examined the candidates’ request as well as the relevant supporting documents, EPSO may grant reasonable accommodation where deemed necessary.

More information about EPSO’s equal opportunities policy and how to request reasonable accommodation can be found on the EPSO website.
ANNEX I

TYPICAL DUTIES

Duties common to all institutions

Linguistic assistants will be called upon to carry out, in a multilingual environment, a variety of duties that may include:

1. Assisting linguists, translators, and/or lawyer-linguists in translation, revision and finalisation work, including for particularly important/sensitive translations: preparing documents in the language of the team, carrying out terminology research, pre- and post-processing texts to bring them in line with formal, technical and format quality standards.

2. Performing their duties using translation tools, word processing software, CAT (Computer Assisted Translation) tools, office applications, and other available IT tools.

3. Supporting linguists, translators and/or lawyer-linguists in using IT tools.

4. Ensuring hands-on and unit-internal training, integrating new colleagues, helping with the development and testing of IT tools.

5. Managing linguistic information and documentation: conducting searches for legal and other reference documents, titles, text and/or templates in databases; uploading documents in databases, servers and websites; maintaining linguistic and documentary resources, feeding material into and updating translation memories; managing correspondence with national experts, liaising with service libraries and external partners; finding, compiling and disseminating information.

6. Keeping thematic translation memories up-to-date in cooperation with translators or lawyer linguists: sentence management in EURAMIS (central translation memory), correcting raw alignments, etc.

Additional duties at the Council of the EU

At the Council, the duties of linguistic assistants may in addition include the following:

1. Revising texts in language 1 by comparing their content to original documents drafted in another language known by the assistant or assisting in such work as appropriate.

2. Assisting the President of the Council Working Party on Legal/Linguistic experts on the consolidation of comments from EU Member States and acting as note taker during the meeting of the Working party.

3. Providing content-related, organisational and technical assistance to lawyer-linguists by preparing and performing a pre-revision of the legislative acts in the language of the team following the model made in the language of negotiation by the lawyer-linguist in charge of the document.

End of ANNEX I, click here to return to main text
### ANNEX II

**EXAMPLES OF MINIMUM QUALIFICATIONS PER MEMBER STATE AND THE UNITED KINGDOM AND PER GRADE CORRESPONDING, IN PRINCIPLE, TO THOSE REQUIRED BY THE NOTICES OF COMPETITION**

Please click here for an easy-to-read version of these examples

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>AST-SC 1 to AST-SC 6/AST 1 to AST 7</th>
<th>AST 3 to AST 11</th>
<th>AD 5 to AD 16</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Secondary education (giving access to post-secondary education)</td>
<td>Post-secondary education (non-university higher education course or short university course lasting at least 2 years)</td>
<td>University-level education (lasting at least 3 years)</td>
</tr>
<tr>
<td></td>
<td><img src="https://example.com" alt="Belgique — Belgien" /> Certificat de l’enseignement secondaire supérieur (CESS)/Diploma secundair onderwijs Diplôme d’aptitude à accéder à l’enseignement supérieur (DAES)/Getuigschrift van hoger secundair onderwijs Diplôme d’enseignement professionnel/Getuigschrift van het beroepssecundair onderwijs</td>
<td>Candidature/Kandidaat Graduat/Gegradueerde Bachelor/Professioneel gerichte Bachelor</td>
<td>Bachelor académique (180 crédits) Academisch gerichte Bachelor (180 ECTS)</td>
</tr>
<tr>
<td></td>
<td><img src="https://example.com" alt="България" /> Диплома за завършено средно образование</td>
<td>Специалист по …</td>
<td>Licence/Licentiaat Master Diplôme d’études approfondies (DEA) Diplôme d’études spécialisées (DES) Diplôme d’études supérieures spécialisées (DESS) Gediplomeerde in de Voortgezet Studies (GVS) Gediplomeerde in de Gespecialiseerde Studies (GGS) Gediplomeerde in de Aanvullende Studies (GAS) Agrégation/Aggregaat Ingénieur industriel/Industrieel ingenieur Doctorat/Doctoraal diploma</td>
</tr>
<tr>
<td></td>
<td><img src="https://example.com" alt="Česko" /> Vysvědčení o maturitní zkoušce Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)</td>
<td>Diplom o ukončení bakalářského studia (Bakalář)</td>
<td>Diplom o ukončení vysokoškolského studia Magistr Doktor</td>
</tr>
</tbody>
</table>
| COUNTRY | AST-SC 1 to AST-SC 6  
 |AST 1 to AST 7 | AST 3 to AST 11 | AD 5 to AD 16 |
|---|---|---|---|
| **Secondary education (giving access to post-secondary education)** | **Post-secondary education (non-university higher education course or short university course lasting at least 2 years)** | **University-level education (lasting at least 3 years)** | **University-level education (4 years or more)** |
| **Danmark** | Bevis for:  
 Studentseretksamen  
 Højere Forberedelseseksamen (HF)  
 Højere Handelseksamen (HHX)  
 Højere Afgangseksamen (HA)  
 Bac pro: Bevis for Højere Teknisk Eksamen (HTX) | Videregående uddannelser  
 = Bevis for = Eksamensbevis som (erhvervsakademiuddannelse AK) | Bachelorgrad (BA eller BS)  
 Professionsbachelorgrad  
 Diplomingeniør | Kandidatgrad/Candidatus  
 Master/Magistergrad (mag.art)  
 Licenciatgrad  
 ph.d.-grad |
| **Deutschland** | Abitur/Zeugnis der allgemeinen Hochschulreife  
 Fachabitur/Zeugnis der Fachhochschulreife | Fachhochschulabschluss  
 Bachelor | Hochschulabschluss/  
 Fachhochschulabschluss/Master  
 Magister Artium/Magistra Artium  
 Staatsexamen/Diplom  
 Erstes Juristisches Staatsexamen  
 Doktorgrad |
| **Eesti** | Gümmaasumi lõputunnistus + riigieksmatunnistus  
 Lõputunnistus kutsekeskhariduse omandamise kohta | Tunnistus keskkhariduse baasil kutsekeskhariduse omandamise kohta  
 Bakalaureusekraad (min 120 ainepunkti)  
 Bakalaureusekraad (< 160 ainepunkti) | Rakenduskõrghariduse diplom  
 Bakalaureusekraad (160 ainepunkti)  
 Magistrikraad  
 Arstikraad  
 Hambaarstikraad  
 Loomaarstikraad  
 Filosoofiaadoktor  
 Doktorikraad (120–160 ainepunkti) |
<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>Secondary education (giving access to post-secondary education)</th>
<th>Post-secondary education (non-university higher education course or short university course lasting at least 2 years)</th>
<th>University-level education (lasting at least 3 years)</th>
<th>University-level education (4 years or more)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Éire/Ireland</td>
<td>Ardeistiméireacht, Grád D3, 5 ábhar/Leaving Certificate Grade D3 in 5 subjects Gairmchlár na hArdeistiméireachta (GCAT)/Leaving Certificate Vocational Programme (LCVP)</td>
<td>Teasta Náisiúnta/National Certificate Gnáthchéim bhaisileára/Ordinary bachelor degree Dioplóma náisiúnta (ND, Dip.)/National diploma (ND, Dip.) Ardeastas (120 ECTS)/Higher Certificate (120 ECTS)</td>
<td>Céim onóracha bhaisileára (3 bliana/180 ECTS) (BA, B.Sc, B. Eng)/Honours bachelor degree (3 years/180 ECTS) (BA, B.Sc, B.Eng)</td>
<td>Céim onóracha bhaisileára (4 bliana/240 ECTS)/Honours bachelor degree (4 years/240 ECTS) Céim ollscoile/University degree Céim mháistir (60-120 ECTS)/Master's degree (60-120 ECTS) Dochtúireacht/Doctorate</td>
</tr>
<tr>
<td>Ελλάδα</td>
<td>Απολυτήριο Γενικού Λυκείου Απολυτήριο Κλασικού Λυκείου Απολυτήριο Τεχνικού Επαγγελματικού Λυκείου Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου Απολυτήριο Ενιαίου Λυκείου Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου</td>
<td>Δίπλωμα επαγγελματικής κατάρτισης (ΙΕΚ)</td>
<td></td>
<td>Πτυχίο ΑΕΙ (πανεπιστημιού, πολυτεχνείου, ΤΕΙ) Μεταπτυχιακό Δίπλωμα Ειδίκευσης (2ος κύκλος) Διδακτορικό Δίπλωμα (3ος κύκλος)</td>
</tr>
<tr>
<td>España</td>
<td>Bachillerato + Curso de Orientación Universitaria (COU) Bachillerato BUP Diploma de Técnico especialista</td>
<td>FP grado superior (Técnico superior)</td>
<td>Diplomado/Ingeniero técnico</td>
<td>Licenciatura Máster Ingeniero Título de Doctor</td>
</tr>
</tbody>
</table>
| COUNTRY | AST-SC 1 to AST-SC 6  
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td></td>
<td>AST 1 to AST 7</td>
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<td></td>
<td>University-level education (lasting at least 3 years)</td>
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<tr>
<td></td>
<td>University-level education (4 years or more)</td>
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<td>France</td>
<td>Baccalauréat</td>
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<tr>
<td></td>
<td>Diplôme d'accès aux études universitaires (DAEU)</td>
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<td></td>
<td>Brevet de technicien</td>
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<td></td>
<td>Diplôme d'études universitaires générales (DEUG)</td>
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<td>Brevet de technicien supérieur (BTS)</td>
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<td></td>
<td>Diplôme universitaire de technologie (DUT)</td>
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<td>Diplôme d'études universitaires scientifiques et techniques (DEUST)</td>
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<td>Licence</td>
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<td>Maîtrise</td>
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<td>Maîtrise des sciences et techniques (MST), maîtrise des sciences de gestion (MSG), diplôme d'études supérieures techniques (DEST), diplôme de recherche technologique (DRT), diplôme d'études supérieures spécialisées (DESS), diplôme d'études approfondies (DEA), master 1, master 2 professionnel, master 2 recherche</td>
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<tr>
<td></td>
<td>Diplôme des grandes écoles</td>
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<td>Diplôme d'ingénieur</td>
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<td>Doctorat</td>
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<td>Hrvatska</td>
<td>Svjedodžba o državnoj maturi</td>
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<td>Svjedodžba o završnom ispitu</td>
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<td>Stručni pristupnik/pristupnica</td>
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<td>Baccalaureus/Baccalaurea (sveučilišni prvostupnik/prvostupnica)</td>
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<td>Stručni specijalist</td>
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<td>Magistar struke</td>
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<td>Magistar inženjer/magistrica inženjerka (mag. ing)</td>
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<td>Doktor struke</td>
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<td>Doktor umjetnosti</td>
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<tr>
<td>Italia</td>
<td>Diploma di maturità (vecchio ordinamento)</td>
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<td>Perito ragioniere</td>
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<td>Diploma di superamento dell’esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore</td>
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<td>Diploma universitario (DU)</td>
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<td>Certificato di specializzazione tecnica superiore</td>
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<td>Attestato di competenza (4 semestri)</td>
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<td>Diploma di laurea — L (breve)</td>
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<td>Diploma di laurea (DL)</td>
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<td>Laurea specialistica (LS)</td>
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<td>Master di I livello</td>
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<td>Dottorato di ricerca (DR)</td>
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</table>
| COUNTRY | AST-SC 1 to AST-SC 6  
AST 1 to AST 7 | AST 3 to AST 11 | AD 5 to AD 16 |
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<td>Secondary education (giving access to post-secondary education)</td>
<td>Post-secondary education (non-university higher education course or short university course lasting at least 2 years)</td>
<td>University-level education (lasting at least 3 years)</td>
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</tbody>
</table>
| Κύπρος  | Απολυτήριο = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory)  
Higher Diploma | Δипλώματα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory)  
Higher Diploma | Πανεπιστημιακό Πτυχίο/Bachelor  
Master  
Doctorat |
| Latvija | Atestāts par vispārējo vidējo izglītību  
Diploms par profesionālo vidējo izglītību | Diploms par pirmā līmeņa profesionālo augstāko izglītību | Bakalaura diploms (min. 120 kreditpunktu)  
Bakalaura diploms (160 kreditpunktu)  
Profesionālā bakalaura diploms  
Maģistra diploms  
Profesionālā maģistra diploms  
Doktora grāds |
| Lietuva | Brandos atestatas  
Aukštojo mokslo diplomas  
Aukštesniojo mokslo diplomas | Profesinio bakalauro diplomas  
Aukštojo mokslo diplomas | Aukštojo mokslo diplomas  
Bakalaura diploms  
Magistro diplomas  
Daktaro diplomas  
Meno licenciatu diplomas |
| Luxembourg | Diplôme de fin d'études secondaires et techniques  
BTS  
Brevet de maîtrise  
Brevet de technicien supérieur  
Diplôme de premier cycle universitaire (DPCU)  
Diplôme universitaire de technologie (DUT) | BTS  
Bachelor  
Diplôme d'ingénieur technicien | Bachelor  
Diplôme d'ingénieur industriel  
DESS en droit européen |
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<tr>
<th>COUNTRY</th>
<th>Secondary education (giving access to post-secondary education)</th>
<th>Post-secondary education (non-university higher course or short university course lasting at least 2 years)</th>
<th>University-level education (lasting at least 3 years)</th>
<th>University-level education (4 years or more)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magyarország</td>
<td>Gimnáziumi érettségi bizonyítvány Szakközépiskolai érettségi-képesítő bizonyítvány</td>
<td>Felsőfokú szakképesítést igazoló bizonyítvány (Higher Vocational Programme)</td>
<td>Főiskolai oklevél Alapfokozat (Bachelor degree 180 credits)</td>
<td>Egyetemi oklevél Alapfokozat (Bachelor degree 240 credits) Mesterfokozat (Master degree) (Osztatlan mesterképzés) Doktori fokozat</td>
</tr>
<tr>
<td>Malta</td>
<td>Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher) Matriculation certificate (2 subjects at Advanced level and 4 at Intermediate level including Systems of Knowledge with overall grade A-C) + Passes in the Secondary Education Certificate examination at Grade 5 2 A Levels (passes A-C) + a number of subjects at Ordinary level, or equivalent</td>
<td>MCAST diplomas/certificates Higher National Diploma</td>
<td>Bachelor's degree</td>
<td>Bachelor's degree Master of Arts Doctorate</td>
</tr>
<tr>
<td>Nederland</td>
<td>Diploma VWO Diploma staatsexamen (2 diploma's) Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO) Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)</td>
<td>Kandidaatsexamen Associate degree (AD)</td>
<td>Bachelor (WO) HBO bachelor degree Baccalaureus of «Ingenieur»</td>
<td>HBO/WO Master's degree Doctoraal examen/Doctoraat</td>
</tr>
</tbody>
</table>
| COUNTRY | AST-SC 1 to AST-SC 6  
AST 1 to AST 7 | AST 3 to AST 11 | AD 5 to AD 16 |
|---------|-----------------|-----------------|---------------|
|         | Secondary education (giving access to  
post-secondary education) | Post-secondary education (non-university  
higher education course or short university  
course lasting at least 2 years) | University-level education (lasting at least 3  
years) | University-level education (4 years or more) |
| Österreich | Matura/Reifeprüfung  
Reife- und Diplomprüfung  
Berufsreifeprüfung | Kollegdiplom/Akademiaediplom | Fachhochschuldiplom/  
Bakkalaureus/Bakkalaurea | Universitätsdiplom  
Fachhochschuldiplom  
Magister/Magistra  
Master  
Diplomprüfung, Diplom-Ingenieur  
Magisterprüfungszeugnis  
Rigorosenzeugnis  
Doktorstitel |
| Polska | Świadectwo dojrzałości  
Świadectwo ukończenia liceum  
ogólnokształcącego | Dyplom ukończenia kolegium  
nauczycielskiego  
Świadectwo ukończenia szkoły  
policealnej | Licencjat/inżynier | Magister/Magister inżynier  
Dyplom doktora |
| Portugal | Diploma de Ensino Secundário  
Certificado de Habilitações do Ensino  
Secundário | Bacharel Licenciado | Licenciado  
Mestre  
Doutorado |
| România | Diplomă de bacalaureat | Diplomă de absolviere (colegiu  
universitar)  
Învățământ preuniversitar | Diplomă de licență | Diplomă de licență  
Diplomă de inginer  
Diplomă de urbanist  
Diplomă de master  
Certificat de atestare (studii academice  
postuniversitare)  
Diplomă de doctor |
<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>Country Code</th>
<th>Secondary Education (Giving Access to Post-Secondary Education)</th>
<th>Post-Secondary Education (Non-University Higher Education Course or Short University Course Lasting at Least 2 Years)</th>
<th>University-Level Education (Lasting at Least 3 Years)</th>
<th>University-Level Education (4 Years or More)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slovenija</td>
<td>AST-SC 1 to AST-SC 6 AST 1 to AST 7</td>
<td>Maturitetno spričevalo (spričevalo o poklicni maturi) (spričevalo o zaklučnem izpitu)</td>
<td>Diploma višje strokovne šole</td>
<td>Diploma o pridobljeni visoki strokovni izobrazbi</td>
<td>Univerzitetna diploma Magisterij Specializacija Doktorat</td>
</tr>
<tr>
<td>Slovensko</td>
<td>AST 3 to AST 11</td>
<td>Vysvedčenie o maturitej skúške</td>
<td>Absolventský diplom</td>
<td>Diplom o ukončení bakalárskeho štúdia (Bakalár)</td>
<td>Diplom o ukončení vysokoškolského štúdia Bakalár (Bc.) Magister Magister/Inžinier ArtD.</td>
</tr>
<tr>
<td>Suomi/Finland</td>
<td>AD 5 to AD 16</td>
<td>Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus – Studentexamen eller grundskola + treårig yrkesinriktad utbildning Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)</td>
<td>Ammatillinen opistoasteen tutkinto – Yrkesexamen på institutnivå</td>
<td>Kandidaatin tutkinto – Kandidatexamen/ Ammattikorkeakoulututkinto – Yrkeshögskoleexamen (min. 120 opintoviikkoa – studieveckor)</td>
<td>Maisterin tutkinto – Magisterexamen/ Ammattikorkeakoulututkinto – Yrkeshögskoleexamen (min. 160 opintoviikkoa – studieveckor) Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen – antingen 4 år eller 2 år efter licentiatexamen Lisensiaatti/Licentiat</td>
</tr>
<tr>
<td>COUNTRY</td>
<td>Secondary education (giving access to post-secondary education)</td>
<td>Post-secondary education (non-university higher education course or short university course lasting at least 2 years)</td>
<td>University-level education (lasting at least 3 years)</td>
<td>University-level education (4 years or more)</td>
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<tr>
<td>Sverige</td>
<td>Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)</td>
<td>Högskoleexamen (80 poäng)</td>
<td>Kandidatexamen (akademisk examen omfattande minst 120 poäng, varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng)</td>
<td>Magisterexamen (akademisk examen omfattande minst 160 poäng, varav 80 poäng fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera)</td>
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<td></td>
<td>Högskoleexamen, 2 år, 120 högskolepoäng</td>
<td></td>
<td>Meriter på grundnivå: Kandidatexamen, 3 år, 180 högskolepoäng (Bachelor)</td>
<td>— Licentiatexamen</td>
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<td></td>
<td>Yrkeshögskoleexamen/ Kvalificerad yrkeshögskoleexamen, 1–3 år</td>
<td></td>
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<td>— Doktorsexamen</td>
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<td></td>
<td>Meriter på avancerad nivå:</td>
<td></td>
<td></td>
<td>Meriter på forskarnivå:</td>
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<tr>
<td></td>
<td>— Magisterexamen, 1 år, 60 högskolepoäng</td>
<td></td>
<td></td>
<td>— Licentiatexamen, 2 år, 120 högskolepoäng</td>
<td></td>
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<td></td>
<td>— Masterexamen, 2 år, 120 högskolepoäng</td>
<td></td>
<td></td>
<td>— Doktorsexamen, 4 år, 240 högskolepoäng</td>
<td></td>
</tr>
<tr>
<td>United Kingdom</td>
<td>General Certificate of Education</td>
<td>Higher National Diploma/Certificate (BTEC)/SCOTVEC</td>
<td>(Honours) Bachelor degree</td>
<td>Honours Bachelor degree</td>
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<td></td>
<td>Advanced level — 2 passes or equivalent (grades A to E)</td>
<td>Diploma of Higher Education (DipHE) National Vocational Qualifications (NVQ) Scottish Vocational Qualifications (SVQ) level 4</td>
<td>NB: Master’s degree in Scotland</td>
<td>Master’s degree (MA, MB, MEng, MPhil, MSc)</td>
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<tr>
<td></td>
<td>BTEC National Diploma</td>
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<td>Doctorate</td>
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<td></td>
<td>General National Vocational Qualification (GNVQ), advanced level</td>
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<td></td>
<td>Advanced Vocational Certificate of Education, A level (VCE A level)</td>
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**NOTE:**
UK diplomas awarded in 2020 (until 31 December 2020) are accepted without an equivalence. UK diplomas awarded as from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State.

End of ANNEX II, click here to return to main text
ANNEX III

GENERAL RULES GOVERNING OPEN COMPETITIONS

GENERAL INFORMATION

Any reference, in the framework of selection procedures organised by EPSO, to a person of a specific gender must be deemed also to constitute a reference to a person of any other gender.

Where candidates tie for the last available place at any stage of the competition, they will all go through to the next stage of the competition. Any readmitted candidates following a successful appeal will also be invited to the next stage.

Where candidates tie for the last available place on the reserve list, they will all be included on the reserve list. Any readmitted candidates following a successful appeal at this stage of the procedure will also be added to the reserve list.

1. WHO CAN APPLY?

1.1. General and specific conditions

The general and specific conditions (including knowledge of languages) for each field or profile are indicated in the section ‘Am I eligible?’.

Specific conditions regarding qualifications, professional experience and knowledge of languages vary depending on the profile requested. In your application, you should include as much information as possible regarding your qualifications and professional experience (where required) as described in the section ‘Am I eligible?’ of this notice that is relevant to the duties.

(a) Diplomas and/or certificates: Diplomas, whether issued in EU or non-EU countries, must be recognised by an official EU Member State body, e.g. an EU Member State’s education ministry. The Selection Board will allow for differences between education systems.

For post-secondary education and technical, professional or specialist training, indicate the subjects covered, the duration and whether it was full-time, part-time or an evening class.

(b) Professional experience (if required) will be taken into account only if it is relevant to the required duties and:

— constitutes genuine and effective work;

— is remunerated;

— involves a subordinate relationship or the supply of a service; and

— subject to the following conditions:

— voluntary work: if remunerated and involving similar weekly hours and duration to a regular job;

— traineeships: if remunerated;

— compulsory military service: completed before or after the required diploma for a period not exceeding the statutory duration in your Member State;

— maternity/paternity/adoption leave: if covered by an employment contract;

— doctorate: for a maximum of 3 years, provided the doctorate was actually obtained, and whether or not the work was remunerated; and

— part-time work: calculated pro rata on the basis of the number of hours worked, e.g. half-time for 6 months would count as 3 months.
1.2. Supporting documents

At different steps of the selection procedure, you will need to provide an official document proving your citizenship (e.g. passport or identity card) which must be valid on the closing date of your application (closing date of the first part of your application in the case of a 2-part application scenario).

All periods of professional activity must be covered by originals or certified photocopies of:

— documents from former and current employer(s) stating the nature and level of duties performed, and start and end dates, with the official header and stamp of the company, and the name and signature of the person in charge; or

— employment contract(s) and first and last pay slips, with a detailed description of the duties performed;

— (for non-salaried work, e.g. self-employed, liberal professions) invoices or order forms detailing the work performed or any other relevant official supporting documents;

— (for conference interpreters where professional experience is required) documents attesting the number of days, and languages interpreted from and into, relating specifically to conference interpreting.

In general, no supporting documents are required to prove your knowledge of languages, except for some linguist or specialist profiles.

You may be asked for additional information or documents at any stage of the procedure. EPSO will inform you of what supporting documents you need to provide and when.

1.3. Equal opportunities and reasonable accommodations

If you have a disability or a medical condition that may hinder your ability to sit the tests, please indicate this in your application form and let us know the type of reasonable accommodation you need. If a disability or condition develops after you have validated your application, you must inform EPSO as soon as possible using the information indicated below.

Please note that you will have to send a certificate from your national authority or a medical certificate to EPSO in order for your request to be taken into consideration. Your supporting documents will be examined, so that reasonable accommodation can be made where required.

Should you encounter any accessibility issues, or should you require more information, please contact the EPSO-accessibility team by:

— e-mail (EPSO-accessibility@ec.europa.eu); or

— post:

European Personnel Selection Office (EPSO)
EPSO ACCESSIBILITY
L107 02/DCS
1049 Bruxelles/Brussel
BELGIQUE/BELGIE

2. BY WHOM WILL I BE ASSESSED?

A Selection Board is appointed to compare candidates and select the best ones on the basis of their competencies, aptitudes and qualifications in the light of the requirements set out in this notice of competition. Its members also decide on the difficulty of the competition tests and approve their content on the basis of proposals made by EPSO.

To ensure the Selection Board's independence, it is strictly forbidden for candidates or anyone outside the board to attempt to contact any of its members, except in the context of tests which require direct interaction between the candidates and the board.
Candidates who wish to state their case or assert their rights must do so in writing, addressing their correspondence intended for a Selection Board to EPSO, which will pass it on to the board. Any direct or indirect intervention by candidates that does not comply with these procedures is forbidden and may result in disqualification from the competition.

The existence of a family relationship or a hierarchical link between a candidate and a Selection Board member, in particular, gives rise to a conflict of interest. Selection Boards are asked to declare any such situations to EPSO immediately when they become aware of them. EPSO will evaluate each case individually and take the appropriate measures. The non-respect of the above mentioned rules could make Selection Board members liable to disciplinary action and result in disqualification from the competition (see Section 4.4).

The names of the Selection Board members are published on the EPSO website (www.eu-careers.eu) before the beginning of the assessment centre/phase.

3. COMMUNICATION

3.1. Communication with EPSO

You should consult your EPSO account at least twice a week to keep track of your progress during the competition. If you are prevented from doing so because of a technical problem on EPSO’s side, you must notify EPSO immediately and exclusively via the EPSO website (https://epso.europa.eu/help_en).

EPSO reserves the right not to supply information that is already clearly stated in this notice of competition, its annexes or on the EPSO website, including under ‘frequently asked questions’.

In all correspondence relating to an application, please mention your name as given in your EPSO account, your application number and the reference number of the selection procedure.

EPSO reserves the right to cease any improper (i.e. repetitive, abusive and/or irrelevant) correspondence.

3.2. Access to information

Candidates have specific rights of access to certain information concerning them individually, granted in the light of the obligation to state reasons, in order to allow for an appeal against rejection decisions.

This obligation to state reasons must be balanced with the confidentiality of the Selection Board proceedings, which ensures the boards’ independence and the objectivity of the selection. Due to confidentiality, attitudes adopted by members of Selection Boards regarding the individual or comparative assessments of candidates cannot be disclosed.

These access rights are specific to candidates in an open competition and legislation on public access to documents may not confer on them rights broader than those specified in this section.

3.2.1. Automatic disclosure

You will automatically receive the following information via your EPSO account after each stage of the selection process organised for a given competition:

— **MCQ tests**: your results and a grid with your answers and the correct answers by reference number/letter. Access to the text of the questions and answers is explicitly excluded;

— **eligibility**: whether you were admitted; if not, the eligibility conditions that were not met;

— **Talent Screener**: your results and a grid with the question weightings, the points awarded for your answers and your total score;

— **preliminary tests**: your results;

— **intermediate tests**: your results if you are not amongst the candidates invited to the next phase;

— **assessment centre/phase**: if you are not disqualified, your competency passport showing your overall marks for each competency and the Selection Board’s comment providing quantitative and qualitative feedback on your performance at the assessment centre/phase.
As a rule, EPSO does not communicate to candidates any source texts or test assignments, as these are intended for reuse in future competitions. For certain tests, however, it may exceptionally publish the source texts or assignments on its website if:

— the tests have been completed;

— the results have been established and communicated to candidates; and

— the source texts/assignments are not intended for reuse in future competitions.

3.2.2. Information on request

You may request an uncorrected copy of your answers in written tests where the content is not intended for reuse in future competitions. This explicitly excludes answers to e-tray exercises and case studies.

Your corrected answer papers and the details of the marking, in particular, are covered by the secrecy of Selection Board proceedings and will not be disclosed.

EPSO endeavours to make as much information available to candidates as possible, in accordance with the obligation to state reasons, the confidential nature of Selection Board proceedings and the rules on the protection of personal data. All requests for information will be evaluated in light of these obligations.

Any requests for information should be submitted via the EPSO website (https://epso.europa.eu/help_en) within 10 calendar days of the day your results were published in your EPSO account.

4. COMPLAINTS AND ISSUES

4.1. Technical and organisational issues

If, at any stage of the selection procedure, you encounter a serious technical or organisational problem, in order to allow us to investigate the issue and take corrective measures, please inform EPSO, exclusively via the EPSO website (https://epso.europa.eu/help_en).

In all correspondence, please mention your name (as given in your EPSO account), your application number and the reference number of the selection procedure.

If the problem occurs at a test centre or during remote testing, please:

— alert the invigilators immediately so that a solution can be investigated. In any case, ask them to record your complaint in writing; and

— contact EPSO no later than 3 calendar days after your tests via the EPSO website (https://epso.europa.eu/help_en) with a brief description of the problem.

For problems occurring outside test centres (e.g. issues with test booking, or technical issues during remote testing before you are connected to an invigilator), please follow the instructions in your EPSO account and on EPSO’s website and contact EPSO immediately via the EPSO website (https://epso.europa.eu/help_en).

For issues with your application, you must contact EPSO immediately and in any case before the deadline for applications via the EPSO website (https://epso.europa.eu/help_en). Queries sent less than 5 working days before the deadline for applications might not be answered before the deadline.

4.2. Internal review procedures

4.2.1. Error in the computer-based multiple-choice questions (MCQs)

The MCQ database is subject to permanent in-depth quality control by EPSO and Selection Boards.
If you believe that an error in one or more of the MCQs affected your ability to answer, you are entitled to ask for the question(s) to be reviewed by the Selection Board (under the 'neutralisation' procedure).

Under this procedure, the Selection Board may decide to cancel the question containing the error and to redistribute the points among the remaining questions of the test. Only those candidates who received that question will be affected by the recalculation. The marking of the tests remains as indicated in the relevant sections of this notice of competition.

Arrangements for complaints about the MCQ tests are as follows:

— **procedure:** please contact EPSO only via the EPSO website (https://epso.europa.eu/help_en);

— **deadline:** within 3 calendar days of the date of your computer-based tests;

— **additional information:** describe what the question was about (content) in order to identify the question(s) concerned, and explain the nature of the alleged error as clearly as possible.

Complaints received after the deadline or that do not clearly describe the contested question(s) and alleged error will not be taken into account.

In particular, complaints merely pointing out alleged issues of translation, and which do not clearly specify the problem, will not be taken into account.

**The same review procedure applies with regard to errors in the e-tray exercise.**

### 4.2.2. Requests for review

You can request a review of any decision taken by the Selection Board or EPSO that establishes your results and/or determines whether you can proceed to the next stage of the competition or are excluded.

Requests for review may be based on:

— a material irregularity in the competition process; and/or

— non-compliance, by the Selection Board or EPSO, with the Staff Regulations, the notice of competition, its annexes and/or case law.

Please note that you are not allowed to challenge the validity of the Selection Board’s assessment of the quality of your performance in a test or the relevance of your qualifications and professional experience. This assessment is a value judgment made by the board and your disagreement with the board’s evaluation of your tests, experience and/or qualifications does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

Arrangements for requests for review are as follows:

— **procedure:** please contact EPSO only via the EPSO website (https://epso.europa.eu/help_en);

— **deadline:** within 10 calendar days of the date on which the contested decision was published in your EPSO account;

— **additional information:** indicate clearly the decision you wish to contest and on what grounds.

Requests received after the deadline will not be taken into account.

You will receive an acknowledgment of receipt within 15 working days. The body which took the contested decision (either the Selection Board or EPSO) will analyse and decide on your request and you will receive a reasoned reply as soon as possible.

If the outcome is positive, you will be re-entered in the selection process at the stage at which you were excluded, regardless of how far the competition has progressed in the meantime.
4.3. **Other forms of contestation**

4.3.1. **Administrative complaints**

As a candidate in an open competition, you have the right to address an administrative complaint to the Director of EPSO acting as the appointing authority.

You may submit a complaint against a decision, or lack thereof, that directly and immediately affects your legal status as a candidate, only if the rules governing the selection procedure have clearly been infringed. **The Director of EPSO cannot overturn a value judgment made by a Selection Board** (see Section 4.2.2).

Arrangements for administrative complaints are as follows:

— **procedure**: please contact EPSO only via the EPSO website (https://epso.europa.eu/help_en);

— **deadline**: within **3 months** of notification of the contested decision or of the date by which a decision should have been made;

— **additional information**: indicate clearly the decision you wish to contest and on what grounds.

**Complaints received after the deadline will not be taken into account.**

4.3.2. **Judicial appeals**

As a candidate in an open competition, you have the right to submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

Note that appeals against decisions taken by EPSO rather than by the Selection Board will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been made (see Section 4.3.1). In particular, this is the case with the decisions concerning the general eligibility criteria, which are taken by EPSO not the Selection Board.

Arrangements for judicial appeals are as follows:

— **procedure**: please consult the website of the General Court (https://curia.europa.eu/jcms/).

4.3.3. **European Ombudsman**

All EU citizens and residents can make a complaint to the European Ombudsman.

**Before you submit a complaint to the Ombudsman, you must first make the appropriate administrative approaches to the institutions and bodies concerned** (see Sections 4.1-4.3).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

Arrangements for complaints to the Ombudsman are as follows:

— **procedure**: please consult the website of the European Ombudsman (https://www.ombudsman.europa.eu/).

4.4. **Disqualification from the selection procedure**

You may be disqualified at any stage in a selection procedure if EPSO finds that you:

— have created more than one EPSO account;

— have applied to incompatible fields or profiles;

— do not meet all the eligibility conditions;

— made false declarations or declarations unsupported by the appropriate documents;

— did not reply to any of the Talent Screener questions;
— have not complied with the terms and conditions for the tests organised remotely;
— have failed to book or sit one or more of your tests;
— have cheated during the tests;
— did not declare in your application form the languages required in this notice of competition, or did not declare the minimum level(s) required for those languages;
— attempted to contact a member of the Selection Board in an unauthorised manner;
— failed to inform EPSO of a possible conflict of interest with a Selection Board member;
— submitted your application in a language other than that/those specified in this notice of competition (allowances may be made regarding the use of another language for proper nouns, official titles and job titles as indicated in the supporting documents or labels/titles of diplomas); and/or
— signed or wrote a distinctive mark on anonymously marked written or practical tests.

Furthermore, if you did not participate in the connectivity trial but subsequently took part in remote tests and experience connectivity issues, EPSO reserves the right not to reschedule your test.

Candidates for recruitment by the EU institutions must show the highest possible integrity. Fraud or attempted fraud may render you liable to penalty and compromise your eligibility for future competitions.

5. SECURITY CLEARANCE

Staff handling sensitive and classified information requiring a high degree of confidentiality (‘EU classified’ information) must have the appropriate level of security authorisation.

Consequently, successful candidates in a competition may be asked, for certain posts, to hold or be in a position to obtain in due time, a valid personnel security clearance certificate.

This might imply that, as a pre-requisite for recruitment to certain posts, the successful candidates might be required to undergo the security clearance procedure which is carried out by the national competent authority in the Member State of their nationality.

Candidates are advised to inform themselves about the procedure before applying to this competition.

Such requirements will be clearly indicated in the vacancy notice for the post concerned.

6. DATA PROTECTION

Your personal data is processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council (¹).

See also the specific privacy statement on personal data protection within the framework of an open competition (²).

End of ANNEX III, click here to return to main text
