

(b) A daily allowance during a given period.

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

- (a) A head of household allowance equal to 5% of the basic salary; this allowance will not be less than Bfrs 1 183 per month.
- (b) An allowance of Bfrs 1 839 per month for each dependent child.
- (c) An education allowance equal to the actual education costs incurred, up to Bfrs 1 642 per month for each dependent child.

Officials are covered by 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.

NOTICE OF COMPETITION No COM C/73

The Commission of the European Communities is organizing an open competition based on qualifications and tests in order to constitute a recruitment reserve of

ASSISTANT CLERICAL OFFICERS/ASSISTANT SWITCHBOARD OPERATORS

for careers in Grades 5 and 4 of Category C.

This reserve is being constituted for appointments in this category, career bracket and post which will not be filled by the transfer of officials already working for the European Communities. The reserve list will be operative until 31 December 1973, unless this time limit is further extended. In the event of such extension, applicants on the list will be duly notified.

Location of service: Brussels or Luxembourg.

I. NATURE OF DUTIES:

Assistant Clerical Officers/Assistant Switchboard Operators.

II. REMUNERATION:

Appointment may be made to a C5 post or to a C4 post, account being taken of the appointee's particular training and experience.

Appointment to a C5 post carries a basic monthly starting salary of Bfrs 15 200 (C5/1).

Appointment to a C4 post carries a basic monthly starting salary ranging from Bfrs 16 800 (C4/1) to Bfrs 18 600 (C4/3).

In addition, where appropriate, appointees will receive the allowances to which they are entitled under the Staff Regulation of Officials of the Euro-

pean Communities (see the 'General Conditions' preceding this Notice).

Remuneration is liable to Community tax.

Under Article 4 (a) of Annex VII to the Staff Regulations, a temporary flat-rate allowance of Bfrs 1 900 per month is currently paid.

Where appropriate, a daily subsistence allowance will be payable during a certain period, as laid down in Article 10 of Annex VII to the Staff Regulations, to an amount between Bfrs 550 and Bfrs 350 for the first fifteen days and between Bfrs 250 and Bfrs 150 from the sixteenth day onwards.

After all compulsory deductions, the monthly net earnings of an unmarried appointee with no dependants, in receipt of an expatriation allowance, amount to about Bfrs 17 716 for the first step of Grade C5.

This does not include the temporary flat-rate allowance of Bfrs 1 900 or the daily subsistence allowance.

III. CONDITIONS OF ADMISSION TO THE COMPETITION:

The competition is open to applicants of either sex who satisfy the following requirements:

1. General conditions:

Those provided for by Article 28 (a), (b) and (c) of the Staff Regulations of the European Communities ⁽¹⁾.

2. Age limit:

Candidates must not be less than 18 years of age and not more than 35 years of age on the closing date for applications.

The higher age limit does not apply, however, to candidates who, on the closing date for the receipt of applications, have been officials in the service of an institution of the European Communities for at least one year.

3. Diplomas, certificates and practical qualifications:

(a) Diplomas and certificates:

Applicants must provide proof that they have completed secondary, commercial, technical

or vocational education and obtained the relevant diploma or any acceptable certificate, or that they have had equivalent experience.

(b) Practical experience:

Applicants must have been employed for at least six months as a telephonist.

4. Knowledge of languages:

Applicants must have a thorough knowledge of one of the official languages of the enlarged Communities (Danish, Dutch, English, French, German or Italian).

To perform their duties, applicants must also have a satisfactory knowledge of French (the official language used in the international telephone system, as laid down in the Regulations of the International Telecommunication Union). If French is the first language offered, then a satisfactory knowledge of another Community language is required in addition. Some general idea of the other languages of the Communities is also desirable.

IV. The examining board will determine which applicants satisfy the requirements for admission to the competition, and, of these, which are to be allowed to take the tests. Applicants will be notified when they are required to attend.

V. NATURE OF THE TESTS:

First compulsory written test:

This will concern current operational methods in the international telephone system (the different types of communication normally used, organization of the telephone services, etc).

Maximum length: 45 minutes.

Second compulsory written test:

This will concern knowledge in geography, in particular of Europe (the principal European states, capitals and major European cities, their names in the country concerned, etc).

Maximum length: 30 minutes.

⁽¹⁾ For the general conditions referred to under 1 and the last date for the submission of supporting documents (diplomas, certificates), see note preceding this notice of Competition.

Third compulsory written test:

This will consist of a transcript of a dictation and a message including numbers and proper names transmitted by telephone to the candidate both in French and in the other language chosen.

Maximum length: 30 minutes.

Fourth compulsory oral test:

This will consist of a conversation in two languages (French and the other Community language chosen by the applicant), with an examining board, on a simple general topic connected with telecommunications.

Maximum length: 15 minutes.

Optional tests:

These tests will consist of dictations transmitted in the other languages known by the candidate.

Maximum length of each optional test: 15 minutes.

VI. MARKING AND SHORTLISTING:

(a) Compulsory tests will be marked as follows:

- (i) The first and the third written test and the fourth oral test: from 0 to 40.

(ii) The second written test: from 0 to 20.

(b) Optional tests will be marked from 0 to 10.

To be shortlisted, applicants must obtain at least half of the maximum marks possible for each compulsory test and at least 60% of the marks for all the compulsory tests together.

Any marks above five obtained in the optional tests will be taken into consideration when shortlisting candidates.

Persons wishing to enter for this competition are requested to complete and sign the application form in the present issue of the *Official Journal of the European Communities* and dispatch it, preferably by registered post, to:

Commission of the European Communities
Recruiting, Appointments and Promotions Division
200 rue de la Loi
1040 Brussels, Belgium.

VII. CLOSING DATE:

See note preceding this Notice of Competition.

NOTICE OF COMPETITION No COM C/93-94

Purpose: To establish a list of suitable candidates of British nationality and nationals of another Member State of the Communities possessing a perfect command of English for appointment as Secretary/Shorthand-Typists and Typists in the career brackets Grades 3 and 2 of Category C (Secretary/Shorthand-Typists), and 5 and 4 of Category C (Typists).

Applicants placed on the list will be eligible for appointment as and when required.

This list will be valid until 31 December 1973, subject to further extension. In the event of such extension, candidates on the list will be duly notified.

Place of employment: Brussels, Luxembourg or any other place where departments of the Commission are located.