

10.07.07

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

GUIDE FOR APPLICANTS

EPSO/AST/77-86/09 – EUR 10

This guide is purely for your information. The only text binding on selection boards is the notice of competition, published in the Official Journal of the European Union.

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INTRODUCTION

This guide contains all the relevant information to enable you to encode your application correctly and inform you about the different stages of the competition. It also includes information on the recruitment procedure.

A. INFORMATION ON COMPETITIONS

I. ELIGIBILITY

To take part in the competition, you must fulfil several conditions. The administration and the selection board decide whether to admit you to the competition on the basis of the following criteria:

1. Profile of candidates

Educational qualifications

The conditions relative to educational qualifications are adapted to all the education systems in the Member States (see sample qualifications in the Annex).

Minimum educational qualifications (some competitions may require more than these minimum qualifications – see the notice of competition for details):

- *Categories AD5 and AD6 competitions:*
a level of education which corresponds to completed university studies of at least three years attested by a diploma.
- *Categories AD7 to AD16 competitions:*
a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or;
a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university is at least three years,
- *Category AST competitions:*
a level of post secondary education attested by a diploma or;

a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Equivalent qualifications may be accepted - these will be assessed by the selection board on a case-by-case basis.

Professional experience

For some competitions, a minimum amount of professional experience is required. The relevant professional experience is deemed to start with the first position you occupied after obtaining the diploma or certificate required for admission to a competition.

Knowledge of languages

Refer to the competition notice.

2. General conditions

You must:

- be a citizen of one of the Member States of the European Union;
- be entitled to your full rights as a citizen;
- have fulfilled any obligations imposed on you by the laws on military service;
- meet the character requirements for the duties involved.

II. YOUR APPLICATION

1. On-line registration

Before encoding your on-line application, you are advised to check carefully that you meet all the eligibility conditions for the competition.

Detailed instructions are available on this web-site.

2. Sending in your complete file

There are two possible procedures at this stage:

- a) competition with admission tests: the best candidates in these tests (see notice of competition) are requested to submit a full application for consideration before being invited to the next stage for the competition.
However, for interpreter competitions, candidates must submit a full application by registered mail, at the same time as registering online, before being invited to the admission tests.
- b) competition based on tests and/or qualifications, without admission tests: candidates are requested to submit a full application before being considered for the first stage of the competition.

In order to be considered complete, applications must include all of the following:

- the completed and signed application form; by signing, you certify on your honour that you meet the standards of good character required of European Institution officials and that the information provided is complete and accurate.
- a numbered annex listing your educational qualifications, and where necessary, documents certifying your professional experience and/or any other document requested;
- a copy of all the supporting documents listed in these numbered annexes.

3. Details of education and qualifications (see notice of competition)

- a) You must indicate clearly in your application the dates of your periods of study, the level at which you studied and the date on which your qualification(s) was (were) awarded. If you have completed a technical or vocational training course, or a course of further or specialist training, you must indicate whether these were full-time, part-time or evening classes, as well as the subjects covered and the official length of the course.
- b) You must also include in your application photocopies of the diplomas/certificates or training you have obtained at the level specified in the competition notice.

4. Details of professional experience (see notice of competition)

You must:

- a) state in your application the exact dates when you started and finished each period of employment, the position you held and the nature of your duties in that position;
- b) enclose with your application photocopies of references from previous employers and from your current employer showing that you have the required level and length of professional experience to take part in the competition. You must provide such proof for every period of employment relevant to the competition.

N.B.: If you are unable to provide an employer's reference for a particular period of employment, a photocopy of the relevant contract(s) of employment, together with photocopies of your first and last pay slip for the period(s) may replace the required documents.

For any unsalaried employment (such as self-employed or freelance activity in one of the liberal professions), we will accept copies of your tax returns or any other relevant official document.

III. GENERAL PROCEDURE

1. Selection board

- a) For each competition a selection board is appointed. Its task is to select the best candidates according to the criteria laid down in the competition notice. The names of its members are published on the EPSO web-site, after candidates have been informed of their admission, or non-admission, to the competition.
- b) After examining the application files, the selection board draws up the list of candidates who meet all the conditions laid down in the competition notice. You will be notified of all decisions taken regarding your application.
- c) The proceedings of the selection board are confidential. You may not, under any circumstances, contact the board either directly or indirectly, nor may you submit to it any letters of recommendation. The board is not allowed to take any approaches of this type into consideration and may in such circumstances exclude you from the competition.

2. Tests

The nature of tests varies from one competition to another (see notice of competition).

As a general rule, the written tests are held simultaneously for all applicants. Since this is a competition, no exceptions to this rule are permitted and no applicants may sit any of the tests at a different date or at a different place for any reason whatsoever.

The oral tests are generally held in Brussels or in Luxemburg, on the date given in the invitation letter. In certain exceptional circumstances, however, the selection board may consent to an applicant's request for a change of date.

3. Access to test papers

- a) Given the very nature of computer-based tests, the wording of the multiple-choice questions and answers will not be given out after the tests have taken place.
- b) Those candidates who are not successful in the written/practical tests and/or who are not among those invited to the oral test may, on request, obtain a copy of their test papers as well as a copy of their personal evaluation sheet including the selection board's remarks on the candidates' performance. All requests for copies must be made within a deadline of one month following the date on the letter notifying the decision to put an end to a candidate's participation in a competition.
- c) Those candidates invited to the oral tests but whose names do not appear on the reserve list will be informed of their results in the various tests once the oral test has taken place and the reserve list has

been drawn up by the competition Selection Board. These candidates may also obtain a copy of their written tests in the same way as outlined under b).

- d) Candidates on the reserve list will merely be informed of the fact that they are laureates of a competition.
- e) Should a candidate decide to give up, their written/practical tests will not be marked.

4. Travelling and subsistence expenses

As a rule, no contribution will be made towards any travelling or subsistence expenses associated with the admission and written test(s).

You may be entitled to a flat-rate contribution towards travelling and subsistence expenses once you are admitted to the oral test. You will be notified of the applicable rates and the procedure to follow when you are invited to attend.

5. Reserve list

At the end of the competition, the selection board draws up a list of candidates it considers qualified for the vacant posts.

Your attention is drawn to the fact that being included on the reserve list does not guarantee eventual employment.

B. RECRUITMENT

Before being appointed to your post, you must undergo a compulsory medical examination designed to verify your capability to perform the duties associated with your position.

1. Probation period

Successful candidates are initially recruited as probationer officials. Their appointment is not made permanent until they successfully complete the probation period (nine months).

2. Categories and grades

Categories AD and AST comprise the following posts:

Category AD	Category AST
AD5 - AD8 Administrator Research Administrator Linguistic Administrator ¹	AST1 - AST7 Secretary Office clerk

¹ The linguistic duties require a perfect command of one's main language (mother tongue or other) and a thorough knowledge of at least two other official languages of the European Union.

<p>AD9 - AD13 Head of unit Administrator Research Administrator Linguistic Administrator¹</p> <p>AD14 Research Administrator Linguistic Administrator¹ Administrator Head of unit Director</p> <p>AD15 Director Director-General</p> <p>AD16 Director-General</p>	<p>AST3 - AST11 Assistant Research assistant</p>
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3. Pay and welfare benefits

a) Pay and reimbursement of expenses

The pay of officials consists of a basic salary supplemented with various allowances, including family allowances.

- Basic salary: There is a basic salary scale for each grade, divided into a number of steps. An official who has been at one step in his grade for two years shall automatically advance to the next step in that grade.

- Allowances: In addition to their basic salary, officials may be entitled to various allowances, in particular an expatriation or foreign residence allowance, and family allowances including household allowance, dependent child allowance and an education allowance.

Under certain circumstances, in particular where officials are obliged to change their place of residence in order to take up employment, the European institutions may also reimburse various expenses incurred on recruitment, notably removal expenses.

b) Community tax

The salaries of the officials of the European institutions are subject to a Community tax deducted at source. They are exempt from national tax. The European institutions have their own social security and pension schemes. The basic salary used for calculating net monthly pay, before any deductions or allowances, is indicated in the notice of competition.

c) Pre-school and school education for officials' children

There are European Schools at most of the main places of activity of the European institutions, providing infant, primary and secondary education in several language sections up to the level of European

Baccalaureat. The education provided and the qualifications awarded by these Schools are recognised in all Member States.

There are also nursery facilities for children under school age.

THE EUROPEAN PERSONNEL SELECTION OFFICE (EPSO) DEALS WITH CORRESPONDENCE WITH CANDIDATES THROUGHOUT THE COMPETITION PROCEDURE

ANNEX 1 (EUR 15)
EXAMPLES OF DIPLOMAS CORRESPONDING, IN PRINCIPAL,
TO THOSE REQUIRED IN THE NOTICES OF OPEN COMPETITIONS

COUNTRY	AST1 to AST7	AST3 to AST11	AD5 to AD16	
	Secondary education (giving access to post-secondary education) ¹	Post-secondary education	University level education – At least 3 years in length ²	University level education – – At least 4 years in length
Belgique/ België/ Belgien	Certificat de l'enseignement secondaire supérieur - Diploma secundair onderwijs	Candidature - Kandidaat / Graduat - Gegradueerde		Licence - Licentiaat
Danmark	Studentereksamen	Videregående uddannelser	Bachelorgrad	Kandidatgrad
Deutschland	Abitur/Allgemeine Hochschulreife	Berufsakademieabschluss	Fachhochschulabschluss (6-7 Semester) / Bachelor	Hochschulabschluss / Fachhochschulabschluss (8 Semester)/ Master
Ελλάδα	Απολυτήριο ενιαίου λύκειου	Δίπλωμα επαγγελματικής κατάρτισης (Ι.Ε.Κ.)		Πτυχίο Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)
España	Bachillerato	F.P. grado superior (Técnico superior)	Diplomado/ Ingeniero técnico	Licenciatura
France	Baccalauréat	DEUG/BTS/DUT	Licence	Maîtrise/Master
Ireland/Eire	Leaving certificate	National Certificate	Bachelor's degree	University degree (4 years)
Italia	Diploma di maturità / Diploma di superamento dell'esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore		Laurea -L(breve)	Laurea specialistica-LS/ Laurea
Luxembourg	Diplôme de fin d'études secondaires	BTS		
Nederland	Diploma VWO	Kandidaatsexamen	Bachelor	Doctoraal examen/Master

1. Access to this category is also dependent upon having gained appropriate professional experience of at least 3 years.
2. Access to grades 7 to 16 is also dependent upon having gained appropriate professional experience of at least one year.

AST1 to AST7		AST3 to AST11	AD5 to AD16	
COUNTRY	Secondary education (giving access to post-secondary education) ¹	Post-secondary education	University level education – At least 3 years in length ²	University level education – – At least 4 years in length
Österreich	Matura/Reifeprüfung	Kollegdiplom/ Akademiediplom	Fachhochschuldiplom (6-7 Semester) / Bakkalaureus(rea)	Universitätsdiplom / Fachhochschuldiplom (8 Semester)/ Magister (tra)
Portugal	Diploma de Estudos Secundários		Bacharelato	Licenciatura
Suomi/ Finland	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus - Studenteksamen eller grundskola + treårig yrkesinriktad utbildning	Ammatillinen opistoasteen tutkinto - Yrkesexamen på institutnivå	Kandidaatin tutkinto - Kandidatexamen / Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min 120 opintoviikkoa - studieveckor)	Maisterin tutkinto - Magisterexamen / Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min 160 opintoviikkoa - studieveckor)
Sverige	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng)/ Eftergymnasial yrkesinriktad utbildning	Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng)	Magisterexamen (Akademisk examen omfattande minst 160 poäng varav 80 fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera)
United Kingdom	General Certificate of Education A level – 2 passes or equivalent (grades A -> E)	Higher National Diploma/Certificate (BTEC)/ Diploma of Higher Education (DipHE)	Bachelor's degree	University degree (4 years)

1. Access to this category is also dependent upon having gained appropriate professional experience of at least 3 years.

2. Access to grades 7 to 16 is also dependent upon having gained appropriate professional experience of at least one year.

ANNEX 1 (EUR 10)

EXAMPLES OF DIPLOMAS CORRESPONDING, IN PRINCIPAL, TO THOSE REQUIRED IN THE NOTICES OF OPEN COMPETITIONS

	AST1 to AST7	AST3 to AST11	AD5 to AD16	
COUNTRY	Secondary education (giving access to post-secondary education) ¹	Post-secondary education	University level education – At least 3 years in length ²	University level education – – At least 4 years in length
Κύπρος/Kypros	Απολυτήριο ενιαίου λύκειου	Programmes offered by Public/Private Schools of Higher Education (for the later accreditation is compulsory)		Πανεπιστημιακό Πτυχίο
Ceská Republika	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu / diplomovaný specialista (DiS.)	Diplom o ukončení Bakalářského studia	Diplom o ukončení vysokoškolského studia / Magistr
Eesti	Gümnaasiumi Lõputunnistus + riigieksamitunnistus		Bakalaureusekraad (min 120 ainepunkti)	Bakalaureusekraad(160 ainepunkti)/ Magistrikraad
Magyarország	Gimnáziumi érettségi bizonyítvány	Felsőfokú szakképesítést igazoló bizonyítvány	Főiskola Oklevél	Egyetemi Oklevél
Latvija	Atestats par visparejo videjo izglitību		Bakalaura diploms (min 120 kredīti)	Bakalaura diploms (160 kredīti)/ Maģistra diploms
Lietuva	Brandos atestatas		Bakalauras (min 120 kreditų)	Bakalauras (160 kreditų) / Magistras
Malta	Matriculation certificate (2 subjects at advanced Level and 4 at Intermediate Level including systems of knowledge)		Bachelor's degree	University degree (4 years)
Polska	Świadectwo Dojrzałości		Licencjat / Inżynier	Magister / Magister Inżynier
Slovenská Republika	Vysvedčenie o maturitnej skúške	Absolventský diplom	Diplom o ukončení Bakalářského štúdia	Diplom o ukončení vysokoškolského štúdia / Magistr
Slovenija	Maturitetno spričevalo	Diploma višje strokovne sole		Univerzitetna diploma

1. Access to this category is also dependent upon having gained appropriate professional experience of at least 3 years.

2. Access to grades 7 to 16 is also dependent upon having gained appropriate professional experience of at least one year.

ANNEX 1 (EUR 10 + 2)

**EXAMPLES OF DIPLOMAS CORRESPONDING, IN PRINCIPAL,
TO THOSE REQUIRED IN THE NOTICES OF OPEN COMPETITIONS**

COUNTRY	AST1 to AST7	AST3 to AST11	AD5 to AD16	
	Secondary education (giving access to post-secondary education) ¹	Post-secondary education	University level education – At least 3 years in length ²	University level education – – At least 4 years in length
Bългария	Diploma za Zavarcheno Sredno Obrazovanie (Диплома за Завършено Средно Образование)	Specialist po..(Специалист по..)		Diplom za Visse Obrazovanie (Диплома за Висше Образование) Bakalavur (Бакалавър) Magister (Магистър)
România	Bacalaureat	Diplomă de absolvire (Colegiu universitar)		Diplomă de Licența

1. Access to this category is also dependent upon having gained appropriate professional experience of at least 3 years.
2. Access to grades 7 to 16 is also dependent upon having gained appropriate professional experience of at least one year.

ANNEX 2

INSTRUCTIONS FOR FILLING IN THE ELECTRONIC REGISTRATION FORM

- 1. CURRENT FAMILY NAME**
- 2. FAMILY NAME AT BIRTH**
- 3. FIRST NAME**
- 4. ROAD OR STREET**
- 5. POSTCODE**
- 6. TOWN**
- 7. COUNTRY**
- 8. DATE OF BIRTH**
- 9. SEX**
- 10. CITIZENSHIP**
- 11. TELEPHONE**
- 12. FAX NUMBER**
- 13. LANGUAGE FOR CORRESPONDENCE**
- 14. LANGUAGE 1**
- 15. LANGUAGE 2**
- 16. LANGUAGE 3**
- 17. LANGUAGE 4**
- 18. LANGUAGE 5**
- 19. YEAR OF AWARD OF DIPLOMA/DEGREE**
- 20. TYPE OF DIPLOMA/DEGREE AND AWARDDING BODY**
- 21. HOW DID YOU LEARN ABOUT THIS COMPETITION**
- 22. DISABILITY**

1. **Current family name**
Example: Curie or Skłodowska-Curie
2. **Family name at birth**
If different from the name indicated under point 1. Example : Skłodowska
3. **First name**
Marie
4. **Street, number, district, etc.**
example: 173 ST JOHN'S STREET, KENSINGTON
(do not include the town, county or postcode in this box)
5. **Postcode**
example: EC1V 4RP (do not include the country code)
6. **Town and county**
example: LONDON, ENNIS, CO.CLARE
7. **Country**
8. **Date of birth (dd/mm/yyyy)**
Give your full date of birth following the format indicated;

for example:

1	1	/	0	9	/	1	9	6	6
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9. **Sex (M/F)**
Indicate "M" for masculine, "F" for feminine.
10. **Citizenship**
11. **Telephone number**
Include the international prefix
12. **Fax number**
Include the international prefix
13. **Language for correspondence**
Indicate which of the three following languages (German, English or French) EPSO may use for communication with you.
14. **Language 1**
Indicate your main language
15. **Language 2**
Indicate your second language_(different from language 1)
16. **Language 3**
For linguistic competitions
17. **Language 4**
(Optional). For linguistic competitions
18. **Language 5**
(Optional). For linguistic competitions
19. **Year of award of diploma/degree**
Indicate the year of the diploma or degree giving access to the competition
20. **Type of diploma/degree and awarding body**
21. **How did you learn about this competition?**
Give the source of your information about this competition.
22. **Disability**

Write "YES" if you have a disability that might make it difficult for you to do the tests. This will help EPSO make whatever arrangements it can to help you.