

**CALL FOR EXPRESSIONS OF INTEREST  
FOR CONTRACT AGENTS**

**RESEARCHERS – FUNCTION GROUP IV**

- Profile 1: Natural Sciences**  
**Profile 2: Quantitative Sciences**  
**Profile 3: Human and Social Sciences**  
**Profile 4: Agricultural, Environmental and Earth Sciences**  
**Profile 5: Health Sciences**

**EPSO/CAST/S/5/2013**

**I. INTRODUCTION**

At the request of the European Commission (EC) and in particular the Joint Research Centre (JRC), the European Personnel Selection Office (EPSO) is launching a selection procedure to set up a database of successful candidates from which to recruit research contract staff (Contract Agents FGIV) with the aforementioned profiles for the provision of additional capacity.

The database of successful candidates will be used mainly by the European Commission and more particularly by the Joint Research Centre. **The majority of the positions will be offered at the JRC in the following institutes at their respective location:**

**Institute for Reference Materials and Measurements (IRMM) in Geel, Belgium**  
**Institute for Transuranium Elements (ITU) in Karlsruhe, Germany**  
**Institute for Energy and Transport (IET) in Petten, the Netherlands**  
**Institute for the Protection and Security of the Citizen (IPSC) in Ispra, Italy**  
**Institute for Environment and Sustainability (IES) in Ispra, Italy**  
**Institute for Health and Consumer Protection (IHCP) in Ispra, Italy**  
**Institute for Perspective Technological Studies (IPTS) in Seville, Spain**  
**Ispra Site Management (ISM) in Ispra, Italy**

Some positions will be offered in Brussels at the following Directorates General (DGs):

**DG Communications Networks - European Commission (DG CONNECT)**  
**DG Research and Innovation - European Commission (DG RTD)**  
**DG Health and Consumers - European Commission (DG SANCO)**

The approximate size of the pool of successful candidates required over the period 2013-2014 will be:

Profile 1: Natural Sciences	100
Profile 2: Quantitative Sciences	180
Profile 3: Human and Social Sciences	150
Profile 4: Agricultural, Environmental and Earth Sciences	110
Profile 5: Health Sciences	60

**Candidates may apply only for one of the profiles published in this Call.  
Candidates who make more than one application will be disqualified.**

The working relationship with the European Institutions is governed by the Conditions of Employment of Other Servants of the European Union. The working conditions can be found in full online at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20100101:EN:PDF> (chapter IV, page 172).

The general implementing provisions governing the conditions of employment of contract staff employed by the Commission can be found under this link: [http://europa.eu/epso/doc/rules\\_ca\\_comm\\_en.pdf](http://europa.eu/epso/doc/rules_ca_comm_en.pdf).

## II. NATURE OF DUTIES<sup>1</sup>

Research contract staff (Contract Agents FG IV) will, under the supervision of a senior scientist, carry out the relevant duties as members of a research team.

For all five profiles, duties will involve a subset of the following:

- Laboratory work
- Modelling and simulation
- Software development
- Policy analysis
- Preparation of reports and publications
- Presentation of results at conferences, seminars and meetings
- Design and carry out scientific and technical research, experiments and developments
- Ensure availability of scientific state-of-the-art information and data in support of European research programmes
- Contribute with a sound scientific basis to decision making processes
- Present key aspects within the project activity and deriving results, contribute to dissemination actions
- Write, publish and present scientific reports, articles and conference papers
- Support all activities related to the management and follow-up of marketing authorisation applications
- Provide assistance to scientific advice, protocol assistance
- Prepare technical documentation
- Support all activities related to the surveillance of good manufacturing practices, good laboratory practices and good clinical practices
- Maintain contacts with national and regional authorities dealing with research issues in the European Union

<sup>1</sup> The profiles described in this Call are simplified versions of the generic profiles that will be used when drawing up contracts. These simplified versions are provided for information purposes and are not legally binding.

- Participate in research projects evaluation panels
- Assess scientific reports
- Identify experts and panel members in the research field.

### III. INDICATIVE TIMETABLE OF THE SELECTION PROCEDURE

The **approximate** timetable for the selection procedure is as follows:

Step	Date
Registration period	29 January 2013 – 1 March 2013
Selection based on qualifications (if applicable)	March-April 2013
Competency test	April-May 2013 (if no selection on qualifications) June 2013 (if selection on qualifications)
Transmission of test results to candidates	June 2013 (if no selection on qualifications) July 2013 (if selection on qualifications)

### IV. ELIGIBILITY REQUIREMENTS

On the closing date for online applications you must fulfil the following conditions:

#### **A. General conditions**

- Be a citizen of one of the Member States of the European Union or a citizen of one of the associated countries to the 7<sup>th</sup> Research Framework Programme<sup>2</sup>.
- Enjoy full rights as a citizen.
- Have fulfilled any obligations imposed on you by the laws of your home country concerning military service.
- Meet the character requirements for the duties involved.

#### **B. Minimum specific conditions - Education/experience**

A level of education corresponding to completed university studies of at least three (3) years attested by a diploma and

- at least five (5) years of professional experience in one of the fields listed below

or

- a doctoral diploma in one of the fields listed below. Candidates who have not yet defended their doctoral thesis can apply under the condition they have obtained the doctoral diploma at the time they are called for an interview as mentioned under point IX.

Biology  
Chemistry  
Natural Sciences  
Life Sciences  
Biochemistry

<sup>2</sup> Albania, Bosnia & Herzegovina, Croatia, Faroe Islands, Iceland, Israel, Liechtenstein, Montenegro, Norway, Republic of Moldova, Switzerland, the Former Yugoslav Republic of Macedonia and Serbia, Turkey

Oceanography / Marine Sciences  
 Nanotechnology, Nanobiotechnology  
 Veterinary  
 Engineering  
 Mathematics  
 Physics  
 Computer Sciences  
 Statistics  
 Material Sciences  
 Economics  
 Political Sciences  
 Social Sciences  
 Educational Sciences  
 Psychology  
 Geography  
 Environmental Sciences  
 Agricultural Sciences  
 Agricultural Engineering  
 Meteorology  
 Ecology  
 Forestry  
 Geology  
 Hydrological Sciences  
 Medical Sciences  
 Pharmacy  
 Nutritional Sciences

Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted. In instances where diplomas are obtained from a non-EU Member State, the candidate may be required to provide the relevant document of comparability by a recognised authority

### **C. Knowledge of languages**

- (a) **Language 1** and **Language 2** Main language: a thorough knowledge (level C1<sup>3</sup>) of one of the official languages of the European Union<sup>4</sup>.
- (b) **Language 2** A satisfactory knowledge (level B2<sup>5</sup>) of English, French or German; must be different from language 1 above.

In conformity with the judgment rendered by the EU Court (Grand Chamber) in Case C-566/10 P, Italian Republic v Commission, the EU institutions are required to state the reasons for limiting the choice of the second language in this selection to a restricted number of EU official languages.

Candidates are therefore informed that the second language options in the present selection have been defined in accordance with the interest of the

<sup>3</sup> See the reference grid on the Europass website at the following address:

[http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp?loc=en\\_EN](http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp?loc=en_EN)

<sup>4</sup> The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

<sup>5</sup> See the reference grid on the Europass website at the following address:

[http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp?loc=en\\_EN](http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp?loc=en_EN)

service which requires that newly recruited colleagues are immediately operational and able to communicate efficiently in their daily work. Otherwise the effective functioning of the institutions would be severely impaired.

On the basis of a long-standing practice of the EU Institutions as regards the languages used for internal communication and also taking into account the needs of the services regarding external communication and handling of files, English, French and German remain the most widely used. Moreover, English, French and German are the second languages by far the most widely chosen by the candidates of selections where they have a free choice. This confirms current educational and professional standards, whereby candidates for European Union positions can be deemed to master at least one of these languages. Therefore, in balancing the interest of the service and the needs and capacities of the candidates by also taking account of the particular field of this selection, it is legitimate to, organise tests in these three languages in order to ensure that, whatever their first official language, all candidates master at least one of these three official languages at working level. Moreover, in the interest of equal treatment of all candidates, everyone, including those whose first official language is one of these three, is required to take the test in his or her second language, chosen from among these three. Assessment of specific competences in this way allows the Institutions to evaluate the ability of candidates to immediately perform in an environment that closely matches the reality they would face on the job. This is without prejudice to later language training so as to acquire a capacity to work in a third language in accordance with Art. 45(2) of the Staff Regulations.

You will not be able to change your choice of languages once you have validated your online application form.

**N.B. If you are called for an interview for possible recruitment you will be asked to provide the relevant supporting documents to prove the declarations made in your registration form. If the information you have provided proves to be false or if you cannot present the requested supporting documents, you will be disqualified (and your name will be removed from the database).**

## **V. HOW TO APPLY AND DEADLINE FOR APPLYING**

You must apply online via the link provided on the EPSO Website ([http://europa.eu/epso/apply/jobs/index\\_en.htm](http://europa.eu/epso/apply/jobs/index_en.htm)). Follow the instructions on the website and particularly in the application manual.

**DEADLINE FOR APPLICATIONS (including validation):**

**01/03/2013 at 12:00 (midday) Brussels time**

The responsibility for completing your online application before the deadline is entirely yours. We advise you not to wait until the last minute before applying, since if the lines are exceptionally busy or the Internet connection goes down, you may have to repeat the whole on-line application process and once the deadline has passed you will no longer be able to do so. Your application

form should be completed in English, French or German. Once you have validated your application, you will not be able to make any further changes.

## **VI. SELECTION PROCEDURE**

The selection procedure includes the following steps:

If the total number of eligible candidates will be higher than 3600 for the 5 profiles together, a pre-selection based on qualifications will take place. The pre-selection on qualifications will be made on the basis of information provided by the candidate in the tab "talent screener" on the registration form.

For this purpose a selection panel will be appointed to assist EPSO, particularly to carry out the pre-selection based on qualifications (examination of CVs).

The pre-selection on qualifications will be based on the following criteria:

1. Doctoral diploma relevant to one or more of the fields as described under point IV.B.b
2. Publications in peer reviewed journals relevant to one or more of the fields as described under point IV.B.b
3. Academic and/or professional experience relevant to one or more of the fields as described under point IV.B.b

The selection panel will weight each criterion according to a scale ranging from 1 to 3.

The selection panel will then review the candidates' answers provided in the tab "talent screener" on the registration form and assign them 0 to 4 points. The final score of the candidate is the sum of the points (0 to 4) for each answer multiplied by the corresponding weighting (1 to 3).

The 3600 candidates who obtain the best scores will be invited to the computer-based competency test that consists in a set of scientific questions related to the chosen profile as described under point I. Where a number of candidates tie for the last available place, they will all be invited to the competency test which will be organized as outlined below:

<b>Test Format</b>	<b>Time allowed for test</b>	<b>Language of test</b>	<b>Maximum number of points</b>	<b>Minimum score required</b>
<b>Multiple Choice Test</b>	60 minutes	English/French/German (L2)	30	15 points

The tests will be held in test centres throughout the EU27 member states.

## **VII. TEST RESULTS**

The results of the selection tests will be published in the candidates' EPSO accounts. At this stage, successful candidates will be requested to fill in a questionnaire with the aim to provide further information on their academic and professional experience, which will facilitate the recruitment procedure.

## VIII. INCLUSION IN THE DATABASE

The names of candidates who obtain the pass mark in the competency test will be entered in a database and will not be made public in any other form. Access to the database will be granted to the European Commission, and for the first six months it will be restricted to JRC only. At a later stage other European Institutions/Agencies may obtain access to the database, if they announce a need for these profiles. The database will remain valid for a period of three years from the date candidates are notified of their results.

The European Commission has begun negotiations for the amendment of the Staff Regulations for Officials and the Conditions of Employment of Other Servants of the European Union. The amendment may concern the careers of officials and other servants. Candidates included in the database of this selection procedure may receive a job offer based on the new provisions of the Staff Regulations once they have been adopted by the legislator without prejudice to other consequences of a legal or financial nature.

## IX. INTERVIEWS FOR POTENTIAL RECRUITMENT

Inclusion in the database is not a guarantee for a job offer. As vacancies arise, the recruiting services will search the database and invite candidates who best match the job requirements in question for an interview. Language 1 will be tested during the interview. Depending on the outcome of the interview, you may receive a formal job offer. Please note that if you are called for an interview, you will be requested to submit the doctoral diploma (as mentioned under point IV.B.b), and all documents attesting your academic and professional experience.

The general implementing provisions governing the conditions of employment of contract staff employed by the Commission can be found under the link ([http://europa.eu/epso/doc/rules\\_ca\\_comm\\_en.pdf](http://europa.eu/epso/doc/rules_ca_comm_en.pdf)).

## X. REVIEW/APPEAL PROCEDURES

If at any stage of this selection procedure you consider that a mistake has been made or that EPSO has acted unfairly or has failed to comply with the rules governing this selection procedure, and that your interests have been prejudiced as a result, the following appeal procedures can be undertaken in the order mentioned in the table below:

Procedure	Contact point	Time limit <sup>6</sup>
1. Request a review	Via the contact page on EPSO's website	10 calendar days
2. Lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union <sup>7</sup>	Either by post to: European Personnel Selection Office (EPSO) C-25, 1049 Brussels, Belgium or via the contact page on EPSO's website	3 months

After completion of step 2 above (step 1 is optional) you have the possibility to:

<sup>6</sup> From the date of publication of the decision in the candidate's EPSO Account.

<sup>7</sup> Please quote the following in the subject line of your letter: 'EPSO/CAST/S/5/2013; your application number; and 'Complaint under Article 90(2)'.

3. If your complaint is rejected explicitly or by silence, submit a judicial appeal under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations <sup>8</sup>	European Union Civil Service Tribunal Boulevard Konrad Adenauer 2925 Luxembourg	3 months
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Like all citizens of the European Union, you can make a complaint to the European Ombudsman:

European Ombudsman  
1 avenue du Président Robert Schuman —  
CS 30403  
67001 Strasbourg Cedex  
FRANCE<sup>9</sup>

## **XI. COMMUNICATIONS**

EPSO will contact you via your EPSO account. It is up to you to consult your EPSO account at regular intervals — at least twice a week — to keep track of the progress of the procedure and to check the information relevant to your application. If you are prevented from doing so because of a technical problem that is attributable to EPSO, you must notify EPSO immediately.

For all correspondence with EPSO, please use the contact form on the EPSO website at: <http://blogs.ec.europa.eu/eu-careers.info/cast/>.

To ensure that all general texts and all communication between you and EPSO are clearly understood on both sides, only English, French, or German will be used for the invitations to the various tests and correspondence between you and EPSO.

## **XII. GROUNDS FOR DISQUALIFICATION LINKED TO THE APPLICATION PROCESS**

Great care is taken to ensure that the principle of equal treatment is observed. Consequently, if at any stage in the procedure it is found that you created more than one EPSO account, you have made more than one application or you have made any false declarations, you will be disqualified from the selection procedure.

Fraud or attempted fraud may render you liable to penalty. We would point out that anyone recruited by the Institutions must show themselves to be of the highest possible integrity.

<sup>8</sup> For details of how to submit an appeal and calculation of the time limits, please consult the website of the European Union Civil Service Tribunal at: [http://curia.europa.eu/jcms/jcms/T5\\_5230](http://curia.europa.eu/jcms/jcms/T5_5230).

<sup>9</sup> Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned. For full details of the procedure, consult the website at: <http://www.ombudsman.europa.eu/en/home>.



### **XIII. SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES**

#### a) Condition existing at time of application

1.	If you have a disability or a condition that might pose difficulties for you when taking the tests, tick the corresponding box on the online application form and indicate what arrangements you consider necessary to make it easier for you to take the tests, quoting the number of the selection procedure and your application number (be sure not to omit these).
2.	<p>Send either a medical certificate or a certificate attesting your disability issued by a recognised body (as the case may be) as soon as possible after validating your online application. The supporting documents will be examined so that special arrangements to suit each case can be made in order to satisfy (as far as possible) requests that are judged to be reasonable.</p> <p>— either by e-mail to: EPSO-accessibility@ec.europa.eu,  — or by fax to: +32 22998081, addressed to 'EPSO accessibility',  — or by post to:  European Personnel Selection Office (EPSO)  'EPSO accessibility'  C-25  1049 Bruxelles/Brussels  BELGIQUE/BELGIË</p>

#### b) Condition developing after application

1.	If the condition referred to above develops after the deadline for online applications, you must inform EPSO as soon as possible. Please state in writing what arrangements you consider necessary.
2.	<p>Send the relevant documents</p> <p>— either by e-mail to: EPSO-accessibility@ec.europa.eu,  — or by fax to: +32 22998081, addressed to 'EPSO accessibility',  — or by post to:  European Personnel Selection Office (EPSO)  'EPSO accessibility'  C-25  1049 Bruxelles/Brussel  BELGIQUE/BELGIË</p>