

III

(Notices)

COUNCIL

NOTICE

PROVISIONS RELATING TO THE ORGANIZATION OF OPEN COMPETITIONS

Open competitions organized for the recruitment of officials of the European Communities must, in accordance with the provisions of the Staff Regulations, be preceded by a notice of competition published in the *Official Journal of the European Communities*. Competitions may be organized both to fill a certain number of vacancies and to draw up a reserve list.

I. General conditions

To be eligible for appointment as an official in an institution of the European Communities, the candidate must fulfil the following requirements laid down in the Staff Regulations:

1. He must be a national of one of the Member States of the Communities ⁽¹⁾ and must enjoy his full rights as a citizen. Exceptions may be made in respect of nationality.
2. He must have fulfilled any obligations imposed on him by the laws concerning military service.
3. He must produce the appropriate character references as to his suitability for the performance of his duties.
4. He must have passed a competition.
5. He must be physically fit to perform his duties.

⁽¹⁾ The Member States are:

- Belgium
- Denmark
- the Federal Republic of Germany
- France
- Ireland
- Italy
- Luxembourg
- the Netherlands
- the United Kingdom of Great Britain and Northern Ireland.

6. He must have a thorough knowledge of one of the official languages of the Communities ⁽¹⁾ and a satisfactory knowledge of another official language of the Communities, to the extent necessary for the performance of his duties.

II. Procedure

1. In order to apply the candidate must use the application form in the Official Journal. This form must be completed legibly, either in typescript or, if in handwriting, in block capitals. All questions must be answered in accordance with the instructions on the form. Candidates must mark clearly the number of the competition (page 1) and sign the declaration on the last page.

Only applications submitted for a specific competition can be accepted. Previous applications cannot be considered. Likewise, candidates may not refer to documents previously submitted.

The necessary supporting documents (diplomas, certificates of employment, etc.) may be sent separately (photocopies). The General Secretariat may request additional information and documents.

2. For each competition, a Selection Board will be set up, consisting of a chairman and one or more persons appointed by the Appointing Authority and the Staff Committee.
3. The Appointing Authority will draw up a list of candidates who satisfy the conditions set out in paragraphs 1, 2 and 3 of Section I above, and will send it, together with the candidate's files, to the Selection Board.
4. After examining these files, the Selection Board will draw up a list of the applicants who meet the requirements set out in the notice of competition.

Where the competition is on the basis of tests, all candidates on the list will be admitted to the tests.

Where the competition is on the basis of qualifications, the Selection Board will, after determining how candidates' qualifications are to be assessed, consider the qualifications of the candidates appearing on the list.

Where the competition is on the basis of both tests and qualifications, the Selection Board will state which of the candidates on the list will be admitted to the tests.

5. On completion of its proceedings, the Selection Board will draw up a list of suitable candidates for the posts to be filled. The list, which will wherever possible contain at least twice as many names as the number of posts to be filled, will be forwarded to the Appointing Authority, which will select from it the person(s) it appoints to the vacancy (vacancies) in question.
6. Each candidate will be informed of the outcome of his application.
7. The proceedings of the Selection Board are secret. Consequently candidates will be informed neither of the reasons for not admitting them to the tests nor of the marks obtained by them.

⁽¹⁾ The official languages of the Communities are Danish, Dutch, English, French, German and Italian.

III. Probationary period

When they take up their duties, candidates become probationers and (with the exception of those in grades A 1 and A 2) are required to serve a probationary period of nine months in the case of officials in categories A and B and the Language Service and six months in the case of officials in categories C and D. Probationers will be established when they have satisfactorily completed the probationary period.

IV. Emoluments, social security and tax deductions

1. Remuneration consists of:

- (a) a basic salary;
- (b) where applicable and subject to the provisions of the Staff Regulations:
 - an expatriation allowance equal to 16 % of the basic salary plus household and dependent child allowances, where the latter apply. This allowance may not be less than Bfrs 6 603 per month,
 - a *per diem* allowance during a given period,
 - a household allowance equal to 5 % of the basic salary and not less than Bfrs 2 869 per month,
 - an allowance of Bfrs 3 696 per month for each dependent child,
 - an education allowance equal to the actual school fees payable which will be not less than Bfrs 1 189 and not more than Bfrs 3 302 per month for each dependent child.

2. The European Communities have a social security system guaranteeing their officials:

- a pension scheme (retirement, invalidity and, where applicable, survivor's pension),
- insurance against the risk of occupational and non-occupational disease and accident.

The maximum retirement pension is 70 % of the final basic salary; normally this corresponds to 35 years' service. Medical expenses are generally refunded up to a maximum of 80 %.

The official's contribution to the financing of these benefits is deducted from his salary (personal contribution of 6.75 % for retirement pension, 1.5 % for health insurance, 0.1 % for non-occupational accident risks).

3. Remuneration is subject only to a tax charged by the Communities themselves and is exempt from all national tax.

4. An official's net remuneration is weighted according to the fluctuations in the cost of living.

V. Travel expenses

Candidates convened for test or interview will be refunded their travel expenses on the basis indicated in the letter convening them. Likewise, travel expenses incurred by an official on taking up his appointment will be refunded in accordance with the provisions of the Staff Regulations.