

## NOTIFICATION OF OPEN COMPETITION COUNCIL/C/185

The General Secretariat of the Council of the European Communities is holding this competition to draw up a reserve list for the recruitment of junior

### GERMAN-SPEAKING TYPISTS

(male or female)

This reserve list is being drawn up for the purpose of filling posts which are vacant or which become vacant in the General Secretariat of the Council. Candidates on the reserve list will be offered employment as and when required.

The reserve list will be valid until 1 January 1982. The period of validity may be extended.

#### I. RECRUITMENT AND SALARY:

Recruitment will be at grade C 5.

The basic monthly salary is Bfrs 36 364 (grade C 5, first incremental step).

#### II. NATURE OF WORK AND QUALIFICATIONS:

Typing, involving in particular:

- typing in German on a standard typewriter and/or memory typewriter,
- audio-typing in German.

Adequate skills in this type of work, a thorough knowledge of German and sufficient knowledge of another official language of the Communities (Danish, Dutch, English, French or Italian) to be able to perform the duties required.

Ability to work as a member of a team.

#### III. COMPETITION PROCEDURE AND CONDITIONS OF ELIGIBILITY:

The competition will be based on qualifications and tests.

Candidates who fulfil the following conditions and whose applications are accepted by the Selection Board will be eligible:

- (a) Secondary education to minimum school-leaving age or commercial or technical studies, supported by a certificate showing that studies have been completed, or equivalent professional experience. Candidates must produce supporting documents (either a copy of the certificate or written proof of equivalent professional experience) to show that they fulfil this condition.
- (b) At least one year's professional experience as a typist in German at the date of publication of this notification of competition. The duration and level of such experience must also be attested by appropriate documents, for example employers' references or training reports.
- (c) Date of birth after 31 December 1938 and before 1 January 1959. The age limit does not apply to candidates who, on the closing date for the submission of applications, have been employed for at least one year as officials or other servants of the European Communities. In order to have the age limit waived, candidates must submit a certificate from their institution indicating their status (established official, temporary official, etc.) and the date on which they took up their duties.
- (d) Fulfilment of the general conditions listed in Section I (1), (2) and (3) of the notice preceding this notification of competition.

The Selection Board will draw up a list of candidates who fulfil the conditions of eligibility for the competition. It will then scrutinize the qualifications submitted by the candidates and draw up a list of those to be admitted to the tests. Candidates will be notified individually in writing of the result of their application.

#### IV. NATURE AND MARKING OF TESTS:

##### (a) Compulsory written tests:

1. Typing in fair copy in 40 minutes of a typed text of approximately 45 lines in German containing handwritten corrections and insertions and spelling and grammatical mistakes.
2. Taking longhand dictation of a difficult German text of approximately 25 lines and typing of this text in 15 minutes.

(b) *Compulsory oral tests:*

1. Interview to assess the candidate's professional and general knowledge.
2. Interview to assess the candidate's knowledge of languages.

(c) *Optional written test(s):*

1. Taking longhand dictation of a simple text of approximately 10 lines in one or more of the following languages, whichever the candidate chooses: Danish, Dutch, English, French or Italian. Candidates will have 15 minutes to type each of these texts.
2. Taking down in shorthand a German text dictated for three minutes at an average speed of 150 syllables per minute, and typing it out in 22 minutes.

(d) *Marking of tests:*

Each test will be marked out of 20.

The aggregate mark for the tests will be calculated by adding:

- the marks obtained in the compulsory written tests, multiplied by two,
- the marks obtained in the compulsory oral tests,
- the marks above 10 obtained in each of the optional tests.

V. *SHORT-LISTING:*

Candidates who obtain at least 12 out of 20 for each compulsory written test and for the first compulsory oral test, at least 10 out of 20 for the second compulsory oral test and an aggregate mark of at least 85 for the compulsory tests will be short-listed.

The marks above 10 obtained for the optional tests will be added to the aggregate for the compulsory tests.

VI. *APPLICATIONS:*

Applications should be submitted on the form contained in this Official Journal to the Director of Administration of the General Secretariat of the Council, rue de la Loi 170, B-1048 Brussels. Applications should be sent, preferably by registered mail, no later than midnight on 20 October 1979, the postmark being taken as proof.

Candidates are reminded that supporting documents relating to education, vocational training, if any, and professional experience must be produced by the same date. Candidates must also draw up a full list of all documents submitted and attach it to the application form.

Candidates who have not sent the supporting documents required for admission to the competition by the date specified will be automatically disqualified by the Selection Board.