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V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITION

EPSO/AD/338/17

Administrators (AD 5)

(2017/C 099 A/01)

Deadline for registration: 3 May 2017 at 12.00 (midday), CET

The European Personnel Selection Office (EPSO) is organising an open competition, based on tests, to draw up a reserve list from which the institutions of the European Union may recruit new members of the civil service as **'administrators'** (function group AD).

This notice of competition and its annexes form the legally binding framework for this selection procedure.

Please see ANNEX II to read the general rules governing open competitions.

Number of successful candidates sought: **124**

WHAT TASKS CAN I EXPECT TO PERFORM?

The general role of administrators is to support decision-makers in fulfilling the mission of their institution or body.

AD 5 is the grade at which most graduates begin their careers as administrators in the European institutions.

If you are recruited at this grade following this competition, you will do, as part of a team, one of three main types of work in the EU institutions:

1. policy formulation;
2. operational delivery;
3. resource management.

Please see ANNEX I for more information about the typical duties to be performed.

AM I ELIGIBLE TO APPLY?

The application form is divided in 2 parts, each with its own deadline, described hereunder. You must meet ALL of the following conditions when you validate **the first part of your online application**.

1) General conditions:

— Enjoy full rights as a citizen of a Member State of the EU

- Meet any obligations under national laws on military service
- Meet the character requirements for the duties concerned

2) *Specific conditions — languages:*

You must have knowledge of **at least 2 official EU languages**; one at minimum C1 level (thorough knowledge) and the other at minimum B2 level (satisfactory knowledge).

For details on language levels, see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

In this notice of competition we will refer to the languages as:

- Language 1: language used for the computer-based Multiple-Choice Question tests
- Language 2: language used for the second part of the application form, e-tray exercise, assessment centre and communication between EPSO and the candidates who have submitted a valid application. This must be different from language 1.

For the purpose of this competition, EPSO intends to offer as language 2 **the 5 languages most frequently declared by candidates** at B2 level or higher in the first part of their application form, while also **taking into account the needs of the services as described below**.

Why must I select my language 2 from a limited number of languages?

For practical and organisational reasons, it is not feasible to offer 24-language testing at all stages of the competition. The methodology of the assessment centre in particular requires that candidates work in groups and are assessed by a common selection board composed of a limited number of members, to ensure equal treatment.

Moreover, in order to ensure uniformity when comparing candidates and checking their application forms, EPSO and the Selection Board will work in a limited number of vehicular languages.

Lastly, the effort and resources for each additional language should be proportionate to the number of supplementary candidates who could apply to the competition should an additional language be offered.

For these reasons, EPSO and the EU institutions agreed that up to a maximum of 5 languages can be offered as language 2.

For these same reasons, it is reasonable to limit the language of communication between candidates who have submitted a valid application and the institutions, including the language in which applications are to be drafted, to the language 2 chosen by each candidate.

How are the languages to be chosen as language 2 established?

EU institutions require new recruits to be immediately capable of communicating effectively in their daily work with a broad representation of their co-workers, stakeholders and fellow citizens. The efficient functioning of the institutions could be severely impaired should this not be the case.

In order to include a maximum of applicants having one of the five vehicular languages allowed for above, candidates are invited to declare all official EU languages of which they have knowledge at the minimum required level. EPSO will then consolidate all application forms validated by the first deadline in order to rank the languages declared at B2 level or higher in descending order and compare these with the needs of the services to ensure an appropriate fit. The 5 languages in which the e-tray and the assessment centre will take place (language 2) will be determined on this basis by EPSO acting as Appointing Authority and communicated to you **shortly after the deadline for registration**.

3) *Specific conditions — qualifications & work experience:*

- A level of education corresponding to **at least 3 years'** completed university studies attested by a diploma (must be awarded by 31 July 2017 at the latest)

Please see ANNEX III for examples of minimum qualifications

- No professional experience required

HOW WILL I BE SELECTED?

1) *Application process*

The application form is divided into two parts:

- i) The first part must be completed by the deadline for registration stated in this notice. When completing this first part of the application form, you will be asked to confirm your eligibility for the competition and indicate ***your level of knowledge of any official EU languages in which you are an independent user at B2 level or above (a minimum of 2 languages must be declared)***. Shortly after the deadline for registration, the 5 languages for the e-tray and the assessment centre will be communicated to you. You may complete this part of the application form in any official EU language.

By validating the first part of your application form you declare on your honour that you meet all the conditions mentioned under the section 'Am I eligible to apply?'

- ii) If, in the first part of your application form at least one of the languages of which you have declared knowledge at level B2 or above is among ***the 5 languages*** offered as language 2, you will be invited to complete the second part of the application form ***in the language you have chosen as your language 2*** (see section 'Specific conditions — languages'). The invitation will stipulate a mandatory deadline for completing this part. Here you will be asked to provide further information relevant to this competition (for example diplomas or work experience). You will also have to select your languages 1 and 2 from amongst the languages you already declared in the first part of the application form. Your language 1 may be any of the 24 official EU languages, and your language 2 from among the 5 languages offered. If, on the other hand, you have not declared any of the 5 languages offered you will be disqualified from the competition.

Once you have validated each part of your application form, you will no longer be able to make any changes.

It is your responsibility to ensure that you complete and validate the first and second parts of your application ***within the respective deadlines***.

2) *Computer-based Multiple-Choice Question (MCQ) tests*

If you validate the second part of your application form in your language 2 within the deadline, you will be invited to sit a series of computer-based MCQ tests in one of EPSO's accredited centres.

Unless instructed otherwise, ***you must book*** an appointment for the MCQ tests following the instructions received from EPSO. Typically, you will be offered several dates on which you can sit the tests, in various locations. The booking and testing periods ***are limited***.

The computer-based MCQ tests will be organised as follows:

<i>Tests</i>	<i>Language</i>	<i>Questions</i>	<i>Duration</i>	<i>Marking</i>	<i>Pass mark</i>
Verbal reasoning	Language 1	20 questions	35 min	Out of 20	10/20
Numerical reasoning	Language 1	10 questions	20 min	Out of 10	5/10
Abstract reasoning	Language 1	20 questions	20 min	Out of 20	10/20

The results of the numerical reasoning test ***will not be taken into account*** in the calculation of your total MCQ tests mark; however, you must reach the minimum pass marks in all tests and score one of the ***highest total combined marks*** for the verbal and abstract reasoning tests in order to be able to qualify for the next stage of the competition.

Approximately 15 times, but no more than 20 times, the number of successful candidates sought will be invited to the next stage of the competition. The precise number will be defined by the Director of EPSO acting as Appointing Authority and will be posted on the EPSO website before the invitations to the e-tray exercise are sent out.

3) *Intermediate test: the e-tray exercise*

If you have passed all the computer-based MCQ tests, and have one of the **highest total combined marks** for the verbal and abstract reasoning tests, you will be invited to sit the e-tray exercise held in your **language 2** in one of EPSO's accredited centres.

The e-tray exercise comprises 15 to 25 questions and will assess 4 general competencies as described in the competency matrix in point 5. Each competency will be marked out of 10. You must score one of the **highest total combined marks** for this exercise to qualify for the next stage of the competition.

4) *Eligibility checks*

The eligibility requirements laid down in the section 'Am I eligible to apply?' above will be checked against the data provided in candidates' online applications. EPSO will check whether you meet the general eligibility conditions while the Selection Board will check compliance with the specific eligibility conditions.

Candidates' applications will be checked for eligibility in descending order of the total marks obtained for the e-tray exercise until the number of eligible candidates reaches the number of candidates to be invited to take the tests at the assessment centre. The other files will not be checked. **Approximately 2 times, but no more than 2,5 times**, the number of successful candidates sought will be invited to take the tests at the assessment centre.

5) *Assessment centre*

If you meet the eligibility requirements according to the data in your online application and if you scored one of the **highest total combined marks** for the e-tray exercise, you will be invited to attend an assessment centre for 1 or 2 days, most probably in **Brussels**, where you will take tests held in your **language 2**.

Unless instructed otherwise, you will have to bring your supporting documents (originals or certified copies) to your assessment centre. EPSO will scan these during your assessment centre tests and return them to you on the same day.

Eight general competencies will be tested at the assessment centre through **four tests** (case study, oral presentation, competency-based interview and group exercise). The marks scored in these tests will be combined with those already scored for the e-tray exercise to give an overall score out of 80, as described in the following matrix:

<i>Competency</i>	<i>Tests</i>	
1. Analysis and problem solving	Oral presentation	e-tray
2. Communication	Oral presentation	Case study
3. Delivering quality and results	Case study	e-tray
4. Learning and development	Group exercise	Competency-based interview
5. Prioritising and organising	Group exercise	e-tray
6. Resilience	Oral presentation	Competency-based interview
7. Working with others	Group exercise	e-tray
8. Leadership	Group exercise	Competency-based interview
Pass marks	3/10 per competency and 50/80 in total	

6) Reserve list

After checking candidates' eligibility against their supporting documents, the selection board will draw up a reserve list — until the number of successful candidates sought is reached — of those eligible candidates who have obtained all pass marks as well as the highest overall marks following the assessment centre. Names will be listed alphabetically.

The reserve list and the competency passports, giving qualitative feedback from the Selection Board, of successful candidates will be made available to the EU institutions for recruitment procedures and future career development. Inclusion on a reserve list ***does not confer any right to or guarantee of*** recruitment.

WHEN AND WHERE CAN I APPLY?

In order to apply, you will first need to create an EPSO account. Please note that you must create only one account for all EPSO applications.

First deadline: apply online on the EPSO website <http://jobs.eu-careers.eu> by:

3 May 2017 at 12.00 (midday), CET

The period during which the second part of the application form will have to be filled in will be communicated shortly after the first deadline to those candidates invited to complete it.

ANNEX I

DUTIES

The main duties of successful candidates recruited from the reserve list of this competition may vary from one institution to another, and include:

1. Policy formulation and development

- Conduct analysis and formulation of policies in the fields of EU action;
- Follow and contribute proactively to policy implementation in specific sectorial policies, drafting policy analysis notes and briefings;
- Assist decision-makers by means of written or oral contributions.

2. Operational delivery

- Devise, implement, monitor and conduct checks of programmes and action plans;
- Manage the relations with the Member States and external interest groups;
- Follow inter-service and inter-institutional coordination and consultation regarding European policies;
- Coordinate working groups set up by the Member States, the institutions and other external stakeholders;
- Draft contracts, prepare calls for proposals and invitations to tender, and participate in the monitoring of proposals and projects;
- Contribute to external communication as well as to internal reporting and communication.

3. Resource management

- Manage resources including staff, finances, and equipment;
- Monitor administrative, financial and budget procedures;
- Participate in preparing budget estimates and drawing up annual reports and accounts;
- Manage operational, strategic, social and budgetary risks.

End of ANNEX I, [click here](#) to return to main text

ANNEX II

GENERAL RULES GOVERNING OPEN COMPETITIONS

GENERAL INFORMATION

Any reference, in the framework of selection procedures organised by EPSO, to a person of a specific gender must be deemed also to constitute a reference to a person of any other gender.

Where candidates tie for the last available place at any stage of the competition, they will all go through to the next stage of the competition. Any re-admitted candidates following a successful appeal will also be invited to the next stage.

Where candidates tie for the last available place on the reserve list, they will all be included on the reserve list. Any re-admitted candidates following a successful appeal at this stage of the procedure will also be added to the reserve list.

1. WHO CAN APPLY?

1.1. General and specific conditions

The general and specific conditions (including knowledge of languages) for each field or profile are indicated in the section 'Am I eligible to apply?'.

Specific conditions regarding qualifications, professional experience and knowledge of languages vary depending on the profile requested. In your application, you should include as much information as possible regarding your qualifications and professional experience (where required) as described in the section 'Am I eligible to apply?' of this notice **that is relevant to the duties**.

- (a) **Diplomas and/or certificates:** Diplomas, whether issued in EU or non-EU countries, should be recognised by an official EU Member State body, e.g. an EU Member State's education ministry. The selection board will allow for differences between education systems.

For post-secondary education and technical, professional or specialist training, indicate the subjects covered, the duration and whether it was full-time, part-time or an evening class.

- (b) **Professional experience** (if required) will be taken into account only if it is relevant to the required duties and:

- constitutes genuine and effective work;
- is remunerated;
- involves a subordinate relationship or the supply of a service; and
- subject to the following conditions:
 - **voluntary work:** if remunerated and involving similar weekly hours and duration to a regular job;
 - **traineeships:** if remunerated;
 - **compulsory military service:** completed before or after the required diploma for a period not exceeding the statutory duration in your Member State;
 - **maternity/paternity/adoption leave:** if covered by an employment contract;
 - **doctorate:** for a maximum of three years, provided the doctorate was actually obtained, and whether or not the work was remunerated; and
 - **part-time work:** calculated *pro rata* on the basis of the number of hours worked, e.g. half-time for six months would count as three months.

1.2. Supporting documents

At different steps of the selection procedure, you will need to provide an official document proving your citizenship (e.g. passport or identity card) which must be valid on the closing date of the first part of your application.

All periods of professional activity must be covered by originals or certified photocopies of:

- **documents from former and current employer(s)** stating the nature and level of duties performed, and start and end dates, with the official header and stamp of the company, and the name and signature of the person in charge; or
- **employment contract(s) and first and last pay slips**, with a detailed description of the duties performed;
- (for non-salaried work, e.g. self-employed, liberal professions) **invoices or order forms** detailing the work performed or any other relevant official supporting documents;
- (for conference interpreters where professional experience is required) documents attesting **the number of days**, and **languages interpreted** from and into, relating specifically to conference interpreting.

In general, no supporting documents are required to prove your knowledge of languages, except for some linguist or specialist profiles.

You may be asked for additional information or documents at any stage of the procedure. EPSO will inform you of what supporting documents you need to provide and when.

1.3. Equal opportunities and special adjustments

If you have a disability or a medical condition that may hinder your ability to sit the tests, please indicate this in your application form and let us know the type of special adjustments you need. If a disability or condition develops after the deadline for applications, you must inform EPSO as soon as possible using the information indicated below.

Please note that you will have to send a certificate from your national authority or a medical certificate to EPSO in order for your request to be taken into consideration. Your supporting documents will be examined, so that reasonable accommodation can be made where required.

For more information, please contact the EPSO-accessibility team by:

- email (EPSO-accessibility@ec.europa.eu);
- fax (+32 22998081); or
- post:

European Personnel Selection Office (EPSO)
EPSO accessibility
Avenue de Cortenbergh/Kortenberglaan 25
1049 Bruxelles/Brussel
BELGIUM

2. BY WHOM WILL I BE ASSESSED?

A selection board is appointed to compare candidates and select the best ones on the basis of their competencies, aptitudes and qualifications in the light of the requirements set out in this notice of competition. Its members also decide on the difficulty of the competition tests and approve their content on the basis of proposals made by EPSO.

To ensure the selection board's independence, it is strictly forbidden for candidates or anyone outside the board to attempt to contact any of its members, except in the context of tests which require direct interaction between the candidates and the board.

Candidates who wish to state their case or assert their rights must do so in writing, addressing their correspondence intended for a selection board to EPSO, which will pass it on to the board. Any direct or indirect intervention by candidates that does not comply with these procedures is forbidden and may result in disqualification from the competition.

The existence of a family relationship or a hierarchical link between a candidate and a selection board member, in particular, gives rise to a conflict of interest. Selection boards are asked to declare any such situations to EPSO immediately when they become aware of them. EPSO will evaluate each case individually and take the appropriate measures. The non-respect of the above mentioned rules could make selection board members liable to disciplinary action and result in disqualification from the competition for candidates (see section 4.4).

The names of the selection board members are published on the EPSO website (www.eu-careers.eu) before the beginning of the assessment centre/phase.

3. COMMUNICATION

3.1. Communication with EPSO

You should consult your EPSO account **at least twice a week** to keep track of your progress during the competition. If you are prevented from doing so because of a technical problem on EPSO's side, you must notify EPSO immediately

- preferably via the 'contact us' section of the EPSO website (www.eu-careers.eu); or
- by phone via Europe Direct (00 800 67 89 10 11); or
- by post:

European Personnel Selection Office (EPSO)
Avenue de Cortenbergh/Kortenberglaan 25
1049 Bruxelles/Brussel
BELGIUM

EPSO reserves the right not to supply information that is already clearly stated in this notice of competition, its annexes or on the EPSO website, including under 'frequently asked questions'.

In all correspondence relating to an application, please mention your **name** as given in your EPSO account, your **application number** and the **reference number of the selection procedure**.

EPSO applies the principles of the code of good administrative behaviour http://ec.europa.eu/transparency/code/index_en.htm (as published in the *Official Journal*). Accordingly, EPSO reserves the right to cease any improper (i.e. repetitive, abusive and/or irrelevant) correspondence.

3.2. Access to information

Candidates have specific rights of access to certain information concerning them individually, granted in the light of the obligation to state reasons, in order to allow for an appeal against rejection decisions.

This obligation to state reasons must be balanced with the confidentiality of the selection board proceedings, which ensures the boards' independence and the objectivity of the selection. Due to confidentiality, attitudes adopted by members of selection boards regarding the individual or comparative assessments of candidates cannot be disclosed.

These access rights are specific to candidates in an open competition and legislation on public access to documents may not confer on them rights broader than those specified in this section.

3.2.1. Automatic disclosure

You will **automatically receive** the following information via your EPSO account after each stage of the selection process organised for a given competition:

- **MCQ tests:** your results and a grid with your answers and the correct answers by reference number/letter. Access to **the text of the questions and answers is explicitly excluded**;
- **eligibility:** whether you were admitted; if not, the eligibility conditions that were not met;
- **Talent Screener:** your results and a grid with the question weightings, the points awarded for your answers and your total score;
- **preliminary tests:** your results;
- **intermediate tests:** your results if you are not amongst the candidates invited to the next phase;
- **assessment centre/phase:** if you are not disqualified, your competency passport showing your overall marks for each competency and the selection board's comment providing quantitative and qualitative feedback on your performance at the assessment centre/phase.

As a rule, EPSO does not communicate to candidates any source texts or test assignments, as these are intended for re-use in future competitions. For certain tests, however, it may exceptionally publish the source texts or assignments on its website if:

- the tests have been completed;
- the results have been established and communicated to candidates; and
- the source texts/assignments are not intended for re-use in future competitions.

3.2.2. Information on request

You may request an **uncorrected** copy of your answers in written tests where the content is **not intended for re-use** in future competitions. This explicitly excludes answers to case studies.

Your corrected answer papers and the details of the marking, in particular, are covered by the secrecy of selection board proceedings and **will not be disclosed**.

EPSO endeavours to make as much information available to candidates as possible, in accordance with the obligation to state reasons, the confidential nature of selection board proceedings and the rules on the protection of personal data. All requests for information will be evaluated in light of these obligations.

Any requests for information should be submitted via the 'contact us' section of the EPSO website (www.eu-careers.eu) within 10 calendar days of the day your results were published in your EPSO account.

4. COMPLAINTS AND ISSUES

4.1. Technical issues

If, at any stage of the selection procedure, you encounter a serious technical or organisational problem, in order to allow us to investigate the issue and take corrective measures, **please inform EPSO immediately**:

- preferably via the 'contact us' section of the EPSO website (www.eu-careers.eu); or
- by post:

European Personnel Selection Office (EPSO)
Avenue de Cortenbergh/Kortenberglaan 25
1049 Bruxelles/Brussel
BELGIUM

In all correspondence, please mention your name (as given in your EPSO account), your application number and the reference number of the selection procedure.

For **problems occurring outside test centres** (e.g. concerning the application or booking process), please contact EPSO (see section 3.1) with a brief description of the problem.

If the problem occurs at a test centre, please:

- alert the invigilators and ask them to record your complaint in writing; and
- contact EPSO via the 'contact us' section of the EPSO website (www.eu-careers.eu) with a brief description of the problem.

4.2. Internal review procedures

4.2.1. Error in the computer-based multiple choice questions (MCQs)

The MCQ database is subject to permanent in-depth quality control by EPSO and selection boards.

If you believe that an error in one or more of the MCQs affected your ability to answer, you are entitled to ask for the question(s) to be reviewed by the selection board (under the 'neutralisation' procedure).

Under this procedure, the selection board may decide to cancel the question containing the error and to redistribute the points among the remaining questions of the test. Only those candidates who received that question will be affected by the recalculation. The marking of the tests remains as indicated in the relevant sections of this notice of competition.

Arrangements for complaints about the MCQ tests are as follows:

- **procedure:** please contact EPSO (see section 3.1) **only via the online contact form**;
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **10 calendar** days of the date of your computer-based tests;
- **additional information:** describe what the question was about (content) in order to identify the question(s) concerned, and explain the nature of the alleged error as clearly as possible.

Requests received after the deadline or that do not clearly describe the contested question(s) and alleged error will not be taken into account.

In particular, complaints merely pointing out alleged issues of translation, and which do not clearly specify the problem, will not be taken into account.

4.2.2. Requests for review

You can request a review of any **decision** taken by the selection board or EPSO that establishes your results and/or determines whether you can proceed to the next stage of the competition or are excluded.

Requests for review may be based on:

- a material irregularity in the competition process; and/or
- non-compliance, by the selection board or EPSO, with the Staff Regulations, the notice of competition, its annexes and/or case law.

Please note that you are not allowed to challenge the validity of the selection board's assessment of the quality of your performance in a test or the relevance of your qualifications and professional experience. This assessment is a value judgment made by the board and your disagreement with the board's evaluation of your tests, experience and/or qualifications does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

Arrangements for requests for review are as follows:

- **procedure:** please contact EPSO (see section 3.1);
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **10 calendar days** of the date on which the contested decision was published in your EPSO account;
- **additional information:** indicate clearly the decision you wish to contest and on what grounds.

Requests received after the deadline will not be taken into account.

You will receive an acknowledgment of receipt within 15 working days. The body which took the contested decision (either the selection board or EPSO) will analyse and decide on your request and you will receive a reasoned reply as soon as possible.

If the outcome is positive, you will be re-entered in the selection process at the stage at which you were excluded, regardless of how far the competition has progressed in the meantime.

4.3. Other form of contestation

4.3.1. Administrative complaints

As a candidate in an open competition, you have the right to address an administrative complaint to the Director of EPSO acting as the appointing authority.

You may submit a complaint against a decision, or lack thereof, that directly and immediately affects your legal status as a candidate, only if the rules governing the selection procedure have clearly been infringed. **The Director of EPSO cannot overturn a value judgment made by a selection board** (see section 4.2.2).

Arrangements for administrative complaints are as follows:

- **procedure:** please contact EPSO (see section 3.1);
- **language:** in the Language 2 you chose for the competition in question;
- **deadline:** within **three months** of notification of the contested decision or of the date by which a decision should have been made;
- **additional information:** indicate clearly the decision you wish to contest and on what grounds.

Requests received after the deadline will not be taken into account.

4.3.2. Judicial appeals

As a candidate in an open competition, you have the right to submit a judicial appeal to the General Court.

If you wish to appeal against a decision taken by EPSO, you must first make an administrative complaint (see section 4.3.1).

Arrangements for judicial appeals are as follows:

- **procedure:** please consult the website of the General Court (<http://curia.europa.eu/jcms/>).

4.3.3. European Ombudsman

All EU citizens and residents can make a complaint to the European Ombudsman.

Before you submit a complaint to the Ombudsman, you must first make the appropriate administrative approaches to the institutions and bodies concerned (see sections 4.1.-4.3.).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

Arrangements for complaints to the Ombudsman are as follows:

- **procedure:** please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>).

4.4. Disqualification from the selection procedure

You may be disqualified at any stage in a selection procedure if EPSO finds that you:

- have created more than one EPSO account;
- have applied to incompatible fields or profiles;
- do not meet all the eligibility conditions;
- made false declarations or declarations unsupported by the appropriate documents;
- have failed to book or sit your tests;
- have cheated during the tests;
- did not declare in your application form the language, or one of the languages, required as Language 2, or did not declare the minimum level required for Language 2;
- attempted to contact a member of the selection board in an unauthorised manner;
- failed to inform EPSO of a possible conflict of interest with a selection board member;
- submitted your application in a language other than that/those specified in this notice of competition (allowances may be made regarding the use of another language for proper nouns, official titles and job titles as indicated in the supporting documents or labels/titles of diplomas); and/or
- signed or wrote a distinctive mark on anonymously marked written or practical tests.

Candidates for recruitment by the EU institutions must show the highest possible integrity. Fraud or attempted fraud may render you liable to penalty and compromise your eligibility for future competitions.

End of ANNEX II, [click here](#) to return to main text

ANNEX III

EXAMPLES OF MINIMUM QUALIFICATIONS PER COUNTRY AND PER GRADE CORRESPONDING, IN PRINCIPLE, TO THOSE REQUIRED BY THE NOTICES OF COMPETITION

Please click here for an easy-to-read version of these examples

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
Belgique — België — Belgium	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
	Certificat de l'enseignement secondaire supérieur (CESS)/Diploma secundair onderwijs Diplôme d'aptitude à accéder à l'enseignement supérieur (DAES)/ Getuigschrift van hoger secundair onderwijs Diplôme d'enseignement professionnel Getuigschrift van het beroepssecundair onderwijs	Candidature — Kandidaat Graduat — Gegradueerde Bachelor/Professioneel gerichte Bachelor	Bachelor académique (180 crédits) Academisch gerichte Bachelor (180 ECTS)	Licence/Licentiaat Master Diplôme d'études approfondies (DEA) Diplôme d'études spécialisées (DES) Diplôme d'études supérieures spécialisées (DESS) Gediplomeerde in de Voortgezette Studies (GVS) Gediplomeerde in de Gespecialiseerde Studies (GGS) Gediplomeerde in de Aanvullende Studies (GAS) Agréation/Aggregaat Ingénieur industriel/Industrieel ingenieur Doctorat/Doctoraal diploma
България	Диплома за завършено средно образование	Специалист по ...	Диплома за висше образование Бакалавър Магистър	Диплома за висше образование Бакалавър Магистър

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11 Post-secondary education (non-university higher education course or short university course lasting at least two years)	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
Česká republika	Secondary education (giving access to post-secondary education)	Vysvědčení o maturitní zkoušce	Diplom o ukončení bakalářského studia (Bakalář)	Diplom o ukončení vysokoškolského studia Magistr Doktor
Danmark	Bevis for: Studentereksamen Højere Forberedelseksamen (HF) Højere Handelseksamen (HHX) Højere Afgangseksamen (HA) Bac pro: Bevis for Højere Teknisk Eksamen (HTX)	Videregående uddannelser = Bevis for = Eksamensbevis som (erhvervsakademiuddannelse AK)	Bachelorgrad (BA or BS) Professionsbachelorgrad Diplomingenior	Kandidatgrad/Candidatus Master/Magistergrad (mag.art) Licenciatgrad ph.d.-grad
Deutschland	Abitur/Zeugnis der allgemeinen Hochschulreife Fachabitur/Zeugnis der Fach- hochschulreife		Fachhochschulabschluss Bachelor	Hochschulabschluss/ Fachhochschulabschluss/ Magister Artium/Magistra Artium Staatsexamen/Diplom Erstes Juristisches Staatsexamen Doktorgrad

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11 Post-secondary education (non-university higher education course or short university course lasting at least two years)	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
Eesti	Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta	Bakalaureusekraad (min 120 ainepunkti) Bakalaureusekraad (< 160 ainepunkti)	Rakenduskõrghariduse diplom Bakalaureusekraad (160 ainepunkti) Magistrikraad Arstikraad Hambaarstikraad Loomaarstikraad Filosoofiadoktor Doktorikraad (120–160 ainepunkti)
Éire/Ireland	Ardteistiméireacht, Grád D3, i 5 ábhar Leaving Certificate Grade D3 in 5 subjects Gairmchlár na hArdteistiméireachta (GCAT) Leaving Certificate Vocational Programme (LCVP)	Teastas Náisiúnta National Certificate Gnáthchéim bhaitsiléara Ordinary bachelor degree Dioplóma náisiúnta (ND, Dip.) National diploma (ND, Dip.) Ardteastas (120 ECTS) Higher Certificate (120 ECTS)	Céim onóracha bhaitsiléara (3 bliana/180 ECTS) (BA, B.Sc, B.Eng) Honours bachelor degree (3 years/180 ECTS) (BA, B.Sc, B.Eng)	Céim onóracha bhaitsiléara (4 bliana/240 ECTS) Honours bachelor degree (4 years/240 ECTS) Céim ollscoile University degree Céim mhaístir (60-120 ECTS) Master's degree (60-120 ECTS) Dochtúireacht Doctorate

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)	University-level education (four years or more)
Ελλάδα	Απολυτήριο Γενικού Λυκείου Απολυτήριο Κλασικού Λυκείου Απολυτήριο Τεχνικού Επαγγελματικού Λυκείου Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου Απολυτήριο Ενιαίου Λυκείου Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου	Δίπλωμα επαγγελματικής κατάρτισης (IEK)		Πτυχίο ΑΕΙ (πανεπιστημίου, πολυτεχνείου, ΤΕΙ) Μεταπτυχιακό Δίπλωμα Ειδικευσης (2ος κύκλος) Διδακτορικό Δίπλωμα (3ος κύκλος)
España	Bachillerato + Curso de Orientación Universitaria (COU) Bachillerato BUP Diploma de Técnico especialista	FP grado superior (Técnico superior)	Diplomado/ Ingeniero técnico	Licenciatura Máster Ingeniero Título de Doctor

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
France	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	Licence	Maîtrise
	Baccalauréat Diplôme d'accès aux études universitaires (DAEU) Brevet de technicien	Diplôme d'études universitaires générales (DEUG) Brevet de technicien supérieur (BTS) Diplôme universitaire de technologie (DUT) Diplôme d'études universitaires scientifiques et techniques (DEUST)		Maîtrise des sciences et techniques (MST), maîtrise des sciences de gestion (MSG), diplôme d'études supérieures techniques (DEST), diplôme de recherche technologique (DRT), diplôme d'études supérieures spécialisées (DESS), diplôme d'études approfondies (DEA), master 1, master 2 professionnel, master 2 recherche Diplôme des grandes écoles Diplôme d'ingénieur Doctorat
Italia	Diploma di maturità (vecchio ordinamento) Perito ragioniere Diploma di superamento dell'esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore	Diploma universitario (DU) Certificato di specializzazione tecnica superiore/ Attestato di competenza (4 semestri)	Diploma di laurea — L (breve)	Diploma di laurea (DL) Laurea specialistica (LS) Master di I livello Dottorato di ricerca (DR)
Κύπρος	Απολυτήριο	Διπλώματα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory) Higher Diploma		Πανεπιστημιακό Πτυχίο/Bachelor Master Doctorat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
Latvija	Secondary education (giving access to post-secondary education) Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību	Post-secondary education (non-university higher education course or short university course lasting at least two years) Diploms par pirmā līmeņa profesionālo augstāko izglītību	Bakalaura diploms (min. 120 kredītpunktu)	Bakalaura diploms (160 kredītpunktu) Profesionālā bakalaura diploms Magistra diploms Profesionālā maģistra diploms Doktora grāds
Lietuva	Brandos atestatas	Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas	Aukštojo mokslo diplomas Bakalauro diplomas Magistro diplomas Daktaro diplomas Meno licenciato diplomas
Luxembourg	Diplôme de fin d'études secondaires et techniques	BTS Brevet de maîtrise Brevet de technicien supérieur Diplôme de premier cycle universitaire (DPCU) Diplôme universitaire de technologie (DUT)	Bachelor Diplôme d'ingénieur technicien	Master Diplôme d'ingénieur industriel DESS en droit européen
Magyarország	Gimnáziumi érettségi bizonyítvány Szakközépiskolai érettségi — képesítő bizonyítvány	Felsőfokú szakképesítést igazoló bizonyítvány (Higher Vocational Programme)	Főiskolai oklevél Alapfokozat (Bachelor degree 180 credits)	Egyetemi oklevél Alapfokozat (Bachelor degree 240 credits) Mesterfokozat (Master degree) (Osztatlan mesterképzés) Doktori fokozat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11 Post-secondary education (non-university higher education course or short university course lasting at least two years)	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
Malta	Secondary education (giving access to post-secondary education) Advanced Matriculation or GCE Ad- vanced level in 3 subjects (2 of them grade C or higher) Matriculation certificate (2 subjects at Advanced level and 4 at Intermediate level including Systems of Knowl- edge with overall grade A-C) + Passes in the Secondary Education Certifi- cate examination at Grade 5 2 A Levels (passes A-C) + a number of subjects at Ordinary level, or equiva- lent	MCAST diplomas/certificates Higher National Diploma	Bachelor's degree	Bachelor's degree Master of Arts Doctorate
Nederland	Diploma VWO Diploma staatsexamen (2 diploma's) Diploma staatsexamen voorberei- dend wetenschappelijk onderwijs (Diploma staatsexamen VWO) Diploma staatsexamen hoger algem- een voortgezet onderwijs (Diploma staatsexamen HAVO)	Kandidaatsexamen Associate degree (AD)	Bachelor (WO) HBO bachelor degree Baccalaureus of 'Ingenieur'	HBO/WO Master's degree Doctoraal examen/Doctoraat
Österreich	Matura/Reifeprüfung Reife- und Diplomprüfung Berufsreifeprüfung	Kollegdiplom/ Akademiediplom	Fachhochschuldiplo/Bakkalaureus/ Bakkalaurea	Universitätsdiplom/ Fachhochschuldi- plom/ Magister/Magistra Master Diplomprüfung, Diplom-Ingenieur Magisterprüfungszeugnis Rigorosen- zeugnis Dokortitel

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
Polska	Świadectwo dojrzałości Świadectwo ukończenia liceum ogólnokształcącego	Dyplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły policealnej	Licencjat/Inżynier	Magister/Magister inżynier Dyplom doktora
Portugal	Diploma de Ensino Secundário/ Certificado de Habilitações do Ensino Secundário		Bacharel Licenciado	Licenciado Mestre Doutorado
Republika Hrvatska	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Stručni pristupnik/pristupnica	Baccalaureus/Baccalaurea (sveučilišni prvostupnik/prvostupnica)	Baccalaureus/Baccalaurea (sveučilišni prvostupnik/prvostupnica) Stručni specijalist Magistar struke Magistar inženjer/magistrica inženjerka (mag. ing) Doktor struke Doktor umjetnosti
România	Diplomă de bacalaureat	Diplomă de absolvire (Colegiu universitar) Învăţământ preuniversitar	Diplomă de licenţă	Diplomă de licenţă Diplomă de inginer Diplomă de urbanist Diplomă de master Certificat de atestare (studii academice postuniversitare) Diplomă de doctor

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11 Post-secondary education (non-university higher education course or short university course lasting at least two years)	AD 5 to AD 16	
			University-level education (lasting at least three years)	University-level education (four years or more)
Slovenija	Secondary education (giving access to post-secondary education)			
	Maturitetno spričevalo (spričevalo o poklicni maturi) (spričevalo o zaključnem izpitu)	Diploma višje strokovne šole	Diploma o pridobljeni visoki strokovni izobrazbi	Univerzitetna diploma/magisterij/specializacija/doktorat
Slovensko	Vysvedčenie o maturitnej skúške	Absolventský diplom	Diplom o ukončení bakalárskeho štúdia (Bakalár)	Diplom o ukončení vysokoškolského štúdia Bakalár (Bc.) Magister Magister/Inžinier ArtD.
	Ylioppilastutkinto tai peruskoulun + kolmen vuoden ammatillinen koulutus — Studentexamen eller grundskola + treårig yrkesinriktad utbildning (Betyg över avlagd yrkesexamen på andra stadiet) Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)	Ammatillinen opistoasteen tutkinto — Yrkesexamen på institutnivå	Kandidaatin tutkinto — Kandidatexamen/ Ammatlikorkeakoulututkinto — Yrkeshögskoleexamen (min. 120 opintoviikkoa — studieveckor)	Maisterin tutkinto — Magisterexamen/ Ammatlikorkeakoulututkinto — Yrkeshögskoleexamen (min. 160 opintoviikkoa — studieveckor) Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen — antingen 4 år eller 2 år efter licentiatexamen Lisensiaatti/Licentiat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7		AST 3 to AST 11		AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least two years)	University-level education (lasting at least three years)		University-level education (four years or more)	
Sverige	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng) Högskoleexamen, 2 år, 120 högskolepoäng Yrkeshögskoleexamen/ Kvalificerad yrkeshögskoleexamen, 1–3 år	Kandidatexamen (akademisk examen omfattande minst 120 poäng, varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng) Meriter på grundnivå: Kandidatexamen, 3 år, 180 högskolepoäng (Bachelor)		Magisterexamen (akademisk examen omfattande minst 160 poäng, varav 80 poäng fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera) — Licentiatexamen — Doktorsexamen Meriter på avancerad nivå: — Magisterexamen, 1 år, 60 högskolepoäng — Masterexamen, 2 år, 120 högskolepoäng Meriter på forskarnivå: — Licentiatexamen, 2 år, 120 högskolepoäng — Doktorsexamen, 4 år, 240 högskolepoäng	
	General Certificate of Education Advanced level — 2 passes or equivalent (grades A to E) BTEC National Diploma General National Vocational Qualification (GNVQ), advanced level Advanced Vocational Certificate of Education, A level (VCE A level)	Higher National Diploma/Certificate (BTEC)/SCOTVEC Diploma of Higher Education (DipHE) National Vocational Qualifications (NVQ) Scottish Vocational Qualifications (SVQ) level 4	(Honours) Bachelor degree NB: Master's degree in Scotland		Honours Bachelor degree Master's degree (MA, MB, MEng, MPhil, MSc) Doctorate	

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