

Official Journal of the European Union

C 386 A



English edition

Information and Notices

Volume 60

16 November 2017

Contents

V *Announcements*

ADMINISTRATIVE PROCEDURES

European Personnel Selection Office (EPSO)

2017/C 386 A/01

Notice of open competition — EPSO/AD/339/17 — Administrators (AD 7) in the following fields:
1. Financial economics 2. Macroeconomics

1

EN

V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITION

EPSO/AD/339/17 — Administrators (AD 7) in the following fields:

- 1. FINANCIAL ECONOMICS**
- 2. MACROECONOMICS**

(2017/C 386 A/01)

Deadline for registration: 19 December 2017 at 12.00 (midday), CET

The European Personnel Selection Office (EPSO) is organising an open competition, based on qualifications and tests, to draw up reserve lists from which the European Commission, the European Parliament and the Council 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 these selection procedures.

Please see ANNEX III for the general rules governing open competitions.

Number of successful candidates sought:

- 1. Financial economics — 55**
- 2. Macroeconomics — 32**

This notice covers two fields. **You may only apply to one**. You must make your choice when you apply online and you will not be able to change it after you have validated your online application form.

WHAT TASKS CAN I EXPECT TO PERFORM?**1. Financial economics:**

This field of the open competition is being held to recruit Administrators (AD 7) in the area of financial economics, with a focus on multilateral and country surveillance and on policy analysis, design and assessment.

2. Macroeconomics:

This field of the open competition is being held to recruit Administrators (AD 7) in the area of macroeconomics, with a focus on multilateral and country surveillance and on policy analysis, design and assessment.

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

AM I ELIGIBLE TO APPLY?

You must meet ALL of the following conditions when you validate your 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 two official EU languages**; one at minimum C1 level (thorough knowledge) and the other at minimum B2 level (satisfactory knowledge).

Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the *Common European Framework of Reference for Languages* (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

In the rest of 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 application form, assessment centre and communication between EPSO and the candidates who have submitted a valid application. This must be different from Language 1.

Language 2 must be English, French or German.

Successful candidates recruited for these particular fields are required to have a satisfactory knowledge (minimum B2 level) of English, French or German. While knowledge of additional languages may be an advantage, in financial services the institutions concerned (based in Brussels and Luxembourg) have recourse to English, French or German for analytical work, internal communication as well as communication with external stakeholders, publications and reports, so that, with respect to these services, a satisfactory knowledge of at least one of these three languages is essential. This choice is service-oriented and consequently, a successful candidate not having a satisfactory knowledge of English, French or German would not be immediately operational.

(3) Specific conditions — qualifications & work experience:

For Financial economics:

- a level of education which corresponds to completed university studies of **at least 4 years** attested by a diploma in economics, maths, statistics, econometrics or finance, followed by **at least 6 years'** professional experience in financial or economic matters or in analysis relevant to the nature of the duties,

or

- a level of education which corresponds to completed university studies of **at least 3 years** attested by a diploma in economics, maths, statistics, econometrics or finance, followed by **at least 7 years'** professional experience in financial or economic matters or in analysis relevant to the nature of the duties.

For Macroeconomics:

- a level of education which corresponds to completed university studies of **at least 4 years** attested by a diploma in economics, maths or statistics, followed by **at least 6 years'** professional experience in the field of macroeconomics or macroeconomic statistics,

or

- a level of education which corresponds to completed university studies of **at least 3 years** attested by a diploma in economics, maths or statistics, followed by **at least 7 years'** professional experience in the field of macroeconomics or macroeconomic statistics.

Please see ANNEX IV for examples of minimum qualifications

HOW WILL I BE SELECTED?

(1) *Application process*

You must fill in your application form in the language you have chosen as your Language 2 (see section 'specific conditions — languages').

When completing your application form, you will be asked to confirm your eligibility for the competition and provide further information **relevant to the chosen field of the competition** (for example: diplomas, work experience and answers to field-specific questions (Talent Screener)). You will also have to select your Language 1 (any of the 24 official EU languages) and your Language 2 (English, French or German).

By validating your application form you declare on your honour that you meet all the conditions mentioned under the section 'Am I eligible to apply?'. Once you have validated your application form, you will no longer be able to make any changes. It is your responsibility to ensure that you complete and validate your application **within the deadline**.

(2) *Computer-based multiple-choice question (MCQ) tests*

If the number of candidates **exceeds a certain threshold** for each field, as defined by the director of EPSO acting as Appointing Authority, all candidates who validated their application form by the deadline 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**.

If the number of candidates **is below the threshold**, these tests will be held at the assessment centre (point 5) instead.

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

Tests	Language	Questions	Duration	Marking	Pass mark
Verbal reasoning	Language 1	20 questions	35 min	Out of 20	Verbal + abstract combined: 15/30
Numerical reasoning	Language 1	10 questions	20 min	Out of 10	Numerical 6/10
Abstract reasoning	Language 1	10 questions	10 min	Out of 10	Verbal + abstract combined: 15/30

These tests are eliminatory and do not count towards the other tests held at the assessment centre.

(3) **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.

There are two possible scenarios:

- if the computer-based MCQ tests **are organised upfront**, the files of the candidates will be checked for eligibility in descending order of the marks obtained in those tests until the number of eligible candidates reaches a certain threshold defined for each field before the tests by the director of EPSO acting as Appointing Authority. The other files will not be checked,
- if the computer-based MCQ tests **are not organised upfront**, the files of all candidates who validated their application form by the deadline will be checked for eligibility.

(4) **Selection based on qualifications (Talent Screener)**

In order to allow the selection board to carry out an objective assessment of the comparative merits of all candidates in a structured way, all candidates in the same field of this competition must answer the same set of questions in the 'Talent Screener' section of the application form. The selection based on qualifications will be carried out, **only for those candidates deemed eligible** as described above in point 3, using **solely** the information provided in this Talent Screener section. You should therefore include all relevant information in your Talent Screener answers, even if already mentioned in other sections of your application form. The questions are based on the selection criteria included in this notice.

Please see ANNEX II for the list of criteria.

To carry out the selection based on qualifications, the selection board will first assign each **selection criterion** a weighting that reflects its relative importance (1 to 3) and each of the candidate's responses will be awarded between 0 and 4 points. The points are multiplied by the weighting for each criterion and added up to identify those candidates whose profiles best match the duties to be performed.

Only the candidates with the highest total marks at the selection based on qualifications will go through to the next stage.

(5) **Assessment centre**

A maximum of three times the number of successful candidates sought for each field will be invited to this phase. If you meet the eligibility requirements according to the data in your online application and if you scored one of the **highest total marks** for the selection based on qualifications, 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**.

If the computer-based MCQ tests described in point 2 were **not organised upfront**, you will sit them at the assessment centre. These tests are eliminatory and the marks obtained will not be added to the marks of the other assessment centre tests in the calculation of your total score.

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 and the specific competencies required for each field will be tested at the assessment centre through **four tests** (general and specific competency-based interviews, group exercise, and case study) as described in the following matrices:

Competency	Tests	
1. Analysis and problem-solving	Group exercise	Case study
2. Communication	Case study	General competency-based interview
3. Delivering quality and results	Case study	General competency-based interview
4. Learning and development	Group exercise	General competency-based interview
5. Prioritising and organising	Group exercise	Case study
6. Resilience	Group exercise	General competency-based interview
7. Working with others	Group exercise	General competency-based interview
8. Leadership	Group exercise	General competency-based interview
Pass marks	3/10 per competency and 40/80 in total	

Competency	Test
Field-specific competencies	Specific competency-based interview
Pass mark	50/100

(6) Reserve list

After checking candidates' supporting documents, the selection board will draw up a **reserve list** for each field — 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 lists 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?

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

19 December 2017 at 12.00 (midday), CET.

ANNEX I

DUTIES

1. Financial economics

This field of the open competition is being held to recruit Administrators (AD 7) in the area of financial economics, with a focus on multilateral and country surveillance, banking and financial services legislation development and implementation, policy analysis, design and assessment, design and/or implementation of financing schemes (including the European Fund for Strategic Investment (EFSI), EU financial instruments and external blending facilities), relations and enhanced cooperation of the EU with international financial institutions (IFIs), portfolio management, financial risk management and borrowing in financial markets.

The main duties include:

- Surveillance and analysis of the functioning of financial markets or market segments of the Member States, the euro area and the European Union, including establishing the existence of possible market failures and mispricing.
- Analysing and assessing the viability, performance and sustainability of financial institutions and markets in Member States, including those with an economic adjustment programme.
- Analysis (theoretical, empirical, or model-based) to support the formulation and assessment of policies related to the deepening of the Economic and Monetary Union (EMU) and to the regulation of financial markets, financial institutions and financial infrastructure.
- Developing legislation for financial institutions and services, related to the completion of the Banking Union and the Capital Markets Union.
- Developing and applying methods, mathematical equations, tools, and procedures for understanding and/or processing and interpreting financial, monetary, economic and/or EU policy decisions data; this includes data on financial instruments, which may involve the use of advanced quantitative techniques for assessment and valuation purposes.
- Developing and applying methods and tools for managing portfolios of financial assets in areas such as strategic and tactical asset allocation, implementing investment strategies and monitoring and rebalancing.
- Developing and applying methods and tools for assessing and monitoring financial risk relating to asset management.
- Design, negotiation, and implementation of financial instruments or special purpose vehicles (such as debt and loan instruments, guarantee schemes or risk-sharing instruments) to support the implementation of EU policies, including in the external field.
- Liaising with international economic and financial institutions, public authorities and other stakeholders in the implementation of economic surveillance of financial markets, including surveillance under economic adjustment programmes and implementation of financial instruments.
- In the context of the duties described above, drafting analytical, policy and legal documents for internal and external use.
- Identifying measures or indicators of system performance and the actions needed to improve or correct performance.
- Ensuring the smooth completion and delivery of econometric modelling; ensuring that models are built to the highest standards using consistent techniques that can be applied to other projects and set up in the right manner to answer relevant political questions.

2. Macroeconomics

This field of the open competition is being held to recruit Administrators (AD 7) in the area of macroeconomics, with a focus on multilateral and country surveillance and on policy analysis, design and assessment.

The main duties include:

- Surveillance of macroeconomic developments and policies of the Member States, the euro area and the European Union.
- Analysis of macroeconomic indicators and imbalances or designing, implementing and/or assessing equilibrating measures e.g. by means of an economic adjustment programme.
- Empirical analysis or model simulation to underpin the formulation and assessment of economic policies, including in fields such as public finances, structural reforms and financial institutions and markets.
- Design of analytical frameworks and tools for analysis of economic developments and policy performance.
- Preparation of the economic forecasts.
- Liaising with international economic and financial institutions, public authorities and other stakeholders, including for the implementation of economic surveillance and economic adjustment programmes.
- In the context of the duties described above, drafting analytical, policy and legal documents both for internal use and for publication, as well as using and appreciating official statistics.

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

ANNEX II

SELECTION CRITERIA

The selection board considers the following criteria for the selection based on qualifications:

1. Financial economics

1. A degree, in addition to that required for access to the competition, in one of the following areas: financial economics, economics, corporate finance, quantitative analysis, statistics, applied economics or mathematical finance.
2. Professional experience of at least 2 years in analysing the performance of financial institutions or dealing with capital market analysis.
3. Professional experience of at least 2 years in micro- or macro-prudential supervision acquired in a public administration, national central bank or international institution (other than capital market analysis or financial institutions analysis).
4. Professional experience of at least 2 years in devising, administrating or implementing financial stability policies, or in designing/implementing financial instruments (including financial assistance instruments), acquired in a public administration, a national central bank or an international institution.
5. Professional experience of at least 2 years in academic or research institutions specialising in the field of finance or economics (other than teaching activities) and/or publication in peer-reviewed economic journals.
6. Professional experience of at least 2 years in building/developing quantitative models such as econometrics models, asset pricing models, or macroeconomic models.
7. Globally recognised certificate(s) such as the Chartered Financial Analyst (CFA), Certified International Investment Analyst (CIIA), Certified European Financial Analyst (CEFA), Financial Risk Manager (FRM), Chartered Statistician (CStat), Professional Risk Manager (PRM) or the Investment Foundations Certificate.
8. Professional experience in designing, implementing or following-up on EU policies in support of Economic and Monetary Union (EMU) deepening, the capital markets union or the banking union.
9. Professional experience in portfolio management, financial risk monitoring, banking or capital markets (bond issuance, origination, syndication, trading, structuring, research etc.)

2. Macroeconomics

1. A degree, in addition to that required for access to the competition, in one of the following areas: economics, quantitative analysis, statistics, finance or applied macroeconomics.
2. Professional experience of at least 2 years in the design or implementation of economic policies (fiscal or monetary) or in statistics, acquired in international economic or financial institutions.
3. Professional experience of at least 2 years in the design or implementation of economic policies (fiscal or monetary) or in statistics, acquired in national public administrations or in a national central bank.
4. Professional experience of at least 2 years in academic or research institutions specialising in the field of finance or economics (other than teaching activities) and/or publication in peer-reviewed economic journals.
5. Professional experience of drafting reports on macroeconomic trends, surveillance or forecasting, on the economic effects of structural reforms and policies to improve competitiveness or on public finances or European economic governance.

6. Professional experience of at least 2 years in developing quantitative macroeconomic models (such as DSGE models, VARs) and in using econometric methods (such as time series analysis or panel regression analysis).
7. Professional experience in analysing macro-economic indicators and imbalances or in designing, implementing or assessing equilibrating measures e.g. by means of an economic adjustment programme.
8. Professional experience in the monitoring of public finances and in designing and implementing fiscal policies.
9. Professional experience in designing, implementing or following-up on EU policies in support of Economic and Monetary Union (EMU) deepening, the capital markets union or the banking union.

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

ANNEX III

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 3 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 6 months would count as 3 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 your application (closing date of the first part of your application in the case of a 2-part application scenario).

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:

- e-mail (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
BELGIQUE/BELGIË

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 67891011), or
- by post:

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

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 https://ec.europa.eu/info/about-european-union/principles-and-values/ethics-and-integrity/code-conduct-eu-staff_en (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 reuse 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 reuse 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 reuse** 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
BELGIQUE/BELGIË.

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 **3 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 III, [click here](#) to return to main text

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	University-level education (lasting at least 3 years)	University-level education (lasting at least 3 years or more)	AD 5 to AD 16
Belgique — België — Belgien	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 beroepssecondair onderwijs	Candidature — Kandidaat Graduat — Gegraduateerde Bachelor/Professioneel gerichte Bachelor Getuigschrift van het beroepssecondair onderwijs	Bachelor académique (180 crédits ECTS) Academisch gerichte Bachelor (180 ECTS)	Bachelor académique (180 crédits ECTS) Academisch gerichte Bachelor (180 ECTS) Diplôme d'études approfondies (DEA) Diplôme d'études spécialisées (DES) Diplôme d'études supérieures spécialisées (DESS) Gediplomeerde in de Voorigezelte Studies (GVS) Gediplomeerde in de Gespecialiseerde Studies (GGS) Gediplomeerde in de Aanvullende Studies (GAS)	Licence/Licentiaat Master Diplôme d'études approfondies (DEA) Diplôme d'études spécialisées (DES) Diplôme d'études supérieures spécialisées (DESS) Aggrégation/Aggregaat Ingénieur industriel/Industrieel ingenieur Doctorat/Doctoraal diploma
България	Диплома за завършило средното образование	Специалист по ...			Диплома за висше образование Бакалавър Магистър

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 2 years)	University-level education (lasting at least 3 years)
Česká republika	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DIS.)	Diplom o ukončení vysokoškolského studia Magistr Doktor
Danmark	Bevis for: Studentereksamen Højere Forberedelseseksamen (HF) Højere Handelseksamen (HHX) Højere Afgangseksamen (HA) Bac pro: Bevis for Højere Teknisk Eksamens (HTX)	Videregående uddannelser = Bevis for = Eksamensbevis som (erhversakademiuuddannelse AK) Diplomingenør	Bachelorgrad (BA or BS) Professionsbachelorgrad Diplomingenør
Deutschland	Abitur/Zeugnis der allgemeinen Hochschulreife Fachabitur/Zeugnis der Fachhochschulreife		Fachhochschulabschluss / Fachhochschulabschluss / Master Magister Artium/ Magistra Artium Staatsexamen/Diplom Erstes Juristisches Staatssexamen Doktorgrad

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 2 years)	University-level education (lasting at least 3 years)
Eesti	Gümnaasiumi lõputunnistus + riigiekksamitunnistus Lõputunnistus kutesekhariduse omandamise kohta	Tunnistus keskhariduse baasil kutesekhariduse omandamise kohta	Bakalaureusekraad (min 120 ainepunkti) Bakalaureusekraad (< 160 ainepunkti)
Éire/Ireland	Ardteistiméireacht, Grád D3, i 5 Leaving Certificate Grade D3 in 5 subjects Gairmchláir na hArdteistiméireachta (GCET)	Teastas Náisiúnta National Certificate Gnáthchéim bhaisiléara Ordinary bachelor degree Dioplóma náisiúnta (ND, Dip.) National diploma (ND, Dip.) Ardteastas (120 ECTS) Higher Certificate (120 ECTS)	Céim onóraча bhaitsiléara (3 bliana/180 ECTS) (BA, B.Sc, B.Eng) Honours bachelor degree (3 years/180 ECTS) (BA, B.Sc, B.Eng) Ordinary bachelor degree Céim ollscoile University degree Céim mháistir (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
Ελλάδα	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years) University-level education (lasting at least 3 years)	University-level education (4 years or more)
España	Απολυτήριο Γενικού Λυκείου Απολυτήριο Κλασικού Λυκείου Απολυτήριο Τεχνικού Επαγγελματικού Λυκείου Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου Απολυτήριο Ενιαίου Λυκείου Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαίδευσηρίου	Διπλωματικής κατάρτησης (IEK) Διπλωματικού Επαγγελματικού Διπλωματικού Επαγγελματικού Διπλωματικού Επαγγελματικού Διπλωματικού Επαγγελματικού	Πτυχίο AEI (πανεπιστημίου, πολυτεχνείου, ΤΕΙ) Μεταπτυχιακό Διπλωμα Ειδικευσης (2ος κύκλος) Διδακτορικό Διπλωμα (3ος κύκλος)

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 2 years)	University-level education (lasting at least 3 years)
France	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)	Licence Maîtrise 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 — I (breve) Diploma di laurea (DL) Laurea specialistica (LS) Master di I livello Dottorato di ricerca (DR)
Kύπρος	Απολυτήριο	Διπλωμα = 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
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)
Latvija	Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālo augstāko izglītību	Bakalaura diploms (min. 120 kreditpunktu) Profesionālā bakalaura diploms Maģistra diploms Profesionālā maģistra diploms Doktora grāds
Lietuva	Brandos atestatas	Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas Magistro diplomas Dakтарo diplomas Meno licenciatu 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 DESS en droit européen
Magyarország	Gimnáziumi érettségi bizonyítvány Szakközépiskolai érettségi — képesítő bizonyítvány	Felsőfokú szakképesítések igazoló bizonyítvány (Higher Vocational Programme)	Főiskolai oklevél Alapfokozat (Bachelor degree 180 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	AST 3 to AST 7	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 2 years)	University-level education (lasting at least 3 years)	University-level education (lasting at least 4 years or more)
Malta	Advanced Matriculation or GCE Advanced 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 Knowledge with overall grade A-C) + Passes in the Secondary Education Certificate examination at Grade 5 2 A Levels (passes A-C) + a number of subjects at Ordinary level, or equivalent	MCAST diplomas/certificates Higher National Diploma	Bachelor's degree	Bachelor's degree Master of Arts Doctorate
Netherlands	Diploma VWO Diploma staatsexamens (2 diploma's) Diploma staatsexamens voorbereidend wetenschappelijk onderwijs (Diploma staatsexamens VWO) Diploma staatsexamens hoger algemeen voortgezet onderwijs (Diploma staatsexamens HAVO)	Kandidaatsexamens Associate degree (AD)	Bachelor (WO) HBO bachelor degree Baccalaureus of 'Ingenieur'	HBO/WO Master's degree Doctoraal examen/Doctoraat

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 2 years)	University-level education (lasting at least 3 years)
Österreich	Matura/Reifeprüfung Reife- und Diplomprüfung Berufsreifeprüfung	Kollegdiplom/ Akademiediplom	Fachhochschuldiplom / Bakkalaureus/Bakkalaurea Bakkalaureus / Fachhochschul-diplom/ Magister / Magistra Master Diplomprüfung, Diplom-Ingenieur Magisterprüfungszeugnis Rigorosen- zeugnis Doktortitel
Polska	Świadectwo dojrzalosci Świadectwo ukończenia liceum ogólnokształcącego	Diplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły po-licealnej	Licencjat / Inżynier Diplom doktora
Portugal	Diploma de Ensino Secundário/ Certificado de Habilitações do En- sino Secundário		Bacharel Licenciado Mestre Doutorado
Republika Hrvatska	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Stručni pristupnik/pristupnica	Baccalaureus/Baccalaurea (sveučilišni pristupnik/pristupnica) Stručni specijalist Magistar struke Magistar inženjer/magistrica inženjer-ka (mag. ing) Doktor struke Doktor umjetnosti

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 2 years)	University-level education (lasting at least 3 years)
România	Diplomă de bacalaureat	Diplomă de absolvire (Colegiu universitar) învățământ preuniversitar	Diplomă de licență Diplomă de inginer Diplomă de urbanist Diplomă de master Certificat de atestare (studii academice postuniversitare) Diplomă de doctor
Slovenija	Maturitetno spričevalo (spričevalo o poklicni maturi) (spričevalo o zaključnem izpitu)	Diploma višje strokovne šole Diploma o pridobljeni visoki strokovni izobrazbi	Diploma o univerzitetna diploma / magisterij / specializacija / doktorat / magister / doktor
Slovensko	Vysvedčenie o maturitnej skúške	Absolventský diplom	Diplom o ukončení bakalárskeho štúdia (Bakalár) Bakalár (Bc.) Magister Magister/Inžinier ArtD.

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 2 years)	University-level education (lasting at least 3 years)
Suomi/Finland	<p>Ylioppilastutkinto tai peruskoulu + Ammatillinen opistoasteen tutkinto kolmen vuoden ammatillisen koulutus – Yrksexamen på institutnivå –</p> <p>Studentexamen eller grundskola + treårig yrkesinriktad utbildning (Betyg över avlagd yrksexamen på andra stadiet)</p> <p>Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)</p>	<p>Kandidaatin tutkinto – Kandidatexamen/ Ammattikorkeakoulututkinto –</p> <p>Yrkeshögskolexamen (min. 120 opintovuikko – studieveckor)</p> <p>Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen – antingen 4 år eller 2 år efter licentiatexamen</p> <p>Lisensiaatti/licentiat</p>	<p>Maisterin tutkinto – Magisterexamen / Ammattikorkeakoulututkinto –</p> <p>Yrkeshögskolexamen (min. 160 opintovuikko – studieveckor)</p> <p>Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen – antingen 4 år eller 2 år efter licentiatexamen</p> <p>Lisensiaatti/licentiat</p>
Sverige	<p>Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)</p> <p>Högskolexamen, 2 år, 120 högskolepoäng</p> <p>Yrkeshögskolexamen/ Kvalificerad yrkeshögskolexamen, 1–3 år</p>	<p>Högskolexamen (80 poäng)</p> <p>Högskolexamen, 3 år, 180 högskolepoäng</p> <p>Meriter på grundnivå: Kandidatexamen, 3 år, 180 högskolepoäng (Bachelor)</p>	<p>Kandidatexamen (akademisk examen omfattande minst 120 poäng, varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 20 poäng) Meriter på grundnivå: Kandidatexamen, 3 år, 180 högskolepoäng (Bachelor)</p> <p>Meriter på avancerad nivå:</p> <ul style="list-style-type: none"> – Magisterexamen, 1 år, 60 högskolepoäng – Masterexamen, 2 år, 120 högskolepoäng – Doktorsexamen <p>Meriter på forskarnivå:</p> <ul style="list-style-type: none"> – Licentiatexamen, 2 år, 120 högskolepoäng – Doktorsexamen, 4 år, 240 högskolepoäng

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16		
			Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
United Kingdom	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	AD 5 to AD 16

End of ANNEX IV, click here to return to main text.

ISSN 1977-091X (electronic edition)
ISSN 1725-2423 (paper edition)



Publications Office of the European Union
2985 Luxembourg
LUXEMBOURG

EN