

NOTICE OF OPEN COMPETITION

EPSO/AST/51/08 — LEGAL AFFAIRS

EPSO/AST/52/08 — FINANCIAL MANAGEMENT

EPSO/AST/53/08 — PROGRAMME/PROJECT/CONTRACT MANAGEMENT

EPSO/AST/54/08 — AUDIT

EPSO/AST/55/08 — STATISTICS/ECONOMICS

(2008/C 96 A/02)

The European Personnel Selection Office (EPSO) is organising the following admission tests and open competitions, based on tests, to constitute a reserve from which to recruit

ASSISTANTS (*) (AST3)

CONTENTS

I. DUTIES AND ELIGIBILITY

- A. DUTIES
- B. ELIGIBILITY

II. ADMISSION TESTS

TEST PROCEDURES

III. OPEN COMPETITION

TEST PROCEDURES

IV. HOW TO APPLY**V. GENERAL INFORMATION****ANNEX:** Requests for review — Appeal procedures — Complaints to the European Ombudsman

(*) *The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.*

I. DUTIES AND ELIGIBILITY

Open competitions

- EPSO/AST/51/08 — LEGAL AFFAIRS
- EPSO/AST/52/08 — FINANCIAL MANAGEMENT
- EPSO/AST/53/08 — PROGRAMME/PROJECT/CONTRACT MANAGEMENT
- EPSO/AST/54/08 — AUDIT
- EPSO/AST/55/08 — STATISTICS/ECONOMICS

are being held to recruit assistants (AST3) and are open to citizens of the 27 Member States.

The purpose of these competitions is to draw up reserve lists from which to fill vacant posts in the institutions of the European Union.

Number of successful applicants by competition:

EPSO/AST/51/08	70
EPSO/AST/52/08	140
EPSO/AST/53/08	80
EPSO/AST/54/08	75
EPSO/AST/55/08	60

The European Personnel Selection Office (EPSO) is also organising the following parallel open competitions, covering the same fields but open only to citizens of the 12 Member States which joined in the latest enlargements and for which a recruitment quota has to be observed:

- EPSO/AST/46/08 — LEGAL AFFAIRS
- EPSO/AST/47/08 — FINANCIAL MANAGEMENT
- EPSO/AST/48/08 — PROGRAMME/PROJECT/CONTRACT MANAGEMENT
- EPSO/AST/49/08 — AUDIT
- EPSO/AST/50/08 — STATISTICS/ECONOMICS

to recruit assistants (AST3) with Bulgarian, Cypriot, Czech, Estonian, Hungarian, Lithuanian, Latvian, Maltese, Polish, Romanian, Slovenian or Slovak citizenship.

Please note that the tests for the above competitions may be held simultaneously. You may therefore apply for only one of these ten competitions. You must make your choice when you register online and you will not be able to change it after the deadline for registration.

A. DUTIES

The officials recruited will be expected to work under the authority of an administrator, performing duties such as those described for each competition.

EPSO/AST/51/08 — Legal affairs

1. Assistance in the legal field

- Helping to analyse and summarise files in order to prepare the position to be taken by the institutions, legal officers and/or lawyers instructed.
- Helping to draft advice on questions relating to law, litigation or procedure. Helping legal officers to prepare and draft notes and letters.
- Preparing files for the adoption of decisions by the institution via the delegation procedure or written procedure, draft communications to the institution, and drafts for consultation of departments. Following up these internal procedures and ensuring that decisions adopted are implemented.
- Monitoring action taken, the procedural stages (pre-litigation and litigation phase) and compliance with deadlines.
- Conducting preparatory research and analysis of Community and national law.
- Assisting legal officers in the selection of outside lawyers according to the substance of the case and the competent court, and maintaining collaboration throughout legal proceedings. Creating and checking follow-up sheets in respect of contracts concluded with outside lawyers. Establishing the necessary powers for the institution to be represented before national courts. Monitoring expenditure on legal assistance (lawyers' fees for litigation or consultation on national law).

2. Mail management

- Taking receipt of consultation documents from departments of the institution and of mail from outside lawyers relating to debt recovery and national litigation, and taking receipt of correspondence from national judicial bodies. Analysing and recording these data in the database of national litigation.

3. Communication activities

- Data input and updating the database for the management of national litigation. Centralising data relating to national litigation files and debt recovery. Compiling statistics. Performing searches for information at the request of users. Identifying requirements for developing the application.

4. In-house communication

- Answering questions and requests for information relating to litigation files in the broad sense and to debt recovery. Helping to define new document management tools.

5. External communication

- Maintaining contacts with outside lawyers handling litigation and with national courts. Helping with coordination between departments and outside lawyers in the course of judicial proceedings.

6. Documentation management

- Compiling files on Community and national litigation and enforced recovery of debts. Getting files ready for judicial proceedings.
- Data input and management of databases of national and Community law.

EPSO/AST/52/08 — Financial management

In the context of the various budgetary and financial activities, the official will be responsible, on the basis of precise instructions and using specific IT tools (computerised accounting system), for performing executive duties, such as:

- assisting with the implementation of accounting and financial systems,
- organising and keeping accounts and accounting systems,
- assisting with the closure of the accounts and the presentation of financial statements,
- handling cash management and bank reconciliation,
- managing imprest accounts,
- monitoring financial procedures (commitment, checking invoices and payments),
- monitoring receivables,
- performing controls on the accounting treatment and financial management of revenue,
- participating in drawing up the budget estimates and drawing up the annual accounts.

EPSO/AST/53/08 — Programme/project/contract management

- Helping to prepare decisions by the institution,
- drafting/verifying contracts on the basis of existing models and manuals,
- preparing/verifying calls for proposals, invitations to tenders and calls for expressions of interest, with a view to concluding contracts and agreements relating to grants,
- helping to examine programmes, including multiannual programmes,
- participating in evaluation committees to monitor selection and award procedures for proposals,
- monitoring and/or evaluating the implementation of programmes/projects in the Member States,

- analysing annual and final implementation reports,
- administrative and financial monitoring of contracts (commitment, payment, closure), including attending meetings of any monitoring committees,
- drawing up the terms of reference for contracts and agreements,
- drafting/verifying addenda/riders to contracts,
- giving advice on contractual, tendering and/or financial issues,
- making budget analyses of tenders for service contracts,
- assisting national, regional or local authorities with programme implementation,
- assisting operational units (including delegations),
- managing cooperation projects,
- participating in programme/project closure operations,
- creating official files for programmes/projects/contracts and managing the documentation in accordance with the current rules,
- participating in business continuity management.

EPSO/AST/54/08 — External/internal audit

(a) External audit

1. Assistance in improving control systems
 - Analysing (under the direct supervision of a lead auditor or designated auditor) reports and statements submitted by the Member States and other beneficiaries on the use of EU resources.
 - Helping to assess the effectiveness of the control systems instituted by Member States and other beneficiaries to manage the use of EU resources, prevent irregularities and ensure compliance with the Community rules on spending these funds.
 - Promoting the development of guidelines in relation to specific control objectives and the implementation of effective control systems.
 - Assisting in promoting the incorporation of effective and efficient control procedures in Community legislation.
 - Assisting the candidate countries and third countries in preparing to implement appropriate control systems.
2. Assistance with coordination and interservice consultation in the field of auditing
 - Assisting in consulting and maintaining contacts with other departments in shared areas of activity and participation in inter-service meetings.

- Helping to organise, follow up and reply to interservice consultations
3. Assistance in performing audits and preparing reports
- Helping to develop audit missions and audit plans (EPM).
 - Preparing or, where appropriate, carrying out and following up audits on the use of EU resources.
 - Helping to prepare summary and full audit reports within deadlines.
 - Communicating audit findings and, where appropriate, following up their implementation.
 - Recording audit findings and follow-up in the audit monitoring system of the DG.
 - Preparing, or where appropriate, implementing and following up procedures with financial and management implications for Member States and other beneficiaries in connection with the use of EU resources.
 - Preparing replies to Court of Auditors reports and DAS (*Déclaration d'assurance* — statement of assurance) findings.
 - Helping to manage contracts with external auditors providing audit services.
 - Assisting with the compilation of comparative data for publication and in the production of statistical data.
 - Helping to manage contracts with external auditors providing audit services. Monitoring the progress of contracts and the quality of the work done.

(b) **Internal audit**

1. Assistance in internal audit
- Helping to ascertain the nature of a process, identify risks and evaluate the adequacy and effectiveness of internal control, risk management and governance processes.
 - Helping to determine the most appropriate procedures, methods and resources.
 - Helping to identify key control points and evaluate their efficiency and effectiveness by reference to established standards.
 - Helping to develop substantive tests of transactions to ascertain the application of the key controls.
 - Analysing pertinent data to formulate objective opinions on the system/performance.
 - Preparing reports and presenting results and recommendations.
 - Following up corrective action taken by management

- Obtaining a reaction from auditees on the conduct of the audit.
2. Methodological support, advice and training
- Promoting the quality and methodological consistency of audit activities within departments.
 - Promoting the development of guidelines in relation to specific audit objectives.

EPSO/AST/55/08 — Statistics/economics

1. Assistance in relation to statistical methods
- Testing, validating and monitoring the quality of statistical methods.
 - Developing statistical indicators.
 - Creating and maintaining inventories of methodologies.
 - Creating and using statistical databases.
 - Helping to develop and/or implement classification systems and nomenclatures.
2. Management and processing of statistical data
- Locating, validating and formatting statistical data.
 - Calculating derived data and making estimates and statistical projections.
 - Analysing statistical data.
 - Collecting and transmitting data.
 - Compiling data for dissemination.
3. Statistical regulation and coordination activities
- Maintaining contacts and exchanging information within and between the institutions of the European Union as regards the regulation, harmonisation and coordination of statistical methods and procedures.
 - Maintaining contacts and exchanging information with bodies in the Member States and associated countries and with international organisations and committees dealing with the regulation, harmonisation and coordination of statistical methods and procedures.
 - Helping candidate countries and acceding countries to develop their statistical activities. Exchanging information and monitoring compliance with the 'acquis communautaire' as regards statistics.

- Helping to organise, prepare and draft documents, and servicing committees, working parties and other meetings with public and private institutions, professional bodies and other relevant organisations in the field of statistics.
 - Helping to draft legislation, contributing to negotiations with the Member States, the Council and the European Parliament, and ensuring conformity of implementation.
4. Economic advice and analysis and dissemination of statistical and economic information
- Drafting and interpreting economic analyses or statistical documents, presenting data in appropriate graphic form for dissemination and insertion in economic reports.
 - Handling requests for information on statistical or economic questions.

The European Union institutions attach particular importance to your ability to grasp problems of all kinds, often complex in nature, to react rapidly to changing circumstances and to communicate effectively. You will have to show initiative and imagination and be highly motivated. You should be able to work frequently under pressure, both on your own and in a team, and adjust to a multicultural working environment. You will also be expected to develop your professional skills throughout your career.

B. ELIGIBILITY

(a) General conditions

You must:

- be a citizen of a Member State of the European Union,
- enjoy your full rights as a citizen,
- have fulfilled any obligations imposed on you by the law concerning military service,
- meet the character requirements for the duties involved.

The competition notice does not set any age limit, but please note the information in Section V.7 concerning the retirement age.

(b) Specific conditions

1. Qualifications

The posts to be filled require:

- (i) a level of post-secondary education attested by a diploma relevant to the field of the competition chosen,

OR

- (ii) a level of general or vocational secondary education attested by a diploma giving access to post-secondary education and at least three years' professional experience relevant to the field of the competition chosen.

NB: The minimum of three years' professional experience required under (ii) above counts as an integral part of the above qualification and cannot be included in the professional experience required under 2 below.

2. Professional experience

You must:

- since obtaining the qualification required under (i) above

OR

- after obtaining the qualification and professional experience required under (ii)

have acquired at least five years' full-time professional experience relevant to the duties for the competition chosen.

The selection board will allow for differences between education systems. For examples of the minimum qualifications required, see the tables annexed to the Guide for Applicants (http://europa.eu/epso/on-line-applications/guide_en.htm) for each category. Note that these are examples only — stricter requirements may be set in the competition notice.

To make it easier for the selection board to assess whether your qualifications are relevant to the duties in question, please note that you may be required to provide formal proof of the subjects studied.

3. Knowledge of languages

You must have:

- **main language (language 1)**

a thorough knowledge of one of the official languages of the European Union;

and

- **second language (language 2 — must be different from your main language)**

a satisfactory knowledge of English, French or German.

Under Article 45(2) of the Staff Regulations, officials must prove their ability to work in a third language before their first promotion after recruitment.

You must specify your choice of language for the admission tests and the competition tests (English, French or German: language 2) when you register online ⁽¹⁾. You will not be able to change your choice after the deadline for online registration (**22 May 2008**).

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

You may send any questions to EPSO by e-mail (EPSO-AST-...-08@ec.europa.eu), but please check first that the information you want is not in the competition notice or the Guide for Applicants, or on the EPSO website (<http://europa.eu/epso>).

⁽¹⁾ For practical reasons the online registration form is available in English, French or German only.

II. ADMISSION TESTS

The appointing authority will invite you to the admission tests if your online registration shows that you meet the general and specific conditions in Section I.B **on the closing date for online registration (22 May 2008)**.

TEST PROCEDURES

EPSO will organise computer-based admission tests for all the candidates admitted. The tests will be held in the European Union in one or more centres specialising in this type of test, depending on availability.

You will be informed of the procedure for taking part in the tests via your EPSO profile.

You will take the admission tests in English, French or German (language 2).

- (a) A test comprising a series of multiple-choice questions to assess your knowledge of the European Union, its institutions and its policies.

This test will be marked out of 10 (pass mark: 5).

- (b) A test comprising a series of multiple-choice questions to assess your general verbal and numerical reasoning ability and skills.

This test will be marked out of 20 (pass mark: 10).

Wrong answers in these tests will not be penalised.

The candidates with the highest aggregate marks ⁽²⁾ in the admission tests and a pass mark in each (see table below) will be invited to submit a full application for admission to the open competition.

EPSO/AST/51/08	840
EPSO/AST/52/08	1 680
EPSO/AST/53/08	960
EPSO/AST/54/08	920
EPSO/AST/55/08	720

⁽²⁾ Where a number of candidates tie for the last available place, they will all be admitted to the next stage of the competition.

III. OPEN COMPETITION

After receiving the applications, the appointing authority will draw up a list of the candidates who satisfy the general conditions set out in Section I.B(a) and send it to the chair of the selection board together with their application files.

After having looked through the list, the selection board will admit you to the written tests if you are among the candidates with the highest aggregate marks ⁽²⁾ in the admission tests (see table below) and meet the specific eligibility criteria set out in Section I.B(b).

EPSO/AST/51/08	210
EPSO/AST/52/08	420
EPSO/AST/53/08	240
EPSO/AST/54/08	230
EPSO/AST/55/08	180

TEST PROCEDURES

1. Written tests — marking

You will take written tests (a) and (b) in English, French or German (language 2).

- (a) A test comprising a series of multiple-choice questions to assess your specific knowledge in the field of the competition chosen.

This test will be marked out of 40 (pass mark: 20).

Time allowed (subject to change): 1 hour.

- (b) A test on a subject of your choice in the field of the competition chosen, designed to test:

- your knowledge;
- your ability to understand, analyse and summarise;
- your drafting ability.

This test will be marked out of 40 (pass mark: 20).

Time allowed (subject to change): 2 hours.

- (c) Drafting a brief memo in your main language setting out the arguments and conclusions of written test (b).

This is designed to test your command of your main language in terms of both drafting and presentation.

This test will be marked out of 10 (pass mark: 8).

Time allowed (subject to change): 30 minutes.

The written tests will be held simultaneously at one or more centres in the European Union.

The date scheduled by EPSO for the written tests cannot be changed at your request. You will be notified of the date when you receive your invitation to the tests (via your EPSO profile).

2. Oral test — marking

Once the written tests have been marked, the candidates with the highest aggregate marks ⁽²⁾ in those tests (see table below) and at least a pass mark in each will be admitted to the oral test.

EPSO/AST/51/08	105
EPSO/AST/52/08	210
EPSO/AST/53/08	120
EPSO/AST/54/08	115
EPSO/AST/55/08	90

- (d) Interview with the selection board in English, French or German (language 2), to enable it to complete its assessment of:
- your suitability to perform the duties described in Section I.A,
 - your specialist knowledge in the field of the competition chosen;
 - your knowledge of the European Union, its institutions and its policies;
 - your motivation and your ability to adjust to working as a European civil servant in a multicultural environment.

Your knowledge of your main language will also be examined.

This test will be marked out of 50 (pass mark: 25).

The oral test will normally be held in Brussels.

3. Reserve lists

The selection board will place on the reserve lists the names of the candidates with the highest aggregate marks ⁽²⁾ in the written and oral tests and a pass mark in each (see Section I, Number of successful candidates).

The lists will be drawn up by competition and by merit group (maximum of 4 groups) and the names of the successful candidates will be given in alphabetical order within each group.

The reserve lists and their expiry dates will be published in the *Official Journal of the European Union* and on the EPSO website (<http://europa.eu/epso>) ⁽³⁾.

⁽³⁾ A successful candidate may explicitly request that his/her name not be published. Any such request must reach EPSO no later than two weeks after candidates are notified of the results.

IV. HOW TO APPLY

Please consult the Guide for Applicants (http://europa.eu/epso/on-line-applications/guide_en.htm), which can be found on the EPSO website (<http://europa.eu/epso>). It contains detailed instructions to help you submit your application correctly.

The closing date for online registration is 22 May 2008, with a deadline of 12.00 noon Brussels time on that day.

1. Creating an EPSO profile/Online registration

Before registering, you should carefully check whether you meet all the eligibility criteria.

If you decide to apply, you must register via the Internet by going to the EPSO website and following the instructions there concerning the various stages of the procedure.

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a problem with the Internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will not be able to register.

On completion of your online registration, you will receive on screen a registration number, which you must note — this will be your reference number in all matters concerning your application. Once you receive this number, the registration process is finished — it is the confirmation that we have registered the data you entered.

If you do not receive a number, your application has not been registered!

Please note that you must have an e-mail address. This will be used to identify you. The information you must enter in your registration includes your choice of languages and details of the qualifications required for admission to the competition (qualification, name of issuing establishment and date obtained).

No documents are required at this stage. Full applications will be requested later (see Section IV.3).

Once you have registered online, you can follow the progress of the competition by going to the EPSO website (<http://europa.eu/epso>) and clicking on 'Ongoing competitions'.

*If you have a disability that prevents you from registering online, you may request a paper version of the form ⁽⁴⁾ — **preferably by fax** — which you should fill in, sign and return by registered mail, postmarked no later than the closing date for registration. All subsequent communication between EPSO and you will be by post.*

You must enclose with your application form a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the tests.

2. Invitations to the tests

Details of when and where to attend the admission tests and other tests will be available **only** on the EPSO website (<http://europa.eu/epso>). You can access this information by entering the user name and password you specified when registering online. You are responsible for updating your EPSO profile to reflect any change in your postal or e-mail address.

⁽⁴⁾ EPSO — Info-recruitment — Avenue de Cortenbergh, 80 — 4/11 — B-1049 Brussels — Fax: + 32 2 295 74 88.

You are also responsible for consulting your EPSO profile to keep track of the progress of the competition and to check the information relevant to your application at every stage. If you find that you cannot do this, you must notify EPSO immediately by e-mail (EPSO-AST-...08@ec.europa.eu).

Wherever possible, you will be asked to sit the admission tests in the city you chose when registering online. **For organisational reasons you will not be able to switch to another venue unless you can prove that you have changed residence and have informed EPSO of this no later than three weeks before the planned date of the admission tests.**

3. Full application

The candidates with the highest aggregate marks in the admission tests and a pass mark in each, as specified in Section II, will be asked to print out and complete the full application form, which they will find in their EPSO profile on the website. It must be sent in by the required closing date ⁽⁵⁾.

Documents to enclose

Your application must give details of your citizenship, studies and any professional experience. You must enclose with your application the following documents:

- a copy of a document proving your citizenship (e.g. your passport, identity card or any other official document specifying your citizenship, which must have been obtained no later than the closing date for online registration);
- a copy of the diploma(s) attesting successful completion of your studies;
- employers' references clearly indicating the starting and finishing dates and the level and exact nature of the duties carried out; you will be given more detailed instructions, via your EPSO profile, on how to present your professional experience.

You should also enclose a numbered index of these documents on a separate sheet.

You should only send photocopies (which do not need to be certified) of these documents. Paper copies of web pages and/or references to websites do not constitute supporting documents for these purposes.

When completing your application form, you may not refer to any previous application forms submitted or any other documents enclosed with such applications. None of the documents submitted with your application will be returned.

Signing and sending the form

It is your responsibility to make sure that your application form, duly completed, SIGNED and accompanied by all the supporting documents, is sent by registered post to the address below by the closing date ⁽⁵⁾ (the postmark will serve as proof of the date of sending):

European Personnel Selection Office (EPSO)

C-80

Open competition EPSO/AST/.../08 (indicate the number of the competition chosen)

B-1049 Brussels

⁽⁵⁾ The closing date will be indicated in good time in your EPSO profile.

Scrutiny of applications

The selection board will look through the files of the candidates with the highest aggregate marks in the admission tests and a pass mark in each to determine whether they satisfy the conditions laid down in Section I.B of this notice. The selection board will invite you to the written tests if you are among the candidates with the highest marks and meet all the criteria for admission to the competition (see Section III, second paragraph).

You will be disqualified if:

- you do not complete your online registration by the deadline (22 May 2008);
- you do not complete and/or sign the application form (original signature required);
- you do not meet all the eligibility criteria;
- you post your application after the closing date (?);
- you do not send all the required supporting documents.

4. Reserve lists

The names of the successful candidates (see Section III.3) will be entered on the reserve lists.

5. If, at any stage in the procedure, it is established that the information in your online registration or official application form is incorrect, you will be disqualified from the competition.

6. To simplify administration of the competition, please quote in all correspondence **YOUR FULL NAME AS GIVEN ON YOUR APPLICATION FORM, THE COMPETITION NUMBER, AND THE REFERENCE NUMBER YOU RECEIVED WHEN YOUR ONLINE REGISTRATION WAS ACCEPTED.**

V. GENERAL INFORMATION

1. Equal opportunities

The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

2. Selection board

A selection board is appointed for each competition. Its members are designated by the institutions and their staff committees in equal numbers. The chair and members are then appointed by EPSO's appointing authority. Their names will be published on the EPSO website after candidates have been notified whether they have been admitted to the competition.

The European Personnel Selection Office (EPSO) is responsible for all communication with you until the competition is completed. **You are strictly forbidden to make any contact with the members of the selection board, either directly or indirectly. In the event of any infringement of this rule, the selection board will decide whether you should be disqualified from the competition.**

3. Approximate timetable

Depending on the total number of candidates, the competition will take approximately one year from the closing date for online registration.

Full details will be available on the EPSO website.

4. Requests from candidates for access to information concerning them

Candidates involved in selection procedures have the specific right of access to certain information concerning them directly and individually, as described below. EPSO may therefore supply supplementary information on candidates' participation in the competition at their request. Candidates must send such requests in writing to EPSO within a month of being notified of their results in the competition. EPSO will reply within a month of receiving the request. Requests will be dealt with taking account of the confidential nature of selection board proceedings under the Staff Regulations (Annex III, Article 6) and in compliance with the rules on the protection of individuals with regard to the processing of personal data. Examples of the type of information which may be supplied are given in the Guide for Applicants, Section III.3.

5. Requests for review — Appeal procedures — Complaints to the European Ombudsman

See Annex.

6. Recruitment conditions/Career

If you are placed on the reserve list, you will be eligible for appointment, normally as a probationary official, as and when required by the European institutions, in Brussels, Luxembourg or any other place of activity.

If you are on the reserve list and are offered a post, you will be asked to produce the originals of all the requisite documents, in particular your qualifications, so that copies can be authenticated.

Recruitment will depend on posts and funds becoming available.

Depending on the nature of the post concerned, successful candidates on the reserve list may initially be offered a temporary contract; in this case, their names will remain on the reserve list.

Article 29(1)(b) of the Staff Regulations refers to the possibility for officials to request a transfer to another institution or agency at any time during their career. However, in the interests of the service, newly recruited officials are transferred only in exceptional and duly justified cases during their first three years of service. Any such transfer is subject to the agreement of both the institution or agency that originally recruited the official and the institution or agency to which the official requests to be transferred.

7. **Retirement**

Under the provisions of the Staff Regulations on the retirement age of staff, officials are retired:

- either automatically at the age of 65 years,
- or, at the official's own request, at the age of 63 years or where the official is between 55 and 63 years of age and satisfies the requirements for immediate payment of a pension,
- exceptionally, at the official's own request and where it is considered to be in the interest of the service, at not later than the age of 67.

8. **Grade**

Assistants will be recruited from the reserve list to grade AST3.

9. **Remuneration**

Basic monthly salary as at **1 January 2008**:
grade **AST3**, first step: **EUR 3 165,35**

10. **Protection of personal data**

As the body responsible for organising the competition, EPSO ensures that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of **18 December 2000** on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data ⁽⁶⁾. This applies in particular to the confidentiality and security of such data.

⁽⁶⁾ OJ L 8, 12.1.2001, p. 1.

ANNEX

REQUESTS FOR REVIEW — APPEAL PROCEDURES — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Since the Staff Regulations apply to both the admission test phase and the competition, please note that all the proceedings of the selection board are covered by the confidentiality requirement laid down in Annex III to the Staff Regulations. If at any stage in either part of the selection process you consider that your interests have been prejudiced by a particular decision, you can take the following action:

— Requests for review

Within 20 days of the letter informing you of the decision being sent to you online, send a letter stating your case to:

European Personnel Selection Office (EPSO)
C-80
Open competition EPSO/AST/.../08 (indicate the number of the competition chosen)
B-1049 Brussels

EPSO will forward your request to the chair of the selection board if it comes within the board's remit. You will be sent a reply as soon as possible.

— Appeal procedures

— Either you can bring a case before:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
L-2925 Luxembourg

under Article 236 of the EC Treaty and Article 91 of the Staff Regulations of Officials of the European Communities;

— or you can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities, at the following address:

European Personnel Selection Office (EPSO)
C-80
Open competition EPSO/AST/.../08 (indicate the number of the competition chosen)
B-1049 Brussels

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004 (OJ L 124, 27.4.2004, <http://eur-lex.europa.eu>) start to run from the time you are notified of the act allegedly prejudicing your interests.

Please note that the appointing authority does not have the power to amend the decisions of a selection board. The Court has consistently held that the wide discretion enjoyed by selection boards is not subject to review by the Court unless the rules which govern the proceedings of selection boards have clearly been infringed.

— Complaints to the European Ombudsman

Like all citizens of the European Union, you can make a complaint to:

European Ombudsman
1 avenue du Président Robert Schuman — BP 403
F-67001 Strasbourg Cedex

under Article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113, 4 May 1994).

You should note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging appeals with the Civil Service Tribunal under Article 236 of the Treaty establishing the European Community. Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.
