

## NOTICE OF OPEN COMPETITION COM/B/136

The Commission of the European Communities is organizing an open competition based on tests, in order to constitute a reserve list of

## ADMINISTRATIVE ASSISTANTS

in the career brackets covering grades 5 and 4 of category B.

This reserve list is for the purpose of filling posts in that category and in those grades, now vacant or newly established in the Office for Official Publications of the European Communities in Luxembourg, in the specialized fields described under heading I below.

Candidates placed on the reserve list will rate as eligible for appointment, as and when required, to posts which are not filled by staff already in the service of the institutions of the Communities.

The reserve list will remain operative until 30 June 1976, subject to further extension. In the event of such extension, candidates on the list will be duly notified.

*Place of employment:* Luxembourg.

## I. NATURE OF DUTIES:

To perform tasks, within the context of general directives, relating to printing operations, in particular:

- preparation of manuscripts from the point of view of language and, following instructions of a general nature, typography;
- correction of proofs.

## II. SALARY:

The basic starting salary is Bfrs 23 675 per month (B 5/1). Persons appointed may, however, be allowed to start at a higher step, on the strength of their particular training and practical experience, with correspondingly higher salary (basic salary for B 5/3: Bfrs 25 935 per month). In exceptional cases, a basic salary of up to Bfrs 29 647 per month (B 4/3) may be paid. In addition to the basic salary, persons appointed will receive the allowances to which they are entitled under the Staff Regulations of officials of

the European Communities (see the notice preceding this notice of competition). Remuneration is subject to Community tax and to the other deductions provided for by the Staff Regulations. It is however exempt from national tax.

Where appropriate, a daily allowance will be payable for a given period, as laid down in Article 10 of Annex VII to the Staff Regulations; it will be between Bfrs 775 and Bfrs 525 for the first 15 days, and between Bfrs 350 and Bfrs 275 from the sixteenth day onwards.

Monthly net earnings after the compulsory deductions of an unmarried official with no dependants, in receipt of expatriation allowance, will be approximately Bfrs 31 484 for the first step of grade B 5.

## III. ELIGIBILITY:

The competition is open to candidates of either sex who satisfy the following requirements:

1. *General conditions:*

Those provided for by Article 28 (a), (b) and (c) of the Staff Regulations of the European Communities <sup>(1)</sup>.

2. *Age limit:*

Candidates must not be more than 35 years of age (born after 1 May 1940).

The age limit does not apply, however, to candidates who, on the closing date for receipt of applications, have been employed as officials or other servants of the European Communities for at least one year.

3. *Certificates, diplomas, etc., and practical experience:*

Candidates must:

- prove that they have completed a course of secondary education and obtained a final diploma, or have professional experience of equivalent standard;

<sup>(1)</sup> The 'General conditions' referred to under III (1), and the closing date for producing the supporting documents relating to the diplomas mentioned, are specified in the notice preceding this notice of competition.

- state <sup>(1)</sup> that they possess a perfect command of the grammar and syntax of one of the languages of the Community (see 4 below);
- possess an extensive knowledge of the rules of typography.

Candidates who have completed a university course and obtained a degree will not be admitted to the present competition.

#### 4. Knowledge of languages:

Applicants must declare that they have a thorough knowledge of one of the official languages of the Communities (Danish, Dutch, English, French, German, Italian) and a satisfactory knowledge of another.

#### IV. ADMISSION TO THE PRELIMINARY WRITTEN TEST — NATURE OF TEST AND MARKING:

1. The Selection Board will draw up a list of candidates who satisfy the requirements for admission given in heading III 2, 3 and 4.

These candidates will be called upon to sit the written test.

#### 2. Nature of the test:

Correction of a printer's proof (spelling and typography) via a manuscript prepared in one of the Community languages (see heading III 4 above).

Time allowed: two hours.

This test will be marked from 0 to 50.

#### V. ADMISSION TO ORAL TESTS — NATURE OF TESTS AND MARKING:

##### 1. Admission to oral test:

Candidates who have obtained at least 30 marks in the written test will be admitted to the oral test. Candidates will be individually notified of the decision of the Selection Board.

#### 2. Nature of tests and marking:

- Examination to ascertain the candidate's knowledge of the preparation of manuscripts and of typography.

This test will be marked from 0 to 20.

- Conversation with the members of the Selection Board to assess the candidate's knowledge of the second language of the Communities, which he has chosen. The Selection Board may, at the same time, test the candidate's knowledge of other Community languages.

This test will be marked from 0 to 10 <sup>(2)</sup>.

#### VI. LIST OF CANDIDATES ELIGIBLE FOR APPOINTMENT:

To be placed on the list from which appointments will be made, candidates must obtain a total of 48 marks for the written and oral tests and marks equal to or higher than half the total allowed for each oral test.

#### VII. CLOSING DATE:

Candidates should refer to the announcement preceding the notice of competition.

Persons wishing to take part in this competition are requested to fill in and sign the application form included in this issue of the *Official Journal of the European Communities* and to send it, preferably by registered post, to:

The Commission of the European Communities,  
 Recruiting, Appointments and Promotions Division,  
 200 rue de la Loi,  
 1049 Brussels, Belgium.

<sup>(1)</sup> Candidates must declare, in writing, that they possess this command of the grammar and syntax.

<sup>(2)</sup> As regards knowledge of other languages, the Selection Board may award a maximum of three additional marks for languages covered by a separate marking.