

▼B*ANNEX III***Competitions***Article 1*

1. ►**M23** Notice of competitions shall be drawn up by the appointing authority after consulting the Joint Committee. ◀

The notice shall state:

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- (a) the nature of the competition (competition internal to the institution, competition internal to the institutions, open competition ►**M85** , where appropriate, common to two or more institutions ◀);

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- (b) the kind of competition (whether on the basis of either qualifications or tests, or of both qualifications and tests);
- (c) the type of duties and tasks involved in the posts to be filled ►**M112** and the function group and grade offered ◀;
- (d) ►**M112** in accordance with Article 5(3) of the Staff Regulations, ◀ the diplomas and other evidence of formal qualifications or the degree of experience required for the posts to be filled;
- (e) where the competition is on the basis of tests, what kind they will be and how they will be marked;
- (f) where applicable, the knowledge of languages required in view of the special nature of the posts to be filled;

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- (g) where appropriate, the age limit and any extension of the age limit in the case of servants of the ►**M128** Union ◀ who have completed not less than one year's service;

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- (h) the closing date for applications;
- (i) any exceptions pursuant to Article 28 (a) of the Staff Regulations.

▼M85

Notice of open competitions common to two or more institutions shall be drawn up by the appointing authority referred to in ►**M112** Article 2(2) ◀ of the Staff Regulations, after consulting the common Joint Committee.

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2. Notice of open competitions shall be published in the *Official Journal of the* ►**M128** *European Union* ◀ not less than one month before the closing date for applications and, where applicable, not less than two months before the date of the tests.

3. All competitions shall be advertised within the institutions of ►**M128** the European Union ◀, the same time limits being observed.

▼ B*Article 2*

Candidates shall complete a form prescribed by the appointing authority.

They may be required to furnish additional documents or information.

*Article 3***▼ M112**

The Selection Board shall consist of a chairman designated by the Appointing Authority and of members designated by the Appointing Authority and the Staff Committee, each designating the same number.

▼ M85

For open competitions common to two or more institutions, the Selection Board shall consist of a chairman appointed by the appointing authority referred to in ►**M112** Article 2(2) ◀ of the Staff Regulations and of members appointed by the appointing authority referred to in ►**M112** Article 2(2) ◀ of the Staff Regulations on a proposal from the institutions, as well as of members appointed by agreement between the Staff Committees of the institutions, in such a way as to ensure equal representation.

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The Selection Board may, for certain tests, be assisted by one or more examiners serving in an advisory capacity.

Members of the Selection Board shall be chosen from officials whose ►**M112** function group and ◀ grade is at least equal to that of the post to be filled.

▼ M112

If a selection board consists of more than four members, it shall comprise at least two members of each gender

▼ B*Article 4*

The appointing authority shall draw up a list of candidates who satisfy the conditions laid down in Article 28 (a), (b) and (c) of the Staff Regulations and shall send it, together with the candidates' files, to the chairman of the Selection Board.

Article 5

After examining these files, the Selection Board shall draw up a list of candidates who meet the requirements set out in the notice of competition.

Where the competition is on the basis of tests, all candidates on the list shall be admitted to the tests.

Where the competition is on the basis of qualifications, the Selection Board shall, after determining how candidates' qualifications are to be assessed, consider the qualifications of the candidates appearing on the list provided for in the first paragraph.

Where the competition is on the basis of both tests and qualifications, the Selection Board shall state which of the candidates on the list shall be admitted to the tests.

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On completion of its proceedings, the Selection Board shall draw up the list of suitable candidates provided for in Article 30 of the Staff Regulations; the list shall wherever possible contain at least twice as many names as the number of posts to be filled.

The Selection Board shall forward this list to the appointing authority, together with a reasoned report by the Selection Board including any comments its members may wish to make.

Article 6

The proceedings of the Selection Board shall be secret.

▼M112*Article 7*

1. The institutions shall, after consultation of the Staff Regulations Committee, entrust the ►**M128** European Personnel Selection Office ◀ (hereinafter ‘the Office’) with responsibility for taking the necessary measures to ensure that uniform standards are applied in the selection procedures for officials of the ►**M128** Union ◀ and in the assessment and in the examination procedures referred to in Articles 45 and 45a of the Staff Regulations.

2. The Office's task shall be to:

- (a) organise, at the request of individual institutions, open competitions;
- (b) provide, at the request of individual institutions, technical support for internal competitions organised by them;
- (c) determine the contents of all examinations organised by the institutions in order to ensure that the requirements of Article 45a(1)(c) of the Staff Regulations are met in a harmonised and consistent manner;
- (d) assume general responsibility for the definition and organisation of the assessment of linguistic ability in order to ensure that the requirements of Article 45(2) of the Staff Regulations are met in a harmonised and consistent manner.

3. The Office may, at the request of individual institutions, perform other tasks linked to the selection of officials.

4. The Office shall, at their request, provide assistance to the different institutions with a view to the selection of temporary staff and contract staff, in particular by defining the contents of the tests and organising the selection procedures in the framework of Articles 12 and 82 of the Conditions of Employment of other servants.