



European Committee
of the Regions

Human Resources and Finance

ANNEX

Information page for applicants

This document is an integral part of the vacancy notice

1. Eligibility criteria

You must:

- ☐ **a.** be an established official of the European Committee of the Regions, publication under article 29(1)(a) of the Staff Regulations, or
- b.** be an established official of another institution of the European Union, publication under article 29(1)(b) of the Staff Regulations, or
- c.** be a successful candidate in a competition for officials of an appropriate grade organized by EPSO or by an EU institution, publication under article 29(1)(c) of the Staff Regulations
- ☐ submit your application via the [online application form](#)
- ☐ send your application at the latest by midday (Brussels time) on the day indicated in the vacancy notice.

2. Documents to be provided (in Word or PDF format)

- ☐ A CV, in French or English
- ☐ A motivation letter, in French or English
- ☐ The following supporting documents, as outlined in the table below:

Applicant category	AST/SC function group	AST function group	AD function group
Applicants submitting an application under Article 29(1)(a)(i) – transfer (accessible only to established officials of the European Committee of the Regions) – see also point 3e	N/A	N/A	N/A
Applicants submitting an application under Article 29(1)(a)(ii) – appointment in accordance with Article 45a of the Staff Regulations (certification)	N/A	N/A	<ul style="list-style-type: none">▪ proof of current grade▪ proof of successful completion of certification procedure

Applicant category	AST/SC function group	AST function group	AD function group
Applicants submitting an application under Article 29(1)(a)(iii) – promotion (accessible only to established officials of the European Committee of the Regions) The applicants must have occupied their current grade for at least two years on the closing date for the vacancy	N/A	<ul style="list-style-type: none"> proof of current grade, which must be immediately below the minimum grade in the grade bracket established for the vacancy notice 	<ul style="list-style-type: none"> proof of current grade, which must be immediately below the minimum grade in the grade bracket established for the vacancy notice
Applicants submitting an application under Article 29(1)(b) – interinstitutional transfer ¹	<ul style="list-style-type: none"> proof of current grade in the institution of origin 	<ul style="list-style-type: none"> proof of current grade in the institution of origin 	<ul style="list-style-type: none"> proof of current grade in the institution of origin
Applicants who have passed a competition for officials organized by EPSO or by the EU institution	<ul style="list-style-type: none"> competition number candidate number proof of passing a competition organized by EPSO or by the EU institution for the function group and grades specified in the vacancy notice 	<ul style="list-style-type: none"> competition number candidate number proof of passing a competition organized by EPSO or by the EU institution for the function group and grades specified in the vacancy notice 	<ul style="list-style-type: none"> competition number candidate number proof of passing a competition organized by EPSO or by the EU institution for the function group and grades specified in the vacancy notice

3. Additional remarks

- a. Only duly completed applications that meet the eligibility criteria and are submitted by the application deadline will be considered when establishing a list of suitable candidates who may be invited for an interview.
- b. You will receive an automatic acknowledgement of receipt upon submission of your application form. It is your responsibility to contact the European Committee of the Regions' Recruitment Sector (recruitment-official@cor.europa.eu) if you have not received an automatic acknowledgement of receipt after submitting your application.
- c. Only candidates selected by the selection panel for an interview will be contacted. If you have not been contacted within six weeks following the application deadline of the vacancy notice, please consider your application unsuccessful.
- d. The appointing authority will first consider applications submitted under Article 29(1)(a) of the Staff Regulations (transfer, appointment or promotion), then (if applicable) applications submitted under Article 29(1)(b) (interinstitutional transfer), and finally (if applicable) applications submitted under then Article 29(1)(c) (candidates who have passed an EPSO and/or internal competition).

¹ Article 29(1)(b) of the Staff Regulations offers officials the possibility of requesting a transfer to another institution or agency at any time during their career. However, candidates are reminded that, in the interests of the service, the transfer of newly recruited officials less than two years after they first take up their duties is only possible in exceptional cases and for properly substantiated reasons; each individual case has to be submitted for approval to the official's original institution or agency and to the institution or agency to which the person wishes to transfer.

- e. By way of derogation from Article 29(1)(a), candidates who have passed internal competitions published under Article 29(3) will be considered in parallel with transfers.
- f. Posts will be filled as and when budget resources permit.
- g. Where the vacancy published belongs to the Directorate for Logistics, the Directorate for Translation, the Directorate for Innovation and Information Technology, or the Public Procurement and Financial Management Unit, please note that the European Committee of the Regions shares these services with the European Economic and Social Committee and that staff in these Directorates work for both Committees without distinction.
- h. The main working languages of the European Committee of the Regions are English and French. For functional reasons, a very good command of English and/or French is therefore generally required.
- i. When a significant gender imbalance exists within the function group associated with the published vacancy and in case of equal merit, priority will be given to candidates of the underrepresented gender.

4. Equal opportunities and special requirements

The European Committee of the Regions strives to avoid any form of discrimination during the selection procedure. It applies an equal opportunities policy as set out in the general provisions of the Staff Regulations (Article 1(d)):

"(...) any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political opinion or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited."

As part of our equal opportunities policy, we are committed to working with people with disabilities. If, by virtue of your medical condition or special needs, you require reasonable adjustments for a part of the selection process or during the interview, please send an email with your request to recruitment-official@cor.europa.eu. Your request will be treated in strict confidence and no record will be kept.

Our dedication to inclusivity is also reflected in our efforts to enhance the accessibility of our vacancy notices, including the layout of the current annex. By improving their readability, we strive to make these documents accessible to all, including individuals with disabilities.

5. Data protection policy

The personal data contained in applications will be handled in compliance with the European data protection legislation. By providing your personal data in your application, you agree that they will be shared with the panel members and processed by the Recruitment sector and other relevant stakeholders.

Please refer to the Data Protection Notice attached to the automatic acknowledgement of your application or available on the [dedicated webpage of our website](#) for further information.