

EIT Guide for applicants

Where to find the vacancies for the EIT

Vacancy notices for posts at the EIT are regularly published on:

- the EIT's Website
<http://eit.europa.eu/collaborate/careers>
- EPSO's Website - (under "Non-permanent posts")
http://europa.eu/epso/apply/today/temporary_en.htm

Please check regularly for updates and new publications on the EIT website if you are interested in opportunities at the EIT. The website contains all the necessary information concerning open vacancies and the status of recruitment of staff by the Institute.

How to create an account on EU CV Online

Before you can submit an application for a vacancy at the EIT, you need first to create an account at EU CV Online. If you already have an account on EU CV Online, you can skip this section and go directly to the next ("How to submit your application"). Please note that you can change the language (English, French or German) in the top right-hand corner of the page.

Creating an account on EU CV Online

Once you identify a vacancy of your interest on the EIT website, you will see a link that will take you to the EU CV Online website¹.

Tip: If you are following a recruitment process at the EIT, we recommend you to save the link to EU CV Online under your bookmarks in your web browser for future connections.

To create a new account, click on the link "create an account" on top of the start page of EU CV Online. You will then need to provide your e-mail address and choose a password, which should be at least 8 characters long. At this stage, you will also be required to provide a question, which you will be asked in case you forget your password and its answer. You are advised to choose a question that you can easily answer but that it is not obvious to other people (i.e. name of your elementary school, second family name, etc.)

¹ To connect to EU CV Online, you may click on:

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&CFID=43272198&CFTOKEN=59090936&jsessionid=f4306b041d5468642323TR&langue=EN



DG Personnel and Administration - EU CV online - Microsoft Internet Explorer
 File Edit View Favorites Tools Help
 Back Search Favorites
 Address: [ministration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&CFID=43272198&CFTOKEN=59090936&jsessionid=f4306b041d5468642323TR&langue=EN](https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&CFID=43272198&CFTOKEN=59090936&jsessionid=f4306b041d5468642323TR&langue=EN) Go Links

Personnel and administration
Directorate-General

EUROPA > European Commission > DG Personnel and Administration > EU CV online

EU CV online

To register, you must [create an account](#) or [connect to your active account](#)

[List of current vacancies](#)

DG Personnel and Administration - EU CV online - Microsoft Internet Explorer
 File Edit View Favorites Tools Help
 Back Search Favorites
 Address: https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=account&langue=EN Go Links

Personnel and administration
Directorate-General

EUROPA > European Commission > DG Personnel and Administration > EU CV online

Create a new application file

[Help](#)

Please use your electronic address (do not use capital letters) as your login/username: (*)

Password: (*)

Confirm your password: (*)

Question which you will be asked if you forget your password: (*)
 150 Characters left

Answer: This is the answer you must give to the question above. Keep it simple as you will need to remember it! : (*)
 150 Characters left

Once you submit your e-mail address and a password, you will receive an e-mail notification, on the address you have indicated. This e-mail will also contain your log-in and password, which will allow you to access the EU CV Online on future occasions. We strongly recommend you to keep a copy of this information for future reference.

To validate your registration, click on the link you will receive in the e-mail notification.

Filling in your profile

After validating your registration, you can start filling in the fields required to complete your profile.

In the first section of the form, fill in your personal and contact data for identification purposes. Only the fields marked with an asterisk (*) are mandatory.

Tip: To enter correctly your telephone number, please follow the model provided in the form. For example, for Belgium, enter the international code in brackets (32) and then sequence of numbers with spaces in between them.

The second section, ("e-cv") allows you to fill in your CV following several steps. As a first step, if you have successfully completed an EPSO competition, you can fill in the information at the space provided. In most positions advertised at the EIT, the information provided in this section will not be evaluated. However, please note that this information may be relevant in those vacancies for Contract Agent requiring that candidates be on the reserve lists of EPSO competitions for contractual agents².


To complete your e-cv, you will need to fill in information for the following sections:

- Experience³
- Education
- Training
- Languages
- Skills and competences

Furthermore, if you wish so, you can provide information on:

- Publications
- Referees
- Additional information

Tip: the form e-cv has the same format as the Europass CV⁴. If you already have a CV in Europass CV format, you can easily copy the relevant fields (i.e. from your Europass CV in word format) and paste them on the corresponding field on EU CV Online. This will help you save time!

For a more detailed explanation of what is required at each field, you can click on the help icon . A text will then appear with further instructions.

Generally, you should allow at least 30 minutes for completing your full profile. Once done, you do not need to replicate the information there for every vacancy.

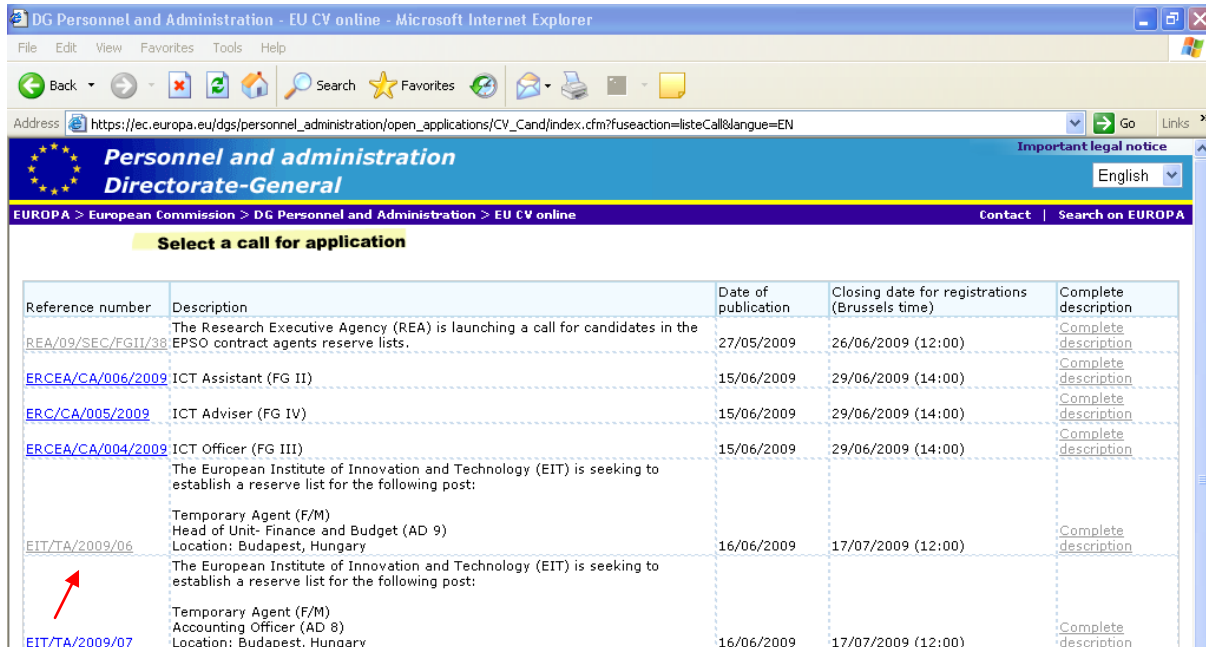
² In such cases, you are strongly advised to respond to the question "Are you registered for the call for expressions of interest launched by EPSO to compile a database of candidates to be recruited as "contract staff" ?", and provide the corresponding reference to the competition and candidate number.

³ Please note that the system has an automatic filter and does not allow to send applications if the applicant does not have the minimum of requested experience.

⁴ You can find more information about the Europass CV format, and templates to download, at the address: <http://europass.cedefop.europa.eu/europass>

How to submit your application

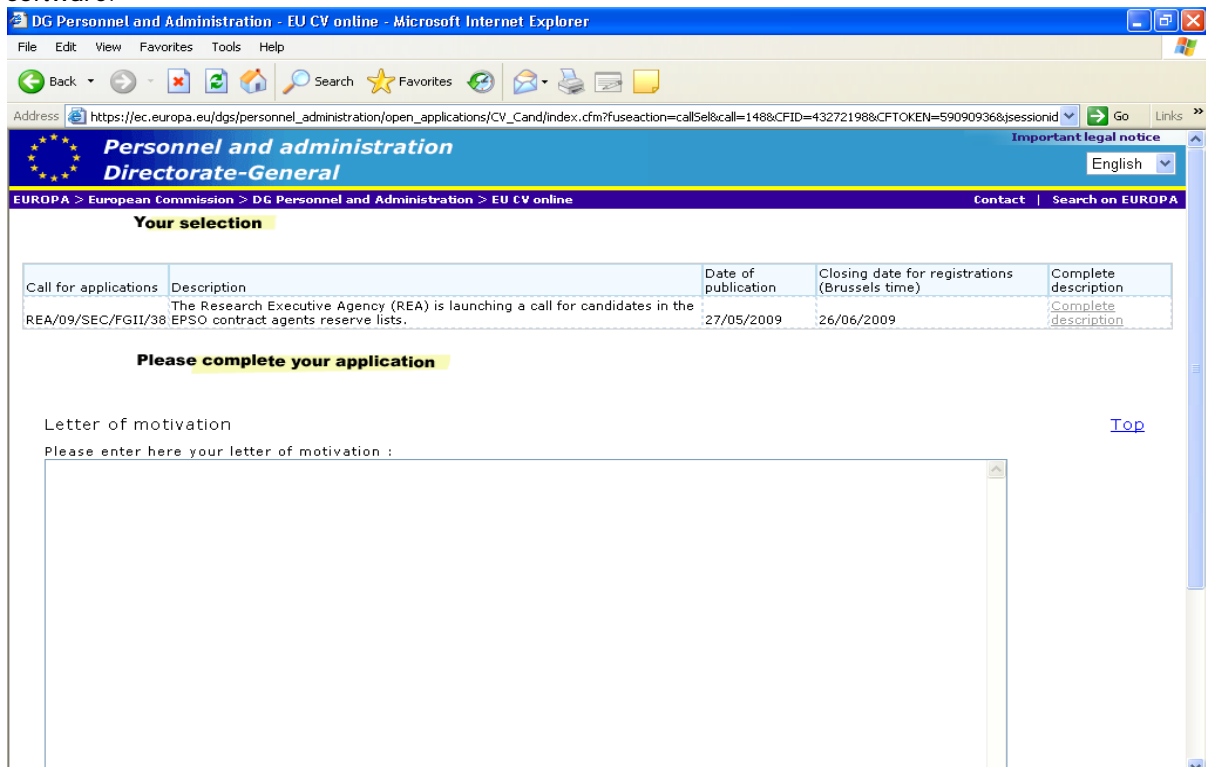
Only when you have completed all required sections of your e-cv you can proceed to apply. Select the link "apply for a vacancy" from the start page of EU CV Online. You can also find this link on your personal profile, after logging in to EU CV Online. On the vacancies' page, select the vacancy you are interested in by clicking on the reference number which appears on the left hand-side (see image below).



The screenshot shows a web browser window displaying the 'Personnel and administration Directorate-General' website. The page is titled 'Select a call for application' and features a table of available positions. A red arrow points to the entry with reference number 'EIT/TA/2009/07'.

Reference number	Description	Date of publication	Closing date for registrations (Brussels time)	Complete description
REA/09/SEC/FGII/38	The Research Executive Agency (REA) is launching a call for candidates in the EPSO contract agents reserve lists.	27/05/2009	26/06/2009 (12:00)	Complete description
ERCEA/CA/006/2009	ICT Assistant (FG II)	15/06/2009	29/06/2009 (14:00)	Complete description
ERC/CA/005/2009	ICT Adviser (FG IV)	15/06/2009	29/06/2009 (14:00)	Complete description
ERCEA/CA/004/2009	ICT Officer (FG III)	15/06/2009	29/06/2009 (14:00)	Complete description
EIT/TA/2009/06	Temporary Agent (F/M) Head of Unit- Finance and Budget (AD 9) Location: Budapest, Hungary	16/06/2009	17/07/2009 (12:00)	Complete description
EIT/TA/2009/07	Temporary Agent (F/M) Accounting Officer (AD 8) Location: Budapest, Hungary	16/06/2009	17/07/2009 (12:00)	Complete description

On the following page, you will see the vacancy you have selected. To complete your application, you need to provide a letter of motivation, explaining why you want to apply for the vacancy and why you believe you are a suitable candidate. You can copy and paste the text from common word processing software.



The screenshot shows the 'Your selection' page, which displays the details of the selected vacancy. Below the table, there is a section titled 'Please complete your application' with a text area for entering a letter of motivation.

Call for applications	Description	Date of publication	Closing date for registrations (Brussels time)	Complete description
REA/09/SEC/FGII/38	The Research Executive Agency (REA) is launching a call for candidates in the EPSO contract agents reserve lists.	27/05/2009	26/06/2009	Complete description

Please complete your application

Letter of motivation [Top](#)

Please enter here your letter of motivation :

Once you click the "submit" button, at the bottom of the page, your application will be registered and a confirmation number will appear on screen. We recommend you note this number, as this is the reference of your application.

The system will then make a copy of the data of your e-cv to create your application for the selected vacancy at the EIT. You can update your application until the closing date of the selected vacancy without modifying the data in your e-CV. However, please be careful: if you modify the data of the e-CV after having created an application, the data of the application for the EIT vacancy will not be modified!

An automatic acknowledgement of receipt of your application will be sent to the e-mail address you provided, containing your confirmation number.

Language

You are strongly advised to use English when applying for a post advertised by the EIT, as this is the working language of the Institute.

The recruitment procedure

The eligibility and selection criteria

All applications will first be checked against the eligibility criteria established in the vacancy notices. Non eligible candidates will be discarded at this stage. A selection committee will then evaluate eligible candidates on the basis of the selection criteria specified in the vacancy notice, and will decide which candidates will be called for an interview and/or further testing. To be considered for a vacancy, you must meet the required eligibility and selection criteria (for example concerning the required educational qualifications or years of experience) by the closing date mentioned in each vacancy notice. ***Please note that due to the large volume of applications received, only candidates selected for the interviews will be contacted.***

Interviews / Tests

The interview / tests will be conducted in English.

Positions advertised for Temporary Agents

Candidates invited for an interview will be informed once all applications have been examined. The interview date will be set within a reasonable time after the closing date for the applications. Candidates may also be required to sit a written test on the day of the interview. This might take the form of case study, multiple-choice questionnaire and/or oral presentation.

Positions advertised for Contract Agents

Candidates invited for an interview will be informed once all applications have been examined. The interview date will be set within a reasonable time after the closing date for the applications. The interview with the selection committee will take place following the completion of written test(s).

These tests shall include the following components, in accordance with the level and profile of the position advertised:

- General aptitudes and language skills,
- Knowledge of European integration and institutions,
- Specific competencies with reference to the profile.

The above-mentioned components can be combined.

Reserve Lists

Following the interviews, the most suitable candidates will be placed on a reserve list. The validity of reserve lists will be specified in each vacancy notice. The Director of the EIT will appoint new staff on the basis of reserve lists of the published vacancies. For certain posts, it is possible that candidates on a reserve lists need to undergo additional evaluation (i.e. in the form of an interview or assessment centre), before the Director can decide on an appointment.

Types of contract

Temporary Agent

Temporary Agent posts in the EIT are normally for a fixed period of 5 years, renewable once, according to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities. However, the maximum length of employment, including renewals, may not exceed 10 years. Detailed rules applicable to Temporary Staff are covered by Title II of the Conditions of Employment of Other Servants of the European Communities.

Contract Agent

The EIT may select contract agents, according to Article 3(a) of the Conditions of Employment of Other Servants of the European Communities, from the list of eligible candidates of one of EPSO's competitions dedicated to this (i.e. CAST 25, CAST 27, CAST 2008), or as a result of an open selection procedure, including its own testing. Eligibility conditions for each position are detailed in the vacancy notice for the position. The usual duration for posts as Contract Agent is 5 years, with a possible extension for 5 more years. However, the maximum length of employment for Contract staff at the EIT, including renewals, may not exceed 10 years. Detailed rules applicable to Contract Staff are covered by Title IV of the Conditions of Employment of Other Servants of the European Communities.

Length of the process

As a rough indication only, the recruitment procedure is expected to take up to 6 months from the date when a position is first advertised to a final offer of employment is made.

The time taken to invite applicants for an interview depends on the number of applications received for each Vacancy Notice. During the first years of activity of the EIT there will be a considerable number of vacancies published simultaneously. Therefore, it may take up to 8 weeks before candidates are contacted for an interview. ***Please note that due to the large volume of applications received, only candidates selected for the interviews will be contacted.***

Appeal procedures

1. Request for review

If you feel that a mistake has been made regarding eligibility for a given vacancy, you may ask to have your application reconsidered by sending a letter requesting for review, within 10 working days of the date indicated in the letter of notification, to the following e-mail address: jobs@eit.europa.eu.

You are advised to quote in the subject line of the letter the reference of the selection and the registration number. The EIT Secretariat will forward the request to the chair of the selection committee. A reply would then be sent within 20 working days of the date of receipt of the notification.

2. Appeal procedures

If you consider that you been adversely affected by a particular decision, you can lodge an **administrative** complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities at the following address:

The Director
European Institute of Innovation and Technology (EIT)

Infopark , Neumann János utca 1/E
1117 Budapest, Hungary

In order to speed up the procedure, it is recommended to use the following address: jobs@eit.europa.eu. However, we strongly encourage to undertake this step if, following the conclusion of the request for review, you have not received a satisfactory answer to your request.

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu.int/eur-lex>) starts to run from the time you are notified of the act adversely affecting your application.

If the complaint is rejected by express or implied decision you may submit a **judicial** appeal under Article 236 of the EC Treaty and Article 91 of the Staff Regulations of Officials of the European Communities to the:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
LUXEMBOURG 2925
Luxembourg

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: http://curia.europa.eu/en/instit/txtdocfr/index_tfp.htm.

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 rules which govern the proceedings of selection boards have clearly been infringed.

Furthermore, you also have the option to make a complaint to the **European Ombudsman**:

European Ombudsman
1 avenue du Président Robert Schuman
CS 30403,
67001 Strasbourg Cedex, France
<http://www.ombudsman.europa.eu>

Please 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 complaints or for submitting appeals to 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.

Important Notice: *This document has been produced for information purposes only. It is meant to help you through the application procedure. However, it is not legally binding. Only the vacancy notices for positions to be filled may be considered definitive.*