

**ADMISSION TESTS****OHIM/AST/02/07**

(2007/C 300 A/04)

The European Personnel Selection Office (EPSO) is organising admission tests on behalf of the Office for Harmonization in the Internal Market (Trade Marks and Designs) (hereinafter OHIM) with a view to holding an open competition to constitute a reserve from which to recruit

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- I. ELIGIBILITY
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## I. 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 military service obligations imposed on you by law,
- meet the character requirements for the duties involved.

The competition notice does not set any age limit, but please note the information concerning the retirement age in Section IV.7 of the NOTICE OF COMPETITION.

### (b) Special conditions

#### 1. Qualifications

You must have:

- (i) a level of post-secondary education attested by a diploma,
- or
- (ii) a level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least three years <sup>(1)</sup>.

N.B. 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.

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

#### 2. Professional experience

You must have acquired at least three years' professional experience relevant to the duties <sup>(1)</sup>:

- since obtaining the qualification required under (i) above,
- or
- since obtaining the qualification and professional experience required under (ii) above.

<sup>(1)</sup> In particular, any professional experience gained at an appropriate level in a regional, national, Community or international industrial property office will be considered relevant.

### 3. *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.

**You must indicate your choice of language for the admission tests (language 2) in your online registration <sup>(2)</sup>. You will not be able to change your choice after the deadline for online registration (24 January 2008).**

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<sup>(2)</sup> For practical reasons the online registration form is available in English, French or German only.

## II. TEST PROCEDURES

The appointing authority will admit you to the admission tests if your online registration shows that you meet the general and special conditions **on the closing date for online registration (24 January 2008)**:

**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 specialised in this type of test, depending on availability.**

**You will be informed of the procedure for attending these 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 22 highest aggregate marks <sup>(3)</sup> in the admission tests and a pass mark in each will be invited to submit a full application for possible admission to the open competition.

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<sup>(3)</sup> Where a number of candidates tie for the last available place, they will all be taken into consideration by the selection board.

### III. HOW TO APPLY ONLINE

Please consult the Guide for Applicants ([http://europa.eu/epso/on-line-applications/guide\\_en.htm](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 24 January 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 the 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. The candidates with the highest marks in the admission tests (see Section II of ADMISSION TESTS) will then be asked to submit a full application.**

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 — **preferably by fax** <sup>(4)</sup>, 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

Details of when and where to attend the admission 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.

<sup>(4)</sup> EPSO — Info-recrutement — 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 procedure 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 (OHIM-AST-02-07@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.**

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**NOTICE OF OPEN COMPETITION****OHIM/AST/02/07**

The European Personnel Selection Office (EPSO) is organising the following open competition based on tests on behalf of the Office for Harmonization in the Internal Market (Trade Marks and Designs) (hereinafter OHIM) to constitute a reserve from which to recruit

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## I. DUTIES AND ELIGIBILITY

Open competition OHIM/AST/02/07 is being held to recruit assistants (AST3) in the field of industrial property.

The purpose of this competition is to draw up a reserve list from which to fill vacant posts in OHIM in Alicante (Spain) and is open to citizens of the 27 Member States.

### **Number of successful candidates: 4**

The European Personnel Selection Office (EPSO) is also organising the following parallel open competitions on behalf of OHIM, in parallel:

- OHIM/AD/01/07 — Administrators (AD6) of Bulgarian, Cypriot, Czech, Estonian, Hungarian, Latvian, Lithuanian, Maltese, Polish, Romanian, Slovak and Slovene citizenship, in the field of industrial property;
- OHIM/AST/01/07 — Assistants (AST3) of Bulgarian, Cypriot, Czech, Estonian, Hungarian, Latvian, Lithuanian, Maltese, Polish, Romanian, Slovak and Slovene citizenship, in the field of industrial property;

as well as the following open competition, in the same field, open to citizens of the 27 Member States:

- OHIM/AD/02/07 — Administrators (AD6) in the field of industrial property,

Please note that the tests for the above competitions may be held simultaneously. You may therefore apply for only one of these competitions. You must make your choice when you register online and you will not be able to change your choice after the deadline for registration (24 January 2008).

## A. DUTIES

You will work in one or more of the following sectors relating to industrial property:

- Trade mark procedures:

**Examination:** carrying out clerical tasks including verification and keying in using computer programs; administrative management of examination files relating to Community trade mark applications; issuing receipts for Community trade mark applications; checking that time limits are observed; examining seniorities and priorities; checking amendments before publication; verifying payment of fees; examining Community trade mark applications for compliance with formalities and checking whether there are any absolute grounds for refusal; taking decisions on formalities, including decisions concerning the classification of goods and services under the NICE Classification and regarding absolute grounds for refusal.

**Opposition:** checking the admissibility of oppositions; producing and sending standard letters as well as correspondence relating to oppositions, primarily acknowledgements of receipt via OHIM's electronic workflow system; updating and filing new mail in the electronic opposition file; updating the system; keying in oppositions into OHIM's electronic workflow system; managing the adversarial phase of opposition proceedings; dealing with restrictions and withdrawals; taking decisions on oppositions deemed not entered, decisions on admissibility, on the apportionment of costs and on fixing the amount of costs, and decisions on substance, with the emphasis on non-substantiated and simple 'likelihood of confusion' cases; closing files (conversion letters, management of appeals) and other secretarial duties.

**Cancellation:** keying in cancellations into OHIM's electronic workflow system; producing and sending out standard letters and any other correspondence relating to cancellations; updating and filing new mail in the electronic cancellation file; checking compliance with formalities and the admissibility of applications for revocation or a declaration of invalidity; providing administrative support where needed and other secretarial duties.



— Designs procedures:

keying in data; verifying formalities (including classification); verifying payment of fees; examining the grounds for non-registrability of designs; generating deficiency letters, registration and end-of-deferment examination; examining design applications for compliance with formalities, absolute grounds for refusal, establishing examination reports, sending reports and any further communication with applicants. Invalidity proceedings require verification of compliance with formalities and admissibility as well as participation in taking the final decision on cases.

— Appeal procedures:

**Documentation and Support:** updating the database of decisions of the Boards of Appeal; proofreading and linguistic revision of decisions; searching the database of decisions of the Boards of Appeal for similar/related cases and responding to requests for information; secretarial duties of a general nature and clerical duties connected with creating and maintaining appeal files.

**Registry:** preparing and following up appeal files; checking that files are complete and formalities have been met, following up deficiencies and preparing admissibility reports; secretarial duties of a general nature and clerical duties connected with creating and maintaining appeal files.

It should be noted that, owing to increased automation of procedures, clerical tasks (verification, keying in, checking, administrative management, etc.) will steadily become less important in all these processes in the future, while the other duties (examination, decision-taking and database input, etc.) will come increasingly to the fore.

OHIM attaches particular importance to candidates' 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**

(The same as for the ADMISSION TESTS)

(b) **Special conditions**

(The same as for the ADMISSION TESTS, except knowledge of languages)

**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, German, Italian or Spanish.

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 indicate your choice of language for the tests (second language) on your application form.**

## II. TEST PROCEDURES

**The appointing authority will draw up a list of the candidates who satisfy the general conditions set out in Section I(a) of ADMISSION TESTS and send it to the chair of the selection board together with their application files.**

**The selection board will admit you to the written tests if you are among the candidates with the highest aggregate marks <sup>(1)</sup> in admission tests (a) and (b) and a pass mark in each (see Section II of ADMISSION TESTS), and provided you meet the special conditions set out in Section I(b) of ADMISSION TESTS.**

### 1. Written tests — marking

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

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

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

Time allowed (approximate indication): 1 hour.

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

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

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

Time allowed (approximate indication): 2 hours.

- (c) Drafting a brief memo in your main language setting out the arguments and conclusions of test (b). This test 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 (approximate indication): 30 minutes.

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

The date of the written tests scheduled by EPSO 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 8 highest aggregate marks <sup>(1)</sup> in those tests and a pass mark in each will be admitted to the oral test.

- (d) Interview with the selection board in English, French, German, Italian or Spanish (second language), to enable it to complete its assessment of:

- your suitability to perform the duties described in Section I of the notice of open competition,

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<sup>(1)</sup> Where a number of candidates tie for the last available place, they will all be taken into consideration by the selection board.

- your specialist knowledge in the field concerned,
- 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 list**

The selection board will place on the reserve list, in alphabetical order, the names of the candidates with the 4 highest aggregate marks <sup>(1)</sup> in the written and oral tests and a pass mark in each.

The reserve list and its expiry date will be published in the *Official Journal of the European Union* and on the EPSO website (<http://europa.eu/epso>) <sup>(2)</sup>.

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<sup>(2)</sup> 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 the candidate is notified of the results.

### III. FULL APPLICATION

Please consult the Guide for Applicants ([http://europa.eu/epso/on-line-applications/guide\\_en.htm](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.

#### 1. Invitations

Details of when and where to attend the various 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.

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 (OHIM-AST-02-07@ec.europa.eu).

#### 2. Submitting a full application

The candidates with the highest marks in the admission tests and a pass mark in each, as specified in Section II of ADMISSION TESTS, 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 <sup>(3)</sup>.

##### *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.

On a separate sheet, you should draw up a numbered index of these documents.

**All documents not in English, French, German, Italian or Spanish must be accompanied by a translation into one of those languages, which you may do yourself.**

***You should only send uncertified photocopies 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.**

<sup>(3)</sup> The closing date will be indicated in good time in your EPSO profile.

*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 <sup>(3)</sup> (the postmark will serve as proof of the date of sending):**

**European Personnel Selection Office (EPSO)**

**C-80**

**Open competition OHIM/AST/02/07**

**B-1049 Brussels**

*Scrutiny of applications*

The selection board will examine 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 of ADMISSION TESTS. The candidates who meet all the requirements will be invited to the written tests.

You will be disqualified if:

- you do not complete your online registration by the deadline (**24 January 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 <sup>(3)</sup>,
- you do not send all the required supporting documents.

**3. Reserve list**

The names of the successful candidates will be placed on the reserve list.

**4. 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.**

**5. 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.**

## IV. 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 all the candidates have been notified whether or not they have been admitted to the competition.

Only the European Personnel Selection Office (EPSO) is authorised to communicate 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, it will be for the selection board to 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 altogether 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 boards' 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.2.

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 to an assistant post; recruitment will normally be as a probationary official, as and when required by OHIM in Alicante, Spain.

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, 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. However, in the interests of the service, during their first three years of service newly recruited officials are transferred only in exceptional and duly justified cases. 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 rules on the retirement age for staff laid down in the Staff Regulations, officials are retired:

- automatically at the age of 65, or
- at their own request, either at the age of 63 or where they are between 55 and 63 years of age and satisfy the requirements for immediate payment of a pension, or
- exceptionally, at their own request and if it is considered to be in the interests 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 2007**:  
grade **AST3**, first step: **EUR 3 134,02**

## 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 (OJ L 8, 12.1.2001, p. 1). This applies in particular to the confidentiality and security of such data.

11. *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.*

*The language you choose as language 2 for the admission tests (see Section 1(3) of ADMISSION TESTS) will be the language used for all communication between you and EPSO.*

**You may send any questions to EPSO by e-mail (OHIM-AST-02-07@ec.europa.eu), but please check first that the information you want is not in the competition notice, the Guide for Applicants, or the EPSO website (<http://europa.eu/epso>).**

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## 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 of 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:

— **Request for review**

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

European Personnel Selection Office (EPSO)  
C-80  
Open competition OHIM/AST/02/07  
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**

— Either you can either 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 OHIM/AST/02/07  
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 (OJ L 124, 22.3.2004, p. 1) — <http://eur-lex.europa.eu>) start to run from the time you are notified of the act allegedly prejudicing your interests.

You should 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.

— **Complaint 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 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties (OJ L 113, 4.5.1994, p. 15).



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 European Union Civil Service Tribunal under Article 236 of the EC Treaty. 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.

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