



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
HUMAN RESOURCES AND SECURITY

Eligibility, recruitment steps, contractual and working conditions

General criteria

To be recruited at the European Commission you must fulfil the following criteria:

- you are a citizen of a Member State of the EU and enjoy full rights as a citizen
- you have fulfilled any obligations imposed by applicable laws concerning military service
- you are physically fit to perform the duties linked to the post
- you can produce the appropriate character references as to suitability for the performance of the duties

Qualifications

The qualifications you need depend on the contract type and staff category of the position you are applying for.

PERMANENT STAFF

[Permanent staff](#) are officials of the EU civil service appointed for an indefinite period. They form the core workforce and are selected through open or internal competitions. These competitions are designed to draw up reserve lists from which successful laureates can be recruited, when job openings become available.

AD (Administrators)

Staff in this function group usually work in strategic and policy-orientated roles. To be recruited in this function group, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

AST/AST-SC (Assistants/Secretaries-Clerks)

Staff in these function groups generally provide executive, technical, and clerical support. In order to be recruited on AST/AST-SC positions, you must have at least:

- a level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 3 years.

TEMPORARY STAFF

Temporary agents

The qualification requirements are the same as for the equivalent permanent AD or AST staff.

AD (Administrators)

Staff in this function group usually work in strategic and policy-orientated roles.

In order to be recruited for temporary AD positions, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

AST/AST-SC (Assistants/Secretaries-Clerks)

Staff in these function groups generally provide executive, technical, and clerical support.

In order to be recruited for temporary AST/AST-SC positions, you must have at least

- a level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 3 years.
- where justified in the interests of the service, professional training or professional experience of an equivalent level.

Contract agents

Prior requirement:

To become a contract agent, you must have passed an [EPSO CAST](#) in the relevant – or a higher – Function Group for this position. At the stage of the application, it is sufficient to be registered in the EPSO CAST database in the Function Group corresponding to the vacant position.

Qualification requirements for contract staff positions depend on the function group (FG).

Minimum qualifications:

- FG I:
 - completion of compulsory education
- FG II and FG III:
 - a level of post-secondary education attested by a diploma, or
 - a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 3 years
- FG IV:
 - a level of education which corresponds to completed university studies of at least 3 years attested by a diploma

Only qualifications issued or recognised as equivalent by EU Member State authorities (for example by the Ministry of Education) will be accepted.

Before recruitment, you will be required to provide documents that prove you meet the eligibility criteria (diplomas, certificates and other supporting documents).

Languages

You must have thorough knowledge (minimum level C1) of one of the [24 official languages of the EU](#) and satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

[More information on language levels](#)

Selection and recruitment steps

Selection

For officials, a vacant **permanent position** is first published internally, inter-institutionally, and brought to the attention of EU officials and candidates who have passed the EPSO competition, also known as competition laureates.

In accordance with Article 29 of the Staff Regulations, Applications from Commission officials, officials from other institutions, and laureates of competitions have priority. If these candidates do not best fit the requirements for the position, the Commission may recruit a temporary agent, who can find out about the position on the [EU Careers website](#).

For temporary agents under Article 2(a) of the [Conditions of Employment of Other Servants](#), the post is published directly on the EU career website, without mandatory prior internal publication.

A selection panel will choose a limited number of candidates for interview, based on the CV and application form they submitted. Due to the large volume of applications we may receive, **only candidates selected for the next step of the selection phase will be notified**.

For operational reasons and to complete the selection procedure as quickly as possible, the selection procedure will be carried out in **English/French** and possibly in another language.

Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

They will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission. In case a security screening is needed, candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

Recruitment grade and contract duration

Temporary agents

The recruitment grade, as well as the step in that grade, will be determined in accordance with [Commission Decision C\(2025\)5665](#) on policies for the engagement and use of temporary agents and with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The recruitment grade will be calculated based on the qualifications and the number of years of professional experience, according to Art. 13 of the [Commission Decision C\(2025\)5665](#). Higher grades may be granted exceptionally.

As a general rule, the initial contract may be concluded for up to 4 years and may be renewed once for up to 2 years in the interest of service, in accordance with [Commission Decision C\(2025\)4716](#) and [Commission decision C\(2019\)2548](#). Contract duration is also subject to the applicable rules on the maximum duration of service as non-permanent staff.

All new staff must successfully complete a 9-month probationary period.

Contract agents

The recruitment grade will be calculated based on the qualifications and the number of years of professional experience in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to the classification in step on engagement.

The duration of the first contract and of the subsequent renewal(s) are defined according to the General Implementing Rules in force at that moment (currently, Commission Decision C (2017)6760 on policies for the engagement and use of contract agents).

For Contract Agents 3a, the contract may be renewed in the interest of the service for a definite duration. If a second renewal is in the interest of the service, the contract will be for an indefinite duration. However, for FGI, the contract may be renewed in the interest of the service for a fixed period up to three times. Any further renewal will be for an indefinite duration. Before renewal of a contract for an indefinite period, FGIV contract staff shall demonstrate the ability to work in a 3rd EU language.

For Contract Agents 3b, the contract may be renewed one or more times, up to a maximum duration of 6 years and subject to the interest of the service.

Contract agents recruited in Function Group I must successfully complete a 6-month probationary period whereas contract agents recruited in Function Groups II, III and IV must successfully complete a 9-month probationary period.

Pay

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working with us](#). For information related to Data Protection, please see the Specific [Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.