

EN

Classification in step

- When recruited, officials are appointed to *the grade* set out in the notice of the competition they have passed.
▶ Article 31 (1) of Staff Regs
- Recruitment of officials or engagement of temporary staff is effected, in principle, at the **first step** in their grade.
▶ Article 32, 1st para., of Staff Regs
- On the basis of professional experience acquired and supported by appropriate evidence, classification is effected at the **second step**,
▶ Article 32, 2nd para., of Staff Regs
pursuant to the following table:

<i>For grade/</i>	<i>professional experience of at least</i>	<i>from the time when:</i>
AD8	12 years	<i>a university degree was awarded on completion of a minimum of 4 years of study; or*</i>
AD7	9 years	
AD6	6 years	<i>on completion of a minimum of 3 years of study, the university degree giving access to these grades was awarded; or*</i>
AD5	3 years	
AST4	12 years	<i>a post-secondary education diploma was awarded; or*</i>
AST3	9 years	
AST2	6 years	
AST1	3 years	

** see alternative conditions in Decision of 12*

- For lawyer linguists, transitional classification at the third step is also possible;
▶ Article 13 (2) of Annex XIII
this, however, requires 15 years of professional experience.

- Members of the **temporary staff** subsequently appointed officials retain their seniority in their step.
▶ Article 32, 3rd para., of Staff Regs

- The above information covers the vast majority of cases; for exhaustive information, please look up:

le site intranet de la Direction du personnel et des Finances :
http://intranet/adm/dp/site_dp/ html/personnel/dispositions.htm

* - Décision du 12 mai 2004 portant dispositions générales d'exécution relatives aux critères de **classement en échelon** lors du recrutement de fonctionnaires ou de l'engagement d'agents temporaires