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EPSO/AD/426/25 –  
Administrators (AD  
7) in the field of data  
management and  
data knowledge

**1**

**• Overview**

**2**

**• The application – eligibility**

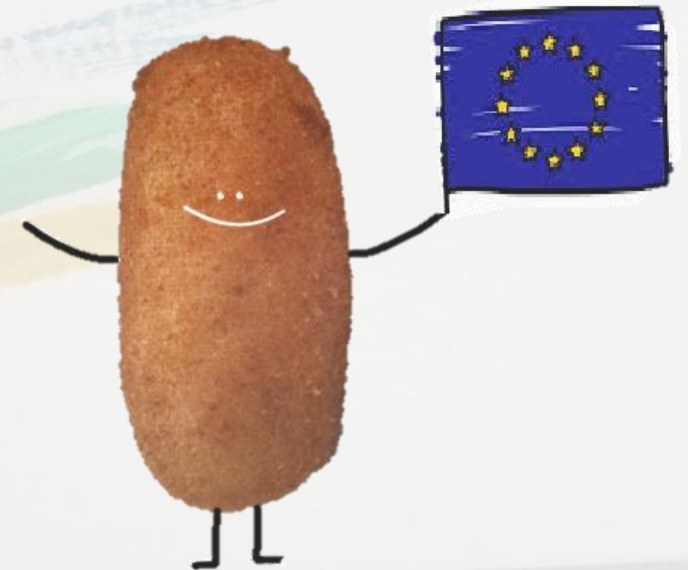
**3**

**• Test and Resources**

**4**

**• Q & A**

**This presentation has been prepared following the notice of competition, real candidates experience, your doubts and our best advices. Probably we'll have an answer to your question but not in the slide you expect, just be patience**



Language	Seats	Candidates	Your chances
Administrators (AD 7) in the field of data management and data knowledge	238	?	ALL

- The reserve list gives you a right to be candidate, not a position. Focus on being on the list
- A reserve list for : the European Parliament, the European Commission, the Court of Justice of the European Union, and the European Court of Auditors

At least 25% up to 33% will fail in the reasoning  
Other 15-20% won't prepare anything

**Don't make mistakes and you will be in the list**

## 6. INFORMATION ON PLACE OF EMPLOYMENT UPON RECRUITMENT IN LUXEMBOURG AND ON TRANSFERS

- (a) Successful candidates on the reserve list will be recruited as probationer officials to posts based in Luxembourg.
- (b) Article 29(1)(a)(i) and (b) of the Staff Regulations provide that, at any time in their career, officials may apply for a transfer within the same EU institution or agency or to another EU institution or agency.
- (c) However, candidates should note that, in the interests of the service:
  - (i) during an official's first three years of service after starting work as a probationer official, a transfer to another EU institution or agency that does not involve a change of place of employment will only be possible in exceptional, duly justified cases;
  - (ii) during an official's first four years of service after starting work as a probationer official, a transfer within the same EU institution or agency or to another EU institution or agency that involves a change of place of employment will only be possible in exceptional, duly justified cases.
- (d) It should also be noted that any such transfer between EU institutions or agencies will be conditional upon the agreement of the official's original institution or agency and the institution or agency to which they wish to transfer.
- (e) In order to be able to perform their duties under the best possible conditions, newly recruited officials must be given the opportunity to integrate as effectively as possible into the culture and working environment of the place of employment and the EU institution or agency that recruits them.
- (f) Moreover, recruiting EU institutions or agencies invest resources in induction and training for new officials and in helping them to integrate both at work and in the place of employment. It is thus necessary to ensure a certain degree of continuity and predictability in the filling of posts by requiring newly recruited officials to complete a minimum period of service both in the recruiting EU institution or agency and in their place of employment.

**Don't  
forget  
WHERE you  
are  
applying  
for  
LUXEMBOURG**

# Key items and conditions for all

All candidates will be invited to the exam.

Exam will be in 1 day! No chance of changing the date

You won't have any result until the end of the process

You will use the new platform ATO

General participation conditions are simple :

A candidate must:

- (1) be a national of one of the Member States of the EU and enjoy full rights as a citizen;
- (2) have fulfilled any obligations imposed on them by the laws concerning military service; and
- (3) meet the character requirements for the duties concerned.

### 3.2. Specific conditions – languages

A candidate must have knowledge of at least two official EU languages, as provided for in Section 4.2.

- (i) language 1: C1 (very good or native-speaker level)
- (ii) language 2 minimum B2 (you don't need a certificate)

# Conditions

## 4.2. Languages used in this competition

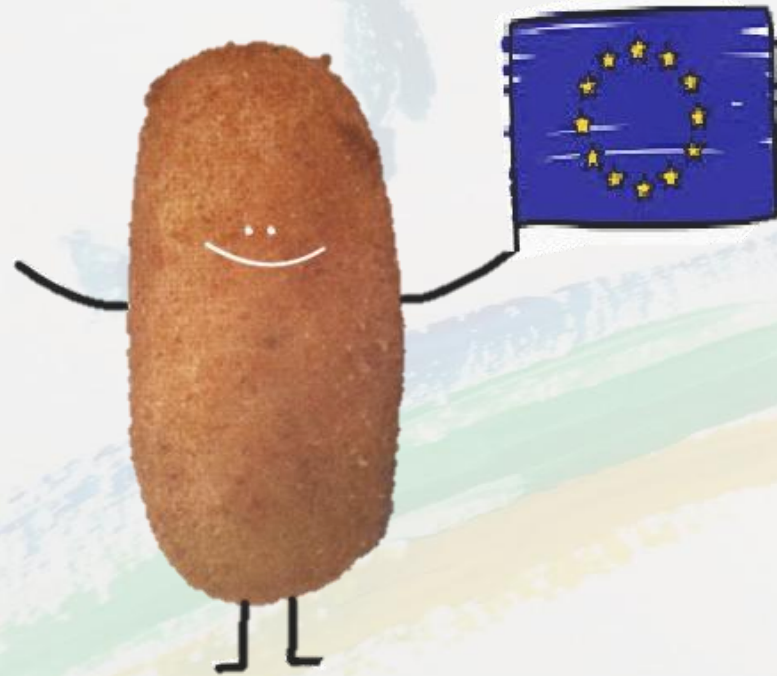
**Practice with the languages to see what fits you**

- (a) The [Staff Regulations](#) <sup>(1)</sup> stipulate that an official may only be appointed on condition that they produce evidence of a thorough knowledge of one of the EU languages and a satisfactory knowledge of another EU language to the extent necessary for the performance of their duties.
- (b) Therefore, in this competition, a candidate must have a thorough knowledge (minimum C1 level) of at least one of the 24 official EU languages and a satisfactory knowledge (minimum B2 level) of a different language to be chosen among the remaining 23 official EU languages. The minimum levels indicated here apply to each linguistic ability (listening, reading, spoken interaction, spoken production, and writing) requested in the application form. These abilities reflect those of the [Common European Framework of Reference for Languages](#) <sup>(2)</sup>.
- (c) For ease of reference, those languages will be referred to as 'language 1' and 'language 2'.
- (d) The languages will be used in different phases of the competition as indicated in Table 2.

*Table 1*

Competition phase	Tests	Language
Application	—	Any of the 24 official EU languages
Testing	Reasoning tests	Language 1
	Field-related MCQ test	Language 2
	EUFTE	Language 2

**Let's see first the experience required and how it changes according to your academic background**



# Am I eligible?

**AD7** minimum 5 years (up to 7 years) of relevant experience

## Option 1

university-level studies of **at least 3 years**, attested by a diploma (point 3.3(c)) **+6 y relevant experience**

- (c) The diploma referred to in points 3.3(b)(i) and (ii) will be taken into account if it is acquired in one or more of the following areas:
- (i) Artificial intelligence (AI), machine learning, data science, data analytics, data engineering;
  - (ii) Data management, data governance, information management, knowledge management;
  - (iii) Economics, econometrics, finance, accounting, actuarial science, business management, business analytics, business intelligence;
  - (iv) Engineering (data or IT specialisation), computer engineering, computer science, information and communication technology, informatics, information science, information systems;
  - (v) Law, European studies, international relations, political science, public administration;
  - (vi) Mathematics, statistics.
- (d) The professional experience referred to in points 3.3(b)(i), (ii) and (iii) will be considered relevant if it corresponds to one or more of the categories of duties outlined in Annex II.

# Am I eligible?

**AD7** minimum 5 years (up to 7 years) of relevant experience

## Option 2

university-level studies of **at least 4 years**, attested by a diploma OR ADVANCED DEGREE (master, PhD or equivalent) + **5 y relevant experience**

- (ii) Have completed university-level studies of at least **four years**, attested by a diploma in one of the areas listed in point 3.3(c), and a minimum of **five years** of relevant professional experience acquired after the final decision to award that diploma.

The education requirement referred to in this point will also be considered satisfied in cases where the candidate has an advanced degree (master's, PhD, or equivalent <sup>(1)</sup>) in one of the areas listed in point 3.3(c), irrespective of the area of previous studies completed by the candidate.

# Am I eligible?

**AD7** minimum 5 years (up to 7 years) of relevant experience

## Option 3

university-level studies of **at least 3 years**, attested by a **ANY diploma** (except those in **point 3.3(c)**) + **7 y relevant experience**

(c) The diploma referred to in points 3.3(b)(i) and (ii) will be taken into account if it is acquired in one or more of the following areas:

- (i) Artificial intelligence (AI), machine learning, data science, data analytics, data engineering;
- (ii) Data management, data governance, information management, knowledge management;
- (iii) Economics, econometrics, finance, accounting, management science, business management, business analytics, business intelligence;
- (iv) Engineering (data or IT specialisation), computer science, computer science, information and communication technology, informatics, information science, information systems;
- (v) Law, European studies, international relations, political science, public administration;
- (vi) Mathematics, statistics.

(d) The professional experience referred to in points 3.3(b)(i), (ii) and (iii) will be considered relevant if it corresponds to one or more of the categories of duties outlined in Annex II.

# Am I eligible?

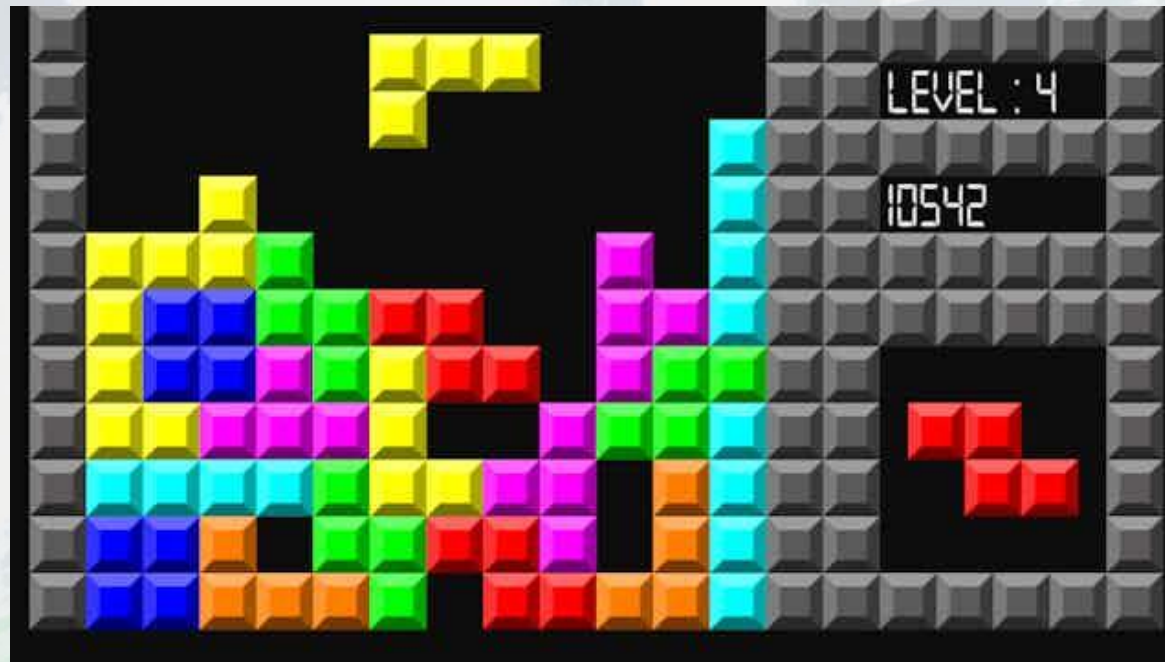
If you think your diploma is equivalent to one of these degrees – **EXPLAIN IT IN YOUR APPLICATION** (i.e disclose the subjects/study plan or provide any other type of objective information (i.e Ministry acknowledgement). **Your opinion is NOT a valid reference.**

**Objective data is the valid thing**

- (c) The diploma referred to in points 3.3(b)(i) and (ii) will be taken into account if it is acquired in one or more of the following areas:
- (i) Artificial intelligence (AI), machine learning, data science, data analytics, data engineering;
  - (ii) Data management, data governance, information management, knowledge management;
  - (iii) Economics, econometrics, finance, accounting, actuarial science, business management, business analytics, business intelligence;
  - (iv) Engineering (data or IT specialisation), computer engineering, computer science, information and communication technology, informatics, information science, information systems;
  - (v) Law, European studies, international relations, political science, public administration;
  - (vi) Mathematics, statistics.
- (d) The professional experience referred to in points 3.3(b)(i), (ii) and (iii) will be considered relevant if it corresponds to one or more of the categories of duties outlined in Annex II.

Now let's talk about relevant experience and how to demonstrate it.

**Reminder** - We have edited some of the texts to fit in the ppt, then you are advised to read the notice! **The notice is the only valid document of reference**



# How to provide evidence of our experience

Please, read the ANNEX I – instructions are there and if you fail to follow them, it's not EPSO's fault.

## 2.3. *Professional experience*

- (1) To be taken into account, professional experience must meet the following general conditions:
  - (a) it must be acquired after obtaining the required minimum educational qualification indicated in the notice of competition;
  - (b) it must constitute genuine and effective work;
  - (c) it has to be remunerated;
  - (d) it must involve a professional relationship, i.e. being part of an organisational structure or supplying a service;
  - (e) it must comply with the relevance criteria defined in the notice of competition. If only a part of the tasks carried out during a given period of professional experience can be considered relevant, the following rules will apply:
    - (i) if more than 75 % of tasks are relevant, the whole period of professional experience will be considered relevant;
    - (ii) if more than 50 % but less than or equal to 75 % of tasks are relevant, the given period of professional experience will be counted at the rate of 75 %;
    - (iii) if 25-50 % of tasks are relevant, the given period of professional experience will be counted at the rate of 50 %;
    - (iv) if less than 25 % of tasks are relevant, the given period of professional experience will not be taken into account.

# How to provide evidence of our experience

24 official languages of the EU are valid for your documents.

(6) All periods of professional activity must be covered by originals or certified copies of the following documents:

**Originals = scanned originals**

(a) documents from former and/or current employer(s): employment contract(s) indicating the start and end dates of employment and/or first and last pay slips. These documents should indicate the nature, level, as well as a detailed description of duties performed, and they should bear an official header and stamp of the employer, and the name and signature of the person in charge;

**Consider a combination of documents, the more official they are, the better**

(b) for non-salaried work, e.g. self-employed/liberal professions: invoices or order forms detailing the work performed or any other relevant official supporting documents specifying the nature and period of the duties performed or services rendered;

(c) for freelance translators: documents attesting the time periods worked and the number of pages translated;

**Budgets/ invoices / projects etc...info must be consistent**

(d) for freelance interpreters: documents attesting the number of days worked, and the languages interpreted from and into.

# How to provide evidence of our experience

**A 20MB file size restriction applies to EACH file you wish to attach to your work experience details. Allowed file formats are PNG, JPG, and PDF.**

## Occupation

### Instructions

A 20MB file size restriction applies to EACH file you wish to attach to your work experience details. Allowed file formats are PNG, JPG, and PDF.

\*Occupation or position held

Describe all your work experiences. You can also include unpaid work, volunteering, internships, apprenticeships, freelancing and other activities. Fill in as much information as you can.

Employer

Add the name of your employer ( e.g. a company, institution or organisation).

\*City

\*Country

Please select the country from the list. The list contains countries and territories. It is not limited to countries formally recognised by the EU.

## Address Details

\*Address line 1

Address line 2

\*Postal code

## More Details

## More Details

Main activities and responsibilities

← → Paragraph **B** *I* [List icons] [Link icon] [Image icon] [Quote icon] [Undo icon]

**Use it. Explain your experience**

Describe your tasks and responsibilities (e.g. computer maintenance, relations with suppliers, coaching a junior ice hockey team).

Business or sector

-- None --

Department

Organisation email

Link to file or video

(empty)



Add links to relevant videos that showcase your achievements.

Organisation website

Add a website address relevant for this work experience, e.g. of your employer, organisation or a project you worked on.

## Dates

\*From date

DD/MM/YYYY

\*To date

DD/MM/YYYY

If you do not remember the exact date you can choose the first working day of the month.

Ongoing experience

**Dates should be easy to reflect**

Save (Ctrl + s)

Required information Occupation or position held City Country Address line 1 Postal code From date To date

# Time to register at the Single candidate portal (please, read the instructions)

## Single Candidate Portal

From January 2025, candidates must apply to open competitions organised by EPSO via the new [Single Candidate Portal](#) (also referred to as Portal). The first competition to use this new approach is the competition for administrators in the field of taxation, published by EPSO on 17 January 2025.

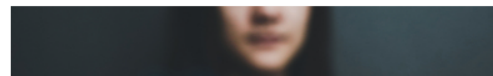
The Single Candidate Portal will replace the current EPSO Accounts for applications to open competitions. By introducing the Single Candidate Portal, EPSO wishes to provide candidates with a smoother application experience. The application process will be faster and more efficient, allowing candidates to, for instance, reuse information provided in previous applications.

**The new application system is not applicable to all EPSO selection procedures yet. For instance, in the case of [selection procedures for contract staff](#), applicants must still submit their application via the [EPSO Account](#) until further notice. Moreover, in the case of open competitions published by EPSO until 31 December 2024, EPSO will continue to publish the relevant correspondence in the candidates' EPSO Accounts.**

### Important steps to follow before you can submit your application:

1. Create an external **EU Login Account** if you don't have one yet. The EU Login is essential to access the Portal.
2. Navigate through and become familiar with the Single Candidate Portal.
3. Complete your profile and set-up your CV in the Single Candidate Portal.
4. Apply for a competition by the deadline in the notice of competition.
5. Communicate with EPSO using the Single Candidate Portal.

By clicking on the sections below, candidates will receive very important information about the new Single Candidate Portal, as well as detailed instructions on how to apply via the Portal.



### IMPORTANT INFORMATION:

**You must not use any third-party sign-in option like the eID, Facebook or Google to create your EU Login account and Single Candidate Portal profile because you will eventually lose access to the account containing your application/s and risk not creating a valid account or to fail to reach the status of candidate in this competition (for detailed information please see [How to create an EU LOGIN account](#)).**

### Are you currently working for the EU institutions or bodies?

If so, then you already have a corporate (internal) EU LOGIN.

There are two important situations for you to consider:

1. You have a **permanent contract** as an EU official: in that case, you must use your current corporate (internal) EU LOGIN for your application via the Single Candidate Portal.
2. You have a **temporary contract** as EU staff: in that case, you must create a new EU LOGIN, using a private e-mail address.  
You should also use a personal computer, otherwise, your professional computer will use your corporate (internal) EU LOGIN by default.  
For instructions on how to set up authentication factors for your external EU LOGIN account, please read [Can I register the same mobile phone for two different EU LOGIN accounts?](#)

**Candidates with a temporary contract must not use their corporate EU Login because they might eventually lose access**

# Competition(s)

Home > Competitions

All competitions

## Published Competitions

Apply here

### EPSO/AD/425/25 - 1 - Project management in the building sector (AD7)

EPSO/AD/425/25 - 1 (AD7) - Deadline Date/Time: 17/10/2025 12:00:00 CET - Institutions: European Commission, European Committee of the Regions, Court of Justice, European Parliament, Court of Auditors

Apply here

### EPSO/AD/425/25 - 4 - Heating, ventilation and air conditioning (HVAC) engineering and project management (AD7)

EPSO/AD/425/25 - 4 (AD7) - Deadline Date/Time: 17/10/2025 12:00:00 CET - Institutions: (ECA) European Court of Auditors, (EEAS) European External Action Service, European Commission, European Parliament, European Committee of the Regions, European Court of Justice, European Court of Auditors, and Social Co

Apply here

### EPSO/AD/425/25 - 2- Architecture and project management (AD7)

EPSO/AD/425/25 - 2 (AD7) - Deadline Date/Time: 17/10/2025 12:00:00 CET - Institutions: European Parliament, European Commission, European Committee of the Regions, European Court of Justice, European Court of Auditors, (EE

# CV

Home > My CV

## Quick links

### Sysper eCV data

If you need to refer to your existing eCV data in Sysper,...

## Work Experience

Add Work Experience

## Education & Training

Add Education & Training

## Language Skills

Add Language Skills

Single candidate portal  
(please, read the instructions)  
[We insist]

1

Under *My CV*, access to *Sysper eCV* allows you to easily copy and paste your past experiences for your new *My CV*.

2

Records that are outside *Sysper Career history* must be evidenced through supporting documents.

# Application (easy if you read the instructions)

## Form Sections

- 1 Eligibility
- 2 Registration Data
- 3 My CV
- 4 Motivation & Strengths
- 5 Declaration

## EPSO/AD/425/25 -2- Architecture and project management (AD7)

EPSO/AD/425/25 -2 (AD7) - Deadline Date/Time: 17/10/2025 12:00:00 CET - Institutions: European Parliament, European Commission, European Committee of the Regions, (ECA) European Court of Auditors, (EE

\* Indicates required

### Eligibility:

I fulfil the general admission conditions:

- \*I am a national of a Member State of the European Union (or of a country explicitly specified in the Notice of Competition or Call for an expression of Interest)
- \*I enjoy my full rights as a citizen
- \*I have fulfilled any obligations imposed by the applicable laws concerning military service
- \*I meet the character requirements for the duties involved

I fulfil the specific admission conditions

- \*I meet the minimum requirements concerning Qualifications as specified in the Notice of Competition/Call for expression of interest (if applicable)
- \* I meet the requirements concerning Professional experience as specified in the Notice of Competition/Call for expression of interest (if applicable)
- \*I meet the language requirements as mentioned in the Notice of Competition/Call for expression of interest

\*Diploma giving access to the competition

I already have my diploma giving access to the competition.

# Application


Competitions ▾ Contact us


Back

- 2 Registration Data
- 3 My CV**
- 4 Motivation & Strengths
- 5 Declaration

CV part is in your profile,  
you need to fill in all the  
details for this  
competition there.

\* Indicates required


Link Guidance 


*Following the link below will allow you to view and update information relating to your CV data (Work experience, Languages and Education details).* 

*The link will open in a separate tab in your browser, please do NOT close this tab, as your application progress so far will be lost.*

*On submission of this application, a snapshot of the data contained in your "My CV" area of this portal will be attached to your application for review.*

My CV Portal Link

Link to Competition information 

Please follow this link to see information regarding this competition 

<https://eu-careers.europa.eu/en/job-opportunities/french-language-fr-lawyer-linguists>

# Application – don't forget **(others already did)**

You can edit your application until the day of submission/end period of application

Check the status of your application- It should be confirmed by the deadline. If you reopen it , you have to confirm again

**After the application period, you CAN'T TOUCH your application,** only submit&upload your documents

Any reflected working experience needs to have an associated evidence to be taken into account

# Evaluation for each field

You will take all the tests

Tests	Language	No of questions	Duration	Scoring	Pass scores
Verbal reasoning test	Language 1	20 questions	35 minutes	0 to 20	10/20
Numerical reasoning test		10 questions	20 minutes	0 to 10	Combined pass score for numerical and abstract reasoning tests: 10/20
Abstract reasoning test		10 questions	10 minutes	0 to 10	

You pass reasoning tests

You get MCQ scored

You are among 357 best scores

as indicated in Table 4.

Your written is reviewed, as well as your eligibility by MCQ scoring order

(i) The field-related MCQ test will be specific to the field chosen by the candidate. It will be organised as indicated in Table 4.

Table 4

Test	Language	No of questions	Duration	Scoring	Pass score
Field-related MCQ test	Language 2	30 questions	40 minutes	0 to 30	15/30

Table 4

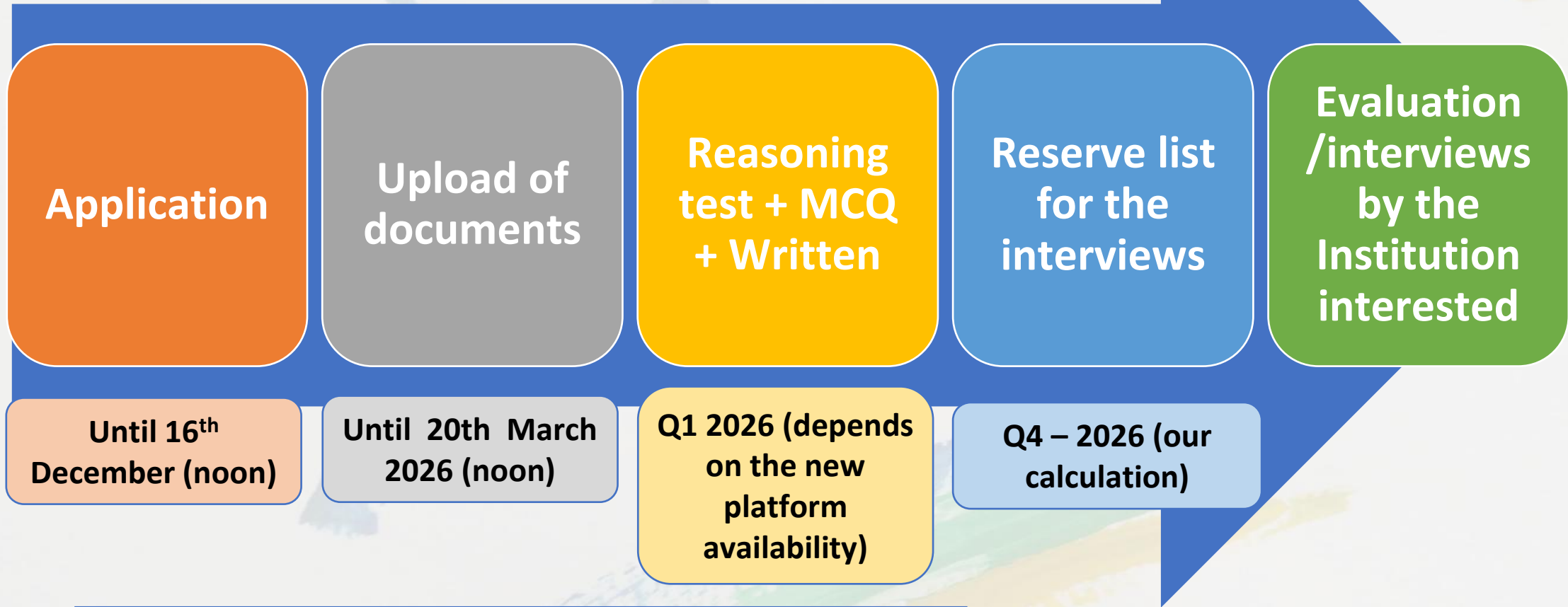
Test	Language	Duration	Scoring	Pass score
EUFTE	Language 2	40 minutes	0 to 10	5/10

The whole process takes time, be patient



candidates who were found to be eligible and have obtained at least all the required pass scores as well as one of the highest scores in the field-related MCQ test will be on the list

# Timeline (indicative)



Candidates receive time-sensitive information in their candidate accounts. They should check their candidate account at least every 3 calendar days to keep track of their progress during the competition and to avoid missing a deadline.

If a candidate cannot check their candidate account due to a technical problem on the part of EPSO, they must notify EPSO immediately via the [online contact form](#) <sup>(1)</sup>.

**Check ANNEX I**

# And the tests?



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**Exams very likely will take place in 1 day**

**You will take all the tests**

Tests	Language	No of questions	Duration	Scoring	Pass scores
Verbal reasoning test	Language 1	20 questions	35 minutes	0 to 20	10/20
Numerical reasoning test		10 questions	20 minutes	0 to 10	Combined pass score for numerical and abstract reasoning tests: 10/20
Abstract reasoning test		10 questions	10 minutes	0 to 10	

**145 min = 65 min  
+ 40 min + 40 min  
– expect it will  
take the whole  
day (long breaks  
in between)**

(i) The field-related MCQ test will be specific to the field chosen by the candidate. It will be organised as indicated in Table 4.

*Table 4*

Test	Language	No of questions	Duration	Scoring	Pass score
Field-related MCQ test	Language 2	30 questions	40 minutes	0 to 30	15/30

Test	Language	Duration	Scoring	Pass score
Written test	Language 2	40 minutes	0 to 10	5/10

**The scores of candidates who obtained at least the required pass scores in both tests will be used to create a ranking according to candidates' performance (max 30 points from the MCQ)**

**If the number of candidates is high, evaluation process will take longer**

Tests	Language	No of questions	Duration	Scoring	Pass scores
Verbal reasoning test	Language 1	20 questions	35 minutes	0 to 20	10/20
Numerical reasoning test		10 questions	20 minutes	0 to 10	Combined pass score for numerical and abstract reasoning tests: 10/20
Abstract reasoning test		10 questions	10 minutes	0 to 10	

**Verbal reasoning -> don't get overconfident**

**Worst enemy -> Panic & Getting nervous**

**Check our [youtube channel](#) for examples**





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## Field-related MCQ test

MCQ

- (i) The field-related MCQ test will be organised as indicated in Table 3.

Table 3

Test	Language	No of questions	Duration	Scoring	Pass score
Field-related MCQ test	Language 2	30 questions	40 minutes	0 to 30	15/30

- (ii) To proceed to the next step in the competition (see Section 4.3.3), a candidate needs to:

- obtain at least a pass score of 15/30, **and**
- be amongst the candidates who score the highest.

**CHECK ANNEX II (all candidates get the same questions)**

### ANNEX II

#### TYPICAL DUTIES

The duties outlined below largely reflect those typically associated with roles in data management and data knowledge in both private and public contexts. The successful candidates may be assigned any of the duties listed below, either individually or in combination, depending on the needs of the service. Similar or related duties may be assigned if required by the needs of the service.

1. Data architecture and interoperability. Designing and structuring data systems to ensure interoperability and compliance with the EU standards:

## Some source materials

Don't forget the EU aspects

- [GDPR](#)
- [EU AI act](#)
- [EU Data Act](#)
- [DMA and DSA](#)
- [EU Data strategy](#)
- [EU eGovernment Action Plan](#)
- [EU data courses](#)

[all sources are free access]



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Remember EPSO doesn't publish an official list of items for the exam. This competition engulfs very different backgrounds

## (d) EUFTE

(i) The EUFTE is aimed at assessing a candidate's written communication skills. It will be organised as indicated in Table 4.

Table 4

Test	Language	Duration	Scoring	Pass score
EUFTE	Language 2	40 minutes	0 to 10	5/10

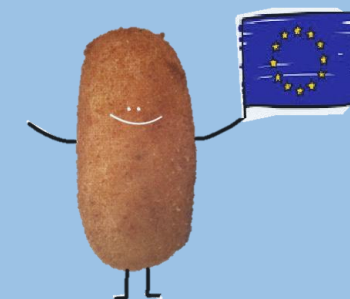
same file(s) for all

(ii) Candidates will be required to respond to the test assignment(s) based on the documentation related to EU matters. The documentation will be made available on the EPSO website ahead of the test date. Candidates will receive the same documentation during the test, along with the assignment(s) based on it.

(iii) The EUFTE is neither a language test nor a test of factual knowledge. The assessment will be based on the [specific anchors published on the EPSO website](#) <sup>(5)</sup>.

Candidates will be assessed based on the specific 'anchors' listed below. ('Anchors' refer to the elements considered by test markers (i.e., assessors) when evaluating a given competency.)

1. Structures written communication with a logical flow of ideas.
2. Writes concisely, avoiding unnecessary words and sentences.
3. Presents subject matter in a clear and understandable way.
4. Adapts and tailors writing to suit the intended audience and purpose.
5. Uses the information provided effectively to address the assignment.



The real challenge is to do it in 40 min



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# What can YSE do for you?

Free webinars and materials and trainings (lots of)

- [All our trainings here](#)
- [Working group \(2<sup>nd</sup>\) for Building and PM competition \(in –progress previous sessions were recorded\)](#)
- [Reasoning tests \(Verbal, Numerical, Abstract\)– Self study course](#)
- [MCQ EU knowledge for AD5 generalist – Self study](#)
- [EUFTE – written test – Self study](#)
- [Working group for AD5 generalist](#)
- [More on internal competition trainings](#)



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[TELEGRAM channel \(EN/ES\)](#) and [WhatsApp channel \(EN/ES\)](#) to keep you updated on vacancies, new competitions and all kinds of useful information for you. Also in our social media :

- [Instagram](#)
- [LinkedIn](#)
- [Facebook](#)
- [YouTube](#) (don't forget to subscribe and click on «like» ).



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**WE WANT YOU!**



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**Thanks!**