



# The Recruitment Process for Call for Applications & Conditions and Benefits of Employment<sup>1</sup>

The Recruitment Process for Calls for Applications.....	2
Submission of Applications .....	2
Language requirements .....	4
Tests .....	4
Recruitment Policy.....	5
Conditions and Benefits of Employment.....	6
Employment Pre-requisites.....	6
Remuneration .....	6
Financial Entitlements.....	7
Leave Entitlements and flexible working hours .....	8
Social Security .....	9
Education and Childcare Options.....	9

---

<sup>1</sup> Please refer, for more specifications, to the [Staff Regulations and the Conditions of Employment of Other Servants](#), as well as to the specific call for applications.

# The Recruitment Process for Calls for Applications

## About the Court of Justice of the European Union

The Court of Justice of the European Union (CJEU) encourages you to join its vibrant, multilingual community and to be part of its dynamic and welcoming working environment.

At the heart of the European Union's judicial system, the CJEU safeguards the rule of law and guarantees judicial protection across the EU. Joining the CJEU means playing a direct role in this essential mission while building your career in an Institution that truly invests in its people.

As an employer, the CJEU is committed to promoting diversity, inclusion, excellence, and high ethical standards. With the aim of creating a workplace where staff can thrive both professionally and personally, the institution offers attractive employment conditions and professional development opportunities with a strong focus on well-being.

## Submission of Applications<sup>2</sup>

Candidates are invited to submit their applications via the EU CV Online portal, either under a permanent call in their area of expertise or in response to a non-permanent call for a specific profile: <https://curia.europa.eu/apply>.

Applicants should note that the information provided in their application via the EU CV Online portal constitutes a basis for assessing the fulfillment of the requirements as described in the call for applications. Therefore, they are invited to read the requirements carefully and to provide the relevant information in sufficient detail to allow this assessment. Particular attention should be given to details about the applicant's educational background and paid professional experience, including paid internships. This should include exact dates, a description of responsibilities, tasks performed, and tools used.

If a position as temporary agent becomes available, the successful candidate may be offered a contract as a temporary agent in accordance with Article 2(a) or (b) of the Conditions of Employment of Other Servants of the European Union ([CEOS](#)) for an initial period of up to four years, with a probationary period of nine months. The successful candidate may only agree to one contract at a time. The employment contract may only be renewed once for a maximum of two years.

The grade of recruitment will be based on the grade of publication specified in the call for applications taking into account the professional experience of the successful candidate. Please refer to the table below.

---

<sup>2</sup> Please be informed that the applications will be deleted, if not updated, after 12 months in the database of EU CV Online.

Grade of publication	Education	Languages	Work experience			Recruitment grade
			Less than 2 years of professional experience	From 2 to 4 years of professional experience	More than 4 years of professional experience	
<b>AST/SC2</b>	<ul style="list-style-type: none"> <li>➤ Post-secondary studies attested by a diploma</li> </ul> OR <ul style="list-style-type: none"> <li>➤ Secondary studies attested by a diploma</li> </ul>	Thorough knowledge of one official language of the European Union and a satisfactory knowledge of another official language of the European Union	✓	✓	✓	AST-SC2
<b>AST1 to AST3</b>	<ul style="list-style-type: none"> <li>➤ Secondary studies attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years</li> </ul>	Thorough knowledge of one official language of the European Union and a satisfactory knowledge of another official language of the European Union	✓			AST1
				✓		AST2
					✓	AST3
<b>AD5 to AD7</b>	<ul style="list-style-type: none"> <li>➤ University studies (at least a 3-year cycle) attested by a diploma</li> </ul>	Thorough knowledge of one official language of the European Union and a satisfactory knowledge of another official language of the European Union	✓			AD5
				✓	✓	AD6
	OR <ul style="list-style-type: none"> <li>➤ University studies (3-year cycle) attested by a diploma and appropriate professional experience of at least one year</li> </ul>	Thorough knowledge of one official language of the European Union and a satisfactory knowledge of another official language of the European Union. However, a thorough knowledge of two official languages of the European Union and a satisfactory knowledge of another official language of the European Union are required in the interpretation and translation services.			✓	AD7

## Language requirements

All candidates must have a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties. The language requirements applicable to a call for applications are specified in the call for applications.

For operational reasons, the Court of Justice of the European Union often requires its staff to have a good knowledge of English and/or French.

Some positions may however require proficiency in other official EU languages for the performance of specific functions such as legal research, translation, press relations, or the organization of protocol events involving different Member States.

These language requirements are strictly based on service needs and are justified according to the duties associated with the position in question.

**Please, refer to the specific language requirements listed in the call for applications.**

## Tests

If a position as temporary agent becomes available, candidates whose profile matches the needs of the position may be invited to an oral interview and/or a written test in order to assess the candidate's motivation, aptitude, and knowledge of the subjects related to the duties to be performed.

Tests will be conducted in the languages indicated in the language requirements section of the call for applications.

Additionally, the following competencies will be assessed<sup>3</sup> according to the needs of the service and the nature of the position:

- **Communication:** communicate clearly both orally and in writing, adapting the message and medium to the audience; demonstrate drafting skills, the ability to build solid arguments and structure them effectively, as well as having persuasion, negotiation, facilitation and listening skills;
- **Critical thinking, analysing & creative problem-solving:** show awareness of ramifications of issues beyond own area of responsibility, consider the wider picture and other points of view, as well as be able to develop creative and innovative solutions taking stakeholders' needs and positions into account;
- **Decision-making and getting results:** choose between imperfect solutions, strike the right balance between quality and speed depending on the situation, transform challenges into action and practical solutions, achieve tangible results;

---

<sup>3</sup> The competences listed are part of the EPSO competency Framework which can be consulted here: <https://eu-careers.europa.eu/en/documents/epsos-competency-framework/13068>.

- **Information Management (digital and data literacy):** read, understand and utilise data in different ways, demonstrate numeracy skills, translate knowledge, skills and competencies through digital tools and quickly adapt to new IT and professional realities;
- **Intrapreneurship:** demonstrate initiative, creativity, enthusiasm, innovation, ability to think ahead and leadership traits; represent the service positively to the outside world, teach and coach others, set an example and inspire others with own actions;
- **Learning as a skill:** take ownership of and reflect on own learning, show readiness to change strategy when facing new information, learn from failure, apply lessons-learned purposefully and give, receive and respond to feedback;
- **Self-management:** organise own work, set goals, manage time effectively, demonstrate self-motivation, a sense of responsibility, flexibility and adaptability, as well as resilience in the face of stress and setbacks; respond to and implement change with a positive attitude, remain effective under a changing/fluctuating workload;
- **Working with others:** collaborate across structures and take responsibility for the results of the organisation as a whole; share knowledge, show service-mindedness, deal constructively with conflict, demonstrate ease in working in a multi-cultural, multilingual environment, show support for diversity and be respectful and inclusive towards others.

## Recruitment Policy

The Court of Justice of the European Union guarantees equal opportunities, subject to the comparative assessment of the merits of candidates, and equal treatment of all persons who express an interest in a vacant post. It actively encourages the submission of diverse applications from candidates with a variety of experience, skills and knowledge, on the broadest possible geographical basis among nationals of EU Member States.

In this context, any candidate with a disability or a medical condition likely to affect their ability to take the tests is invited to contact the Recruitment and Careers Unit ([curia.candidatures.communications@curia.europa.eu](mailto:curia.candidatures.communications@curia.europa.eu)) as soon as they submit their application, so that it can organise, in accordance with Article 1d of the Staff Regulations, the necessary arrangements to enable the candidate to participate fully in the selection tests. To this end, the candidate may be asked to send the Court's medical service a certificate drawn up by the national authority or a medical certificate, which will be examined in order to establish the necessary arrangements.

For information on data protection, please see the specific privacy statement:

[https://curia.europa.eu/jcms/upload/docs/application/pdf/2020-02/data\\_protection\\_recruitment\\_en.pdf](https://curia.europa.eu/jcms/upload/docs/application/pdf/2020-02/data_protection_recruitment_en.pdf)

## Conditions and Benefits of Employment

The successful candidate will be recruited according to the statutory link (temporary agent), function group (AST/SC, AST or AD) and grade as indicated in the call for applications.

### Employment Pre-requisites

In order to be engaged, the successful candidate shall:

- Be an EU national;<sup>4</sup>
- Be available for the job within a reasonable period after the job offer is made;
- Be declared fit for work by the Court's medical staff.

The successful candidate will be requested to provide the Court with:

- A criminal record certificate or equivalent certificate, dated within the last three months;
- A declaration of interests (via a form that will be provided) which will be examined in light of the interests of the institution to avoid any real or potential conflict of interests;
- Original or certified copies of diplomas and certificates of professional experience proving that they comply with the eligibility criteria established in the job requirements of the call for applications;
- A specific list of documents to determine citizenship, possible rights and family entitlements.

### Remuneration

The staff member's remuneration consists of a basic salary and, if applicable, a set of different allowances. These allowances are paid if the employee fulfills particular requirements.

The basic gross salary is further determined through an intermediate step classification, which may depend on professional experience. This basic gross salary is subject to EU taxes, social security contributions, and sickness and accident insurance premiums.

**Staff pay an EU tax** at source and deductions are also made for medical insurance, pension and unemployment insurance. **Remuneration is, however, exempt from any national taxation.**

Every two years, the staff member gains an additional step in his/her career that results in an increase in remuneration. Staff members also have the opportunity to participate in internal competitions that might give them the opportunity to become a permanent official of the Institution.

For the **basic monthly salary** before any deductions or allowances, please refer to the **last annual update of the EU officials' remuneration scheme** ([C/2025/6564](#)).

---

<sup>4</sup> Unless an exception is authorized by the Appointing Authority and the person enjoys his/her full rights as a citizen, in accordance with art. 12.2.a) of the Conditions of Employment of Other Servants of the European Union (CEOS).

For more information, please consult the latest published version of the [Staff Regulation of EU Officials](#) and of the [EU Tax Benefit Regulation](#), as well as the financial entitlements section of this document down below. The following table is made available for information purposes only:

Situation on 11/12/2025	Grade						
	AST/SC2	AST1	AST2	AST3	AD5	AD6	AD7
<b>Base gross salary</b>	€ 3.724,60	€ 3.754,39	€ 4.247,86	€ 4.806,17	€ 6.152,64	€ 6.961,29	€ 7.876,27
Expatriation allowance (16%)*	€ 595,94	€ 600,70	€ 679,66	€ 768,99	€ 984,42	€ 1.113,81	€ 1.260,20
Foreign residency allowance (4%)*	€ 148,98	€ 150,18	€ 169,91	€ 192,25	€ 246,11	€ 278,45	€ 315,05
Household allowance	€ 315,70	€ 316,30	€ 326,17	€ 337,33	€ 364,26	€ 380,44	€ 398,74
Housing allowance**	€ 500,00	€ 500,00	€ 458,00	€ 420,00	€ 352,00**	N/A	N/A
Child allowance***	€ 527,06	€ 527,06	€ 527,06	€ 527,06	€ 527,06	€ 527,06	€ 527,06
Pre-school allowance***	€ 128,76	€ 128,76	€ 128,76	€ 128,76	€ 128,76	€ 128,76	€ 128,76
School allowance***	€ 357,62	€ 357,62	€ 357,62	€ 357,62	€ 357,62	€ 357,62	€ 357,62

\* Staff members may receive alternatively one of these allowances or none depending provided in the Staff Regulations and CEOS.

\*\*Allowance given, subject to conditions and only if the basic salary is less than AD/AST 5 step 5.

\*\*\*Amount per child, subject to the fulfilment of the conditions provided in the Staff Regulations and CEOS.

## Financial Entitlements

Officials and agents may receive additional monthly allowances, depending on their personal and family circumstances and, if applicable, the duration of the contract, as well as reimbursements, paid upon their evidence occurrence, for example:

- **Dependent child allowance** if you have a child:
  - under the age of 18; or
  - between the ages of 18 and 26, if attending a higher education program.
- **Expatriation (16% of the basic salary) or foreign residence allowance (4% of the basic salary):** The expatriation allowance and the foreign residence allowance are financial benefits which might be provided under certain conditions to employees who are required to live and work outside their home country, under the conditions defined in the Staff Regulations and CEOS. They are intended to compensate for additional costs associated with living abroad. The payment of one of these benefits excludes the payment of the other.

- **Housing allowance:** This benefit, which varies in amount depending on the grade, may be granted under specific conditions if the applicant is a civil servant, temporary or contract agent who resides in Luxembourg and earns less than the salary of grade AD/AST5, step 5.

**If the staff member is requested to change their residence** in order to take up duties (Article 20 of the Staff Regulations), they may be entitled to:

- reimbursement of the **travel costs**;
- temporary daily **subsistence allowance** (55,40 euros/day for agents who are entitled to household allowance and 44,68 euros/day for those who are not entitled to household allowance) depending on the length of the contract and personal situation;
- **installation allowance** (depending on personal situation, 1 or 2 months of the basic salary – paid upon successful completion of the nine-month probationary period);
- reimbursement of **removal costs** (prior authorisation 6 weeks before is required).

Under the headquarters agreement with the Luxembourgish authorities, expatriate staff at the Court might receive the following benefits under certain circumstances:

- reimbursement of VAT on main household items for a period of 12 months;
- temporary exemption of VAT on a purchase of a private car (limited to one purchase every 3 years).

## Leave Entitlements and flexible working hours

- **Annual leave:** staff are entitled to 2 working days per complete calendar month of service plus additional days for their grade, age, home leave for expatriates, and an average of 16 public holidays per year.
- **Special leave:** staff are granted leave for certain circumstances such as marriage, moving house, elections, birth or adoption of a child, serious sickness of spouse, etc.
- **Parental leave:** staff are entitled to leave of up to 6 months that is to be taken within 12 years of the birth/adoption of the child.
- **Maternity leave:** pregnant women are entitled to 20 weeks of maternity leave that can start up to 6 weeks before the probable date of birth.
- **Teleworking:** staff may be authorized to up to 2 days per week of working from home if working from the place of employment, and based on the service's needs.
- **Flexible working time:** the Court offers part-time working options and hybrid working arrangements subject to specific conditions and depending on the needs of the service.

## Social Security

A comprehensive welfare package is offered to staff including: a pension scheme, medical, accident and occupational disease insurance coverage.

Staff members are covered 24/7 worldwide by the EU Joint Sickness Insurance Scheme (JSIS). Family members may also benefit from the coverage under this insurance scheme under certain conditions.

During their service, officials and agents are members of the EU pension scheme. They are eligible for a pension after at least ten years of service and upon reaching the applicable pensionable age. Pension rights from previous national schemes can be transferred into the EU pension system.

## Education and Childcare Options

**Dependent children between 4 – 18 years of age** are entitled to attend the European School (LUX I- Kirchberg and LUX II-Mamer) exempt from school fees. For further information please visit the schools' websites <http://www.euroschool.lu/site/> (Luxembourg I) and <https://www.eel2.eu/en> (Luxembourg II).

**Dependent children between 3 months and 42 months** can attend European Crèche, managed by the European Parliament. For further information, please visit: <https://creche.europarl.europa.eu/home/luxembourg/inscription.html>.

**Childcare for toddlers and after school clubs for children** are also available at the Centre Polyvalent de l'Enfance, managed by the European Commission. For further information, please visit

- [https://cpe-luxembourg.europa.eu/kirchberg\\_en](https://cpe-luxembourg.europa.eu/kirchberg_en);
- [https://cpe-luxembourg.europa.eu/bertrangemamer\\_en](https://cpe-luxembourg.europa.eu/bertrangemamer_en).

For further information about the **Luxembourgish educational system**, please consult:

- <https://www.justarrived.lu/en/education-enseignement-superieur-luxembourg/>

Alternatively, the following options can also be considered:

- School systems other than the Luxembourgish state schools:
  - <https://www.justarrived.lu/en/education-enseignement-superieur-luxembourg/ecoles-lycees-internationaux/>
- As an alternative, crèches:
  - <https://www.vdl.lu/en/living/aid-and-assistance/families/municipal-cresches>