



EUROPEAN COMMISSION

DIRECTORATE GENERAL JRC
JOINT RESEARCH CENTRE

The Director

IN-SERVICE TRAINING CONTRACT

The Joint Research Centre (hereinafter referred to as “the JRC”), represented for the purposes of the signature of this contract by the Director of Institute/Directorate **Mr./Mrs**, of the one part,

and (), hereinafter referred to as “the Trainee”

of the other part,

HAVE AGREED:

Article 1 - General

The JRC offers in-service training to () on the basis of the “Rules governing the traineeship scheme of the Joint Research Centre” (see Annex 1), hereinafter referred to as “the Rules”, which the trainee certifies having read before the signature of the present contract and accepts to abide by the terms therein.

Article 2 - Assignment

The trainee is assigned for the length of his/her in-service training period to the following Unit / Institute/Directorate: (), (). A change of assignment may occur during the period of in-service training, on an exceptional basis only, to satisfy a special requirement of the JRC.

Article 3 - Duration

The present contract is concluded for a duration of () months, as from ().

Article 4 - General objectives and job description

The general objectives of in-service training are described in Annex 2 of the present contract. On signature of this contract, the trainee confirms his/her acceptance of the general tasks assigned during in-service training. A more detailed and specific job description will be established between the trainee and the adviser at the beginning of the in-service training period.

Article 5 - Grant

The trainee is awarded a grant of (...) per month of in-service training actually carried out. An additional allowance may be granted to trainees who satisfy the conditions mentioned under point 6.3 of the Rules.

The trainee is solely responsible for the payment of any taxes due on JRC grants by virtue of the laws in force in the State concerned. The Human Resources Unit will provide a certificate for tax purposes at the end of the traineeship period.

Article 6 - Place of recruitment

The place of recruitment of the trainee is fixed at the following address, as stated in his/her application:

()
()

This address will serve as the basis for the calculation of the travel allowance in accordance with point 6.4 of the Rules. The place of recruitment cannot be changed.

Article 7 - Prior employment

On signature of this contract, the trainee declares that there has been no change in his/her situation regarding prior employment since the time of application, in compliance with point 2.3 of the Rules. In case of a false declaration, the present contract will be considered null and void.

Article 8 - Early termination of contract by the trainee

In the case of early termination of the in-service training contract, the trainee must give a minimum of 3 weeks notice in accordance with points 5.4 and 6.1.3 of the Rules.

Article 9 - Early termination of contract by the Commission

The Commission may terminate the contract under the conditions set out in point 5.8 and point 6.1.3 of the Rules.

Article 10

This contract shall come into effect on the date when the trainee actually starts work.
(see annex 3)

Article 11 - Annexes

Annexes 1, 2 and 3 form an integral part of this contract.

Done in duplicate at (Ispra)(Karlsruhe) (Sevilla) (Geel) (Brussels)
on

.....
(Signature of the director)

Read and approved,

.....
(signature of trainee)

Annex 1: Rules governing the traineeship scheme of the Joint Research Centre

Annex 2: Job description

Annex 3: Declaration of taking up duties

1