

## **Rules of Selection**

### **Safety Officer – radioprotection specialist at ELI-NP**

The selection process for Safety Officer – radioprotection specialist within the project is envisaged to take place in two stages, as follows:

**Stage I** – The pre-selection procedure, consisting in the analysis of the applications submitted and of the fulfilment of the requirements for professional training and competence, in relation to job requirements and the selection, by the Selection Committee, of the candidates to go through the second stage of the selection process;

**Stage II** – The interview of the candidates selected in the first stage with the members of the Selection Committee.

**After the competition process is completed, the successful candidates may be hired at ELI-NP only after meeting the legal requirements, detailed below.**

#### **Stage I: The pre-selection procedure**

In the pre-selection stage the candidates shall send to [human.resources@eli-np.ro](mailto:human.resources@eli-np.ro), the following:

- Application Form (Annex 1);
- CV containing complete information on studies, experience, competencies, skills;
- Copies of the study documents: high school graduation diploma; bachelor graduation diploma; transcript of records of the graduation diploma; master graduation diploma; other specialization diplomas - if applicable;
- A list with the names and contact information of at least 3 experienced specialists, managers or coordinators from the actual or previous work place, in order to request references concerning the professional competence and experience of the candidate. These persons will be contacted only after candidate's prior approval.

#### **Stage II: The interview of the candidates selected in stage I with the members of the Selection Committee**

The candidates selected to go through the second selection stage shall have an interview with the members of the Committee.

#### **Criteria for evaluating candidates in stage two**

The candidates shall be evaluated by applying the following algorithm:

The total maximum score which may be obtained is 100 points, awarded as follows:

- Previous experience in fields relevant to ELI-NP and professional recognition: 70 points;
- Understanding of the tasks of the position applied for: 30 points.

The admission shall be made in the descending order of the scores obtained. The candidates who obtained a score below 70 points shall not be admitted.

### **Employment of the admitted candidates**

The candidates shall submit, before signing the Employment Contract, the following documents:

- a) - Legalized copies of the study documents, if issued by Romanian institutions;
  - The certificates of recognition in Romania of the diplomas issued by foreign institutions or the documents necessary to carry out the procedure for recognizing them, according to Annex 2 (as applicable);
- b) Documents, in original or legalized copies, proving the employment history. They shall be submitted in Romanian or English, with authorized translation;
- c) The documents necessary to issue the Romanian work permit, if applicable (as per Annex 3);

The candidates from countries outside the European Union shall have to obtain the work permit for Romania before signing the employment contract. The necessary folder shall be prepared by IFIN-HH based on the documents received from the candidate (Annex 3).

**Application Form**

**1. Job Title:**

**2. Candidate's Surname and First Name:**

**3. Professional activity:**

**4. Reasons for which I consider myself fit for the position for which I apply:**

**5. Outstanding results obtained in the previous activity:**

**6. Goals to reach if filling the position:**

**7. Please specify the source of information regarding the position you apply for:**

**Date**

**Signature**

**Recognition in Romania of Study Documents Issued in Other Countries**

The recognition in Romania of study documents obtained abroad is regulated by the Order of Minister of Education (OM) no. 4022 of 14.05.2008, OM no. 3894/3.05.2012 and OM no. 3158/31.01.2012 and is operated by the National Centre for Recognition and Equivalence of Diplomas (CNRED), <http://www.cnred.edu.ro>.

**Romanian citizens** who followed studies abroad shall address directly to CNRED (<http://www.cnred.edu.ro>).

**Foreign citizens** may go through the procedure for the recognition of the study documents by the intermediation offered by the employing institution, i.e. “Horia Hulubei” National Institute of Physics and Nuclear Engineering (IFIN-HH). In such case, they shall send to IFIN-HH (personally or by post) the following:

1. The IFIN-HH empowerment to perform the procedure for the recognition of the study documents (Annex 4);
2. The study documents in the following form:
  - Legalized copy – if the documents are written in one of the following languages: English, French, German, Italian, Spanish;
  - Legalized translation into Romanian – if the documents are not written in one of the previously mentioned languages;

All legalized documents shall be endorsed with the Hague Apostille by the competent authorities from the issuing countries for the states which are part of the Hague Apostille Convention (<http://www.cnred.edu.ro/#statele-parti-la-Conventia-de-la-Haga> ). For the other states the documents shall be superlegalized.

3. Copy of the personal identification documents:
  - Identity document valid in the Romanian territory (passport or identity card, as applicable);
  - In case the name on the identity document differs from the one on the study documents, copies of the documents justifying the connection between the name in the identity document and the name in the study documents shall be submitted.

IFIN-HH shall prepare the folder for the recognition of the study documents and shall submit it to the Ministry of National Education (National Centre for Recognition and Equivalence of Diplomas). In case the Romanian authorities do not recognize the study documents, the candidate shall not be employed at ELI-NP.

For other information, candidates may address to IFIN-HH (email address: [human.resources@elinp.ro](mailto:human.resources@elinp.ro) )

**Obtaining the Romanian Work Permit by Non-EU Citizens**

According to Romanian Government Emergency Ordinance no. 56 of 20th June 2007 regarding employment in the Romanian territory, foreign citizens coming from countries outside the European Union may be hired in Romania after obtaining the “Work Permit”. This permit is issued by the General Inspectorate for Immigration (<http://ori.mai.gov.ro>).

The formalities to obtain the work permit shall be fulfilled by the employer institution, IFINHH. To this end, the candidates shall submit to IFIN-HH the following:

- two 3/4 photographs;
- criminal record or any other document having the same legal value, issued by the authorities from the country of origin or residence;
- copy of the valid passport.

Based on these documents, IFIN-HH shall prepare the candidate’s folder and shall submit it to the General Inspectorate for Immigration. In case the Romanian authorities request any other documents in order to issue the work permit, IFIN-HH shall ask the candidates to complete the folder. The candidate shall be employed at ELI-NP only after obtaining the work permit.

Based on the work permit the candidate shall have to obtain from the Romanian Consulate/Embassy in the country of origin the long term visa for Romania.

## **EMPOWERMENT**

I, the undersigned ....., residing in ....., born on ....., hereby authorize “Horia Hulubei” National Institute for Research and Development in Physics and Nuclear Engineering (IFINHH), by the person authorized by its legal representative, to submit, for me and on my behalf, to the Ministry of National Education – the National Centre for Recognition and Equivalence of Diplomas, the folder for obtaining the certificate of recognition in Romania of my studies.

Signature .....

Date .....