
	<b>Rules</b> <b>for Selection of Doctoral Research Assistants</b> <b>at ELI-NP</b>		
	Code: R/ELI-NP/07	Revision: 0	
<b>Extreme Light Infrastructure – Nuclear Physics ELI-NP</b>			

## 1. PURPOSE

These rules present the methodology for selecting Romanian or foreign candidates to be employed on specialized research & development positions at ELI-NP.

## 2. SCOPE

These rules are applicable to Doctoral Research Assistants.

## 3. REFERENCE DOCUMENTS

- ✚ Order of the Minister of Education, Research and Youth no. 2414 of 17 October 2007 on approving the Methodological Norms Regarding the Procedure for Endorsement of the Hosting Agreement for Researchers from Third-Party Countries in Order to Carry out in Romania Research & Development Activities.
- ✚ Government Ordinance no. 25 of 26 August 2014 on the employment and posting of foreigners on the territory of Romania and for amending and supplementing certain normative acts regarding the conditions for foreigners in Romania.
- ✚ National Education Law no. 1 of 18 January 2011, with further amendments and supplements.

## 4. DEFINITIONS AND ABBREVIATIONS

### 4.1 Definitions

- ✚ **ELI-NP Project** – investment objective "ELI-NP Research Infrastructure (Extreme Light Infrastructure – Nuclear Physics)".

### 4.2 Abbreviations

- IFIN-HH** "Horia Hulubei" National Institute for Research and Development in Physics and Nuclear Engineering
- ELI-NP** Extreme Light Infrastructure – Nuclear Physics

## 5. DESCRIPTION OF THE RULES

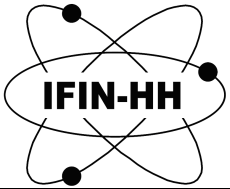

The process for selection of candidates to fill the positions of Doctoral Research Assistants at ELI-NP takes place in the following stages:

### STAGE I – Pre-Selection Stage

This stage is intended to verify the way candidates' training and experience are of interest in relation with the job requirements and the integration of their preoccupations and competence in ELI-NP activities and objectives.

In this stage, candidates shall send personally or by proxy to the Human Resources Office, by mail to the address indicated on <http://www.eli-np.ro/contact.php> or via e-mail at [human.resources@eli-np.ro](mailto:human.resources@eli-np.ro), the following documents:

- letter of intent (indicating 3 specialists who can provide references);
- CV, containing complete information on studies, experience, competencies, skills.

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The Competition Committee, based on the abovementioned documents decides to admit the candidates for Stage II of the selection process.

### STAGE II – Interview Stage

In this stage, candidates shall have an interview with the members of the Committee where they support their experience and preoccupations in the fields of interest of the ELI-NP activity and shall prove their capability to meet job requirements and to contribute to reaching the ELI-NP objectives. The Competition Committee decides to admit the candidates for the next stages of the selection process.

### STAGE III – Competition Registration Stage

Etapă de înscriere la concurs constă în depunerea dosarului de concurs personal sau prin împuternicit la Biroul Resurse Umane ori prin poștă la adresa indicată pe <http://www.eli-np.ro/contact.php> și va cuprinde următoarele documente solicitate, în conformitate cu legislația menționată în prezentul regulament la Cap.3:

- 1) Candidate's application addressed to IFIN-HH management, whereby requesting registration for the competition to fill the position of Doctoral Research Assistant – in original (form as per **Annex 1 - editable**);
- 2) Application Form (form as per **Annex 2 - editable**);
- 3) CV, containing complete information on studies, experience, competencies, skills, signed by the candidate in original, in Romanian or English;
- 4) Proof of doctoral programme enrolment and the consent of the doctoral school and of the PhD Supervisor;
- 5) Bachelor's diploma/master's diploma accompanied by transcript or equivalent, in legalized copy (for those issued in other language than Romanian, legalized translation into Romanian or English);
- 6) Birth certificate and marriage certificate, in legalized copy (for those issued in other language than Romanian, legalized translation into Romanian or English), only in case of name change;
- 7) Copy of the identity document/passport.

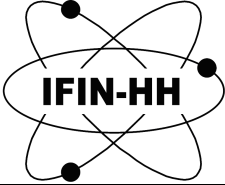

The competition folder shall be submitted within maximum 30 calendar days from publication of the competition announcement.

### STAGE IV – Stage for Analysis of Competition Folders and Evaluation of Candidates' Professional Performances

The analysis of competition folders and the evaluation of candidates' professional performances during the competition for filling the position of Doctoral Research Assistant are performed by the Competition Committee appointed through the decision of the Director General.

Upon candidates' evaluation the total maximum score which may be obtained by a candidate is 10 points, by relating to the following criteria:

- Previous experience in fields relevant to ELI-NP and professional recognition: 7
- Understanding of the tasks of the position applied for: 7

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Admission to fill the position of Doctoral Research Assistant shall be made in the descending order of the scores obtained.




The candidates who obtained a score below 8 points shall not be admitted.

The mark admitted/rejected to fill the position of Doctoral Research Assistant at ELI-NP shall be communicated to each candidate.

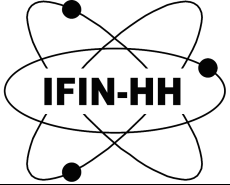

#### STAGE V – Employment of Candidates Declared ADMITTED

The employment of admitted candidates shall take place after submission of documents regarding the right to stay and work in Romania and fulfilment of the legal formalities in this respect (**Annex 3 - below**).

#### 6. FORMS/ANNEXES

-  **Annex 1** – Request.
-  **Annex 2** – Application Form.
-  **Annex 3** – Obtaining the Employment Permit for Romania and/or the Hosting Agreement for non-EU citizens.



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**ANNEX 1**

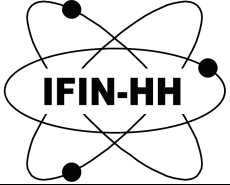

**REQUEST**

TO THE MANAGEMENT OF HORIA HULUBEI NATIONAL INSTITUTE FOR RESEARCH AND  
DEVELOPMENT IN PHYSICS AND NUCLEAR ENGINEERING (IFIN-HH)

DEAR DIRECTOR GENERAL,

I, the undersigned ....., citizen, residing in ....., identified with ....., PhD student at ....., PhD supervisor ....., hereby kindly request my registration for the competition to fill the position of Doctoral Research Assistant at ELI-NP.

Applicant's Surname First Name ..... Signature .....

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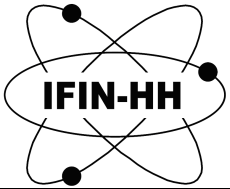

**ANNEX 2**

**APPLICATION FORM**

1. Job Title:
  
2. Candidate's Surname and First Name:
  
3. Research Activity (if applicable):
  
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

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### ANNEX 3

#### Obtaining the Employment Permit for Romania and/or the Hosting Agreement for non-EU Citizens

In accordance with Government Ordinance no. 25 of 26 August 2014 on employment and posting of foreign citizens on the territory of Romania and for amending and supplementing certain normative acts on the conditions for foreign citizens in Romania, foreign citizens from non-EU countries may be hired in Romania only after obtaining the "Employment Permit".

This permit is issued by the General Inspectorate for Immigration (<http://igi.mai.gov.ro/detalii/pagina/ro/Munca/73>).

The formalities for obtaining the employment permit shall be carried out by the employing institution, IFIN-HH. To this end the candidates shall send the following to IFIN-HH:

- copy of the valid border crossing document;
- two photographs type ¾;
- criminal record or any other document having the same legal value, issued by the authorities from the country of origin or residence;
- Curriculum vitae containing also a declaration of honour that he/she is medically fit to be employed and has minimum knowledge of the Romanian language or knows an international language, standard form to be transmitted by IFIN-HH;

Based on these documents, IFIN-HH shall prepare the candidate's folder and shall submit it to the General Inspectorate for Immigration. Should the Romanian authorities request any other documents in order to issue the Employment Permit, IFIN-HH shall request to the candidates to complete the folder. The candidate shall be employed at ELI-NP only after having obtained the Employment Permit.

If an entry visa is required for access on the territory of Romania, based on the Employment Permit, the candidate shall have to obtain from the diplomatic missions and the consular offices of Romania from the country of origin or residence, the long stay visa type for employment purposes (D/AM type).

By exception from the rule of obtaining the Employment Permit, based on Order of the Minister of Education, Research and Youth no. 2414/2007 foreign candidates from non-EU countries who will carry out, as IFIN-HH employees, scientific research activities for a definite period, may be hired by the institute based on a Hosting Agreement concluded between the candidate and IFIN-HH and endorsed by the competent authority in Romania.

If an entry visa is required for access on the territory of Romania, based on the Hosting Agreement, the candidate shall have to obtain from the diplomatic missions and the consular offices of Romania from the country of origin or residence, the long stay visa type for scientific research activities (D/CS type).