
	<b>Rules for Selection of Post-Doctoral Research Assistants at ELI-NP</b>		
	<b>Code: R/ELI-NP/06</b>	<b>Revision: 0</b>	
<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 Post-Doctoral Research Assistants.

## 3. REFERENCE DOCUMENTS

- ✚ Order of the Minister of National Education and Scientific Research no. 5923 of 6 December 2016 on approving the Methodology for the Recognition of the PhD Diploma and of the Title of Doctor of Philosophy in Science or a Professional Field, Obtained Abroad.
- ✚ Order of the Minister of National Education and Scientific Research no. 5825 of 07 December 2016 on approving the List of Prestigious Universities from other states.
- ✚ Order of the Minister of Education, Research and Youth no. 4022 of 14 May 2008 on approving the Rules of Organisation and Functioning of the National Centre for Recognition and Equivalence of Diplomas and the Methodology for the Recognition and Equivalence of Diplomas, Certificates and Scientific Titles.
- ✚ 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

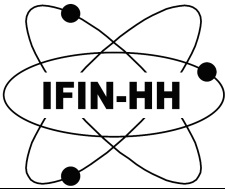

- ✚ **ELI-NP Project** – investment objective "ELI-NP Research Infrastructure (Extreme Light Infrastructure – Nuclear Physics)".

### 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 Post-Doctoral Research Assistants at ELI-NP takes place in the following stages:

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### 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, accompanied by activity report;
- List of papers.
- Self-Assessment Form for Published Scientific Papers, – in copy (form according to **Annex 3 - editable**).

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.

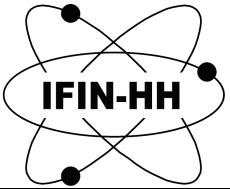

The Competition Committee decides to admit the candidates for the next stages of the selection process.

The candidates selected must meet at least the minimum mandatory conditions to fill the position, which are presented in **Annex 3.1**.

### STAGE III – Competition Registration Stage

The competition registration stage consists in the submission of the competition folder personally or by proxy to the Human Resources Office, or by mail to the address indicated on <http://www.eli-np.ro/contact.php>, containing the following required documents, in accordance with the legislation mentioned in these rules under Chap. 3:

- 1) Candidate's application addressed to IFIN-HH management, whereby requesting registration for the competition to fill the position of Post-Doctoral Research Assistant – in original (form as per **Annex 1 - editable**);
- 2) Application Form (form as per **Annex 2 - editable**);
- 3) Self-Assessment Form for Published Scientific Papers, – in original (form according to **Annex 3 - editable**);
- 4) CV, accompanied by activity report and list of papers, signed by the candidate in original, in Romanian or English;
- 5) PhD diploma in legalized copy (for those issued in other language than Romanian, legalized translation into Romanian or English);
  - 5.1) For PhD diplomas issued by institutions abroad, candidates shall submit, in accordance with the legal provisions in force, the documents mentioned in the

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Methodology on the Recognition of the PhD Diploma and of the Title of Doctor of Philosophy (**Annex 4** – below).

- 6) 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);
- 7) 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;
- 8) 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 Post-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


Admission to fill the position of Post-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 Post-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 5 - below**).


### **6. FORMS/ANNEXES**


 **Annex 1** – Request.

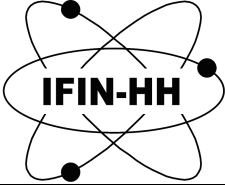

 **Annex 2** – Application Form.

 **Annex 3** – Self-Assessment Form for Published Scientific Papers.

 **Anexa 3.1** – Minimum mandatory requirements for employment.

 **Annex 4** – Methodology on the Recognition of the PhD Diploma and of the Title of Doctor of Philosophy (Procedure code PO-IFIN-02)

 **Annex 5** – Obtaining the Employment Permit for Romania and/or the Hosting Agreement for non-EU citizens.

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**ANNEX 1**

**REQUEST**

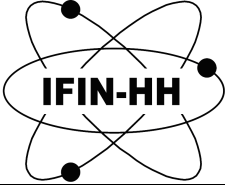

TO THE MANAGEMENT OF HORIA HULUBEI NATIONAL INSTITUTE FOR RESEARCH AND  
DEVELOPMENT IN PHYSICS AND NUCLEAR ENGINEERING (IFIN-HH)

DEAR DIRECTOR GENERAL,

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

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

IFIN-HH

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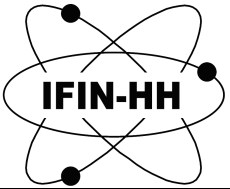

**ANNEX 2**

**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. Year when I obtained the scientific title of doctor of philosophy:
  
6. Outstanding results obtained in the previous activity:
  
7. Goals to reach if filling the position:
  
8. Please specify the source of information regarding the position you apply for:

Date

Signature

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**ANNEX 3**

**SELF-ASSESSMENT FORM  
for Published Scientific Papers**

**Table 1. Scientific Articles**

In the table below:

**For category 1) of articles:** “i” lists the articles presenting original scientific contributions, in extenso, published by the candidate, as author or co-author, in ISI rated journals;

“a<sub>i</sub>” represents the absolute influence score ([www.eigenfactor.org](http://www.eigenfactor.org)) of the scientific journal in which article i was published, corresponding to the year when the article was published (when the publishing year comes before the dates existing in the database the closest year shall be chosen);

n<sub>i</sub><sup>ef</sup> represents the actual number of authors of publication i, which is calculated as follows:

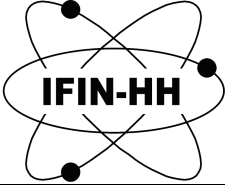

$$n_i^{ef} = n_i, \text{ if } n_i \leq 5$$

$$n_i^{ef} = (n_i+10)/3, \text{ if } 5 < n_i \leq 80$$

$$n_i^{ef} = (n_i/10)+22, \text{ if } n_i \geq 80$$

**For category 2) of articles:** “i” lists the articles presenting original scientific contributions, in extenso, published in ISI rated journals for which the candidate is first author or correspondent author. The articles whose authors are indicated in the alphabetical order of their name and to which the candidate is first author exclusively due to his/her name and the alphabetical order shall not be taken into consideration.

Category of Articles	Item in the List of Papers	Score	Calculation Details
<b>1) Articles in ISI Thomson Reuters rated journals and ISI indexed proceedings volumes for which the candidate is not first author or correspondent author</b>	i	$a_i/n_i^{ef}$	<i>Example:</i> Phys. Rev. C 90, 044301 (2014) AIS = 0.9247 No. of Authors: 15      Actual No.: 8.333
	...	...	...
	...	...	...
<b>2) Articles in ISI Thomson Reuters rated journals and ISI indexed proceedings volumes for which the candidate is first author or correspondent author</b>	i	a <sub>i</sub>	...
	...	...	...
	...	...	...
<b>TOTAL</b>			

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### ANNEX 3.1

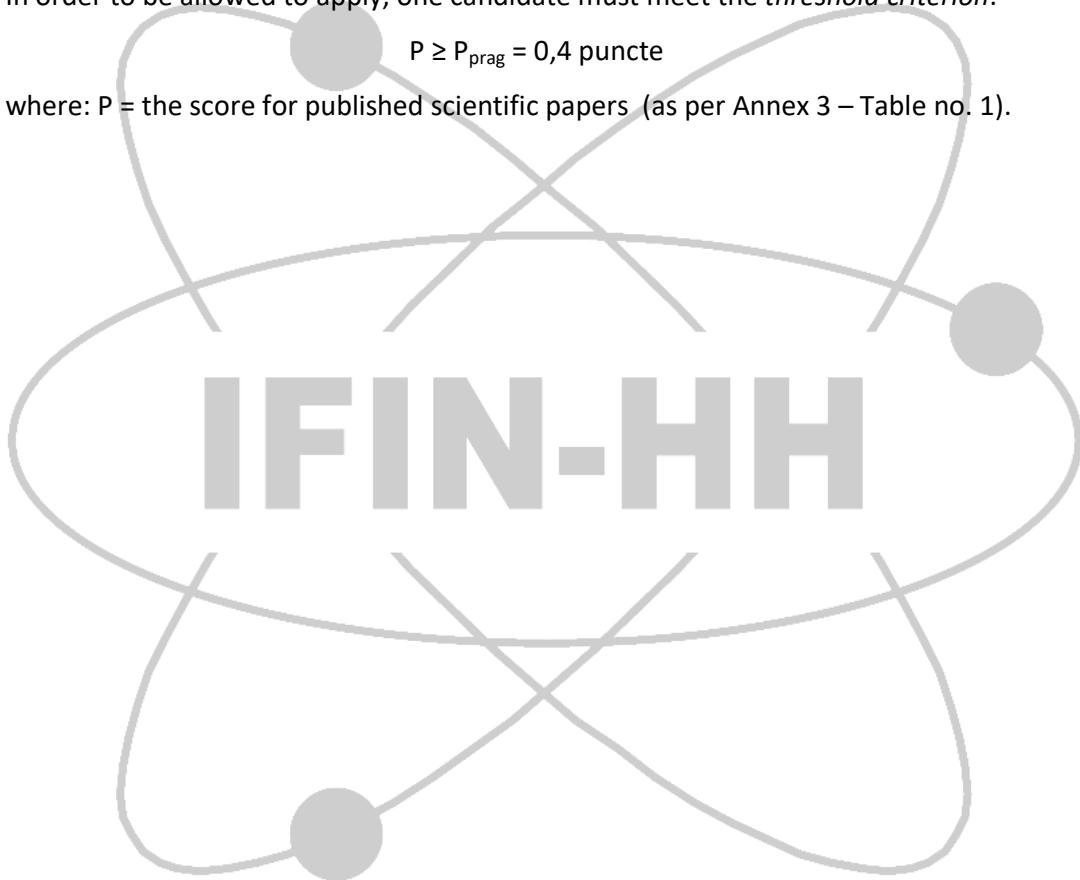
#### Minimum mandatory requirements for employment

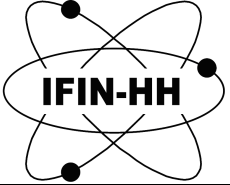

a) Holding the scientific title of doctor of philosophy less than five years prior to enrollment in the competition.

b) In order to be allowed to apply, one candidate must meet the *threshold criterion*:

$$P \geq P_{\text{prag}} = 0,4 \text{ puncte}$$

where: P = the score for published scientific papers (as per Annex 3 – Table no. 1).



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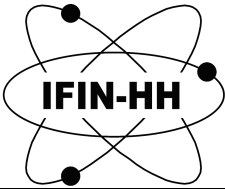

**ANNEX 4**

**METHODOLOGY ON THE RECOGNITION  
OF THE PhD DIPLOMA AND OF THE TITLE OF DOCTOR OF PHILOSOPHY (code PO-IFIN-02)**

~ You can find this procedure in the RECOGNITION section ~





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## ANNEX 5

### 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).