
	Rules for Selection of Technicians at ELI-NP		
	Code: R/ELI-NP/09	Revision: 0	
Extreme Light Infrastructure – Nuclear Physics ELI-NP			

1. PURPOSE

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

2. SCOPE

These rules are applicable to Technicians.

3. REFERENCE DOCUMENTS

- ✚ 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
CNRED	National Centre for Recognition and Equivalence of Diplomas

5. DESCRIPTION OF THE RULES

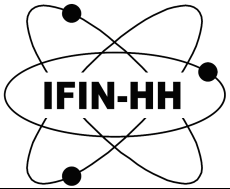

The process for selection of candidates to fill the positions of Technicians at ELI-NP takes place in the following stages:

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, the following documents:

- letter of intent (indicating 3 experienced specialists who can provide references, managers or coordinators at the current or former workplace, in order to ask for recommendations regarding the candidate’s professional competence and experience);

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- Curriculum Vitae containing complete information on studies, experience, competencies, skills.

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 contribute to reaching the ELI-NP objectives.

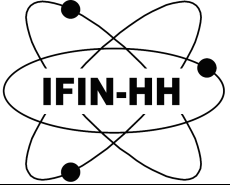

The Competition Committee decides to admit the candidates for the next stages of the selection process.

STAGE III – Competition Registration Stage

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 Technician – in original (form as per **Annex 1 - editable**);
- 2) Application Form (form as per **Annex 2 - editable**);
- 3) Curriculum Vitae, containing complete information on studies, experience, competencies, skills, signed by the candidate in original;
- 4) Legalized translation into Romanian or English, of the Employment Record Book or the Employment Certificate/Certificates, from which to result the length of service in research or in higher education and the total employment history; for employers who are Romanian legal persons – extract from the Register of Employees' Records, in original, *only if job requirements specify a minimum length of service in the specialization*;
- 5) Baccalaureate diploma, in copy if the original is in Romanian/English or in copy and legalized translation in original into Romanian/English for the other languages;
 - 5.1) For baccalaureate diplomas issued by institutions abroad, candidates shall submit also, in accordance with the legal provisions in force, the documents mentioned in the instructions presented in **Annex 3** (below);
- 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.

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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 Technician shall be 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 Technician shall be made in the descending order of the scores obtained. The candidates who obtained a score below 8 points shall not be admitted.

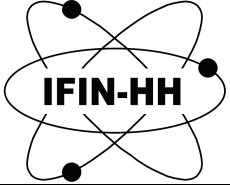

The mark admitted/rejected to fill the position of Technician at ELI-NP shall be communicated to each candidate.

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 4 - below**).

6. FORMS/ANNEXES

-  **Annex 1** – Request.
-  **Annex 2** – Application Form.
-  **Annex 3** – Instructions on the Recognition of the Bacalaureate Diploma.
-  **Annex 3.1** – Empowerment.
-  **Annex 4** – Obtaining the Employment Permit for Romania.

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ANNEX 1

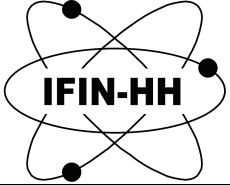

REQUEST

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 Technician 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. Professional activity:

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

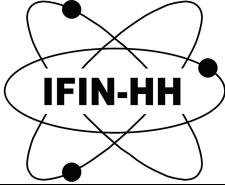

5. Outstanding results obtained in the previous activity:

6. Goals to reach if filling the position:

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

Date

Signature

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ANNEX 3

Instructions on the Recognition of the Bacalaureate Diploma

Recognition process is conducted by the National Centre for Recognition and Equivalence of Diplomas and can be run by IFIN-HH by persons designated by the legal representative of IFIN-HH, based on a empowerment given by the candidate.

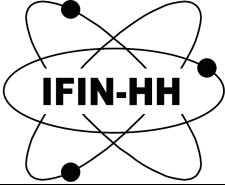

Through the empowerment the applicant gives his/approval to bear the equivalent value of all necessary fees (legalization, issuance of the certificate etc.) from his/her first salary.

The study document subject to recognition must be authenticated with the Hague Apostille for the states which are parties to the Convention regarding the elimination of the requirement for supralegalization of foreign offici

al documents, adopted in Hague on 5 October 1961, to which Romania adhered through Government Ordinance no. 66/1999, adopted by Law no. 52/2000, with further amendments, and for the other states the study document must be supralegalized or accompanied by the authenticity certificate issued by the competent authorities in the country of origin. The exemption from apostille or superlegalization is permitted under the law, under an international treaty to which Romania is party or based on reciprocity.

The period for solving the folders by CNRED is 30 working days after registration of the complete folder. In case CNRED notices that the folder is not complete or requests additional documents, the candidate shall be informed by the representatives of IFIN-HH and shall complete the folder accordingly.

The model of empowerment is shown hereinafter (form as per **Annex 3.1 - editable**).

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ANNEX 3.1

	EMPOWERMENT AND PAYMENT COMMITMENT STATEMENT
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Surname and Name	
Date of Birth	
Citizenship	
Domicile/Correspondence Address	
Telephone/Fax	
E-mail	
Identified with:	Series:
<input type="checkbox"/> ID card	Number:
<input type="checkbox"/> passport	

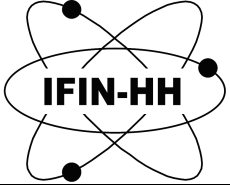

I hereby authorize "Horia Hulubei" National Institute for Research and Development in Physics and Nuclear Engineering (IFIN-HH), through the person designated by its legal representative, to submit, for me and on my behalf, to the competent authority the folder for obtaining the certificate of recognition in Romania of my studies, if applicable.

I also undertake to pay all necessary fees (legalization, issuance of certificate etc.) and I agree that their equivalent value be retained from my first salary, the signing of this statement representing a firm payment commitment.

I sign this statement in one original copy, today _____

Surname and Name: _____

Signature: _____

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ANNEX 4

Annex 4 – Obtaining the Employment Permit for Romania 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).