
	Rules for Selection of Engineers/Physicists at ELI-NP		
	Code: R/ELI-NP/08	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 Engineers/Physicists.

3. REFERENCE DOCUMENTS

- ✚ Order of the Minister of National Education and Scientific Research no. 6121 of 20 December 2016 on approving the Methodology for Recognition of Study Documents for Bachelor's Degree, Master's Degree or Postgraduate Degree, issued by accredited higher education institutions abroad.
- ✚ 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.
- ✚ 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

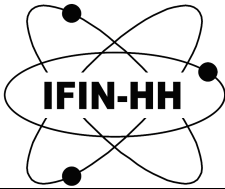

- IFIN-HH** "Horia Hulubei" National Institute for Research and Development in Physics and Nuclear Engineering
- ELI-NP** Extreme Light Infrastructure – Nuclear Physics

5. DESCRIPTION OF THE RULES

The process for selection of candidates to fill the positions of Engineers/Physicists 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.

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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 specialists who can provide references);
- CV, containing complete information on studies, experience, competencies, skills;
- Activity Report, accompanied, as applicable, by list of published works, patents and other relevant results.

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.

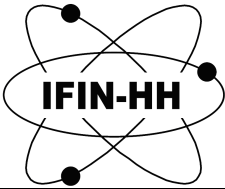

The Competition Committee decides to admit the candidates for the next stages of the selection process.

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 Engineer/Physicist – 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;
- 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) 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):

5.1) For bachelor's diplomas/master's diplomas issued by institutions abroad, candidates shall submit, in accordance with the legal provisions in force, the documents mentioned in the Methodology on the Recognition of the Bachelor's Diploma/Master's Diploma (**Annex 3 – below**).

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

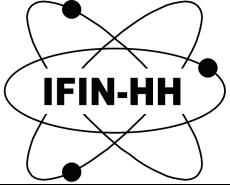

The mark admitted/rejected to fill the position of Engineer/Physicist at ELI-NP shall be communicated to each candidate.

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** – Methodology on the Recognition of the Bachelor’s Diploma/Master’s Diploma (Operational Procedure code PO-IFIN-03).
-  **Annex 4** – Obtaining the Employment Permit for Romania for non-EU citizens.

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ANNEX 1

REQUEST

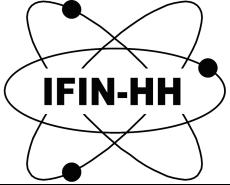

TO THE MANAGEMENT OF HORIA HULUBEI NATIONAL INSTITUTE FOR RESEARCH AND
DEVELOPMENT IN PHYSICS AND NUCLEAR ENGINEERING (IFIN-HH)

DEAR DIRECTOR GENERAL,

I, the undersigned, citizen, residing in
....., identified with, hereby kindly request my registration
for the competition to fill the position of Engineer/Physicist at ELI-NP.



 Applicant's Surname First Name Signature

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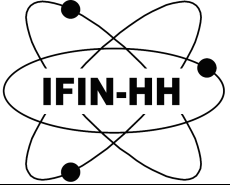

ANNEX 2

APPLICATION FORM

1. Job Title:
2. Candidate's Surname and First Name:
3. Professional activity (if applicable, also in research):
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 (if applicable):
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

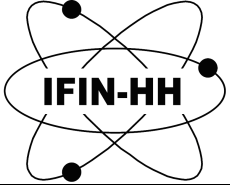

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ANNEX 3

**METHODOLOGY ON THE RECOGNITION
OF THE BACHELOR'S DIPLOMA/MASTER'S DIPLOMA (code PO-IFIN-03)**

~ You can find this procedure in the RECOGNITION section ~



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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).