

**Selection GUIDE**  
**for filling research positions<sup>i</sup> related to**  
**Dr. LASER Project – High-Power Laser Applications (<https://drlaser.eli-np.ro/> )**  
**newly created at**  
**“Horia Hulubei” National Institute for R&D in Physics and Nuclear Engineering (IFIN-HH)**

## **1. GENERAL PROVISIONS**

This GUIDE sets out the rules of selection for filling research positions related to the *Project for High-Power Laser Medical Applications – Dr. LASER*, approved by Financing Contract No. 18989/20.05.2025, SMIS code 326475, newly created at IFIN-HH to meet the RCR 102 result indicator – jobs created in research (u.m. annual ENI).

The selection of candidates for the newly created research positions at IFIN-HH, related to the Project for High-Power Laser Medical Applications – Dr. LASER, shall be made according to this GUIDE, through an employment contract of definite duration, which cannot exceed the duration of the Project.

This GUIDE guarantees the transparency and quality of the organisation and conduct of the selection process and establishes the quantitative and qualitative criteria required for filling research positions related to the Project for High-Power Laser Medical Applications – Dr. LASER, approved by Financing Contract No. 18989/20.05.2025, SMIS code 326475, newly created at IFIN-HH to meet the RCR 102 result indicator – jobs created in research (u.m. annual ENI).

The organisation of the selection process for filling vacant positions from the list of personnel related to the Dr. LASER Project is based on the following principles:

- a. the principles of transparency, competence, gender equality, non-discrimination, and equal and fair access to vacancies;
- b. the principle of ensuring the quality and professional training of research personnel;
- c. accurate and complete information regarding the organisation and conduct of the selection process;
- d. transparency regarding administrative, financial and research position evaluation information in accordance with the applicable legislation.

The organisation and conduct of the selection process is based on the enforcement of criteria, standards and procedures aimed at:

- a. carrying out an objective and correct evaluation of the candidates' performances;
- b. removing any form of discrimination and ensuring fair access to the jobs in question.

This GUIDE shall be supplemented by the provisions of the Collective Bargaining Agreement applicable across IFIN-HH, the Labour Code and the legal provisions specific to the status of research & development personnel, which must be strictly and immediately applied.

## **2. BOARDS**

Selection boards shall be appointed for conducting the selection procedure and for solving complaints, in accordance with the specifics of the position in question. The nominal composition of the selection board

and of the complaints board shall be established through the decision of the IFIN-HH Director General, at the proposal of the Dr. Laser Project Director, in line with the legal provisions in force regarding the status of research & development personnel. The activity carried out by the selection/complaints boards shall be assisted by a secretary. Replacement members shall be designated both for the members of the Selection Board/Complaints Board and for the secretary, under the same conditions as the permanent members.

Persons who are spouses, relatives, or relatives by marriage up to and including the third degree of kinship with the candidate for the position in question cannot not be involved in the selection procedure.

The activity of the Selection Board can take place with physical and/or virtual attendance.

### **3. CONDUCT OF THE SELECTION PROCESS**

The advertisements for the newly created jobs at IFIN-HH for the Dr. LASER Project shall be published on the EURAXESS portal, available at: <https://euraxess.ec.europa.eu>, on the Project's website ( <https://drlaser.elinp.ro/> ), and/or on other online national or international platforms, as applicable, respecting the conditions of form, deadlines and content provided as mandatory according to the legislation in force regarding the filling of vacant positions in the field of research.

The selection process for the newly created research positions at IFIN-HH for the Dr. Laser Project shall follow the stages below:

**Stage I** – Pre-selection procedure, consisting in reviewing the applications submitted and checking that the professional training and competence conditions are satisfied, with regard to the job requirements, and deciding, by the Selection Board, which candidates will 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 Board

**Stage III:** Selection results

**Stage IV:** Complaints

**Stage V:** Final results

#### **Stage I: Preselection procedure**

In the preselection procedure, the candidates shall send the following documents:

- Application form (Annex 1);
- Letter of intent;
- CV containing complete information regarding education, experience, skills, abilities, in Europass format;
- Copies of the documents of study<sup>ii</sup> depending on the position for which the selection process is conducted (bachelor's and master's degrees shall be accompanied by copies of the transcripts).<sup>iii</sup>
- Documents certifying the employment history, in copy; they shall be submitted in Romanian/English/French, or legalised translation for the other languages; (for those jobs requiring proof of employment history);
- Proof of holding the professional research & development rank corresponding to the position they apply for (CSI for principal researcher, and CS II for established researcher);
- A list containing the names and contact information of at least 3 experienced specialists (professors, managers or coordinators from the current or previous workplace) in order to ask for recommendations

regarding the candidate's professional competence and experience. Those persons shall only be contacted with the candidate's prior consent.

- Declaration of consent for the processing of personal data (Annex 2)
- Copy of the identity document, or, as applicable, any other document proving their identity, according to the law;
- Copy of the marriage certificate or proof of name change, as applicable;
- Medical certificate attesting to the candidate's good health, issued by the candidate's family doctor or by the authorized health units, no more than 3 months prior to the competition;
- Criminal record certificate (for those issued in languages other than Romanian/English/French, a certified translation will be submitted).

The documents shall be submitted electronically, to the email address indicated in the advertisement or in hard copy, at the headquarters of IFIN-HH/ELI-NP, Human Resources Office.

The Secretary of the Selection Board shall register the selection folder on the day of receipt and shall inform the candidate of the registration number; the file registration number shall be the identification number for all further correspondence and communication in respect of the selection, the communication of results and the resolution of complaints and shall be retained for the entire duration of the selection and the resolution of complaints.

The folders received after the end of the working hours shall be registered on the next working day, except for those folders received on the last day of receiving applications, when they must be submitted in hard copy or electronically not later than 16:30 (Monday through Thursday) and 14:00 (Friday).

The folders submitted after the time limit specified in the advertisements (date and time) shall not be taken into consideration.

## **Stage II: Interview**

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

The interview can take place with physical or virtual attendance, IFIN-HH providing the infrastructure required for the candidates and the Selection Board to be able to carry out the activity in this way.

In order to attend the interview, each candidate will be notified by email, at least 48 hours in advance, of the date, time, location and format of the interview (in person or online); for the online interview, the login details will be communicated to the candidates along with the interview invitation.

## **Criteria for candidates' evaluation in the interview stage**

The candidates shall be assessed according to the following algorithm:

The maximum total score that one can obtain is 100 points, awarded as follows:

- Professional training: 50 points;
- Understanding of the job duties in question: 50 points.

The selection board shall award individual scores based on a specific grid, adapted for each category of vacancies.

The classification of the candidates accepted to fill vacancies shall be in the descending order of the scores obtained. The candidates remaining after the vacancies are filled and those with scores under 70 points shall be declared “rejected”.

At the end of the selection process, the chairperson of the Selection Board shall write a report, accompanied by a table containing each candidate’s score. The report and the score table shall be signed by each member of the board.

### **Stage III – Selection results**

The results of the selection process shall be communicated to each candidate, via email, with the mention admitted/rejected, as the case may be; the reason for rejection shall be specified for the rejected candidates

### **Stage IV – Complaints**

Any dissatisfied candidate can make a complaint exclusively for procedural flaws and only for their own result. The time limit for the complaint is 3 (three) working days of communicating the results of the selection.

The complaint shall be sent to the same email address as the selection folder or to the headquarters of IFIN-HH, Human Resources Office. The secretary of the Complaints Board shall register the complaint and shall inform the candidate of the complaint number. The secretary of the Complaints Board shall send the complaint along with the folder documents on the day of its registration.

The Complaints Board shall analyse the issues of the complaint and shall provide a solution not later than 2 (two) working days of registering it. The chairperson of the Complaints Board shall write a report on the complaints lodged, a document that shall be signed by each member of the board.

### **Stage V - Final results**

The final results, after solving the complaints, shall be communicated in the same way as the results of the selection procedure.

The report with the final results, the table with the final results and the documents of the application of the admitted candidate(s) shall be sent to the Dr. Laser Project Director, who shall write the employment report and send it to the IFIN-HH Director General for approval, along with the selection folder.

The approved report, along with all the related documentation, shall be forwarded to the Human Resources Office to start the procedures for employment at IFIN-HH – Dr. Laser Project.

## **4. EMPLOYMENT OF ADMITTED CANDIDATES**

The candidates admitted during the selection process for filling newly created research positions at IFIN-HH for the Dr. Laser Project, shall only be hired after all documents required for concluding the employment contract have been submitted and conditional on receiving the medical certificate from the labour medicine, subject to the sanction of cancelling the selection procedure. In such a case, the project director shall write a report proposing to resume the selection procedure, as applicable, to designate the second-ranked candidate as the successful candidate, provided that their score is higher than or equal to 70 points.

For the candidates coming from countries outside the European Union, IFIN-HH will need to obtain the right to work in Romania before signing the employment contract. In this case, the candidates shall submit,

before signing the Employment Contract, all documents necessary to issue the permit to work in Romania, according to the legal provisions in force applicable to foreigners.

**Application Form**

- 1. Job title:**
- 2. Candidate's surname and first name:**
- 3. Professional activity:**
- 4. Reasons why I consider myself suitable for the position for which I apply:**
- 5. Outstanding results obtained in my previous activity:**
- 6. Objectives to reach if I fill the position:**
- 7. Please state the source of information regarding the position for which you apply:**

**Date**

**Signature**

## **ANNEX 2**

### **Statement**

I, the undersigned ....., residing in .....  
....., identified with I.D. card series ....., no. ...., issued by  
..... on ....., with regard to my application to the selection process for the  
position of ..... at IFIN-HH – Dr. Laser Project.

- I state that, once I submit the application for the abovementioned job, I agree with the processing of the personal data contained in the documents that I will be sending, regardless of their type, form, content and sending method. I agree with these data being used by the “Horia Hulubei” National Institute for Research and Development in Physics and Nuclear Engineering (IFIN-HH) *in the recruitment process, included in the database for the selection of personnel at IFIN-HH and with a view to fulfilling all hiring formalities should I be declared admitted.*
- I have acknowledged that these personal data are not subject to automated processing and I agree with my personal data being retained for a period of 5 (five) years, during which time I have the right to withdraw this *consent*, free of charge, by sending a written request to the institute in this respect.

I declare on my honour that the data contained in the documents that I am providing for the selection procedure are true and accurate.

Date .....

**Surname and first name**

**Signature**

### Annex 3

#### **Recognition in Romania of documents of studies issued abroad**

The recognition in Romania of the documents of studies obtained abroad is regulated by Order of the Minister of Education and Research and is carried out by the National Centre for Recognition and Equivalence of Diplomas (CNRED) <http://www.cnred.edu.ro>.

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

**Foreign citizens** can undergo the procedure for the recognition of their documents of studies through the intermediation of the hiring institution, i.e. “Horia Hulubei” National Institute for Research and Development in Physics and Nuclear Engineering (IFIN-HH). In this case, they shall send to IFIN-HH (personally or by mail) the following:

1. The empowerment for IFIN-HH to carry out the procedure of recognition of the documents of studies (Annex 4 hereto);
2. The documents of studies in the following form:
  - Copy – if the documents are in one of the following languages: Romanian, English, French, Italian, Spanish;
  - Copy and legalised translation into Romanian – if the documents are in one of the abovementioned languages;

*The legalised study documents shall bear the Hague Apostille affixed by the competent authorities from the issuing countries for those states that are not parties to the Hague Apostille Convention. For the other states, the documents shall be superlegalised. (<https://cnred.edu.ro/lista-statelor-pentru-care-se-solicita-apostilarea-sau-supralegalizarea/>)*

*The documents of studies from Italy, Greece, Spain, Portugal and Cyprus shall bear the Hague Convention Apostille, the other EU member states being excepted.*

3. Copy of the personal identification documents:
  - Identity card valid on the territory of Romania (passport or identity card, as applicable);
  - If the name on the identity documents is other than the name in the documents of studies, one shall provide copies of the documents proving the connection between the name in the identity document and the name in the document of studies.

IFIN-HH shall prepare the folder for the recognition of the documents of studies and shall send it to the Ministry of Education and Research (National Centre for Recognition and Equivalence of Diplomas)

Should the Romanian authorities not recognise the documents of studies, the candidate cannot be hired by IFIN-HH.

#### Annex 4

#### EMPOWERMENT

|                                        |         |
|----------------------------------------|---------|
| <b>Surname and first name</b>          |         |
| <b>Date of birth</b>                   |         |
| <b>Citizenship</b>                     |         |
| <b>Domicile/ mailing address</b>       |         |
| <b>Phone/Fax</b>                       |         |
| <b>Email</b>                           |         |
| <b>Identified with:</b>                | series: |
| <input type="checkbox"/> identity card |         |
| <input type="checkbox"/> passport      | number: |

I hereby empower “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 to the competent authority, for me and on my behalf, the folder for obtaining the certificate of recognition in Romania of my studies, if applicable.

I also undertake to pay all necessary fees (legalisation, translation, certificate issuance etc.) and I agree to their total amount being retained from my first salary, this signed statement being a firm payment commitment.

I declare that I have been informed with respect to the conditions and the purpose of my personal data processing in accordance with (EU) Regulation 2016/679.

I expressly give my consent for IFIN-HH to process the personal data provided by me for the purpose of drawing up the documents for the recognition of my bachelor/master’s degrees.

I sign this statement in one original copy, on \_\_\_\_\_

**Surname and first name:** \_\_\_\_\_

*Signature:* \_\_\_\_\_

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<sup>i</sup> RCR102 result indicator – jobs created in research (annual ENI)

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ii Copy, if the document of study is issued in Romanian, English, French, Spanish, Italian; copy and legalised translation into Romanian/English for documents issued in the other foreign languages.

iii If the candidate declared successful does not have a degree issued by a higher education establishment in Romania, before being hired and signing the employment contract, they must submit a true copy of their certificate of recognition or equivalence (according to the procedure provided in Annex 3 hereto), subject to the penalty of cancellation of the selection procedure; in this case, the project director shall write a report proposing to resume the selection procedure, as applicable, to designate the second-ranked candidate as the successful candidate, provided that their score is higher than or equal to 70 points.