



**Open, transparent and
merit-based recruitment
policy at INCDMNR-IMNR**

IMNR has adhered to and fully supports the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

The principles governing the competitions organization and conduct in IMNR are the principles of transparency, equal opportunities and gender.

IMNR respects the principles of open, transparent and merit-based recruitment (OTM-R). IMNR protects the personal data of candidates and participants, in accordance with the GDPR Regulation, throughout the recruitment and selection process.

At the national level, the recruitment of researchers is regulated by Law no. 183/2024 regarding the status of research, development and innovation personnel. At the institutional level, the recruitment of researchers is conducted in accordance with the Regulation for the competition for the employment of RDI personnel in IMNR <https://www.imnr.ro/public/documents/regulament-concurs-angajare-personal-cd.pdf>.

IMNR aims to improve research performance, increase the degree of internationalization by attracting researchers from abroad, ensure an appropriate balance between quantitative and qualitative criteria in evaluating researchers' performance and research results, and develop a competitive and inclusive work environment.

I. Publication of the announcement and application for the positions

1. Publication of the announcement for the vacant position

In accordance with the principles of "Recruitment" and "Transparency", the announcement for the researcher positions is concise and the detailed information is available online, with a link from the announcement on the following websites:

- IMNR website, in the announcements section <https://imnr.ro/wp/anunturi/>;
- European Union Euraxess recruitment platform <https://euraxess.ec.europa.eu/jobs>
- Specialized website of the Ministry of Education and Research <http://jobs.edu.ro/>.
- Facebook National R&D Institute for Non-Ferrous and Rare Metals - IMNR | Pantelimon | Facebook,
- LinkedIn <https://www.linkedin.com/in/imnr-undefined-0a6b2128b/>
- a newspaper with national coverage
- on the IMNR bulletin board
- on the bulletin board of Universities with which there are collaboration agreements and on their websites
- job recruitment platforms
- on the website of the coordinating authority <https://jobs.mcid.gov.ro>

The announcement for researcher positions contains information at least on:

- the employing institution (IMNR);
- the number of positions available and the start date of the activity;
- a description of each position available for competition, the duties/activities related to the position, including the working hours and the types of activities included in it;
- the minimum salary corresponding to the position available for competition and the type of contract;
- the competition calendar, including deadlines;
- the topic of the competition tests, bibliography;
- a description of the competition procedure;
- the complete list of documents that candidates must include in the application file;
- the submission procedure and the address to which the application file must be sent;
- contact details.

2. Keeping the administrative burden to a minimum level

The request for supporting documents related to the application file for the competition is strictly limited to those that are legally mandatory and that are truly necessary to achieve a fair, transparent and merit-based selection of candidates.

The application file must be submitted to the address in the announcement for the vacant position, in person or by postal /courier services that allow confirmation of receipt within the application deadline, as well as by e-mail.

3. Confirmation of receipt and provision of additional information

All candidates who have submitted the application file in person or by courier services receive a confirmation of their application.

All candidates who have submitted the application file electronically will receive an e-mail confirming receipt of their application.

If the application file for the competition is not complete, candidates will be informed by email about this situation and are requested to submit the missing/incomplete documents by the registration completion date, provided in the competition calendar.

II. Transparent selection: evaluation of competition and appeal files

1. Establishment of competition and appeal committees

In accordance with the principle of “Selection” in the Code of Conduct for the Recruitment of Researchers and with the applicable regulations, as well as with national and internal regulations on recruitment, the filling of a vacant position is performed through a public competition and the assessment of candidates is carried out by a competition committee, established for each vacant position.

The size and composition of the competition and appeal committees may differ depending on the profile of the position, in accordance with the national and internal regulations of IMNR. The process of establishing the committees is transparent and carried out in accordance with the regulations in power.

The composition of the competition and appeal committees is appropriately diversified, taking into account:

- a minimum of 3 members, maximum 5 members,
- the inclusion of external experts, when possible,
- the inclusion of international experts, who must know the language(s) in which the process will be conducted, where possible and in accordance with applicable regulations,
- the inclusion of experts from different sectors, where appropriate and feasible
- the members of the committee must be specialists in the field of the available position or in related fields,
- the scientific degree and position of the competition and appeal committee members is at least equal to the scientific degree and function of the position available.

In the process of establishing the committees, the principle of gender balance is applied, to the extent possible. The decisions of the competition and appeal committees are objective and evidence-based.

The competition and appeal committees in the RDI are approved by the Scientific Council.

The candidate's professional skills are assessed by the competition committee on the basis of the application file and the competition tests.

2. Stages of the competition

All applications are examined, respecting the stages provided by the Regulations for the competition for the employment of RDI staff in IMNR

The competition involves the following mandatory stages: verification of the submission and eligibility criteria of the application file and participation to the competition tests. All candidates are treated in a non-discriminatory manner.

III. Result of the competition

The result of the competition is displayed at the headquarters and on the IMNR website, within two working days from the end of the competition. It is sent by e-mail to the candidates.

Appeals are submitted to the secretariat of the competition committee within a maximum of 5 calendar days from the date of result communication. The appeal is formulated in writing, registered and submitted to the secretariat of the competition committee to be resolved by the appeals resolution committee within a maximum of 5 days from its registration.

The final result is submitted to the Scientific Council for approval.

IV. Perspectives

After hiring, new employees are involved in a process of training and adaptation to the work environment, following at least the aspects concerning:

- training in the field of health and safety at work;
- quality assurance policies and procedures;
- anti-discrimination policy;
- access to different platforms;
- presentation of laboratories and work equipment;
- presentation of projects carried out by the structure to which they were assigned.