

**NATIONAL INSTITUTE
FOR RESEARCH AND DEVELOPMENT
IN INFORMATICS - ICI BUCHAREST**

REGULATION

**on the organisation of competitions for filling vacant positions of research, development and
innovation staff within ICI Bucharest**

Romanian version endorsed in the Scientific Council meeting on 22.07.2025

Romanian version approved in the meeting of the Administration Council on 12.08.2025

1. General provisions

1.1. Purpose

This competition regulation, hereafter referred to as the Regulation, contains the competition methodology for vacant positions corresponding to the research, development and innovation (RDI) professional functions and grades of the National Institute for Research and Development in Informatics - ICI Bucharest.

The Regulation have been drawn up in compliance with the minimum conditions of training that the persons taking part in the competition must fulfil, the minimum standards specific to the scientific field and the minimum standards established in the Institute, based on the legal provisions. The general principles and conditions laid down in the European Charter for Researchers are also taken into account in the establishment and elaboration of the standards for the positions.

Recruitment of RDI staff to vacant positions shall be carried out through open competitions, organized according this Regulation, taking into account the principles of transparency, competence and gender equality.

The recruitment shall be carried out according to the principle of professional merit, on the basis of the minimum and additional standards established by the Institute, in accordance with the legal provisions.

The Regulation is published on the Institute's website.

In the context of this Regulation, the expression "*the competent Ministry*" means the ministry responsible for research, which, according to the law, exercises responsibilities in this field.

1.2. Regulatory framework

- Law No 183/2024 on the status of research, development and innovation personnel;
- OG no. 57/2002 on scientific research and technological development, with subsequent amendments and additions;
- GD no. 1568/2024 for the approval of the Methodological Norms for the organisation of competitions for filling vacant positions of research, development and innovation staff in research organisations;
- Law No 53/2003 - Labor Code;
- Council Recommendation C/2023/1640 of 18 December 2023 on a European framework for attracting and retaining research, innovation and entrepreneurial talent in Europe.

1.3. Scope of application

- (1) The Institute only organises competitions to fill a research, development and innovation position if it is vacant. A position is considered vacant if it is so provided for in the establishment plan or if it becomes vacant during the year.
- (2) Recruitment to vacant research positions on an individual contract of employment, whether indefinite or fixed-term, is possible only for the successful candidate in a competition organised in accordance with the law.
- (3) The number of positions (by professional functions and grades) to be put out to competition shall be proposed by the Scientific Council and approved by the Administration Council in accordance

with the Institute's needs and financial resources.

- (4) The competition shall be open to all persons who do not hold the research and development professional grade corresponding to the position for which they are applying and meet the minimum standards, and specific additional standards, as appropriate, and to all persons who hold the research and development professional grade corresponding to the position for which they are applying and meet the specific additional standards of the research organisation, whether or not they are already in the national research and development system, without discrimination, in accordance with the law.
- (5) RDI staff shall be differentiated by professional research and development positions and grades according to Law no. 183/2024, maintaining equivalence with the professional grades set out in the European Charter for Researchers, as follows:
- a) senior researchers, holding the title of PhD:
 - i. principal researcher (R4): research scientist grade I - CS I;
 - ii. senior researcher (R3): research scientist grade II - CS II;
 - b) recognized researcher (R2) with doctoral title: research scientist grade III - CS III;
 - c) junior researcher (R1), holding a doctoral degree or doctoral student: research scientist - CS;
 - d) research scientist assistant, graduate: research scientist assistant - ACS.

2. Minimum training conditions to be met by candidates taking part in a competition for a position

2.1. The competition is open to candidates who fulfil the following conditions:

- a) for ACS: be a graduate with a bachelor's degree or a diploma in long-term university education or a graduate with a master's degree in the speciality or related fields and fulfil the conditions laid down in Law No 183/2024 in Article 13 par. (1);
- b) for the CS: a graduate with a bachelor's degree or a diploma in long-term university education or a master's degree in specialised or related fields and enrolled in doctoral school or holding a doctoral degree and fulfilling the conditions laid down in Law No 183/2024, Art. 13, par. (1);
- c) for CS III: hold a doctoral degree and fulfil the conditions laid down in Law 183/2024, Art. 13 par. (1);
- d) for CS II, respectively CS I: hold a doctoral degree and fulfil the conditions laid down in Law 183/2024 in Art. 13 par. (1);
- e) the candidates hold the research and/or teaching degree prior to the one for which they are applying;
- f) the candidates fulfil the additional own minimum standards set by the Institute.

2.2. The general non-cumulative criteria based on which the minimum standards provided in Law no. 183/2024, Art. 13, par. (1) are elaborated:

- a) results of research and/or innovation activities;
- b) impact of research and/or innovation activities;

- c) capacity to attract research funds or to collaborate with public and/or private research organizations;
- d) professional prestige;
- e) organizational skills;
- f) capacity for international cooperation.

2.3. For the professional grades CS II and CS I, ICI Bucharest also establishes its own (additional) minimum standards, in compliance with legal provisions, which may not derogate from the minimum standards established by CCCDI/CNATDCU.

3. Application for the competition

3.1. In order to apply for the competition to fill a vacant research position, candidates shall submit a file containing the following documents (Annex No 1):

- a) the signed application form for the competition, accompanied by a statutory declaration in which the candidate attests to the truthfulness of the information provided in the application file (Annex No 2);
- b) a scientific career development proposal in terms of scientific research activities, maximum 5 pages;
- c) curriculum vitae signed by the candidate;
- d) the list of scientific publications, papers, articles/studies, patents selected by the applicant according to their relevance to his/her scientific research activities;
- e) the self-assessment form for verifying the fulfillment of minimum scoring standards for the ACS, CS, and CS III grades (Annex No 3), the self-assessment form related to the minimum standards developed by CCCDI/CNATDCU, and the verification form for the fulfillment of the institute's additional minimum standards (Annex no. 4) for the CS II and CS I grades, as applicable, completed and signed by the candidate, except in the situation regulated under point f);
- f) proof of professional research and development grade corresponding to the position for which the candidate is applying, the verification sheet for the fulfilment of the Institute's own standards, where appropriate, completed and signed by the candidate, and the self-assessment sheet relating to the minimum standards in force at the time of the competition, completed and signed by the candidate, only for candidates who hold the professional research and development grade of CS II or CS I corresponding to the position applied for;
- g) a copy of their bachelor's degree or equivalent/master's degree/doctorate, as applicable. If the successful candidate does not hold a diploma issued by a higher education institution in Romania, he/she must submit a certified copy of the original certificate of recognition or equivalence before taking up the position and signing the individual employment contract, failing which the administrative act of appointment will not be issued;
- h) copy of the identity card or any other document attesting identity, according to the law, as appropriate;
- i) copy of marriage certificate or proof of change of name, where applicable;

- j) a medical certificate attesting the candidate's good health for the performance of duties, issued by the family doctor or authorised health units no more than 3 months before the competition;
- k) signed declaration of consent to the processing of personal data;
- l) criminal record certificate.

3.2. The candidate's curriculum vitae must include:

- a) education and diplomas obtained;
- b) professional experience and previous relevant jobs;
- c) the RDI projects managed by the candidate as project leader and the grants obtained, if any, indicating for each source of funding, the project budget and the main scientific publications or patents resulting;
- d) awards or other recognition of scientific contribution;
- e) narrative description of the 3 most important achievements in the field of the position for which the competition is organised - maximum 3 pages.

3.3. The competition file must contain a list of scientific publications, papers, articles/studies, patents considered by the candidate to be relevant to the field of the position applied for. The list is structured as follows:

- a) list of no more than 10 scientific publications, the most relevant, such as: authored books, articles/studies/chapters, edited volumes, papers;
- b) list of patents and other industrial property titles;
- c) list of books authored, edited and published volumes;
- d) list of articles/studies in extenso, published in journals in the main international scientific stream;
- e) list of other scientific works and contributions or, where appropriate, in the field of artistic creation or national defence.

3.4. Registration working flow

- (1) The application file shall be submitted by the candidate to the Institute's premises in physical and electronic format to the e-mail address indicated for par. 3.1 and 3.2 and only in electronic format to the e-mail address indicated for 3.3 (as per Annex No 1).
- (2) The secretary of the selection commission shall register the application file, communicate the registration number to the candidate and forward the file to the members of the selection commission in accordance with the conditions laid down in this Regulation.
- (3) The secretary of the selection commission shall check that the competition file is complete on the day it is received and registered. Where the competition file is incomplete, the secretary of the selection commission shall ask the candidate to clarify the incomplete application file and the candidate may complete it by the closing date for the submission of applications.
- (4) In the performance of his/her duties, the secretary of the selection commission may cooperate with the Institute's human resources staff.

- (5) A candidate's fulfilment of the legal requirements for admission to the competition is certified by the legal opinion issued by the institute's legal unit, after verification of the standards by the selection commission.

4. Selection/competition commission

- (1) The competition procedure may not involve any person who is a spouse, relative or relative-in-law up to and including the third degree of kinship of the candidate in the competition for a research vacancy.
- (2) The composition of the selection commission for each vacant position for which a competition is organised shall be determined within five days of the approval of the competition organisation and timetable.
- (3) The selection commission shall receive administrative support from the Institute, provided by a secretary, who shall not be a member of the selection commission and shall not take part in the Board's decisions, appointed by decision of the General Director.
- (4) The Scientific Director shall propose the nominal composition of the selection commission to fill the vacant positions. The selection commission shall be approved by the Scientific Council and appointed by decision of the General Director.
- (5) The selection commission shall be composed of the chairperson and four members, research and development staff with a scientific degree higher than or at least equal to that of the positions advertised. For the professional grades of CS II and CS I, at least 3 members of the commission shall be from outside the Institute.
- (6) Decisions of the selection commission shall be taken by open vote of its members and must have the favourable vote of at least three members of the commission.
- (7) The work of the competition committee is chaired by one of the members of the competition committee affiliated to ICI Bucharest, who has the quality of chairperson appointed by decision of the General Director.

5. Organisation of the competition

- (1) The competition procedure can be started only after the Administration Council has approved the organisation of the competition.
- (2) Application for the competition must be made within 30 calendar days of the date of publication of the competition advertisement.
- (3) The competition advertisement for the recruitment of RDI staff vacancies (including the related topics) will be posted at the Institute's premises, on the website of ICI Bucharest, and as appropriate on other national and/or international online platforms, and will include the following information:
 - a) brief description of the position for which the competition is being organised: name, COR code, duration of the individual employment contract, as well as the specific duties of the position;
 - b) the minimum salary corresponding to the position;
 - c) the competition timetable;

- d) the subjects and bibliography of the competition tests;
 - e) description of the competition procedure;
 - f) full list of documents in the competition file;
 - g) details concerning the submission of candidate's papers which are not available in electronic format;
 - h) electronic address to which the competition file can be sent electronically;
 - i) time and place of the competition.
- (4) At the same time as the competition advertisement is published on the Institute's website, the standard application forms for the competition will also be published: the application form, the proposal for scientific career development, the minimum standards verification sheet or the self-assessment sheet relating to the minimum standards in force at the time of the competition, for candidates holding the professional research and development grade of CS II or CS I corresponding to the position for which they are applying, the statement of compliance with the Institute's own standards, and the declaration of consent to the processing of personal data.

6. The procedure of the competition

- (1) The competition tests, their content, evaluation criteria and weighting are approved by the Scientific Council.
- (2) The date, time and place of the competition tests shall be announced on the Institute's website.
- (3) The competition consists of the evaluation of the scientific activity and research competences of candidates for the vacant positions advertised.
- (4) The selection commission is required to verify that the candidate fulfils the minimum standards for the award of professional research and development degrees and the Institute's own minimum standards, as appropriate, and only the Institute's own minimum standards for those holding the professional research and development degree of CS II or CS I corresponding to the position for which they are applying.
- (5) The competition to fill a RDI vacant position involves:
 - a) Evaluation of the documents in the application file and assessment of candidates' performance by marking, where appropriate, including Annex No 3, 4, 5 for all grades;
 - b) oral test/interview for: ACS, CS and CS III;
 - c) written test for: ACS and CS.
- (6) The selection commission may request clarification from candidates, throughout the competition, on the documents in their application file relating to their scientific activity.
- (7) The evaluation process is conducted as follows:
 - 1) For CS I, CS II:

After reviewing the application file, each member of the selection commission assigns a score based on a scoring grid adapted to the specific nature of the candidate's job

activities, in accordance with the thresholds established by the minimum standards of CCCDI/CNATDCU and the institute's own (additional) standards related to scientific and professional activity. Each commission member analyzes all the components of the application file. For each quantitative threshold, the candidate's obtained score is recorded. The individual score given by a commission member represents the sum of the scores obtained by the candidate for each quantitative threshold from both the minimum standards and the institute's own standards. The total score represents the arithmetic average of the individual scores awarded by the commission members. The scoring methodology for the application file evaluation is presented in Annex no. 5.

2) For CS III:

- a) File evaluation (80% weighting): similar to the previous position, the score for this evaluation is calculated according to the scoring methodology in Annex no. 5, with the mention that the minimum standards are those developed by the Institute.
- b) Oral test/marked interview (20% weighting):
 - i. Presentation of the work and a scientific paper of the candidate's choice, which the candidate considers to be significant to his/her work, of which he/she is the author or co-author, and the candidate's intentions for future work (50% weighting);
 - ii. Questions from the members of the selection commission assessing the candidate's motivation, competences, professional achievements and experience in the speciality of the position, in the context of the candidate's previous work, and his/her suitability to fulfil the function of CS III (50% weighting).

3) For CS:

- a) Written test: the selection commission meets at least 60 minutes before the scheduled starting time of the written test and decides on two subjects based on the previously announced job-specific topics. The candidate will choose one of the two subjects. The duration of the written test will be decided by the selection commission, but will not exceed 90 minutes.
- b) Oral test:
 - i. Presentation of the work and of a scientific paper of the candidate's choice, which the candidate considers to be significant to his/her work, of which he/she is the author or co-author, and of the candidate's intentions for future work;
 - ii. Questions put by the members of the selection commission involving an assessment of the candidate's motivation, competences, professional achievements and experience in the speciality of the position, in the context of the candidate's previous work, and of the candidate's suitability to fulfil the position of CS.

4) For ACS:

- a) Written test: the selection commission will meet at least 60 minutes before the scheduled starting time of the written test and will set two subjects based on the previously announced job-specific topics. The candidate will choose one of the two subjects. The duration of the written test will be decided by the selection commission, but will not exceed 90 minutes.
- b) Oral test:
 - i. Presentation of the work and of a scientific paper of the candidate's choice, which the candidate considers to be significant to his/her work, of which he/she is the author or co-author, and of the candidate's intentions for future work;
 - ii. Questions put by the members of the selection commission, which involve assessing the motivation, competences, professional results obtained and experience in the speciality of the position, in the context of the candidate's previous work, the candidate's aptitude for the position of ACS.
- (8) Each member of the selection commission will give marks from 1 to 10 to each candidate, one mark each for the written test (for the positions of ACS and CS) and the oral test (for the positions of ACS, CS and CS III).
- (9) The score for the oral test is the arithmetical average of the marks awarded by each member of the selection commission. The final average is the average of the marks awarded for the competition tests.
- (10) A candidate can be declared a winner only if he/she has obtained a final score of at least 8,0 and no marks below 7,0 in the competition tests.
- (11) If two candidates competing for CS III / CS II / CS I obtain the same average score, the distinction will be made on the basis of the mark obtained for the scientific and professional activity (Annex No 5) and for ACS / CS on the basis of the mark obtained in the written test.

7. Results of the competition

- (1) The chairperson of the selection committee prepares a report on the competition, as applicable, in accordance with Annex no. 6 for ACS and CS, Annex no. 7 for CS III, or in line with the legislation in force, based on the evaluation reports and the scores given by each member of the selection committee, and in compliance with the candidate ranking established by the committee.
- (2) The competition report is signed by each member of the selection commission. The chairperson of the selection commission shall forward the report and related documentation to the Scientific Council.
- (3) The Scientific Council shall analyse compliance with the procedures laid down in this Regulation and shall approve or not the report on the competition by open nominal vote.
- (4) The ranking of candidates resulting from the evaluation carried out by the selection commission cannot be modified by the Scientific Council.
- (5) Once the report of the selection commission is approved, it shall be submitted to the General Director.

- (6) The successful candidate, who does not hold the professional research and development grade of CS II or CS I corresponding to the position for which he/she is applying, must fulfil the minimum standards and the Institute's own standards for the professional research and development grade corresponding to the position for which he/she is applying.
- (7) The successful candidate, holding the professional research and development grade of CS II or CS I corresponding to the position for which he/she is applying, must fulfil the Institute's own standards for the professional research and development grade corresponding to the position for which he/she is applying.
- (8) The final result of the selection commission will be posted at the Institute's premises and on the Institute's website within 2 working days of the finalisation of the competition.
- (9) For the candidate declared admitted, the following information will be published on the ICI Bucharest website within five working days after the results of the competition have been posted:
- a) curriculum vitae;
 - b) the verification sheet of fulfilment of the minimum standards and the Institute's own minimum standards, as the case may be, respectively the proof of holding the professional research-development grade of CS II or CS I corresponding to the position for which he/she is applying, accompanied by the related self-assessment sheet and the fulfilment sheet of ICI Bucharest's own standards, as the case may be;
 - c) list of scientific publications, papers, articles/studies, patents.
- (10) At the end of the competition, candidates have the right to ask for individual feedback on the result of their evaluation with emphasis on strengths and weaknesses. The feedback provided will contain general information about the scores obtained and the aspects on which the final decision was based.
- (11) The file containing the documents related to the competition for the position of CS II or CS I will be sent in physical or electronic format to the competent Ministry for administrative analysis after the competition has been finalised.
- (12) The duration and finalisation of the competition is 15 days from the closing date of registration for the competition at the level of the competition commission and 45 days from the submission of the report of the competition commission and the file containing the competition documents to the competent Ministry, as the case may be.
- (13) If, following the administrative analysis, the competition file complies with the legal regulations in force and with the provisions of this Regulation, the specialised directorate of the competent Ministry shall forward the file to the CCCDI within 15 days of the date of its receipt and registration with the competent Ministry.
- (14) In the event that, following administrative analysis, it is found that the competition file is incomplete or does not comply with the legal regulations in force or with the provisions of this Regulation, the specialised directorate of the competent Ministry shall return the competition file to the Institute within 15 days from the date of its receipt and registration at the competent Ministry. Within 15 days from the date of return of the application file by the

competent Ministry, the Institute is obliged to update the file in order to comply with the legal provisions and to return it to the competent Ministry.

- (15) If it is not possible to complete the file of the successful candidate in compliance with the legal regulations in force and with the provisions of this Regulation, the candidate ranked immediately after is declared successful and his/her file is forwarded to the competent Ministry for administrative analysis.
- (16) Candidates who are dissatisfied with the decision of the JCCCID overturning the results of the competition may lodge an appeal with the competent Ministry, in accordance with the law.
- (17) The appeals are analysed within the CCCDI by an appeals commission composed of specialists in the field for which the competition was organised or in related fields, other than those who initially analysed the competition file. The competent Ministry approves the decision of the CCCDI regarding the resolution of the appeals within 15 days from the date of receipt of the CCCDI's decision.
- (18) The CCCDI verifies and endorses the fulfilment of the minimum standards by the successful candidate in the competition for the position of CS II or CS I, unless the successful candidate holds the professional research and development grade corresponding to the position for which he/she applied.
- (19) Following the verification, within 45 days at the latest, the CCCDI issues a favourable opinion on the basis of which the competent Ministry confirms, by order of the Minister, the professional grade of CS II or CS I.

8. Appeals

- (1) The candidate may submit an appeal within three working days after the competition results are published on the Institute's website.
- (2) The appeal must be sent to the same e-mail address to which the competition file was sent, and the candidate will be notified of the registration number of the appeal by a confirmation e-mail. The appeal is submitted by the secretariat of the selection commission to the appeals commission.
- (3) The nominal composition of the appeals commission for each vacant position for which a competition is organized shall be established within five days from the approval of the competition organization and its time schedule.
- (4) The members of the appeals commission must hold a professional grade at least equal to that of the vacant position and must be specialists in the disciplines of the vacant position or in closely related fields.
- (5) The Scientific Director proposes the nominal composition of the appeals commission. The commission is approved by the Scientific Council and appointed by decision of the General Director.
- (6) The appeals commission benefits from administrative support provided by the Institute, through a secretary who is not a member of the selection commission and does not participate in the commission's decisions, appointed by decision of the General Director.

- (7) The appeals commission is composed of a chairperson and two members, who are scientific researchers or university teaching staff, and is appointed by decision of the General Director. Members of the selection commission may not be part of the appeals commission.
- (8) The commission will decide on appeals concerning procedural irregularities and the method of calculating the scores laid down in the score sheet for the Institute's own and minimum standards or the results of the written tests, as appropriate.
- (9) The appeals commission shall analyse the issues raised in the appeal and decide on it within two working days of its registration.
- (10) The chairperson of the appeals commission shall draw up a report on the appeals submitted, on the basis of the reports drawn up by each member of the commission. The report on the appeals submitted shall be signed by each member of the commission. The chairperson shall forward the report and the related documentation to the Scientific Council, which shall approve or reject the appeal report.
- (11) The appeals commission's report shall be forwarded by the Scientific Council to the General Director and the final results of the competition shall be published.

9. Appointment to the position and obligations regarding the competition

- (1) Following validation of the result of the competition, the General Director issues the administrative act on the appointment and award of the professional research and development grade of ACS/CS/CS III to the successful candidate.
- (2) Once the result of the competition is validated, the General Director issues the administrative act on the appointment of the successful candidate to the position of CS II or CS I, following the award of the professional grade of research and development by order of the competent Minister.
- (3) By way of exception to the provisions of paragraph (2), following the validation of the competition result, the General Director issues the administrative act regarding the appointment to the position corresponding to the CS II or CS I professional grade of the successful candidate who previously held the professional grade corresponding to the position for which they applied.
- (4) The Institute prepares an annual summary report on the organization and conduct of the competition, which is submitted within 45 days from the end of the calendar year covered by the report, in electronic format, accompanied by a cover letter, to the competent Ministry, and is assigned a registration number upon receipt.

**Contents of the application file
for the competition for filling vacant positions of research, development and innovation
staff within ICI Bucharest**

The competition application file must contain the following documents, in the order indicated:

Nr.crt.	Inventory of documents
1.	The signed application form for the competition, to which is attached a sworn declaration concerning the veracity of the information provided in the application.
2.	Proposal for the development of your scientific career in terms of scientific research activities, maximum 5 pages.
3.	Curriculum vitae signed by the applicant, which must include: <ul style="list-style-type: none"> a) studies and diplomas obtained; b) professional experience and previous relevant jobs; c) the research, development and innovation projects that he/she has managed as project leader and the grants obtained, if any, indicating for each source of funding, the project budget and the main scientific publications or patents resulting; d) awards or other recognition of scientific contributions; e) narrative description of the 3 most important achievements in the field of the position for which the competition is organised - maximum 3 pages.
4.	List of publications, papers, articles/studies, articles/studies, patents selected by the candidate according to their relevance to his/her own scientific research activities, structured as follows: <ul style="list-style-type: none"> a) list of maximum 10 scientific publications, the most relevant, such as: authored books, articles/studies/chapters, edited volumes, papers; b) list of patents and other industrial property titles; c) list of books authored, edited and published volumes; d) list of articles/studies in extenso, published in journals in the main international scientific stream; e) list of other scientific works and contributions or, where appropriate, in the field of artistic creation or national defence.
5.	Verification sheet of fulfilment of minimum standards, in accordance with the provisions of art. 13 para. (1) and (10) of Law 183/2024, completed and signed by the candidate.
6.	Verification sheet on the fulfilment of the institute's own minimum standards, completed and signed by the candidate.
7.	A copy of the diploma; if the diploma has not been issued by a higher education institution in Romania, a copy of the certificate of its recognition or equivalence must be submitted.
8.	Copy of the identity card or any other document proving identity, according to the law, as the case may be.

Nr.crt.	Inventory of documents
9.	Copy of marriage certificate or proof of change of name, where applicable.
10.	A declaration on own responsibility stating that, in the last 3 years prior to enrolment for the promotion examination, the candidate has not been penalised for committing a serious breach of good conduct in the RDI activities, as provided for in art. 52 para. (8) of Law 183/2024.
11.	A medical certificate attesting to the candidate's appropriate state of health, issued by the candidate's family doctor or by the authorised health units no more than 3 months prior to the competition.
12.	Criminal record certificate.
13.	Declaration of consent to the processing of personal data , signed by the candidate.

Notes:

- Candidates must apply by the date specified in the competition schedule and must submit their application file to the secretary of the selection commission, in physical and electronic format ([cariere@ici.ro](mailto:carriere@ici.ro)), in accordance with the Regulation.
- The candidate's application will be registered by the secretary of the selection commission, who will be responsible for communicating your registration number to the candidate.
- The secretary of the selection commission will check that the application file is complete on the day it is received and registered. If the competition file is incomplete, the secretary of the selection commission will ask the candidate for clarification and the candidate may complete the competition file by the closing date for the submission of competition files.
- The secretary of the selection commission will make available to candidates the "Regulation on the organisation of competitions for filling vacant positions of research, development and innovation staff within ICI Bucharest".

National Institute for Research and Development in Informatics - ICI Bucharest

Registration no. ____/date ____/____/____

APPLICATION

**for registration in the competition for filling vacant positions of research, development
and innovation staff within ICI Bucharest**

Mr. / Mrs. Director General

The undersigned _____, born on ____/____/____/____,
residing at _____, str. _____, no. ____, bl.
____, ap. ____, county _____, tel. _____ e-mail
_____, identified with B.I./C.I, series ____, no. _____, CNP
_____, graduate of the _____ Faculty of the
University _____ (class _____), specialisation
_____, with the position of _____,
please approve my application for the competition organised
on ____/____/____, for filling the position of _____.

Date

Signature

**Minimum standards applicable
for the competition for vacant positions: ACS / CS / CS III**

A. SELF-ASSESSMENT FORM

in which the candidate demonstrates the fulfilment of minimum standards for the competition to fill the vacant ACS / CS / CS III positions within ICI Bucharest

No. crt.	Assessment indicator	Category	Score		
			Points	No.	Total
1.	Scientific and professional activity				
1.1.	Authored books or specialised chapters with ISBN	international	5/n ¹ points for editorial sheet ²		
		national	3/n points for editorial sheet		
1.2.	Articles in Clarivate Analytics indexed journals and in volumes of scientific events with proceedings indexed in Clarivate Analytics		20/n points		
1.3.	Articles in journals and volumes of scientific events indexed in other international databases		10/n points		
1.4.	Articles published in other journals		3/n points		
1.5.	Papers presented at conferences	international	5/n points		
		national	2/n points		
1.6.	Intellectual property, patents, ORDA certificates	international	60/n points		
		national	40/n points		
1.7.	Grants / projects awarded through competition - <i>Project manager</i>	international	20 * ongoing years		
		national	10 * ongoing years		
1.8.	Grants / projects awarded through competition - <i>Scientific / Technical Officer</i>	international	10 * ongoing years		
		national	5 * ongoing years		

¹ number of authors

²20.000 characters with spaces

1.9.	Grants / projects awarded through competition - <i>Team member</i>	international	5* ongoing years			
		national	2.5* ongoing years			
1.10.	Development of software packages, products, applications, development of data resources and collections, of public or economic utility <i>Lead developer/development team leader</i>	open-source packages	10 points			
		data collections	5 points			
		websites	10 points			
		multi-level and multi-technology platforms	40 points			
1.11.	Development of packages, products, software applications, development of resources and data collections, of public or economic utility <i>Development team member</i>	open-source packages	5 points			
		data collections	3 points			
		websites	5 points			
		multi-level and multi-technology platforms	10 points			
	Total - Scientific and professional activity					
2.	Recognition and impact of activity					
2.1.	Citations in books, journals and volumes of scientific events - books, ISI	books, ISI	3/n points per cited item			
		BDI	1/n points per cited item			
2.2.	Member of editorial boards or scientific committees of journals, organiser of scientific events	ISI	10 points			
		BDI	5 points			
2.3.	Member in reviewing panels in editorial boards of scientific journals		5 points			
2.4.	Awards in the field - Romanian Academy, AOSR, branch academies, international awards		15 points			
	Other awards and/or recognitions in the field		5 points			
2.5.	Invited presentations/lectures in the plenary of scientific events/research institutes	international	10 points			
		national	5 points			
2.6.	Second honours degree / postdoctoral studies		15 points			
2.7.	Postgraduate / training courses (finalised with examination)	international	10 points			
		national	5 points			
2.8.	Membership of scientific organisations/ professional societies	international	5 points			
		national	3 points			
2.9.	Member in evaluation panels / expert evaluator	international	10 points			
		national	5 points			
2.10.	Visiting researcher at universities/research institutes	international	15 points			

2.11.	Member in committees/working groups	national inter-institutional	5 points			
		international	10 points			
	Total - Recognition and impact of activity					

B. Mandatory minimum standards for overall scoring

Minimum standards				
Nr. crt.	Field of activity	ACS	CS	CS III
A1	Research activity	50	100	150
A2	Recognising the impact of the activity	5	20	30

C. Mandatory minimum standards for scoring by subcategories for competition

Subcategory Number from the Self-Assessment Form	Definition	Minimal standard CS	Minimal standard CS III
1.2	Articles in Clarivate Analytics indexed journals and in volumes of scientific events with proceedings indexed in Clarivate Analytics	1	6
1.7 - 1.8	Grants / projects awarded through competition - <i>Project manager / Scientific / Technical Officer</i>	-	1
2.1	Citations in books, Clarivate Analytics journals and volumes of scientific events	5	15
2.1	Citations in books, BDI journals and volumes of scientific events	10	65
2.2	Member of editorial boards or scientific committees of journals, organiser of scientific events – number of participations	-	1
2.8	Membership of scientific organisations/ professional societies (national/international)	-	1

D. Mandatory minimum condition – Labor discipline

Criteria	Minimal standard
Professional integrity demonstrated by no disciplinary offences	No sanctions in the last 3 years

**Supplementary minimum standards for the competition
for vacant CS II and CS I positions within ICI Bucharest**

1. Scientific and/or professional capacity and performance:

Criterion	Minimum standard	CS II	CS I
Status of project director or responsible member of the management team (scientific/technical director, responsible partner, other managerial attributions)	Minimum number of projects	2	3
Membership of scientific or editorial committees of journals or international scientific events indexed in recognised databases (BDI/ISI)	Minimum number of participations	2	3
Articles with WOS number (one patent can replace 5 WOS articles)	Minimum number of articles	8	12
Citations	Minimum number of Google Scholar citations	80	120

2. Labor discipline

Criteria	Minimum standard CS II / CS I
Professional integrity demonstrated by no disciplinary offences	No sanctions in the last 3 years

Evaluation methodology for meeting minimum standards and evaluating application files for vacant CS III, CS II and CS I positions within ICI Bucharest

The methodology applies only to candidates who have met the minimum eligibility criteria to participate in the competition, in accordance with the applicable legislation and the Institute's internal rules, and serves as the criterion for ranking among them.

The score related to the application file is calculated as the arithmetic mean between the score based on the minimum standards grid and the score obtained from the qualitative analysis of the file.

$$N_d = (N_{sm} + N_{ad})/2$$

N_{sm} = score based on the minimum standards grid. For each member of the selection commission, this score is calculated as the arithmetic mean of their individual scores for each minimum standard. The score for each standard is calculated by normalizing the candidate's achieved score within the 8.00–10.00 range, where 8.00 corresponds to the minimum required score for that standard (passing grade) and 10.00 corresponds to the double of the minimum score or higher. Each member of the selection commission is responsible for verifying the extent to which the minimum standards have been met.

The final N_{sm} is obtained as the average of the N_{sm} scores given by each commission member.

N_{ad} = score for the file analysis, calculated by each member of the selection commission by weighting the total points awarded for the criteria listed in the table below (scores per criterion may include decimals). The table specifies the maximum number of points that can be awarded for each subcriterion a), b), etc.).

$$N_{ad} = 0,70 * P_1 + 0,30 * P_2$$

The final N_{ad} is obtained as the average of the N_{ad} scores calculated by each member of the selection commission.

Criteria / sub-criteria	Score
1. Scientific and professional activity	70%
a) qualification in the field of activity of ICI Bucharest, specialisations, scientific titles	10
b) experience in the research-development areas specific to the position	40
c) experience in research-development, participation in research-development programmes / projects	30
(d) results materialised in scientific/technical publications (articles, books, chapters)	20
2. Scientific management capacity	30%
a) experience in managing research-development projects	50
b) experience in scientific management (member of editorial boards or scientific committees, chair, co-chair or member of the organising committees of scientific events)	50

COMPETITION for filling the position of ACS / CS

specialisations

from the department/service ICI, Decision No /

REPORT ON THE COMPETITION

By decision dated, the selection commission, approved by the ICI Scientific Council and appointed by decision of the Director General of ICI, composed of the chairperson, two members and secretary, has established that the following candidates have applied for the competition:

(1)

(2)

The written test was held on, the oral test was held on and the practical test was held on on the subject of the position.

The subjects for the written test were 1) , 2) etc.

The marks and scores awarded by the selection commission are as follows:

Candidates	1.		2.	
	Written test	Oral test	Written test	Oral test
Selection commission				
Chairperson				
Member 1				
Member 2				
Averages				
Overall average				

The selection commission, with voting in favour and voting against, recommends that the position be filled by

Signatures

Chairperson

.....

Members

.....

Date

COMPETITION for filling the position of CS III

specialisations

from the department/service ICI, Decision No /

REPORT ON THE COMPETITION

By decision dated, the selection commission, approved by the ICI Scientific Council and appointed by decision of the Director General of ICI, composed of the chairperson, three members and secretary, has established that the following candidates have applied for the competition:

(1)

(2)

The files were assessed/analysed on and the oral test was held on on the subject of the position.

The marks and scores awarded by the selection commission are as follows:

Candidates	1		2	
	File analysis score (80%)	Oral test score (20%)	File analysis score (80%)	Oral test score (20%)
Selection commission				
Chairperson				
Member 1				
Member 2				
Member 3				
Averages				
Overall average				

The selection commission, with voting in favour and voting against, recommends that the position be filled by Mrs/Mr.....

Signatures

Chairperson

Members

.....

.....

Date