



Open, transparent and merit-based recruitment policy

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Preamble

Open, transparent and merit-based recruitment (OTM-R) brings benefits to researchers, as well as hosting institution, making research careers more attractive, ensures equal opportunities for all candidates and facilitates mobility. Overall, it may contribute to an increase in the cost-effectiveness of investments in research.

The focus of our OTM-R policy is to ensure that institution aims at recruiting the best person for the job and that all *recruitment procedures* (meaning procedures for filling a vacant position) are based on principles of equal opportunities for all candidates (including internal and external). ICDG OTM-R policy follows the framework of the European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers

(https://euraxess.ec.europa.eu/sites/default/files/brochures/am509774cee_en_e4.pdf)

Legal Framework of OTM-R

The Institute for Research and Development in Genomics (ICDG) OTM-R policy complies with the following national laws and regulations:

1. The Higher Education Law no. 199/2023, as subsequently amended and supplemented;
2. Law no. 183/2024 on the Status of Research and Development Personnel, as subsequently amended and supplemented;
3. Order no. 6129 of 20.12.2016 regarding the approval of the minimum necessary and mandatory standards for the conferral of teaching titles in higher education, of the professional degrees of research and development, of the quality of doctoral supervisor and of the habilitation certificate, with subsequent amendments and completions;
4. The ICDG methodology for filling vacant research positions

ICDG OTM-R policy aims at:



- a) providing clear and transparent information on the whole selection process, including selection criteria and an indicative timetable;
- b) posting a clear and concise job advertisement with links to detailed information on, for example, required competencies and duties, working conditions, entitlements, training opportunities, career development, gender equality policies, etc.;
- c) ensuring that the levels of qualifications and competencies required are in line with the needs of the position and not set as a barrier to entry, e.g., too restrictive and/or requiring unnecessary qualifications;
- d) considering the inclusion of explicit pro-active elements for underrepresented groups;
- e) keeping the administrative burden for the candidate (proof of qualifications, translations, number of copies required, etc.) to a minimum;
- f) reviewing, where appropriate, the institutional policy on languages

Advertising and application phase

A job vacancy to be filled is announced publicly on the ICDG website <https://genomica.gov.ro/>, at the ICDG headquarters and in a newspaper with national coverage. In addition, the announcement is posted on EURAXXESS job portal [EURAXXESS | \(europa.eu\)](https://euraxxess.europa.eu/).

The announcement includes information on organization and recruiting unit, job title, researcher career profiles (R1-R4), number of available positions, entitlements, type of contract. In addition, a job description sheet is posted for each vacant position to be filled, with the respective 'required' and 'desirable' competencies, required knowledge and professional experience.

A calendar of the recruitment process is also posted in the same day, specifying the main steps of the recruiting process, from application deadline to exams/interviews dates and final results. The application procedure lasts 30 calendar days from the day of the announcement.

The announcement includes a link towards the required documents to be filled in and provided in the application file. These documents comply with the national laws previously mentioned.

The application file, including all required documents, can be submitted electronically, with all documents signed, numbered and scanned by the applicant. The secretary of the committee registers the dossier, communicates the registration number to the candidate and sends the file to the members of the scientific committee, for evaluation.

After the ending of registration period, on the website of ICDG, in compliance with the provisions of protection of personal data, in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), the number of registration of the competition file, as well as the following information for



each candidate: curriculum vitae; the verification sheet of the fulfillment of the minimum institutional standards; the list of scientific publications, papers, articles/studies, patents.

Evaluation and selection phase

a) Setting up selection committees

The selection committees are independent, diverse, members are not in any conflict of interest with the candidates and match or exceed the scientific profile of the vacancy to be filled. For R3 and R4, the Scientific Director of General Director of the Institute are appointed as President of the committee. At least two members of the committee are nominated from other research institutions, provided they have relevant experience, qualifications and competencies to assess the candidate.

For R1, the committee consists of at least 3 members (including the president), for R2, there are at least 4 members (including the president) and for R3 and R4 a total of 5 members (including the president of the committee) are nominated. The nominations are approved by the Scientific Council of ICDG and validated by the Administrative Council.

The nominalizations are posted on the ICDG site at least 5 days prior to interviews and examinations.

b) Scientific and legal screening

All candidates are subjected to screening for both scientific level as well as legal eligibility. For R2, R3 and R4, a minimum set of scientific requirements are to be documented by the candidates in the application file. These requirements respect and exceed the minimum legal requirements imposed by the legal framework. The expertise should be demonstrated by scientific publications in highly quality journals (ISI indexed) and research project participations, as members or, if the case, principal investigator.

All candidates are treated equally and in the same way. The results of the screening process is posted on the ICDG site.

c) Examination and interviewing

ICDG follows the general principle and requirements stated in the Code of Conduct for the Recruitment of Researchers (<https://euraxess.ec.europa.eu/jobs/charter/code>).

Other activities (such as research and team management, supervision and mentoring, innovation activity and patent applications) are also quantified. Quantification of results is detailed in the the ICDG methodology for filling vacant research positions. Career breaks are not penalized. Mobilities are considered as a valuable contribution to the professional development of a researcher.



Appointment phase

In line with the principle "Transparency" of the Code of Conduct for the Recruitment of Researchers, all applicants will receive an electronic notice at the end of the selection process. The results of the selection process will be displayed on the ICDG site.

The candidates are entitled to file complaints regarding the selection process. The complaint mechanism is publicly presented on the site of ICDG and resolved by a committee appointed at the beginning of the selection process. The results of the complaints are to be resolved and announced within three working days from the registration of the complaint.

The result of the competition is validated by the Scientific Council and approved by the Administrative Council of the ICDG. The appointment will be made by the decision of the general manager.

Structures Accompanying OTM-R

The administrative personnel of ICDG, in collaboration with the General manager and the Scientific director offers professional support for personnel selection procedures for positions at all career stages of researchers. The Division of Human Resources and Legal Affairs provides administrative support for selection procedures and is available to provide assistance at any stage of the selection process as needed. The division's employees ensure professional communication with all applicants and respond to all queries from applicants and from those in charge of personnel selection in a competent and reliable manner.

Conclusion and future prospects

ICDG is committed to implement an open, transparent, and merit-based recruitment process, in line with the European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers. The present policy document will be updated for further development of the diversity and inclusion concept, as well as development of offers for continuing education and training.