INSTITUTUL NAȚIONAL DE CERCETARE–DEZVOLTARE PENTRU TEHNOLOGII IZOTOPICE ȘI MOLECULARE
Str. Donat Nr. 67-103, 400293 Cluj-Napoca, România
+40-264-584037; +40-731-030060; itim@itim-cj.ro www.itim-cj.ro

Approved by,

Claudiu – Ortensie Filip
General Director

POLICY ON RECRUITMENT, SELECTION AND EMPLOYMENT OF STAFF

Revision 1_ 2026 Prepared by, Adela Moldovan – Human Resources Specialist

1. Basic principles

Recruitment within INCDTIM is carried out through Open, Transparent and Merit-based Recruitment (OTM-R) processes, in compliance with national legislation, internal regulations, and the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

The recruitment process applies to all researcher career stages according to the European R1–R4 classification:

R1 – First Stage Researcher;
R2 – Recognised Researcher;
R3 – Established Researcher;
R4 – Leading Researcher.

Research positions, whether permanent or fixed-term, shall be filled through open, transparent and merit-based recruitment procedures. Selection shall be based on evaluation criteria aligned with the relevant R1–R4 career stage and the profile of the position, with the objective of identifying the candidate who offers the best combination of competence, experience and potential for professional growth.

Candidate evaluation shall consider a broad range of merits, including academic and scientific achievements, professional and transferable skills, research experience, innovation potential, contribution to the advancement of knowledge, collaborative activities, and demonstrated commitment to the principles of research ethics and integrity.

From a human resources perspective, INCDTIM benefits from a favourable position, being located within a strong academic ecosystem comprising seven long-established public universities. A significant contribution to the recruitment of research and development personnel is provided by Babeş-Bolyai University and the Technical University of Cluj-Napoca. For graduates of these universities, INCDTIM represents an important employer, offering an attractive environment for career development in Research, Development and Innovation (RDI) through its modern research topics and advanced infrastructure.

In recent years, the Institute has increasingly assumed the role of a professional training provider, particularly through its enhanced involvement in student internship programmes. This development reflects a natural response to the growing competition within the regional labour market from other research and innovation organisations, both public (new university centres and laboratories) and private (such as Bosch Engineering Center, Emerson, and the Romanian Institute of Science and Technology).

In line with INCDTIM's development strategy and the principles of the Human Resources Strategy for Researchers (HRS4R), the strategic priorities of its human resources policy are as follows:

- Attracting and Retaining Excellent Human Resources
  - Implementing Open, Transparent and Merit-based Recruitment (OTM-R) mechanisms;
  - Promoting international recruitment by attracting researchers with international experience and encouraging the return and integration of researchers from the scientific diaspora;
  - Establishing competitive conditions to retain valuable staff.
- Career Development and Skills Enhancement

- Promoting continuous professional development through access to mobility opportunities, training programmes, and active participation in international research networks;
- Supporting researchers in obtaining habilitation qualifications while strengthening the Institute's capacity for doctoral supervision;
- Developing transferable skills and competences, including project management, leadership, innovation, and other skills essential for career progression within and beyond academia.

➢ Balancing the Human Resources Structure

- Ensuring a sustainable balance across generations, scientific grades, and areas of specialisation;
- Integrating early-stage researchers into high-performing teams and reducing the risk of talent migration.

➢ Strengthening the Research–Innovation–Society Nexus

- Expanding collaboration with industry, academia, and public authorities;
- Promoting technology transfer and the valorisation of research results.

➢ Professionalising Management and the Organisational Environment

- Enhancing managerial and administrative competencies;
- Creating an attractive working environment based on performance, ethics, and collaboration;
- Promoting the principles of responsible research assessment and Open Science.

➢ Strengthening Institutional Training Capacity

- Securing accreditation for professional development and training programmes;
- Enhancing INCDTIM's institutional capability to act as a recognised provider of professional training in Research, Development and Innovation (RDI), thereby supporting its ongoing alignment with the European Charter for Researchers and the implementation of HRS4R principles.

The endorsement of the European Charter for Researchers and compliance with its principles constitute an eligibility criterion for participation in publicly funded research project competitions.

In this context, with a view to obtaining European recognition for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, INCDTIM has committed itself to adopting the principles set out in the Charter and to implementing the Code of Conduct in its research recruitment and selection practices.

The OTM-R Policy (Open, Transparent and Merit-based Recruitment) is essential to ensuring a fair, efficient and high-quality process for the recruitment, selection and employment of staff within a research organisation such as the National Institute for Research and Development of Isotopic and Molecular Technologies (INCDTIM).

2. Recruitment and Employment Process

The Institute's recruitment and employment process comprises four stages:

- **Recruitment** – identifying and attracting the most suitable candidates to fill vacant positions;
- **Selection** – assessing and selecting candidates on the basis of objective and transparent criteria, while ensuring equal opportunities and fair treatment;
- **Appointment** – completing the administrative and contractual formalities required for the employment of the successful candidate;
- **Integration (Onboarding)** – supporting the new employee's adaptation to the requirements of the position and to the Institute's organisational culture.

All stages of the recruitment and employment process shall be conducted in accordance with the principles of transparency, non-discrimination, equal treatment, and equal opportunities.

3. Roles and Responsibilities in the Recruitment and Selection Process

The recruitment and employment process at INCDTIM involves the participation of the following individuals and bodies, each entrusted with specific roles and responsibilities to ensure a fair, transparent and merit-based procedure.

- **Directorul General:**
- authorises the organisation of recruitment competitions for vacant positions;
- appoints the Selection Committees and Appeals Committees;
- validates the final results of the recruitment process and issues the employment decision.

- **Selection Committee:**
- reviews candidates' applications and determines their eligibility;
- defines the assessment methods and selection procedures, including interviews, written examinations and/or practical tests, in accordance with the provisions of Law No. 183/2024, Government Decision No. 1569/2024, and the Institute's Regulations governing the recruitment of research staff, which are publicly available on the Institute's website and are aligned with the fundamental principles of OTM-R;
- evaluates candidates on the basis of the established selection criteria;
- prepares the final ranking of candidates and recommends the successful applicant.

- **Chair of the Selection Committee**
- oversees and coordinates the conduct of the evaluation process;
- ensures that the recruitment procedure is carried out in compliance with the applicable regulations and established procedures;

prepares and submits the final report of the competition.

- **Secretary of the Selection Committee / Human Resources Officer**
- drafts and publishes vacancy notices;
- administers the application process by registering applications and verifying the completeness and compliance of application files in accordance with the competition regulations;
- circulates the application files to the members of the Selection Committee in accordance with the procedures laid down in the applicable regulations;
- prepares minutes of meetings and other documentation related to the activities of the Selection Committee;
- communicates the outcome of each stage of the recruitment process to the candidates;
- provides administrative and logistical support to the Selection Committee;
- coordinates the onboarding and integration of newly recruited employees.

4. OTM-R Policy (Open, Transparent and Merit-based Recruitment of Researchers

4.1 Fundamental OTM-R Principles at INCDTIM

INCDTIM is committed to implementing recruitment and selection procedures that comply with the principles of Open, Transparent and Merit-based Recruitment (OTM-R), as promoted by the European Charter for Researchers.

- **Openness**
  All vacant positions are advertised nationally and internationally, ensuring broad access to career opportunities and encouraging applications from a diverse pool of qualified candidates.
- **Transparency**
  Recruitment and selection procedures are clearly defined, and candidates are informed in advance about the eligibility requirements, evaluation criteria, assessment methods, and the stages of the recruitment process.
- **Merit-Based Recruitment**
  Selection decisions are based exclusively on candidates' qualifications, competencies, relevant experience, achievements, and potential, ensuring that the most suitable candidate is appointed.

4.2 Key Elements of the OTM-R Policy

Publication of Vacancies

Vacancy notices are published through appropriate national and international channels, including:

- the INCDTIM website https://ro.itim-cj.ro/cariera/;
- the website of the National Authority for Research https://www.mcid.gov.ro/ ;
- the EURAXESS portal https://euraxess.ec.europa.eu/;
- the National Agency for Employment (ANOFM) https://www.anofm.ro/declarare-locuri-de-munca-vacante/;

Recruitment notices shall provide all information necessary to ensure a fair and transparent application process, including:

- the job description and key responsibilities;
- the minimum eligibility requirements and qualifications;
- the evaluation and selection criteria;
- the application procedure and required documentation; and
- the deadline for submitting applications.

Selection and Evaluation Process

Selection Committees are established in accordance with the Institute's Regulations governing the recruitment of research staff, which are publicly available on the Institute's website and fully aligned with the fundamental principles of OTM-R.

Members of the Selection Committees shall perform their duties in a manner that ensures:

- impartiality and objectivity;
- an appropriate level of professional expertise;
- the prevention and management of conflicts of interest; and
- compliance with the principles of Open, Transparent and Merit-based Recruitment.

Candidates shall be assessed using objective and predefined criteria, taking into account:

- academic and scientific achievements;
- professional and transferable competences;
- research experience and potential for future development;
- demonstrated commitment to the principles of research ethics and integrity; and

- contributions to research, innovation and collaborative activities.

Competitions for filling vacant research positions shall be organised in accordance with Article 21(1) of Law No. 183/2024 on the Status of Research, Development and Innovation Personnel.

The evaluation criteria established under the applicable competition regulations shall place particular emphasis on:

- academic and professional excellence;
- transferable skills and competences;
- equal opportunities and non-discrimination;
- diversity and inclusion; and
- the overall suitability of candidates for the position and the relevant career stage.

4.3 INCDTIM Objectives in Implementing the OTM-R Policy

Through the implementation of its OTM-R Policy, INCDTIM aims to:

- ensure that recruitment processes are conducted in accordance with the principles of ethics, transparency, equal treatment and non-discrimination;
- promote excellence and quality in recruitment and selection by providing all prospective applicants with comprehensive and timely information regarding available positions and recruitment procedures;
- allocate appropriate measures and financial resources to support researchers' continuous professional development throughout their careers;
- foster the internationalisation of research by attracting researchers from abroad and by providing an appropriate working environment and research infrastructure conducive to scientific excellence;
- encourage collaboration, interdisciplinary cooperation and teamwork among researchers.

The implementation of the OTM-R Policy shall be overseen by the Scientific Council with regard to all matters related to the scientific content of applications and the integrity of the evaluation process, and by the Human Resources Specialist with regard to compliance with national legislation and the relevant European Union documents relating to the Human Resources Strategy for Researchers (HRS4R).

All INCDTIM staff involved in recruitment, selection and employment procedures shall comply with the applicable internal regulations, methodologies and procedures and shall ensure transparent communication with all candidates throughout the recruitment process.

All documents relating to the OTM-R Policy shall be made publicly available on the Institute's website. Where appropriate, dedicated training sessions shall be organised for staff involved in recruitment, selection and employment activities in order to ensure the consistent application of OTM-R principles and good practices.

Equity, inclusion, diversity and equal opportunities constitute fundamental values of INCDTIM and underpin all recruitment and selection activities.

The Institute's Gender Equality Strategy and Gender Equality Plan are publicly available and may be consulted by all interested parties.

All recruitment procedures conducted by the Institute shall include an appeals mechanism. Candidates shall be informed in advance of the deadlines for submitting appeals, the procedures for lodging appeals, and the timelines for the publication of appeal decisions.

The implementation of the principles set out in the Code of Conduct for the Recruitment of Researchers and compliance with the provisions of the OTM-R Policy represent a strategic institutional commitment undertaken by the management of INCDTIM and shared by the entire scientific community of the National Institute for Research and Development of Isotopic and Molecular Technologies.

4.4 Key Performance Indicators (KPIs)

The implementation of the OTM-R Policy shall be monitored and evaluated annually using the following indicators:

Key Performance Indicator	Target
Vacant positions advertised on the EURAXESS portal	100%
Vacancy notices containing clear evaluation criteria	100%
Candidates informed of the outcomes of the recruitment process	100%
Recruitment procedures including an appeals mechanism	100%
Staff involved in recruitment trained in OTM-R principles and practices	$\geq$ 80%
Annual monitoring and review of recruitment activities	100%

4.5 Institutional Commitment

The implementation of the OTM-R Policy reflects INCDTIM's strategic commitment to promoting a fair, transparent and competitive recruitment system aligned with European standards and the principles of the European Charter for Researchers.

All individuals involved in recruitment and selection procedures are required to comply with the OTM-R principles, the Code of Conduct for the Recruitment of Researchers, and all applicable internal regulations and procedures.

ENDORSED BY
Scientific Director

APROVED BY
General Director

Date of Publication:

Registration No. __/____

OPEN CALL FOR APPLICATIONS

The National Institute for Research and Development of Isotopic and Molecular Technologies (INCDTIM), Cluj-Napoca, announces an open competition for the recruitment of a ....., specialising in ....., on a full-time/part-time basis of ..... hours per day/month, for a fixed-term/permanent position starting from ....., within the research project entitled "....., Project Code: .....

Description of the Vacant Position

The selected candidate will be involved in the research activities carried out within the above-mentioned project and will undertake responsibilities including, but not limited to:

.....

Specific Requirements for the Position of .....

.....

Recruitment Procedure

The competition shall be organised in accordance with the **Regulations governing the organisation and conduct of competitions for filling vacant or temporarily vacant positions for research, development and innovation personnel within the National Institute for Research and Development of Isotopic and Molecular Technologies**, as published on the Institute's website.

Examination Topics and Reference Literature

Examination Topics

.....

Reference Literature

.....

Competition Schedule	Call for application
Publication of the vacancy notice	
Deadline for submission of applications to the INCDTIM Human Resources Department (30 calendar days)	
Date of the written examination and interview	
Publication of results (eligibility screening, written examination and interview)	
Publication of results (eligibility screening, written examination and interview)	
Publication of the final results on the Institute's website	

Application Documents

The application file shall include the documents required under Articles 21 and 23 of Law No. 183/2024 on the Status of Research, Development and Innovation Personnel, Article 10 of Government Decision No. 1568/2024 approving the Methodological Norms governing competitions for filling vacant research positions within research organisations, the INCDTIM Internal Regulations, and the applicable legislation, namely:

- a signed application form accompanied by a declaration on own responsibility confirming the accuracy and authenticity of the information and documents submitted;
- a proposal outlining the candidate's scientific career development plan, focusing on research activities, not exceeding five pages;
- a curriculum vitae tailored to the requirements of the position;
- a list of scientific publications, papers, articles/studies and patents selected by the candidate according to their relevance to the candidate's research activities;
- proof of holding the professional research grade corresponding to the position applied for;
- a copy of the identity document or any other legally recognised document attesting the candidate's identity;
- a copy of the marriage certificate or other supporting documents evidencing a change of name, where applicable;
- a medical certificate attesting that the candidate is fit to perform the duties of the position, issued by the candidate's general practitioner or an authorised healthcare provider no more than three months prior to the competition;
- copies of academic diplomas and transcripts demonstrating completion of higher education studies (Bachelor's and/or Master's degrees);
- diplomas obtained abroad must be recognised by the National Centre for the Recognition and Equivalence of Diplomas (CNRED) and, where applicable, by the National Council for the Attestation of University Degrees, Diplomas and Certificates (CNATDCU), or the recognition procedure must have been initiated. Candidates selected for employment who do not hold diplomas issued by Romanian higher education institutions shall submit, prior to appointment and signature of the employment contract, a certified copy of the recognition or equivalence certificate. Failure to comply with this requirement shall result in the non-issuance of the appointment decision;
- for Research Assistant – Doctoral Student positions, a certificate attesting enrolment as a doctoral student within a Romanian doctoral education institution;
- a letter of motivation (free format) indicating the candidate's research interests and motivation for applying for the position;
- a signed declaration of consent regarding the processing of personal data;
- a criminal record certificate.
- The recruitment regulations, competition schedule, job description and application requirements are available on the INCDTIM website.
- Application files shall be submitted to the INCDTIM Human Resources Department within 30 calendar days from the publication date of this vacancy notice.
- Candidates shall undertake to maintain the confidentiality of the research topics and activities in which they are involved.
- Further information regarding the specific requirements for the position is available on the following websites:
- INCDTIM Careers Section: http://ro.itim-cj.ro/cariera/
- EURAXESS Romania: https://www.euraxess.gov.ro/ro
- Research Jobs Portal: https://jobs.research.gov.ro/

Additional information may also be obtained from the Human Resources and Payroll Department or directly from the National Institute for Research and Development of Isotopic and Molecular Technologies, by telephone at +40 264 584 037, extension 253, or by e-mail at: **resurse.umane@itim-cj.ro**.