



**NATIONAL INSTITUTE OF RESEARCH AND
DEVELOPMENT FOR OPTOELECTRONICS**



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PERSONNEL RECRUITMENT AND SELECTION POLICY NATIONAL RESEARCH AND DEVELOPMENT INSTITUTE FOR OPTOELECTRONICS – INOE 2000 (OTM-R POLICY)

This document presents the policy of the National Research and Development Institute for Optoelectronics – INOE 2000 regarding the recruitment, selection, and hiring of personnel – open, transparent, and merit-based.

PERSONNEL RECRUITMENT AND SELECTION POLICY

The National Research and Development Institute for Optoelectronics – INOE 2000, together with its branches, the Institute for Research in Analytical Instrumentation – ICIA¹, and the Institute for Research in Hydraulics and Pneumatics – IHP², is committed to implementing the highest European standards regarding the recruitment and career development of researchers. In July 2024, INOE 2000 officially adopted the principles of the **European Charter for Researchers** and the **Code of Conduct for the Recruitment of Researchers**, continuing the process of obtaining the **HR Excellence in Research** distinction.

In September 2024, INOE 2000 initiated the preliminary phase required for obtaining the HR Excellence in Research distinction, beginning the development of key documents: **Gap Analysis**, **OTM-R Checklist**, **Initial Action Plan**, and **Internal Process Description**.

The OTM-R policy is a strategic tool for modernizing human resources processes and aligning them with the European Commission's recommendations (OTM-R Package), updated national legislation (Law no. 183/2024 of 10 June 2024 on the status of research, development, and innovation personnel, published in the Official Gazette of Romania no. 546 of 12 June 2024, and subsequent acts), as well as international best practices.

The OTM-R policy aims to ensure equal access for all interested parties, select the most suitable candidates for each position, encourage mobility and competitiveness, and increase the attractiveness of research careers.

Recruitment aims to attract suitable candidates, while selection focuses on identifying the most qualified, under conditions of fairness and non-discrimination. The onboarding process supports new employees' adaptation to the team, the institution's values, and its formal and informal rules.

Open recruitment means making job vacancies publicly visible both internally and externally, including on the Euraxess platform.

Transparency guarantees free access to information and procedures for all candidates.

Merit-based selection evaluates both candidates' results and their creativity, potential, and level of independence.

OTM-R Principles Applied by INOE 2000

- Transparency through clear, accessible, and non-discriminatory announcements.
- Use of diverse promotion channels to increase visibility of vacancies.
- Publication of detailed announcements linking to additional explanatory documents.
- Selection criteria adapted to the needs of each position.
- Minimization of administrative burdens.
- Promotion of gender equality and inclusion.
- Periodic updating of internal procedures in line with European best practices.

¹ <http://www.icia.ro>

² <http://www.ihp.ro>

INOE 2000 is a national research and development institute, and positions are filled through competitions in accordance with national and European legislation and internal regulations.

The document structures the application of OTM-R principles in three stages:

1. Job posting and application submission stage
2. Candidate selection and evaluation stage
3. Hiring/appointment stage

1. Open Recruitment

OTM-R Objectives related to openness

- Adherence to open, transparent, and non-discriminatory principles in human resources recruitment.
- Improvement of the quality of human resources attracted to research.
- Ensuring equal opportunities for all candidates, particularly those from underrepresented groups.
- Eliminating language barriers by promoting multiculturalism and recruiting valuable specialists nationally and internationally.
- Providing adequate material resources, optimal working conditions, and necessary research facilities.

Open recruitment measures and practices

- Publication of all vacancies on the institute's website, on national and international platforms (including Euraxess).
- Permanent availability of internal rules regarding open recruitment on the INOE 2000 website.
- Free access for candidates to recruitment process information, including guidance and support throughout the process.
- Organizing training sessions for staff involved in recruitment, selection, and hiring.

2. Transparency

OTM-R Objectives related to transparency

- Promoting quality and transparency by providing candidates with all information related to recruitment and selection.
- Ensuring transparent communication between recruitment staff and candidates.

Transparency measures and practices

- Publication of OTM-R documents on the website in Romanian and English.
- Regular publication and updating of the INOE 2000 Gender Equality Plan 2022–2025.
- Direct communication of competition results to all candidates, including procedures for submitting appeals.
- Quality control applied to recruitment, selection, and hiring processes.

- Staff consultation on working conditions via annual surveys, with results used to improve the work environment.
- Clear communication of internal rules, methodologies, and applicable procedures.

3. Merit-Based Selection

OTM-R Objectives related to merit-based selection

- Supporting professional performance through constructive feedback and encouraging continuous training, mobility, and research career development.
- Applying selection and evaluation criteria aligned with national and institutional standards.

Merit-based measures and practices

- Evaluation committee members receive specialized professional training.
- Committees are structured to ensure gender balance and relevant expertise.
- Candidate evaluation is based on objective criteria, in accordance with legislation.
- Candidates can submit appeals according to legal procedures and internal rules.

Monitoring and Implementation

- Implementation of the OTM-R policy is monitored by the **Scientific Council** and **Human Resources Officers**.
- The quality management system verifies compliance with all legal and institutional requirements in recruitment and selection.

Department heads may propose committee compositions, respecting gender balance, experience, and independence criteria.

Competition results are published within established deadlines, respecting data protection rules. Appeals mechanisms are clearly communicated to candidates.

Internal and Reference Documents

Implementation of the OTM-R Policy follows these INOE 2000 internal documents:

- Regulations for organizing competitions for vacant CDI positions, ROPOVA-CDI³
- Regulations for organizing the promotion exam for CDI professional grade, REXPRO-CDI⁴
- Regulations for periodic evaluation of CDI staff scientific performance and results, REPER-CDI⁵
- Regulations for organizing and functioning of the Scientific Council, ROF-CS⁶
- Code of Ethics and Professional Deontology, COD-EDEP⁷

³ <https://www.inoe.ro/images/ROPOVA-CDI-Ed2-Rev0.pdf>

⁴ <https://www.inoe.ro/images/REXPRO-CDI-Ed1-Rev0.pdf>

⁵ <https://www.inoe.ro/images/REPER-CDI-Ed2-Rev0.pdf>

⁶ https://www.inoe.ro/images/RegulamentCS_editia2_revizia%200.pdf

- Gender Equality Plan 2022–2025 (periodically updated)⁸
- Internal procedures specific to the quality management system

OTM-R elements in the competition regulations (ROPOVA-CDI)

- Mandatory publication of vacancies on the institute's website according to legal deadlines
- Announcement content: requirements, responsibilities, participation conditions, required documents
- Formation of competition committees: expertise, independence, absence of conflicts of interest
- Competition stages: dossier selection, written/oral/technical tests, scoring grids
- Process transparency: posting results online, direct communication with candidates
- Appeals procedure: deadlines, resolution committee, procedural obligations
- Compliance with equal opportunity and non-discrimination legislation

OTM-R elements in promotion exam regulations (REXPRO-CDI)

- Announcement of promotion exam and eligibility conditions
- Formation of examination committees based on relevant expertise
- Exam stages: activity evaluation, specific tests, scoring criteria
- Appeals resolution procedure
- Clarification of merit criteria for professional advancement

OTM-R elements in periodic performance evaluation regulations (REPER-CDI)

- Clear criteria for periodic evaluation: scientific results, RDI activities, project involvement
- Procedures for communicating evaluation results to researchers
- Use of evaluation for professional development and individual progress plans
- Responsibilities of evaluators and evaluated staff

External reference documents for OTM-R implementation

- European Charter for Researchers
- Code of Conduct for the Recruitment of Researchers
- OTM-R Package (European Commission)⁹
- Labor Code
- Law 183/2024 on the status of RDI personnel, with subsequent amendments
- Government Decision 1568/2024 approving methodological norms for organizing competitions for CDI vacancies / internal competition regulations
- Government Decision 1569/2024 approving methodological norms for organizing promotion exams for CDI staff / internal exam regulations

⁷ <https://www.inoe.ro/images/COD-EDeP-Ed2-Rev0.pdf>

⁸ https://www.inoe.ro/images/GEP-INOE_v1.pdf

⁹ https://euraxess.ec.europa.eu/sites/default/files/policy_library/otm-r-finaldoc_0.pdf

Final Provisions

Implementation of the OTM-R Policy represents a strategic commitment of INOE 2000 and involves the entire scientific community. The institute aims to enhance research performance, expand internationalization, balance quantitative and qualitative criteria, and develop a competitive and inclusive work environment.

The policy is updated periodically according to legislative developments, European recommendations, and institutional needs.