

**Approved
at the Meeting of the Board of Directors
of INCD ECOIND on 28.09.2026
Chair of the Board of Directors of INCD ECOIND
Dr. Chem. Luoana Florentina PASCU**

**Regulation on the recruitment and promotion of
support staff for RDI activities to positions and
professional grades within INCD ECOIND**

COMPETITION/EXAMINATION REGULATION

CHAPTER I

General provisions

Art. 1.

- (1) The recruitment of RDI support staff to positions and professional grades is carried out through a competition for filling vacant posts.
- (2) The promotion of support staff for RDI activities to professional grades is carried out following an examination for obtaining the professional grade immediately above the one held, followed by the conversion of the post held into a post immediately above it, corresponding to the grade obtained through the examination.
- (3) INCD ECOIND decides on the organisation of the recruitment competition and of the promotion examination, respectively, depending on the available financial resources and on its human resources policy, within the approved budget and in compliance with the legal provisions.
- (4) INCD ECOIND decides on the organisation of the examination for promotion to the professional grade immediately above the one held, at the request of the person who meets the conditions for taking part in the examination.
- (5) Within INCD ECOIND, the professional grades for which a promotion examination may be organised refer to support staff for RDI activities with secondary education:
 - a. senior technician – TS
 - b. recognised technician – TR
- (6) The recruitment and promotion to posts corresponding to the positions and professional grades of RDI support staff are carried out according to the following principles:
 - a. the principle of transparency, competence, gender equality, non-discrimination and equal and fair access to vacant posts;
 - b. selection on merit, based exclusively on the results obtained;
 - c. accurate and complete information on the organisation and conduct of recruitment competitions;
 - d. transparency regarding the competition methodology and the evaluation procedures for recruitment to vacant posts within INCD ECOIND.

Art. 2.

- (1) The number of posts by position and professional grade is proposed by the Scientific Council of INCD ECOIND and approved by the Board of Directors, in accordance with the Institute's needs and financial resources.
- (2) The organisation of the competition for filling posts and of the promotion examination is approved by the Board of Directors.
- (3) The competition/examination procedure may be initiated by INCD ECOIND only after the Board of Directors has approved the organisation of the competition/examination.

Art. 3

- (1) This Regulation sets out the minimum conditions and minimum standards that must be met by persons taking part in the competition/examination, as well as the evaluation criteria that INCD ECOIND will take into account for each post, in accordance with the legal provisions in force.
- (2) This Regulation has been drawn up in accordance with the provisions of Law no. 183/2024 on the status of research, development and innovation staff and of the Methodological Norms on the recruitment and promotion of support staff for research, development and innovation activities to positions and professional grades, approved by Order of the Minister of Education and Research no. 6.909/2025, as subsequently amended and supplemented by Order no. 3702 of 21 April 2026.
- (3) This Regulation is approved at the level of INCD ECOIND and is published on its website.

CHAPTER II

Minimum training conditions to be met by persons taking part in the recruitment competition and the promotion examination for positions and professional grades of RDI support staff

Art. 3.

The minimum training and professional experience conditions that must be met, cumulatively, by persons taking part in the competition for **recruitment** to the positions and professional grades of support staff for RDI activities are the following:

- a) for RDI support staff with higher education falling within other fundamental fields within the field of activity of INCD ECOIND or related fields:** to be a higher education graduate of a faculty in the field of activity of INCD ECOIND or related fields, to hold a bachelor's degree in the field of activity of INCD ECOIND or related fields, and to know a foreign language of international circulation;
- b) for RDI support staff with secondary education:**
 - Senior technician – TS – to have completed upper secondary (high school) education with a baccalaureate diploma and at least 5 years of experience in the specialty of the post.
 - Recognised technician – TR – to have completed upper secondary (high school) education with a baccalaureate diploma and at least 2 years of experience in the specialty of the post.
 - Entry-level technician – TD – to have completed upper secondary (high school) education with a baccalaureate diploma.

Art. 4.

The minimum training and professional experience conditions that must be met, cumulatively, by persons taking part in the **examination for promotion** to the positions and professional grades of support staff for RDI activities apply only to RDI support staff with secondary education, as follows:

- senior technician – TS – to have completed upper secondary (high school) education with a baccalaureate diploma and at least 5 years of experience in the specialty of the post;
- recognised technician – TR – to have completed upper secondary (high school) education with a baccalaureate diploma and at least 2 years of experience in the specialty of the post.

CHAPTER II

The competition/examination committee and the appeals committee

Art. 5.

- (1) The membership of the competition/examination committee and of the appeals committee for the recruitment/promotion of support staff for RDI activities is established by decision of the Director General of INCD ECOIND, within a maximum of 5 days from the approval of the organisation of the competition/examination and of its timetable.
- (2) Persons who are the spouse, relative or relative by marriage, up to and including the third degree, of a candidate in the competition/examination may not be members of the competition/examination committee or of the appeals committee.

Art. 6.

- (1) The Scientific Council proposes the nominal membership of the competition/examination committee and of the appeals committee for the recruitment/promotion of support staff for RDI activities, which is approved by the Board of Directors.
- (2) The competition/examination committee and the appeals committee for the recruitment/promotion of support staff for RDI activities must each have at least 3 members.
- (3) The members of the competition/examination committee and of the appeals committee hold a professional grade at least equal to that of the post for which the competition/examination is organised, or an equivalent grade under the law, and are specialists in the disciplines of the post or in related fields.

- (4) Members of the competition/examination committee may not be members of the appeals committee.

Art. 7.

- (1) The proceedings of the competition/examination committee and of the appeals committee are chaired by one of the members of the competition/examination committee or of the appeals committee, respectively, acting as chair, appointed by decision of the Director General of INCD ECOIND.
- (2) Decisions of the competition/examination committee and of the appeals committee are taken by open vote of the members and require the favourable vote of at least half plus one of the total number of members.

CHAPTER III

Organisation and conduct of the competition/examination for recruitment and promotion to professional grades of support staff for RDI activities within INCD ECOIND

Art. 8.

- (1) Registration for the recruitment competition takes place within 30 calendar days from the date of publication of the announcement.
- (2) The announcement of the competition for recruitment of support staff for RDI activities to vacant posts contains the following information:
 - a) a brief description of the post for which the competition is organised: the title, the COR code (Romanian Classification of Occupations),
 - b) the duration of the individual employment contract, as well as the specific duties of the post;
 - c) the competition timetable;
 - d) the topics and bibliography for the competition tests;
 - e) the complete list of documents required in the competition file;
 - f) the e-mail address to which the competition file may be sent in electronic format / the place for submission in hard copy;
 - g) the venue of the competition.
- (3) At the same time as the competition announcement is published on the INCD ECOIND website, the standard forms for registering for the competition are also published:
 - a) the application form for the competition;
 - b) the checklist for verifying compliance with the minimum standards established by the research organisation;
 - c) the declaration of consent to the processing of personal data;
 - d) the declaration on own responsibility regarding good conduct in RDI activity.

Art. 9.

- (1) Registration for the promotion examination takes place within 30 calendar days from the date of approval of the request of the RDI support staff member who meets the conditions set by INCD ECOIND for promotion, according to a timetable established by the Institute's management.
- (2) On the date of approval of the request referred to in para. (1), an announcement is drawn up stating both the post that is the subject of the examination and the examination timetable. This announcement will be published on the Institute's website.

Art. 10.

- (1) In order to register for the competition for filling a vacant post or for the examination for promotion to professional grades for support staff for RDI activities, the candidate submits a file which must contain the following documents:

- a) the signed application form for the competition/examination, accompanied by a declaration on own responsibility in which the candidate attests to the truthfulness of the information presented in the file;
 - b) a curriculum vitae signed by the candidate;
 - c) the list of scientific publications, papers, articles/studies and patents selected by the candidate according to their relevance to RDI support activities, as applicable;
 - d) the evaluation sheets for compliance with the minimum standards of the research organisation set out in the annexes to this Regulation, completed and signed by the candidate, as applicable;
 - e) a copy of the diploma of completion of secondary education/bachelor's degree or equivalent/master's degree/doctorate, as applicable. If the candidate declared successful does not hold a diploma issued by a higher education institution in Romania, he/she must submit a certified true copy of the certificate of recognition or equivalence of that diploma before being appointed to the post and signing the individual employment contract, failing which the administrative act of appointment to the post will not be issued;
 - f) a copy of the identity document or any other document attesting identity, according to the law, as applicable;
 - g) a copy of the marriage certificate or proof of change of name, as applicable;
 - h) a criminal record certificate showing that the candidate has no criminal record;
 - i) a medical certificate attesting an appropriate state of health, issued by the candidate's general practitioner or by authorised healthcare units no more than 6 months prior to the competition;
 - j) the signed declaration of consent to the processing of personal data;
 - k) a declaration on own responsibility stating that, in the 3 years preceding registration for the competition/promotion examination, the candidate has not been sanctioned for committing a serious breach of good conduct in RDI activity, as provided for in Art. 52 para. (8) of Law no. 183/2024.
- (2) The candidate's curriculum vitae must follow the EUROPASS format.
- (3) The competition/examination file is submitted by the candidate in electronic format, to the e-mail address indicated in the competition/examination announcement, or in hard copy, at the headquarters of INCD ECOIND.

Art. 11.

- (1) False information contained in the curriculum vitae, false statements, forgery of private documents or false information concerning the authenticity of the documents in the competition/examination registration file, found by the competition/examination committee before or during the competition/examination, result in the candidate's elimination from the competition/examination and in referral to the competent authorities.
- (2) The breaches referred to in para. (1), if they concern the successful candidate and are confirmed after the completion of the competition/examination but before the appointment decision is issued, lead to the invalidation of that candidate's results. In the case of competitions, the next successful candidate is validated or the position remains vacant, as applicable.

Art. 12.

- (1) The secretary of the competition/examination committee registers the competition/examination file, communicates the registration number to the candidate and forwards the file to the members of the competition/examination committee, under the conditions laid down in this Regulation.
- (2) The secretary of the competition/examination committee checks whether the competition/examination file is complete on the day it is received and registered. If the competition/examination file is incomplete, the secretary asks the candidate for clarifications, and the candidate may complete the file until the deadline for submitting competition/examination files expires.

Art. 13.

- (1) The competition/examination tests, their content, the evaluation criteria and their weighting are established by this Regulation.
- (2) The competition for recruitment of RDI support staff with higher education to positions consists of a written test and an interview.
- (3) The competition for recruitment of RDI support staff with secondary education to positions and professional grades consists of a practical test and an interview.
- (4) The competition tests referred to in para. (2) and (3) are eliminatory.
- (5) The competition tests and the manner in which they are conducted are communicated to the candidate through the competition announcement.
- (6) The examination for promotion to professional grades of RDI support staff with secondary education consists of an analysis of compliance with the minimum conditions and minimum standards required for each professional grade.

Art. 14.

- (1) In the case of the competition for recruitment of RDI support staff with secondary and higher education to positions, the evaluation process is carried out as follows:
 - a) the results of the competition tests are assessed by each member of the competition committee with marks from 1 to 10;
 - b) the mark for each competition test is the arithmetic mean of the marks awarded by each member of the competition committee;
 - c) the score is the arithmetic mean of the marks for the competition tests.
- (2) In the case of the examination for promotion of RDI support staff with secondary education to professional grades, the evaluation process is carried out as follows:
 - a) the examination committee analyses each candidate's compliance with the minimum conditions;
 - b) the examination committee analyses each candidate's evaluation sheet (*Annex I*) and awards points according to compliance with the minimum standards. In establishing and drawing up the minimum standards specific to support staff for RDI activities, the following general, non-cumulative criteria were taken into account, adapted to the specific duties of staff with secondary education:
 - results obtained in experimental development and technology transfer activities;
 - contributions to scientific research activity;
 - applicability of results obtained in the RDI field to the economy and society;
 - collaboration with the business environment;
 - professional prestige;
 - organisational capacity;
 - capacity for international cooperation.

Art. 15.

- (1) The competition/examination committee is obliged to verify the candidate's compliance with the minimum criteria and the minimum standards established by the Institute for support staff for RDI activities.
- (2) The competition/examination committee may ask candidates for clarifications regarding the documents in the competition/examination file concerning the candidate's activity, throughout the competition/examination.
- (3) After the competition/examination tests have been completed, the chair of the competition/examination committee draws up a report on the competition/examination, signed by each member of the competition/examination committee, based on the individual sheets of the committee members.
- (4) The result of the competition/examination is posted on the INCD ECOIND website.

Art. 16.

- (1) Candidates dissatisfied with the results of the competition/examination may lodge an appeal within no more than 2 working days from the date the result is posted, failing which this right is forfeited.
- (2) The appeal is sent electronically to the e-mail address to which the competition/examination file was sent, and the candidate is informed of the appeal's registration number by a confirmation e-mail. The appeal is forwarded to the appeals committee by the committee secretary.
- (3) The appeals committee examines the issues raised in the appeal and resolves it within 2 working days of its registration.
- (4) The chair of the appeals committee draws up a report on the appeals lodged, based on the individual sheets drawn up by each committee member.
- (5) The report on the appeals lodged is signed by each member of the appeals committee.
- (6) The outcome of the appeal is published on the INCD ECOIND website within a maximum of 2 working days of its registration.

Art. 17.

- (1) Persons with disabilities have the right to take part in competitions for recruitment to positions and professional grades for which they meet the general and specific participation conditions established in accordance with the legal provisions.
- (2) If a person with disabilities registers for the competition, the management of INCD-ECOIND and the competition committee are obliged to provide that person with optimal conditions for testing the theoretical knowledge and practical skills required for the post for which the competition is organised, adapted to the type of disability, individual needs and the competition test to be taken.
- (3) In the process of selecting competition files on the basis of compliance with the conditions for participation in the competition, the competition committee checks whether the documents submitted by candidates in their competition files show that persons with disabilities have registered.
- (4) If the person with disabilities is declared "admitted" at the competition file selection stage, the competition committee has the following obligations:
 - a) to inform the management of INCD-ECOIND of this fact, identifying the instruments necessary to ensure the accessibility of the competition tests for the candidate concerned, namely a sign language interpreter, additional staff providing secretarial support to the competition committee, additional competition rooms or other instruments or adaptation measures it considers necessary;
 - b) to mention this in the posted document on the results of the selection of registration files.
- (5) INCD-ECOIND is obliged to provide the competition committee with the instruments necessary to ensure the accessibility of the competition tests for the candidate concerned, within a time frame that allows the competition tests to take place.
- (6) The general rules applicable to the conduct of the competition tests, depending on the type of disability and the individual needs of the candidate, may include:
 - a) extension of the duration of the competition tests by up to half of the maximum time allowed;
 - b) the possibility of taking the competition tests in a different room from the other candidates;
 - c) allocation, upon request, during each competition test, of no more than two breaks of up to 10 minutes each.
- (7) Candidates with disabilities have the right to be accompanied during the competition tests by a companion or by their personal assistant.
- (8) The specific rules applicable to the conduct of the competition tests, according to the type of disability and the individual needs of the candidate, are the following:
 - a) for candidates with visual impairments involving difficulty or inability to read the questions in the written test of the competition and to write a paper or complete a multiple-choice test, the written test of the competition consists of assistance in reading the questions and recording the answers, or having them written down by the committee secretary in a signed and dated document, and the possibility of using Braille or a computer with a screen reader or a tablet, according to the candidate's choice.

- b) where the candidate with a visual impairment is able to read the questions in the written test of the competition and to write a paper, or to complete a multiple-choice test, competition materials printed in large-print format are provided at the candidate's request;
- c) for candidates with hearing impairments, a sign language interpreter is provided;
- d) for candidates with mobility impairments, access facilities to the institution and to the competition room are provided, as well as, upon request, an adjustable writing desk adapted to their individual needs.
- e) For candidates with mobility impairments involving difficulty or inability to write a paper or complete a multiple-choice test, the written test of the competition consists of recording the answers or having them written down by the secretary of the competition committee in a signed and dated document.

Art. 18.

- (1) Following the completion of the evaluation process and of the appeals, as applicable, the competition committee establishes the ranking of candidates for each post, based on the final report on the competition.
- (2) Following the completion of the evaluation process and of the appeals, as applicable, the examination committee proposes for promotion the candidates who have met the conditions laid down in the Institute's own methodology, based on the final report on the examination.
- (3) The final result of the competition/examination established by the competition committee is posted on the INCD ECOIND website.
- (4) If the vacant post for which the competition is organised is not filled, the competition may be repeated, in compliance with the legislation in force.

Art. 19.

- (1) Following the completion of the competition/examination held within INCD ECOIND, the Director General issues the decision on appointment to the post or promotion to professional grades of support staff for RDI activities.
- (2) Persons selected following the competition conclude individual employment contracts of indefinite or fixed duration with INCD ECOIND.
- (3) A candidate who passes the examination concludes with INCD ECOIND an addendum to the existing individual employment contract, being appointed to the higher post obtained, corresponding to the professional grade.

CHAPTER IV
Final provisions

Art. 20. INCD ECOIND is obliged to draw up an annual summary report on the organisation and conduct of the competition/examination, which is sent, within 45 days from the end of the calendar year covered by the report, in electronic format, with a cover letter, to the ANC, receiving a registration number.

ANNEX 1 – Minimum standards and criteria for participation in the examination for promotion to professional grades of support staff in RDI activities with secondary education within INCD ECOIND

ANNEX 2 – Minimum standards and criteria for participation in the competition for recruitment to positions and professional grades of support staff in RDI activities with higher and secondary education within INCD ECOIND

D R A W N U P,
Scientific Council of INCD ECOIND
Chair
 Dr. in Environmental Science Olga Tiron

ANNEX 1

MINIMUM STANDARDS and CRITERIA for participation in the **examination for promotion** to professional grades of support staff in RDI activities with secondary education within INCD ECOIND

A. MINIMUM STANDARDS (Evaluation sheet)

MINIMUM STANDARD/ points		Points accumulated for promotion to the professional grade:	
		Recognised Technician	Senior Technician
<i>1. Application of operational concepts and methods *</i>	1 point/ method/ concept		
TOTAL			
<i>2. Use of research equipment*</i>	1 point / use of one piece of equipment		
TOTAL			
<i>3. Supporting RDI activity by implementing experimental programmes and technologies*</i>	1 point/ one RDI activity/ one experimental programme/ technology		
TOTAL			
<i>4. Performing measurements, analyses and operations for the manufacture of components*</i>	1 point/ performance of one measurement, analysis, operation		
TOTAL			
<i>5. Maintenance and operation of research equipment and installations*</i>	1 point/ one maintenance operation on research equipment and installations		
MINIMUM STANDARD		5 points	8 points

***Note: proof of fulfilment must be attached for each skill**

B. CRITERIA

Criterion I.

Rating obtained in the annual appraisal: at least “good” in the most recent annual appraisal

- this criterion is eliminatory and is not scored

Criterion II.

- *File review – eliminatory criterion, not scored*
- *Evaluation of activity based on the evaluation sheet (Annex 1, item A. Minimum standards)*

Note: In drawing up this evaluation sheet, the general and non-cumulative criteria provided for in Art. 16 para. (2) item b) of this Regulation were taken into account; they are transposed and adapted through the practical evaluation indicators above (items 1–5).

The final score will be the result of the evaluation sheet for compliance with the minimum standards for each professional grade of RDI support staff with secondary education.

ANNEX 2

MINIMUM STANDARDS and CRITERIA for participation in the **competition for recruitment** to positions and professional grades of support staff in RDI activities with higher and secondary education within INCD ECOIND

A. MINIMUM STANDARDS

a. for RDI support staff with higher education

- meeting the minimum training and professional experience conditions and knowledge of a foreign language of international circulation, in accordance with the provisions of Chapter II, Art. 3 of this Regulation.

Knowledge of a foreign language of international circulation shall be proven by a copy of the academic transcript attesting the study of a foreign language, or by presenting a language proficiency certificate, or by testing language skills

- obtaining a minimum mark of 7 in the written test
- obtaining a minimum mark of 7 in the interview

b. for RDI support staff with secondary education

- achieving the score in the Evaluation sheet corresponding to the position and professional grade

Evaluation sheet

MINIMUM STANDARD		Points		
		Entry-level Technician	Recognised Technician	Senior Technician
1	Dexterity and skill in carrying out practical requirements – 3 points	Min. 2	Min. 2.5	Min. 2.8
2	Communication skills – 2 points	Min. 1.5	Min. 1.7	Min. 1.8
3	Adaptability – 2 points	Min. 1.5	Min. 1.7	Min. 1.8
4	Ability to manage unforeseen/ difficult situations – 1 point	Min. 0.5	Min. 0.6	Min. 0.8
5	Ability to manage the resources allocated for the practical test – 2 points	Min. 1.5	Min. 1.5	Min. 1.8
TOTAL		Min. 7 points	Min. 8 points	Min. 9 points

***the minimum scores in the table must be met for each criterion of the standard**

- obtaining a minimum mark of 7 in the interview

B. CRITERIA

Criterion I. – File review – eliminatory criterion, not scored

Criterion II – Written test (only for RDI support staff with higher education) – the questions for the written test are set on the basis of the competition bibliography and/or topics, so as to reflect the candidates' capacity for analysis and synthesis, in line with the level and specific nature of the post for which the competition is organised

- **minimum standard** – mark 7

Criterion III – Practical test (only for RDI support staff with secondary education)

- **Minimum standard** – according to the Evaluation sheet (Annex 2, item A, letter b)

Criterion IV – Interview – the candidate's answers regarding his/her activity in the field of the targeted position/ professional grade will be evaluated

- **minimum standard** – mark 7

The final mark will be the arithmetic mean of the marks obtained for the above criteria. The minimum final mark is 8, provided that the candidate has not obtained a mark lower than the minimum standard for any of the criteria.