

A photograph of three men in a meeting, overlaid with a grid of white squares containing various symbols. The background is a bright, out-of-focus window. The men are looking at each other, and one is pointing at a laptop screen.

Competitive recruitment campaigns for researchers

Application guidelines

Internal document

HRS

08-01-20

Inria

FOLLOW THE GUIDELINES

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As a national research institute dedicated to the digital sciences and technologies, Inria's focus is on world-class research that promotes risk-taking and the development of software technologies for broad dissemination.

The 3,500 researchers and engineers working in over 200 research project teams are exploring new avenues with a strong culture of interdisciplinarity, as well as collaborating in many French, European and international academic and industrial projects giving them access to some ambitious challenges.

Every year Inria recruits permanent scientists through a competitive process beginning with an examination of their degrees and publications. Inria scientists on permanent contracts are covered by the general statute of the French state civil service. Each competitive recruitment campaign is announced by an opening order published in the Official Journal of the French Republic.

Permanent scientists belong to two types of groups that include several grades:



Each grade has a pay scale including several bands to determine remuneration.

The recruitment campaigns for both groups are held **in January and February**.

 <p>HR EXCELLENCE IN RESEARCH</p>	<p><i>Inria has been awarded the European label "HR Excellence in Research" as part of the European Human Resources Strategy for Researchers.</i></p>
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1. Entrance conditions

There is no restriction on the age or nationality of applicants.

Applicants must benefit from their full civil rights; they must show that bulletin n°2 of their criminal record contains nothing that is incompatible with the exercise of their duties; they must have discharged their responsibilities with respect to the National Service Code.

RESEARCHERS « NORMAL » CLASS (CRCN)	SENIOR RESEARCHERS SECOND CLASS
<p>Possess one of the following qualifications:</p> <ul style="list-style-type: none"> ● PhD; ● Accreditation to supervise research; ● Engineering PhD; ● Dentistry research degree; ● Human biology research degree. <p>Produce evidence of qualifications or scientific work that is judged by the establishment's competent evaluating body to be equivalent to one of the degrees listed above.</p> <p>Possess a degree from a foreign university that is judged by the establishment's competent evaluating body to be equivalent to one of the degrees listed above*.</p>	<p>Possess one of the following qualifications:</p> <ul style="list-style-type: none"> ● PhD; ● Accreditation to supervise research; ● Engineering PhD; ● Dentistry research degree; ● Human biology research degree. <p>Possess a degree from a foreign university that is judged by the establishment's competent evaluating body to be equivalent to one of the degrees listed above*.</p> <p>Be a member of a research groups of a public scientific and technological establishment (EPST) and have a minimum of 3 years' service in this groups.</p> <p>Be able to provide proof of eight years of research work after obtaining the required degree</p>

* You do not have a PhD;
 you have not yet defended your thesis;
 you do not have a degree but can prove that you have carried out scientific work;
 you have a foreign degree ;

you may nevertheless be eligible to compete after consulting the Inria Evaluation Commission, which will decide on the granting of equivalence for your scientific work.

2. Application file

Your application file must make it possible to assess your scientific background and your experiences in terms of collective responsibilities, dissemination of scientific information, supervision, etc.

It should include:

- A brief summary of your previous activities.
- Your major publications.
- Your research programme.
- A complete list of your publications.

For young researchers :

- PhD thesis reports (if available).
- A copy of your latest degree certificates.

For senior researchers :

- Accreditation to supervise research (if available).
- A copy of your latest degree certificates.

Depending on the grade for which you are applying, a list of additional documents to be provided can be downloaded from the application page.

3. Registration

➤ ONLINE REGISTRATION

To apply, you must first create an account (see “creating an account” downloadable from the recruitment page).

- Senior researcher 2nd Class
- Researcher “Normal” Class

You can fill in your online application in several stages and modify it during the application period.

Please note: if you wish to apply for more than one competitive recruitment campaign, you must submit a separate application for each one.

Applications must be completed and validated by the **closing date (16 February 2020)**.

➤ POSTAL REGISTRATION

You can obtain a printed application form by writing to the following address:

Inria
Direction des ressources humaines
Pôle recrutement
Domaine de Voluceau
Rocquencourt – BP 105
78153 Le Chesnay Cedex France

Please take into account the time for letters to arrive in the case of a written application.

Postal way: your file must be returned with all the supporting documents to this same address no later than 16 February 2020, as evidenced by the postmark of La Poste. Applications received after the deadline will be systematically rejected.

Submission of the paper file: your file may be deposited with the Human Resources Department in Rocquencourt (Building 14 - Office 29) **no later than 14 February 2020 at 5 p.m., Paris time.**

➤ DEADLINES TO BE RESPECTED

- Registration opens: **from January 13, 2020 to February 16, 2020.**
- Online registration validated no later than 16 February 2020 at midnight, Paris time.

- Registration by post until 16 February 2020, as evidenced by the postmark.
- Submission of the paper file with the Human Resources Department **no later than 14 February 2020 at 17:00, Paris time.**

4. Recruitment procedure

➤ ELIGIBILITY

Inria checks that each applicant meets the eligibility criteria. Each applicant will receive an email stating whether or not his/her application is considered eligible.

➤ PRE-SELECTION BASED ON WRITTEN APPLICATION

The eligibility jury will examine all those applications that have been judged eligible. After careful consideration, the jury will draw up a list of applicants who can go on to the next stage. The applicants on this list will receive an email inviting them for an interview.

➤ ADMISSIBILITY

Pre-selected applicants will be interviewed by the eligibility jury. After careful consideration, the jury draws up a list of admissible applicants. The applicants on this list will receive an email.

➤ ADMISSION

An admission jury (different in composition to the eligibility jury) examines the applications of the admissible applicants and draws up a list of successful candidates in order of merit, potentially accompanied by a complementary list to be admitted by competitive examination.

Each applicant is informed of the result by email and a letter is sent to those who have been selected including a form to be returned accepting the job.

After the pre-selection on file, the list of candidates authorized to continue the contest is posted on [Inria's website](#)

5. Juries

➤ ELIGIBILITY JURY

Article 11 of decree n° 86-576 dated 14 March 1986 sets out the provisions relating to the composition of eligibility juries. Each jury must be composed as follows:

- At least 1/3 must be members of the Inria Evaluation Committee,
- Researchers and lecturer-researchers working in the research centre concerned, of whom four must be tenured Inria scientists. Their number cannot exceed eight,
- Established scientists designated by the President of the Institute on the recommendation of the chair of the Inria Evaluation Committee. Their number cannot exceed eight.

All members of admissibility boards must have at least the same grade as the those of the posts to be filled.

Applicants for recruitment cannot be members of the board.

Decree n° 2013-908 dated 10 October 2013 states that there should be a minimum of 40% of individuals of each gender in juries or committees.

➤ ADMISSION JURY

The admission board described in Article 22 of the decree n°83-1260 dated 30 December 1983 is chaired by the President of the Institute or his/her representative and consists of:

- 4 members nominated by the Minister for Research and the Minister for Industry on the recommendation of the CEO of the Institute,
- 4 members nominated by the French Minister for Research and the French Minister for Industry among the members of the Evaluation Committee whose grade must be at least equal to those of the posts to be filled.

At least 4 of the 8 members mentioned below must be Inria researchers chosen for at least 2 of them from among the elected members of the Inria Evaluation Committee.

Applicants for recruitment cannot be members of the board.

Moreover, Decree n° 2013-908 dated 10 October 2013 states that there should be a minimum of 40% of individuals of each gender in juries or committees.

6. Appointment, Granting of Tenure, Remuneration

➤ APPOINTMENT AND GRANTING OF TENURE

■ Researchers

Researchers will be appointed for a probationary period by the Inria Chief Executive Officer (CEO).

The CEO can grant tenure to those on probation on the recommendation of the Evaluation Committee when they have completed one year in their job. The probationary period may be extended once, for a maximum of one year, on the recommendation of the Evaluation Committee and the Inria Joint Administrative Committee.

■ Senior researchers

Senior researchers will be appointed for a probationary period by the Inria Chief Executive Officer (CEO).

Individuals who do not already have the status of civil servant will be allocated to grades as set out in articles 26 and 27 of decree n° 83-1260 dated 30 December 1983, on the basis of the lengths of service fixed in article 55.

Individuals who do already have the status of civil servant will be allocated to grades as set out in article 25 of decree n° 83-1260 dated 30 December 1983, on the basis of the lengths of service fixed in article 55.

➤ REMUNERATION

As a guide, the gross annual salary (excluding bonuses) for each group is as follows:

- **Researcher:** €26,035 to €54,376
- **Senior Researcher:** €37,225 to €74,451

To this basic pay is added:

- The research bonus attributed twice a year in June and December:
 - Researchers (all grades): €60
 - Senior Researchers (all grades): €1,060
- A cost-of-living allowance that varies depending on where the job is located.
- A family income supplement whose amount is calculated on the basis of the pay scale and the number of dependent children.
- Partial reimbursement of travel costs. (Depending on where the job is located).

The net salary is approximately 80% of the gross salary after the various deductions.

It should be noted that each year Inria researchers – with and without tenure – can apply for the Bonus for Supervising Doctorates and Research (PEDR). This bonus varies between €5,000 and €9,000 per annum and is awarded for a period of four years.

7. The essential

➤ CONTACT

For any questions, please contact Inria's Human Resources Department:

drh-concours-chercheurs@inria.fr

Inria

Direction des ressources humaines

Pôle recrutement

Domaine de Voluceau

Rocquencourt – BP 105

78153 Le Chesnay Cedex France

➤ OFFERS AND CONDITIONS

- [Senior researcher 2nd Class](#)
- [Researcher “Normal” Class](#)

➤ FREQUENTLY ASKED QUESTIONS

> [Access the FAQ](#)

➤ DEADLINES

- Opening on January 13, 2020
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- Registration by submission of the paper file with the Human Resources Department no later than 14 February 2020 at 17:00, Paris time.
- **Registration closes on 16/02/2020**

www.inria.fr/en

