



NATIONAL INSTITUTE FOR AGRICULTURAL
RESEARCH

HUMAN RESSOURCES AND SUSTAINABLE DEVELOPPEMENT
DEPARTEMENT

Junior Research Scientists Permanent positions *(CRCN)*



2019 Guide for applicants

FOOD & NUTRITION
AGRICULTURE
ENVIRONMENT



CONTENTS

	Pages
THE BASICS	2
OVERVIEW	3
▪ INRA Junior Research Scientist: activities, appointment	3
APPLICATION REQUIREMENTS	4
▪ Age.....	4
▪ Nationality.....	4
▪ Degrees.....	4
▪ If you do not have a required diploma, can you apply to this competition?	4
▪ When do you have to apply for an equivalence?.....	5
▪ Other requirements	5
▪ Before registration....	5
HOW TO APPLY?	6
▪ 1 st option: online application.....	6
▪ 2 nd option: registration in paper format	8
▪ Submitting your application : the deadlines	9
THE DIFFERENT PHASES OF THE COMPETITIONS	10
▪ The authorization to compete.....	10
▪ 1 st round: shortlisting	10
▪ 2 nd round: final selection	10
▪ Campaign monitoring	11
▪ Special arrangements for applicants with disabilities	11
▪ How to reach the human resources and sustainable development department ?	12

Research Scientists (Chargés de Recherche) at INRA are recruited through **open competitions**, as it is the case for other categories of civil servants in France.

We hope this guide provides you with the necessary practical information on application and open competition procedures.

Should you need further details on these procedures, please contact the recruitment service of the Human Resources Department or visit Inra website.



www.inra.fr/en/ ("Careers and jobs")



concours_chercheurs@inra.fr



INRA – DRHDD – Pôle Recrutement
147, rue de l'Université - 75338 Paris cedex 07



+ 33 (0)1.42.75.91.40
+ 33 (0)1.42.75.91.70

Please note that official correspondence regarding open competition procedures will be in French.

THE BASICS

The application file



Online or in paper format, the application file includes 2 sections:

1. An administrative section
2. A scientific section divided in **four parts**:
 - 1/ Your degree (and its translation if it's neither in French nor in English).
 - 2/ **Your doctoral dissertation** (complete manuscript of the thesis) + a summary in French or in English if the thesis is written in another language.
 - 3/ **A scientific report** including 3 parts :
 - A curriculum vitae (a maximum of 2 pages) with detailed information about your education, qualifications, your past and current work activities, placements, positions held, research work and any responsibilities.
 - A report (a maximum of 8 to 10 pages) detailing your research work conducted alone or in collaboration. You must highlight the skills acquired and how they can be applied to the chosen position(s). **Please note that candidates are not expected to present the research project that will be implemented if they are successful.**
 - A complete list of your publications.
 - 4/ A maximum of **four of your most integral significant publications**.

Recommendations

- ▶ It is strongly recommended that you **contact the person in charge** of the position selected (contact details can be found on each job profile sheet) for any useful information concerning the choice of competition or the position(s), the research unit, etc...
 - ▶ You must pay special attention to the scientific report in order to make it **legible** and **follow the instructions carefully**: conventional fonts, single line spacing, number of pages indicated. Any additional pages will not be taken into account by the selection board (pages with only graphs, legends and illustrations are not counted).
 - ▶ If the doctoral dissertation (thesis) is written in a language other than French or English and does not include any summary in English or French, you have to add one **(1 to 2 pages) in French or in English**.
 - ▶ Application files have to be registered online or sent by postal mail. Application(s) by email will not be accepted.
- ⚠ Focus of attention: for online applications, it is strongly recommended that candidates do not finish and validate their applications at the last hour.**

Application requirements



Age and nationality

Open competitions for the recruitment of Research Scientists are **open to all** regardless of age and nationality.

Degrees

You must either hold one of the following degrees:

- "Doctorat d'Université" (PhD),
- "Doctorat d'Etat" or "Doctorat de 3ème cycle",
- "Doctorat" from one of the French "Ecoles d'Ingénieurs"
- DERSO (diploma in odontology studies and research),
- DERBH (diploma in human biology studies and research),
- Degree from a foreign university judged **equivalent***,
Or proof of scientific work or degrees judged **equivalent***.

** cf. conditions for obtaining an equivalence pages 8 and 9*

Selection of application



The recruitment of Junior Research Scientists (CRCN) for a permanent position at INRA is aimed at researchers in the **early stages of their careers** who have obtained their PhD and have often pursued their professional career outside the laboratory where they started out, after their doctorate (post-doctorates).

- ▶ Firstly, you will be required to show your ability to conduct research work. The selection board will primarily pay special attention to:
 - the soundness of your scientific and technical knowledge,
 - the quality of the scientific work,
 - the capacity to formulate a research question and explore it,
 - the command of methods and tools required for your research.
- ▶ In addition to your scientific skills, special attention will be paid to your level of English, communication skills (written or oral), project management and team leadership. Finally, creativity, autonomy, motivation and potential will also be assessed by the selection board.

⚠ Shortlisted candidates (based on applications) will be interviewed by the selection board (final selection). Physical presence of candidates is **absolutely required** during the final selection. They may be asked questions concerning the different profiles which are part of the same competition.

Useful information: After the deadline, it will be impossible to consult your application file online. To follow the campaign, you must consult Inra website and follow the same link as when you registered, and click on the tab entitled "Suivi de la campagne". Competitions results of 1st round shortlisting and 2nd round final selection will be notified by e-mail from no-reply (consult regularly your emails and spams).

OVERVIEW

JUNIOR RESEARCH SCIENTIST PERMANENT POSITION (appointed at INRA as “CRCN”): ACTIVITIES, APPOINTMENT

JRS (CRCN) are generally recruited from among **researchers who have recently defended their doctoral dissertation** (or proof of scientific work or qualifications judged **equivalent**). Candidates are selected on the basis of their scientific competence and to reply to a research question. Candidates must have published articles developing the results of their dissertation.

ACTIVITIES

In accordance with the missions assigned to the research staff, scientists must not only contribute to the **acquisition of new knowledge** in their spheres of competence but also help **transfer the results of their research** to society at large: economic and social applications, dissemination of scientific and technical information, training in and through research, and developing scientific exchange with other countries.

JRS (CRCN) must above all make progress on the research topic which has been given to them and systematically publish acquired results.

The activities carried out by Junior Research Scientists (CRCN) **are assessed every two years** by Specialised Scientific Commissions (Commissions Scientifiques Spécialisées-SSCs) (see list page 8).

APPOINTMENT

The President of the Institute, following the selection board’s final list, appoints each successful candidate as a probationary civil servant **for a year**. At the end of this probationary period, the competent SSC assesses his/her work and recommends tenure or not. Then he/she becomes a French civil servant.

If tenure is not recommended and subject to the opinion of the relevant SSC and Joint Administrative Committee, this probationary period may be extended to another year or the appointment terminated.

Junior Research Scientists (CRCN) are required to devote all their working time to performing the above-mentioned duties. Further to a fully justified request they may be granted special permission to undertake other paid or unpaid activities that complement their research work, such as teaching.

APPLICATION REQUIREMENTS

AGE

There is no age limit. However, any person over the legal maximum age for retirement in France (65) may not be recruited.

NATIONALITY

You may apply whatever your nationality. **Successful applicants who do not come from a member state of the European Union will have additional administrative procedures which may delay the job's starting date.**

DEGREES

To be able to apply for a Junior Research Scientist position (CRCN), candidates must:

Hold one of the following degrees (article 17 of Decree n°83-1260 of 30 December 1983, modified):

- "Doctorat d'Université" (PhD) as defined by the Decree of July 5th, 1984,
- "Doctorat d'Etat" or "Doctorat de 3^{ème} cycle",
- "Doctorat" from one of the French "Écoles d'Ingénieurs",
- D.E.R.S.O. (diploma in odontology studies and research),
- D.E.R.B.H. (diploma in human biology studies and research),
- University degree from a foreign university, **on condition** that is judged **equivalent** to the above-mentioned degrees by the competent INRA Specialised Scientific Commission (refer to the "request for equivalence"). In this case, you must apply for an equivalence for "foreign degree".

IF YOU DO NOT HAVE THE REQUIRED DIPLOMA, CAN YOU APPLY TO THIS COMPETITION?

Yes, it is possible to apply to CRCN competitions without the required diplomas. In this case, you must apply for an equivalence for "scientific work" which will be examined by the competent INRA specialised Scientific Commission (SSC).

How to apply for an equivalence? Candidate must:

1. Select the Commission that will review your degree or scientific work or qualification. There are 12 SSCs. **Select the SSC relevant to your scientific sphere.**

List of the 12 Specialised Scientific Commissions (SSCs):

- SSC no. 1:** Agronomy, animal husbandry, sylviculture
- SSC no. 2:** Biology of interactions between hosts, pest, symbiots and commensals
- SSC no. 3:** Biology of populations and ecosystems
- SSC no. 4:** Ecophysiology, genetics and plant integrative biology
- SSC no. 5:** Plant and animal genetics
- SSC no. 6:** Mathematics, bio-informatics and artificial intelligence
- SSC no. 7:** Microbiology and food safety: biotechnology, system biology, pathology and pathosystem, ecosystem
- SSC no. 8:** Nutrition and toxicology
- SSC no. 9:** Animal physiology
- SSC no. 10:** Economics, social and management sciences
- SSC no. 11:** Science and engineering for food, materials, chemicals and energy
- SSC no. 12:** Earth, water and atmosphere sciences

WHEN DO YOU HAVE TO APPLY FOR AN EQUIVALENCE?

Situation requiring an equivalence	Grounds for equivalence	Documents which you need to provide
A PhD or equivalent from a foreign establishment	Foreign degree	<ul style="list-style-type: none"> • Degree with its translation* if necessary
A degree of doctor in medicine, doctor in pharmacy or veterinary doctor from a French or foreign establishment	Scientific work	<ul style="list-style-type: none"> • 2 articles at least published in a peer-reviewed journal • Degree (with its translation* if necessary)
Other degree than one of the required degrees (see list on previous page)	Scientific work	<ul style="list-style-type: none"> • 2 articles at least published in a peer-reviewed journal • Degree (with its translation* if necessary)
Doctoral dissertation to be defended soon in a French establishment	Scientific work	<ul style="list-style-type: none"> • 2 articles at least published in a peer-reviewed journal • Attestation from the establishment delivering the qualification that your PhD viva is pending. It must specify the title of thesis, the date of conferral and the jury members
Doctoral dissertation to be defended soon in a foreign establishment	Scientific work AND Foreign degree	<ul style="list-style-type: none"> • 2 articles at least published in a peer-reviewed journal • Attestation from the establishment delivering the qualification that your PhD viva is pending. This must specify the title of thesis, the date of conferral and the jury members

* Enclose a translation by a sworn translator (lists of sworn translators are available in French consulates) in PDF entitled "your name.degreetranslation".

OTHER REQUIREMENTS

To be eligible to be a civil servant, you must:

- be entitled to your full rights as a citizen
- have fulfilled any obligations regarding military service
- never have been condemned for charges incompatible with the office
- satisfy the physical requirements involved

Mothers or fathers of three children at least as high-level athletes can compete without fulfilling the conditions regarding degrees. In this case, candidates will have to enclose the appropriate supporting documents.

BEFORE REGISTRATION...

You can contact the persons indicated in the job profiles proposed for further information about the job, the unit, working environment etc...

HOW TO APPLY ?

REGISTRATION

You can register for CRCN positions:

→ **Either** online on the INRA website by completing (www.inra.fr/en, section "Careers and jobs/Inra is recruiting/Permanent jobs, disability" or http://jobs.inra.fr/en/offers/emploi_perm);

→ **Or** complete your application in paper format. You can download an application file from INRA web site.



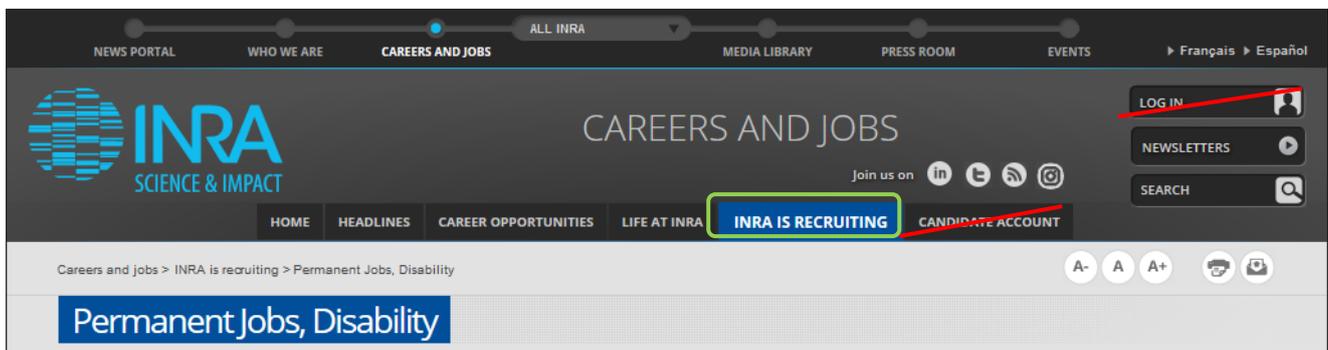
1st option: online registration

Connection

You can access a program accessible until the submission deadline.

→ When you 1st connect, you must create a personal account with a login and password. Please keep your login and password safe, as the department of human resources and sustainable development (DRHDD) will be unable to retrieve this information if you lose them.

→ For subsequent connections, you must use the same path (section "Careers and jobs/Inra is recruiting/Permanent jobs, disability" or http://jobs.inra.fr/en/offers/emploi_perm). Select the campaign of your choice. Do not try and click on "Candidate Area" or "Log in" as they are not operational for permanent jobs.



→ Step 1: filling in the application

You must provide all the information requested **in the 8 tabs**:

- Statement of intent to apply
- Personal information
- Degrees
- Post-doctoral experience
- Equivalence
- Scientific file
- Arrangements and exemptions (if necessary)
- Survey questionnaire

Please pay close attention:

- You can complete each tab in any order. You can access each tab individually at any time before submission.
- Please save your application regularly.
- Your online registration will be permanently saved in step 2 "Validation of my application".
- After you have validated your application you can no longer change it. If you want to change some information or you discover some mistakes, you must withdraw your candidature and recommence another one.

Please note: Once the selection process intake has closed you can no longer access your online candidature space. All information will be then available on INRA website in French dedicated to our open competition, via the tab entitled "Suivi de la campagne".

Documents to be submitted with your application

To be complete, your application must include all the documents necessary to assess your eligibility:

- The required degree (with the translation if necessary),
- The complete doctoral dissertation (+ summary in French or in English if the thesis is written in another language),
- The complete version of 4 publications (maximum),
- A scientific report (curriculum vitae, report, a list of your publications),
- if necessary, supporting documents for your request(s) for equivalence,
- if necessary, supporting documents for a request for special arrangements or an exemption.

Supporting documents which are neither in French nor in English must be translated into French by a sworn translator. Applicant has to attach the supporting documents AND their translation.

Applicants are not allowed to send recommendation or reference letters.

You have to click on the button "Validation of my application" to access to the step 2.

→ Step 2: submitting the application



In order to validate and submit the application, you have to:

- **download and validate a file giving all administrative information and documents that you have recorded during the step 1,**
- **fill in the sworn statement.**

Step 2 : Application validation

ADMINISTRATIVE FILE VALIDATION

In order to validate and submit the application, you have to download and validate a file giving all administrative information and documents that you have recorded,

Administrative file  ApplicationForm_17-359461.pdf (203.97 KB)

I confirm that all registered information and administrative documents appear in the above file.

SWORN STATEMENT

You must complete the statement of intent to apply below and click on "send my candidature" before starting to submit your candidature.

Should some information appear to be false your candidature will be automatically rejected even if you are shortlisted or finally selected.

Submitting the application:

When you are sure that you will not have anything to change, you have to submit your application file by clicking on the button "Send my application".

Until the deadline: If you want to change some information or you discover some mistakes, you must withdraw your candidature and recommence another one.

The status of your application will be notified at each step of the competition by e-mail. Please check your e-mail address in your administrative file before closing.

After the deadline: It will be impossible to consult your application file online. To follow the campaign, you must consult Inra website following the same link as when you registered, and click on the tab entitled "Suivi de la campagne". Competitions results of 1st round shortlisting and 2nd round final selection will be notified by e-mail from no-reply (consult regularly your emails and spams).

When your administrative file is submitted, you will receive a registration confirmation by e-mail.



Focus of attention: for online applications, it is strongly recommended that candidates do not finish and validate their applications at the last hour.

Submitting an application after the deadline will be impossible.

2nd option: complete your application in paper format and provide your scientific files on a CD-ROM or on a USB flash drive

→ 1st part: the administrative section → to be sent on paper

Follow these steps to complete the administrative section:



In the Statement of intent to apply (2 pages), candidates must tick the relevant boxes and undertake to provide in their administrative file the supporting documents required to be eligible to apply and/or the supporting documents required for their request for equivalence.

Supporting documents which are neither in French nor in English must be translated into French by a sworn translator. Applicant has to attach the copy of the supporting documents AND their translation.

All supporting documents must be attached in PDF on a CD-Rom or USB flash drive.

→ 2nd part: the scientific files → to be sent on CD-ROM or USB flash drive.

- a scientific report (a curriculum vitae, a report, a list of your publications),
- a maximum of four of your most integral significant publications,
- the doctoral dissertation (complete manuscript of the thesis) with a summary in French or in English if the thesis is written in another language.

Applicants are not allowed to send recommendation or referenc letters.

You must notify the Human Resources Department, Recruitment Service (✉ concours_chercheurs@inra.fr) of any change of address during the period of the open competitions.

SUBMITTING YOUR APPLICATION: THE DEADLINES

1. Online registration

→ You must complete and submit your online application on March 4, 2019, at 5 p.m. Paris time at the latest. After 5 p.m. you will not be able to complete or submit it because it will be closed.

2. Application in paper format

You can download the administrative application file on INRA website no later than March 4, 2019 (before 5 p.m. Paris time)

→ You must either send your completed application package, consisting of the administrative file and the scientific file (on CD-Rom or on USB flash drive) **postmarked no later than March 4, 2019** to INRA – DRHDD / Pôle Recrutement – Concours CR / 147, rue de l'Université - 75338 Paris cedex 07.

- Or hand in, before March 4, 2019 (before 5 p.m. Paris time) at the INRA Head Office reception desk: 147 rue de l'Université – Paris 7^{ème}.

Any application package sent or handed in after this deadline will be rejected.

If you send your application package by mail make sure to allow for sufficient postage. **Mail with insufficient postage will not be accepted. If you send your application package from abroad make sure that you have paid for all potential customs duties.**

Application packages sent by e-mail won't be accepted.

Applicants have to submit a full application package. They are not allowed to give any other administrative or scientific document after the above deadlines.

THE DIFFERENT PHASES OF THE COMPETITIONS

THE AUTHORIZATION TO COMPETE

Applicants will receive mail about the status of their candidature. It will specify if it's admissible or not according required information and supporting documents that the candidate attached.

The authorization to compete will be checked a posteriori, at the end of the final selection and at the time of the appointment.

For each open competition, the selection process will be in two rounds.

1st ROUND: SHORTLISTING (*admissibilité*)

Chaired by the President of INRA or his representative, each selection board (the "jury") has a minimum of eight members. All are of grade at least equal to that of the position to be filled:

- INRA personnel, selected from a list drawn up by the President of the Institute, upon the advice of the Scientific Advisory Board of each relevant Research Division,
- Non INRA personnel (between ¼ to ½ maximum of the board) chosen by the President of the Institute from a list drawn up upon the advice of the Scientific Advisory Board,
- One elected member from the scientific advisory authorities.

The names of the board members will be listed on INRA's French web site www.inra.fr « Carrières & Emplois » as soon as they are published in the "Bulletin Officiel de l'Enseignement Supérieur et de la Recherche" (BOESR).

The preliminary selection board (*jury d'admissibilité*) **examines the scientific value of the candidates.** This involves studying the scientific section sent by the candidate (contents detailed on page 2 in this Guide) The board determines whether the candidate has the scientific expertise and skills required **for the position.** After examining the applications, the preliminary selection board draws up the short list of candidates.

2nd ROUND: FINAL SELECTION (*admission*)

The composition of the final selection board (*jury d'admission*) is identical in its form to that of the preliminary selection board (*jury d'admissibilité*).

In order for all candidates to be treated equally, notification that they have been shortlisted for the final selection stage will be sent on the same date by email, about 3 weeks before the interview. This notification will include all necessary information about the interview and any other specific instructions. That is why we strongly recommend that candidates check their emails. If your email address changes after the registration, please inform the human resources department (concours_chercheurs@inra.fr).

→ Candidates must contact the recruitment division if they have not received notification 3 weeks before the date of the auditions posted on the INRA website. INRA cannot be held liable for candidates not receiving notification.

The final selection board (*jury d'admission*) interviews the shortlisted candidates. The purpose of the interview is to clarify details of the scientific file and to get a better idea of the applicant's personality, teamwork skills, ability to fit into INRA's environment as well as his/her career growth potential. The final selection board, having interviewed the shortlisted candidates, establishes the list of successful candidates by order of merit and, in some cases, establishes a complementary list (*liste complémentaire*). **Physical presence of candidates is required during the final selection.** Travel and hotel expenses are not supported by INRA.

Following this final selection, checks are made on the administrative conditions for applications of the successful candidates.

- compliance with the qualification condition provided for under Article 17 of Decree no. 83-1260 dated 30 December 1983, or with the conditions necessary to benefit from an equivalence;
- to have supplied precise information in the application package;
- to have sent or handed in all the items required in support of your application,
- compliance with the French public service access conditions.

The President of INRA can decide to offer a position to a candidate from the complementary list in the event that one of the successful candidates decides not to accept the position or in the event of a job vacancy occurring between two open competitions. In this case, the candidate from the complementary list will be contacted by mail and email.

Selection boards are considered to be the supreme authorities regarding the selection of candidates. Their debates are confidential. There is no appeal against their decisions.

CAMPAIGN MONITORING (“Suivi de la campagne”)

The list of candidates allowed to compete, shortlisted and successful will be posted on INRA’s French website:



www.inra.fr
(«« Carrières & emplois/L’Inra recrute/Concours, mobilité et handicap »»)

Besides, the Recruitment service **notifies individually the successful candidates** by email of the result of both rounds (shortlist + final selection). **It is therefore essential that you inform the Human Resources Department, Recruitment service** (✉ concours_chercheurs@inra.fr) **of any change of email address during the period of the competitions.**

Requests from candidates regarding results by telephone or by email will not be treated.

SPECIAL ARRANGEMENTS FOR APPLICANTS WITH DISABILITIES (*candidats handicapés*)

Disabled persons applying for a position in the French Civil Service who have an official disability card may be entitled to special arrangements, depending on the nature of the disability.

These arrangements will only apply to the material conditions of the organisation of the final selection test. **Contents of interviews will be the same for all shortlisted candidates.**

Examples of arrangements:

The service in charge of organising the open competition may provide, for example, personalised assistance to persons with mobility or dexterity difficulties, hearing or visual impairment, etc. Extra time may be granted during the interview. Candidates can be provided with the assistance of a secretary or a voice amplifier, etc.

Should you wish to apply for such arrangements, fill in the “request for special arrangements” part of your administrative file and enclose a valid **official disability card**. Please enclose also **the medical certificate issued by a French Medical Doctor specializing in disability and stating which arrangements are required.**

HOW TO REACH THE HUMAN RESSOURCES AND SUSTAINABLE DEVELOPPEMENT DEPARTEMENT ?



concours_chercheurs@inra.fr



INRA – DRHDD – Pôle Recrutement
147, rue de l'Université - 75338 Paris cedex 07



+ 33 (0)1.42.75.94.13
+ 33 (0)1.42.75.91.70