

NATIONAL INSTITUTE FOR AGRICULTURAL RESEARCH
RECRUITMENT AND MOBILITY SERVICE

2nd Class Junior Scientist

(Chargé de Recherche de 2^{ème} classe)



Guide for applicants
2008 Open competitions

ALIMENTATION
AGRICULTURE
ENVIRONNEMENT

INRA

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Junior Scientists (Chargés de Recherche) at INRA are recruited through **open competitions**, as 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 and mobility service of the Human Resources Department.



www.international.inra.fr ("Join us")



concours_chercheurs@paris.inra.fr



INRA – DRH – Service Recrutement et Mobilité
147, rue de l'Université - 75338 Paris cedex 07



+ 33 (0)1.42.75.90.77

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

OVERVIEW

WHO WE ARE: STATUS, STRUCTURES, STAFF, ORGANISATION

STATUS

The National Institute for Agricultural Research (INRA) was founded in 1946 and in 1984 it became a national public scientific and technological establishment (*Etablissement public à caractère scientifique et technologique-EPST*) under the joint authority of the Ministries of Research and Agriculture.

Its missions are:

- to serve the public interest, while maintaining consistency between its research goals and the demands of society;
- to acquire and disseminate information on scientific knowledge and innovation, particularly in the fields of agriculture, food and the environment;
- to contribute to decision-making and training, to promote the transfer of scientific knowledge and participate in the science-society debate.

INRA research undertakes to improve and exploit knowledge of the living world, applied to agriculture, food and nutrition and the rural environment.

STRUCTURES

INRA is administered by a Board of Directors chaired by the President of the Institute. The President is also Director General. She is assisted by the Institute's Scientific Advisory Board.

Research is conducted in research units within 14 Research Divisions grouped into 5 Scientific Directorates.

Organisation and means:

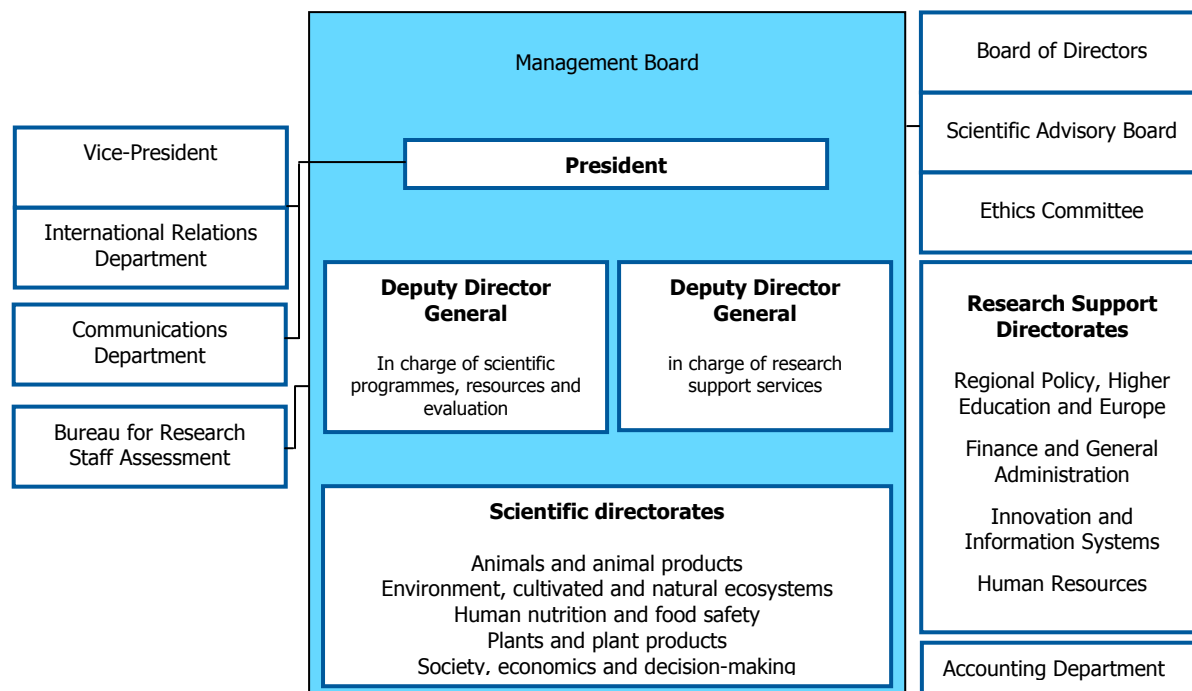
- 14 research divisions in the field of agriculture, food and nutrition and the environment,
- 21 regional centres with 140 sites throughout France (France and overseas France),
- 235 research units (including 148 associated with other organisations),
- 60 experimental units,
- 130 research support and service units,
- a budget of €678 million for 2006.

STAFF

Today, over 10,000 people work for INRA:

- 4200 scientists and engineers
- 4300 technicians and administrative staff
- 1600 doctoral students and 1000 trainees and visiting foreign scientists hosted each year

ORGANISATION



- 21 Regional Centres**
- Angers
 - French Antilles and Guyana
 - Avignon
 - Bordeaux-Aquitaine
 - Clermont-Ferrand, Theix, Lyon
 - Colmar
 - Corsica
 - Dijon
 - Jouy-en-Josas
 - Lille
 - Montpellier
 - Nancy
 - Nantes
 - Orléans
 - Paris
 - Poitou-Charente
 - Rennes
 - Sophia-Antipolis
 - Toulouse
 - Tours
 - Versailles-Grignon

- 14 Research Divisions**
- Nutrition, Chemical Food Safety and Consumer Behaviour
 - Plant Biology
 - Science and Process Engineering of Agricultural Products
 - Forest, Grassland and Freshwater Ecology
 - Environment and Agronomy
 - Animal Genetics
 - Plant Breeding and Genetics
 - Applied Mathematics and Informatics
 - Microbiology and the Food Chain
 - Animal Physiology and Livestock Systems
 - Animal Health
 - Plant Health and Environment
 - Science for Action and Sustainable Development
 - Social Sciences, Agriculture and Food, Rural Development and Environment

235 Research Units

INRA 2nd CLASS JUNIOR SCIENTIST (JS2): ACTIVITIES, APPOINTMENT, SALARY, CAREER

JS2s are generally recruited from among **researchers who have recently defended their doctoral dissertations**. Candidates are recruited on the basis of their scientific competence. Candidates must have published articles developing the results of their dissertation.

ACTIVITIES

In conformity with the requirements for research staff, scientists must contribute not only 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.

Although the duties of **JS2s** are focused on scientific output, team-leading as well as teaching and supervising activities gradually become more important.

The activities carried out by Junior Scientists **are assessed every two years** by Specialised Scientific Committees (Commissions Scientifiques Spécialisées-SSCs) (see list page 8). For more information, candidates can consult the handbook for research scientists (in French only) which describes evaluation procedures and the career of research scientists. You can ask for a copy of this handbook by sending a message to concours_chercheurs@paris.inra.fr.

APPOINTMENT

The President of the Institute, following the selection board's 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.

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. Please note that newly appointed scientists must undertake not to apply for mobility during the first five years.

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

SALARY

Gross monthly salary (€) at 01/07/07 – 2nd Class Junior Scientist

Step	01	02	03	04	05	06
Index of points	454	461	490	518	545	564
Salary	2058,57	2090,31	2221,81	2348,77	2471,19	2557,35

In addition to salary, JS2s receive an annual research bonus of €939 and an annual teaching allowance of €42,72.

The index of points attributed to a candidate when recruited is determined by his/her degrees and past career.

In all cases, past career is taken into account when calculating seniority.

CAREER

With seniority, each 2nd class Junior Scientist advances as shown below:

Step	Index of points (01/07/2007)	Seniority required for access to next step
6	564	-
5	545	2 years
4	518	1 year and 4 months
3	490	1 year
2	461	1 year
1	454	1 year

After a minimum of 4 years on the job, 2nd class Junior Scientists may be promoted to the rank of **1st class Junior Scientist** (*Chargé de Recherche de 1^{ère} classe*) by selection, on the recommendation of the relevant SSC.

After a minimum of 3 years on the job, 1st class Junior Scientists may apply for **2nd class Senior Scientist** (*Directeur de Recherche de 2^{ème} classe*) **open competitions**, in French public scientific and technological establishments. **Becoming a Senior Scientist represents a significant professional change. Therefore, a new research project must be presented and defended.**

Exceptionally, Junior Scientists who do not meet this seniority requirement but have made an outstanding contribution to research may apply for Senior Scientist open competitions, if so authorised by the Scientific Advisory Board.

A one-year seniority bonus is granted to Junior Scientists who have been on secondment during a minimum of two years:

- in a research or higher education establishment in France or abroad,
- in a national or local Government body or a public or private company.

FIND OUT MORE ABOUT OPEN COMPETITIONS: CONTACTS, ADVERTISEMENTS

ADVERTISEMENTS

The opening date of each session of open competitions, the number of positions offered and the closing deadline is published in the Official Journal (*Journal Officiel*) of the French Republic.

The opening date of a session of open competitions is also posted in French universities, engineering schools, research institutes and is advertised on www.international.inra.fr (see 'Join Us').

CONTACTS

Should you need further details on these procedures – eligibility requirements, material which you need to provide, examination schedule – please contact the Human Resources Department:



www.international.inra.fr ("Join us")



concours_chercheurs@paris.inra.fr



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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.

DEGREES

To be able to apply for a 2nd class Junior Scientist position, candidates must:

Hold one of the following degrees (article 19 of Decree n°83-1260 of 30 December 1983, modified):

- “Doctorat d'Université” 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 Committee,

or

show proof of scientific degrees or studies, *on condition* that they are judged equivalent to the above-mentioned conditions by the competent INRA Specialised Scientific Committee.

To apply for an equivalence, candidates must:

1. Fill in the request form for equivalence (*demande d'équivalence*) in the administrative file (*dossier administratif*), which will then be submitted to the appropriate SSC for approval.

IMPORTANT: This request must obligatorily be made by candidates with:

- a foreign degree
- a scientific degree or studies other than the required degree
- a degree of doctor in medicine / doctor in pharmacy / veterinary doctor (a request for equivalence must be submitted based on scientific work experience).

2. Select the SSC that will review your degree or scientific work or qualification. There are 13 SSCs (select the SSC relevant to your scientific sphere).

List of the 13 Specialised Scientific Committees (SSCs)

- SSC no. 1:** Earth, water and atmosphere sciences
- SSC no. 2:** Agronomy, animal husbandry, sylviculture
- SSC no. 3:** Biology of populations and ecosystems
- SSC no. 4:** Plant and animal genetics
- SSC no. 5:** Ecophysiology, genetics and plant integrative biology
- SSC no. 6:** Animal physiology
- SSC no. 7:** Biology of interactions between hosts, pest, symbionts and commensals
- SSC no. 8:** Nutrition, toxicology
- SSC no. 9:** Food and biomaterial sciences, biochemistry
- SSC no. 10:** Food science: microbiology, food safety, product processing engineering
- SSC no. 11:** Mathematics, bio-informatics, artificial intelligence
- SSC no. 12:** Economics, social and management science
- SSC no. 13:** Research management

3. Specify the grounds on which you make your request and provide the following documents. Once the relevant committee has given its opinion, your application will be definitively accepted or rejected.

Grounds	Documents which you need to provide
♦ Foreign degree	<input type="checkbox"/> A photocopy of your degree
♦ Scientific work	<input type="checkbox"/> A list and copy of published articles

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

HOW TO APPLY

STEP 1: SELECTING AMONGST THE POSITIONS OFFERED

On the day the session of open competitions officially opens, details regarding positions are available on our website: www.international.inra.fr (select "Join Us").

For each open competition, you will find a list of job profile sheets (*profils de poste*). The candidate applies for the position(s) of his/her choice and indicates in the administrative section (see below) the profile(s) he/she has selected. However, the selection board of this competition may select applicants for a position different from the one(s) they have chosen.

The jury may audition the candidate in view of the different profiles open within the same competition. Thus, the candidate should be aware that the jury may offer him/her a profile other than the one specifically applied for.

It is strongly recommended that applicants contact the person responsible for the position(s) selected (you will find contact details on each job profile sheet) to obtain more information.

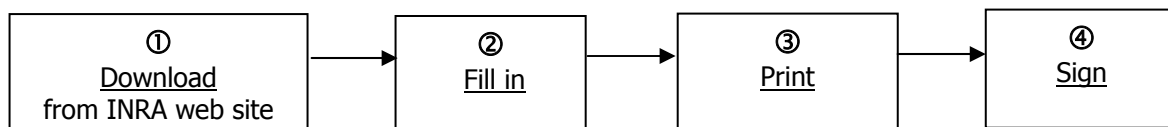
STEP 2: COMPLETING THE APPLICATION PACKAGE

Each application package consists of **two parts**:

- An administrative section to be sent in on paper,
- A scientific section to be sent in on CD-Rom

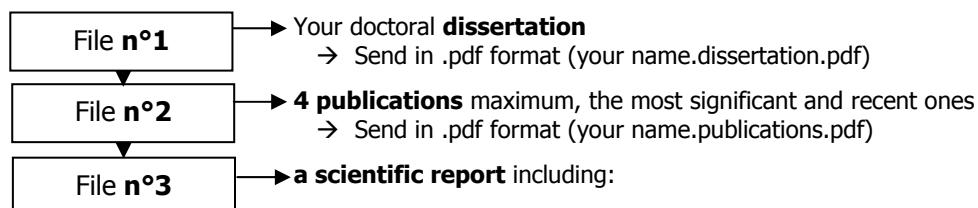
1st part: the administrative section → to be sent in on paper

Follow these steps to complete the administrative section:



2nd part: the scientific section → to be sent in on a CD-Rom

The scientific section must include **3 files** containing the following documents:



1 - a curriculum vitae (maximum 2 pages) with detailed information on your education, degrees, previous and current work activities and duties, internships, positions held, research work and responsibilities.

2 - a report (8 to 10 pages) on the candidate's research work, **clearly showing how your field of competence can be applied to the proposed research topic**. For each research project you have conducted alone or in collaboration with others, you will specify:

- the subject and purpose of the research project
- its scientific value
- the work programme and methods used
- the results obtained

3 - a list of your publications (this list need not be exhaustive).

→ Send in .pdf format (your name.report.pdf)

To be read attentively

SCIENTIFIC RECOMMENDATIONS

With regard to the presentation of your past and current research work, results obtained and projects envisaged, the selection boards (*jurys de concours*) will pay special attention to the following points:

- When writing their scientific report, candidates must make sure they show the **relevance of their field of competence to the proposed research topic** for each position they apply for. The juries will pay special attention to how well the report is written and to the candidate's creativity and scientific rigour.
- It is highly recommended that candidates who have not yet had post-doctoral experience, should find a post-doctoral position, preferably abroad, after the one-year probationary period and before becoming a 1st class junior scientist.
- An excellent level of English is required.
- The selection board may ask candidates questions concerning the different profiles which are part of the same open competition. The selection board may offer a candidate a position which is not that which he/she directly applied for.

PRACTICAL RECOMMENDATIONS

Candidates should pay special attention to making their report **legible**. The presentation should be as follows: use conventional fonts, use front side of the page for text only, single line spacing, use back of the page for graphs or illustrations. Keep to the number of pages indicated above, as any additional pages will not be taken into account by the selection board.

Candidates must carefully follow the instructions given for compiling the CD-Rom. Each file must be saved in PDF format. The CD-Rom must only contain the 3 files requested (dissertation, publications, report). The name given to the files must follow the example given: your name.dissertation.pdf, your name.publications.pdf, your name.report.pdf. No accent, space or punctuation mark should be added.

If certain candidates are unable to constitute a single file containing all the publications requested, they may create a folder entitled « your name.publications » and record their publications one by one in this folder. The title of the file containing the first publication will be « your name.publication1.pdf » (and so on, for the following publications).

Candidates are **not allowed to add** anything extra on the CD-Rom.

Candidates wishing to submit applications to **different open competitions** must submit one completed application package for each application (administrative + scientific). For each package submitted, **please clearly specify** the reference number of the relevant competition on forms and all included materials.

Candidates must not enclose any letters of recommendation/references in their application package.

STEP 3: SUBMITTING YOUR APPLICATION

The completed application package (administrative + scientific files) must be submitted **before the submission deadline on Thursday 28 February 2008**. Any application package submitted after this deadline will be rejected.

The application packages can:

- either be **handed in at the INRA Head Office reception desk**: 147 rue de l'Université – Paris 7^{ème}
- or **sent by mail** to:



INRA – DRH
Service Recrutement et Mobilité – Concours CR
147, rue de l'Université - 75338 Paris cedex 07

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.

Before submitting your application package, make sure it is complete. After the submission deadline, no extra material may be added to your scientific file (e.g.: corrections, new publications, new version of your dissertation, etc.).

The recruitment and mobility service will check your application package. A letter of acknowledgement will then be sent informing you of your eligibility status.

SELECTION PROCESS

For each open competition, the selection process will be in two rounds. At each step, applications will be reviewed by separate selection boards (*juries*).

1st ROUND: SHORTLISTING (*admissibilité*)

Chaired by the President of INRA or her representative, each board 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/professionals from other government or private organisations, between ¼ to ½ maximum of the board, chosen from a list drawn up upon the proposal of the Scientific Advisory Board,
- One elected member from the scientific advisory authorities.

Once all applications are reviewed.

The preliminary selection board (*jury d'admissibilité*) **examines the scientific value of the candidates**. This involves studying the scientific report written by the candidate. The board determines whether the candidate has the scientific expertise and skills required for the position.

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*).

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*).

Candidates on this list **may** be offered a position provided all successful candidates have been appointed and a suitable position falls vacant.

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.

Please note that no contribution will be provided towards any travel expenses incurred by candidates.

RESULTS

The list of successful candidates in the 1st and 2nd rounds will be posted:

- on **INRA's internet site:**



www.international.inra.fr ("Join us")

- at **INRA head office:** 147, rue de l'Université – Paris 7^{ème}

All candidates will be notified of the results by mail (within a fortnight).

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

Depending on the nature of the disability, any disabled person applying for a position in the French Civil Service may be entitled to special arrangements.

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 adaptation:

The service in charge of organising the open competition may provide, for example, personalised assistance before and after the interview to persons with mobility or dexterity difficulties, hearing or visual impairment, etc.

Extra time may be granted to prepare for the interview and during the interview to persons with mobility or dexterity difficulties, hearing or visual impairment. They 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. Please enclose a copy of your medical certificate by an authorised Medical Doctor stating which arrangements are required.