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*GUIDE*

*FOR*

*CANDIDATES*

**OPEN COMPETITIONS  
FOR RESEARCH  
POSITIONS**

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# INED

The French National Institute for Demographic Studies (INED, Institut national d'études démographiques) is a public scientific and technological establishment (EPST) under the joint supervision of the Ministry of Education and Research and the Ministry of Labour, Social Relations, Family and Solidarity.

INED has a **staff of 200** people and is located in the 20<sup>th</sup> arrondissement of Paris, **133 boulevard Davout, 75980 PARIS CEDEX 20**.

INED has the following missions:

1. INED undertakes, develops and encourages, on its own initiative or at the request of the government, all forms of research on population issues;
2. It evaluates, conducts or commissions research that is relevant to population science and that contributes to the economic, social and cultural development of the country;
3. It collects research data, centralizes and develops all research in France or abroad relevant to its field of activity, and informs the government and public authorities of all knowledge acquired;
4. It contributes to training in research and through research in its different areas of expertise;
5. It informs the public about demographic issues;
6. It disseminates French demographic research internationally and develops demographic information while promoting the use of the French language.

## RESEARCH PERSONNEL

INED employees with civil servant status are subject to the general regulations of the French State civil service (laws 83-634 dated 13.7.1983 amended, concerning civil servants' rights and obligations and 84-16 du 11.1.1984 amended, containing statutory provisions relative to the State civil service, decrees 83-1260 dated 31.12.1983 amended, defining the statutory provisions relative to the corps of civil servants in public scientific and technological establishments (EPST) and 88-451 dated 21.4.1988 amended, on the specific status of the INED civil servant corps).

INED civil servants employed in research positions are recruited in the following grades:

- Researcher, category 2
- Researcher, category 1
- Research director, category 2

INED research personnel are recruited through examinations organized by **GRADE**.

## ELIGIBILITY TO ENTER THE COMPETITION

### I. General conditions

#### Researchers, categories 2 and 1, and Research Directors, category 2

- Candidates shall be in full possession of their civic rights.
- They shall have no convictions recorded on bulletin no.2 of their criminal record that are incompatible with civil service employment.
- They shall satisfy the medical fitness requirements for the position.
- They shall be in full compliance with immigration laws.
- They shall have accomplished, or be exempted from, their national service obligations.

**II. Maximum age:** There is no longer a maximum age.

### **III. Academic requirements**

#### **1. Researchers, category 2**

To be eligible to enter an examination for the position of researcher, category 2, candidates must satisfy one of the following conditions:

- Hold a doctoral degree, as defined in article L. 612-7 of the French education code;
- Hold a Doctorat d'État or doctoral degree;
- Hold a doctoral degree in engineering sciences;
- Hold a post-graduate diploma in odontological sciences (DERSO);
- Hold a post-graduate diploma in human biology (DERBH);
- Hold a foreign university degree considered as equivalent to the above qualifications by the competent evaluation authorities of the Institute;
- Provide proof of qualifications or of scientific research considered as equivalent to the above qualifications by the competent evaluation authorities of the Institute.

#### **2. Researchers, category 1**

To be eligible to enter an examination for the position of researcher, category 1, candidates must satisfy one of the following conditions:

1) Hold one of the following qualifications:

- A doctoral degree, as defined in article L. 612-7 of the French code de l'éducation
- a Doctorat d'État or doctoral degree;
- a doctoral degree in engineering sciences;
- a post-graduate diploma in odontological sciences (DERSO);
- a post-graduate diploma in human biology (DERBH);
- a foreign university degree considered as equivalent to the above qualifications by the competent evaluation authorities of the Institute;

**and four years'  
experience in a  
research position**

2) Provide proof of scientific research considered as equivalent to the conditions listed hereabove in 1) by the competent evaluation authorities of the Institute.

The years of experience in a research position must have been spent in a public, scientific and technological or teaching establishment, either in France or abroad. For candidates who have conducted research in a different type of public or private organization in France or abroad, an equivalence rating may be awarded by the director of the establishment, subject to the approval of the competent evaluation authorities of the Institute.

#### **Provision concerning researchers, category 1**

**No candidate may enter more than 3 examinations for a CR1 position.** However, candidates who have twice been declared admissible are entitled to enter a 4<sup>th</sup> examination. Applications based on the same work, presented by the same person in several examinations held in the same year count as a single examination entry.

### 3. Research director, category 2

The following persons are eligible to enter an examination for the position of research director, category 2,

1) Candidates belonging to the researcher corps and with a minimum of **three years of service as a researcher, category 1.**

However, on an exceptional basis, researchers of any grade who have made a noteworthy contribution to research may be considered eligible for recruitment as a research director, category 2, subject to the approval of the Institute's Scientific Committee.

2) Candidates who do not belong to the researcher corps, if they satisfy one of the following conditions:

Hold one of the following qualifications:

- A doctoral degree, as defined in article L. 612-7 of the French code de l'éducation
- a Doctorat d'État or doctoral degree;
- a doctoral degree in engineering sciences;
- a post-graduate diploma in odontological sciences (DERSO);
- a post-graduate diploma in human biology (DERBH);
- a foreign university degree considered as equivalent to the above qualifications by the competent evaluation authorities of the Institute;
- Provide proof of scientific research considered as equivalent to the conditions listed hereabove in 1) by the competent evaluation authorities of the Institute.

**and eight years'  
experience  
in a research  
position**

The years of experience in a research position must have been spent in a public, scientific and technological or teaching establishment, either in France or abroad. For candidates who have conducted research in a different type of public or private organization in France or abroad, an equivalence rating may be awarded by the director of the establishment, subject to the approval of the competent evaluation authorities of the Institute.

### Waiver of qualification requirements for researchers and research directors

Qualification requirements may be waived for mothers who have brought up three children and for high-level athletes (the candidates concerned must supply the relevant supporting documents).

## **OBTAINING AN APPLICATION FORM AND SUBMITTING AN APPLICATION**

The application forms and job descriptions will be available **immediately after publication of the competition announcement in the Journal Officiel**. You should carefully read the different job descriptions before selecting the examination(s) you wish to enter. You must then request and fill in an application form for each examination entered.

The closing date stated in the competition announcement for obtaining application forms and submitting an application is final. Any applications received after this closing date will be rejected. Applications received by post must be postmarked no later than the closing date. Likewise, all applications with postage due will be rejected.

Supporting documents for the examinations for researcher category 2 and 1, and research director category 1 (the competition must be announced in the Journal Officiel before applications forms can be requested).

**a) "Administrative" file**

- Copies of degree certificates;
- Sheet 1: Application request;
- Sheet 2: Administrative information;
- Copy of "livret de famille", passport or identity card, certified as a true copy by the candidate;
- Supporting documents for waiver of qualification requirements, if applicable (obligatory);
- 2 stamped-addressed envelopes for CR and 1 stamped-addressed envelopes for DR2.

If you do not hold the required qualification, you must submit a request for an equivalence rating of your qualification:

**- Competition for CR2, CR1, DR2: For a PhD equivalence rating of foreign qualifications:**

- . Sheet 3: Request for a PhD equivalence rating of the foreign qualification(s);
- . Include a copy of the degree, a list of the subjects taught and a translation of the foreign degree certificate.

**Competition CR2: For a PhD equivalence rating of other qualifications and scientific research:**

- . Sheet 4: Request for a PhD equivalence rating of other qualifications and scientific research;
- . Provide supporting documents.

**Competition CR2: For candidates preparing to defend their thesis:**

- . Sheet 5: Request for eligibility to enter the competition: thesis defence report.
- . Enclose a PhD progress report written by the thesis supervisor and the thesis defence date.

**- Competition for CR1 and DR2: For a PhD equivalence rating of scientific research:**

- . Sheet 4: Request for a PhD equivalence rating of scientific research;
- . Provide supporting documents.

**b) "Scientific" file**

- Sheet 6: Summary sheet.

A curriculum vitae detailing all your qualifications, including qualification title, school or university, place and year, the years you have spent in research, indicating the start and end date of contracts, the type of position and conditions of payment (salary, student grant, allowance, type of contract (short-term, etc.) and the employer (specifying whether a French, foreign or international body), your teaching activities, your current situation.

**Competition CR1:** Supporting documents must be provided for the four years' experience in a research position indicating the length of employment in each position.

**Competition DR2:** Supporting documents must be provided for the eight years' experience in a research position indicating the length of employment in each position.

- Thesis defence report.

**Competition CR2 and CR1: Please enclose:**

- . 2 copies of your thesis and 3 copies of 2 articles or books that you consider to be key milestones in your career

**Competition DR2: Please enclose:**

- . 3 copies of 5 publications that you consider to be key milestones in your career

**Enclose 17 copies of the following:**

- . A summary of your research activities since the start of your career (5 pages max.) detailing the years, the time spent in different positions and the jobs held.<sup>1</sup>
- . A list of your publications specifying the number of pages (written alone or co-authored, see Appendix 1 (enclose a letter of acceptance by the editor or editorial committee with this list if the article or book has not yet been published)).
- . Research projects over the medium and long term (5 pages max.).

**The completed application must be handed in or sent to the INED competitions office (bureau des concours chercheurs) before the stated closing date. All incomplete applications will be rejected.**

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<sup>(1)</sup>This document should mention, if applicable, your activities in the promotion and dissemination of scientific and technical knowledge, in training and research administration. Please specify activities undertaken over long periods, either abroad or in France, in private or public-sector organizations.

# NOTIFICATION OF CANDIDATES

You will be notified individually at the address you have given on the stamped-addressed envelopes included in your application, and invited to attend the selection interviews.

However, you are responsible for ensuring that you are fully informed of the exact date and place of the interview.

If your address changes after submitting the application, you must immediately inform the INED competitions office (bureau des concours).

**INED may not be held liable for the non-receipt of notifications to attend selection interviews.**

## COMPETITION PROCEDURE

Open competitions comprise an equivalence rating phase, an admissibility phase and a final selection phase. Only candidates judged admissible by the jury are authorized to attend the selection interviews.

### **I. Equivalence rating phase**

#### **1. Researchers, category 2 (CR2)**

If you do not satisfy the conditions of admissibility, an equivalence rating may be awarded in recognition of your foreign qualifications or the scientific work you have accomplished, or if you are preparing to defend your thesis.

Requests for an equivalence rating must be accompanied by all relevant documents or certificates attesting to the level of qualification achieved.

For foreign qualifications, enclose a copy of your degree certificate, a list of the subjects studied and a translation if the originals are not in French.

If you are preparing to defend a thesis, include a progress report written by the thesis supervisor and the date of the thesis defence along with a request for eligibility to enter the competition.

Requests for an equivalence rating are examined by the INED Evaluation Committee.

#### **2. Researchers, category 1 (CR1) and research directors, category 2 (DR2)**

If you do not satisfy the conditions of admissibility, an equivalence rating may be awarded in recognition of your foreign qualifications or the scientific work you have accomplished.

Requests for an equivalence rating must be accompanied by all relevant supporting documents or certificates.

For foreign qualifications, enclose a copy of your degree certificate, a list of the subjects studied and a translation if the originals are not in French.

Requests for an equivalence rating are examined by the INED Evaluation Committee.

As the years of experience in a research position must be justified to apply for a CR1 or DR2 position, the Evaluation Committee examines all documents.

## **II. Admissibility phase**

### **1. Researchers, category 2 (CR2) and researchers, category 1 (CR1)**

The preliminary selection board examines the candidates' scientific credentials.

The INED Director or his/her representative may be consulted by the preliminary selection board.

This process comprises an assessment of the candidates' qualifications, research work, and scientific file, and a personal interview.

After the interviews, the board draws up the list of admissible candidates, by order of merit, and writes a report which is transmitted to the final selection board.

### **2. Research directors, category 2 (DR2)**

The preliminary selection board examines the candidates' scientific credentials.

The INED Director or his/her representative may be consulted by the preliminary selection board.

This process comprises an assessment of the candidates' qualifications, research work, and scientific file, and of all information concerning their mobility and the conditions in which they have accomplished their missions as defined in article 24 of the abovementioned law of 15 July 1982.

Candidates may be invited to attend an interview.

The board draws up the list of admissible candidates, by order of merit, and writes a report which is transmitted to the final selection board.

## **III. Admission phase**

### **1. Researchers, category 2 (CR2) researchers, category 1 (CR1), and research directors, category 2 (DR2)**

The final selection board is chaired by the INED Director or his/her representative.

It draws up the list of successful candidates based on the files of the admissible candidates, which include:

- The general file of the admissible candidate
- The list of admissible candidates
- The preliminary selection board's assessment of the candidate.

A reserve list may also be issued.

If the number of names on the list of admitted candidates drawn up by the final selection board is smaller than the number of positions offered in the competition, the Director of the Institute may decide to transfer all or some of these positions to one or more other competitions opened in a different discipline.

He/she informs the INED scientific council of the transferred positions.

# ADMISSION, APPOINTMENT AND POSTING

## 1. Researchers, category 2 (CR2) and researchers, category 1 (DR1)

Researchers category 2 and 1 are appointed on a probational basis, by decision of the INED Director.

They are assigned to a research unit of INED or associated with INED, or to a department.

## 2. Research director, category 2 (DR2)

Research directors, category 2 are appointed by decision of the INED Director.

They are assigned to a research unit of INED or associated with INED, or to a department.

# TENURE

## - Researchers, category 2 (CR2) and researchers, category 1 (DR1)

Researchers on probation are granted tenure subject to the approval of the competent evaluation authority after 12 months in their position.

After tenure is granted, a 12-month probational period is taken into account for career advancement.

The probational period may be extended once for a maximum period of 12 months, subject to approval by the competent evaluation authority and the joint administrative committee.

**NB:** After consultation with the joint administrative committee, probational staff who are not granted tenure after the probational period either return to their original corps or are dismissed.