



Regulation - selection process

This regulation establishes the framework for the selection and recruitment of staff, regarding three **Expert** vacancies within the Programming Development Department.

The principles underlying the selection process are represented by the external competitiveness/competition and internal equity in such a way to ensure the development and retention of the best specialists.

Candidates who wish to participate in the selection process will send, until **15th of October, 2020**, at **16⁰⁰**, a CV, to the address hr@calarasicbc.ro. It is mandatory for the candidates to mention in their personal applications (CV) an e-mail address for the communications related to the selection process. The responsibility for the e-mail address validity lies entirely with the candidates. Applications that won't contain this mandatory information or those submitted after the date specified above (**13th October 2020**, **14⁰⁰**) won't be considered for participation at the selection process.

The selection process comprises two steps:

- I. *CV analysis (eliminary step)*
- II. *Interview (eliminary step)*

First step (CV analysis).

During this step, the members and the chairperson of the selection committee shall verify if the CVs have been submitted in accordance with the regulation provisions and meet the conditions for participation. After the checking of the applications, the list with the candidates that are admitted/rejected to participate at the second step (interview) will be posted on the Cross Border Cooperation Regional Office Călărași for the Romanian - Bulgarian border (CBC RO Călărași) noticeboard, as well as on the office website: www.calarasicbc.ro. Furthermore, the result of the first step will be brought to the attention of all those who applied, through the e-mail address mentioned in the application. The results of the first step cannot be contested by the candidates.

Second step (interview).

The second step consists in an interview that will take place with each one of the candidates who were admitted after the development of the first step. The interview (second step) will take place at the CBC RO Călărași headquarters, on **19th of October 2020** and will be held in English and Bulgarian language. All members of the selection committee can address questions in order to be designated the candidate that will match the job profile for which the selection process was launched, as well as to verify the skills and competences that are needed in order to occupy the vacancy for which the candidate is participating for. Following this step, the members of the selection committee will give a score between 1 and 10 for each candidate and only those candidates who obtain at least 6 points at this step will be taken into consideration to fill the vacant position for which is participating for. The results of the second step cannot be contested by the candidates.

After the deliberation of the selection committee, the final results (admitted or rejected) obtained by the candidates at the second step will be displayed on the notice board, as well as on the office website: www.calarasicbc.ro. The position will be offered to the candidate who obtains the highest result at the second step (interview). The tiebreak will be made according to the grade obtained in the second stage, in descending order. Furthermore, in case the candidate who was admitted to fill the vacancy for which he/she participated will not present himself/herself within the deadline established in the present regulation or will not accept the job offer or will not submit, within the indicated deadline, the requested



CROSS BORDER COOPERATION REGIONAL OFFICE CALARASI FOR THE ROMANIA - BULGARIA BORDER

Calarasi, Chiciu area, part of the main building representing the Passengers and Goods Transport Public Service headquarter at CBCP Calarasi (Romania) - Silistra (Bulgaria), Calarasi County, phone. +40 242 313091, fax. +40 242 313092, e-mail: info@calarasicbc.ro, web: www.calarasicbc.ro

supporting documents, the vacancy will be offered to the next ranked candidate as a result of the development of the second step, who obtained at least grade 6.

In the case of a large number of applications (CVs) submitted, the selection committee may extend the deadlines established in this Regulation (the secretary of the selection committee will inform the persons concerned).

Important:

Candidates who have been declared admitted to participate at the second step (interview) but who are not present at the CBC RO Calarasi headquarters at the date and time specified within the regulation/information sent by e-mail, as well as those who, although present, refuse to participate, will be declared rejected.

Within 8 working days from the date of publication of the final results, the candidates admitted after the second step will present themselves at the CBC RO Călărași headquarters for the submission of the following documents:

- 1) identity card (copy and original);
- 2) diplomas and/or certificates of qualification or improvement (copy and original);
- 3) criminal record (original).

Moreover, within the deadline mentioned above, the candidates declared admitted to fill the vacancies for which they participated for, will be invited to the CBC RO Calarasi headquarters in order for the job offer to be communicated. If the candidates admitted after the second step will not submit, within the deadline, the requested documents, or the submitted documents will not justify the data found in their personal applications, they will be declared rejected.

The selection committee component is nominated through a written decision by the Executive Director of CBC RO Calarasi, as follow:

- a) chairperson (may have the right to vote);
- b) secretary (may have the right to vote);
- c) members (with the right to vote);
- a) MA/CBC RO Calarasi observers can participate.

The secretary of the selection committee will draw up the minutes of the selection process which are confidential documents and which are not brought to the attention of the participants in the selection process.

For those interested, the selection process will be promoted on the website www.calarasicbc.ro and it also can be promoted by using any other media and internet channel. Also, the announcements, the regulations of the selection process and the results related to steps I and II will be displayed on the notice board of the Cross Border Cooperation Regional Office Calarasi for the Romanian - Bulgarian border (CBC RO Calarasi). The regulations, announcements and results of steps I and II related to the selection process are considered to have been brought to the attention of all those interested from the moment of their publication on the web site www.calarasicbc.ro and to the CBC RO Calarasi notice board.

This regulation was posted on the CBC RO Călărași notice board and uploaded on www.calarasicbc.ro on 01.10.2020.