



**INRAE**



## **Junior Research Scientist Permanent positions (CRCN on job profile)**

2024 Guide for applicants

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## THE INSTITUTE

INRAE, the French National Research Institute for Agriculture, Food and Environment is the result of the merger between INRA (French National Institute for Agricultural Research) and IRSTEA (National Institute for Scientific and Technological Research for the Environment and Agriculture) on 1<sup>st</sup> January 2020.

INRAE, a targeted research institute, aims to develop, share and use knowledge, technology and expertise to guide and assist the transition of agricultural and food systems and environmental conservation. The strategy of INRAE is declined in the document [INRAE2030](#).

Thanks to the wealth of its research teams, INRAE implements targeted research combining fundamental and applied science, as well as disciplinary and interdisciplinary approaches to meet future challenges: mitigation and adaptation to climate change, food and nutrition security, agricultural transition, preservation of natural resources, restoration of biodiversity, and risk anticipation and management. Added to that are more territorialised challenges including living standards and remuneration of farmers, the economic competitiveness of companies, land management, and access to a healthy and varied diet for all.

Through research, innovation, and support for public policies, INRAE aims to propose new orientations providing solutions for life, humans, and the Earth.

Conducting research within INRAE means:

- Generating and disseminating knowledge to meet societal challenges
- Drawing on this knowledge to drive innovation, training, expertise and support for public policies
- Working in partnership with a wide variety of stakeholders (academic, socioeconomic, non-profits, etc.) and citizens

Research at INRAE is conducted within 14 scientific divisions hosting disciplinary research communities and encouraging interdisciplinarity. Furthermore, 18 research centres reflect the involvement of INRAE at the heart of regional dynamics. The Head office, spread over two sites, completes the structure.



Apprendre et  
comprendre

Learn and understand

Collaborer avec  
nous

Collaborate with us

Nous  
connaître

About us Join us

Nous  
rejoindre

Europe &  
International

Europe/World

To find out more: [www.inrae.fr](http://www.inrae.fr)

## THE PROFESSION OF JUNIOR RESEARCH SCIENTIST and CAREER ADVANCEMENT

Civil servants at INRAE are recruited through competitions, the recruitment process under general French law of the French Civil Service, as it offers the best guarantees of access to public sector jobs (cf. article 16 in amended law of 13 July 1983 relative to the rights and obligations of civil servants).

The main missions of research scientists are to generate new scientific knowledge, promote the results, diffuse the scientific information, and train through research.

Whatever their specialist subject, the scientists draw on laboratory or field activities and are heavily involved in national and international scientific networks addressing environmental, economic, and social issues. Personal research and collective projects are closely interconnected to enhance knowledge and participate in the development of innovation.

### RESEARCH SCIENTISTS

Junior Research Scientists (CRCN) are generally recruited among researchers in the early stages of their careers who have obtained their Ph.D. (or have provided proof of scientific work or qualifications judged equivalent). The candidate is recruited for their scientific expertise that will contribute to the major orientations of INRAE and address a research theme. Candidates must have published articles promoting the results of their dissertation and their past doctoral experiences through publications.

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

CRCN must above all make progress on the research topic given to them and systematically publish the results obtained.

The activities carried out by the CRCN are assessed every two years by the Institute's competent Specialised Scientific Commissions (CSS).

### RESEARCH DIRECTORS (DR)

Access to the profession of 2<sup>nd</sup> class research director (DR2) is a milestone in the career of a researcher.

Research directors are recognised experts able to design, lead, and coordinate research and promotion activities, in particular at European and international levels.

At INRAE, the profession of research director involves the following:

1) The general obligation of any civil servant to contribute to missions of French public scientific and technological establishments, as defined in the research code including:

- Development and progress of research
- Promotion of research findings for the benefit of society through innovation and technology transfer
- Sharing and diffusion of scientific knowledge, prioritizing open access
- Development of expertise and support for public policies to meet societal challenges, as well as social, economic, and sustainable development needs
- Training in and through research.

Research management activities contribute to the implementation of the missions of research establishments.

2) Contributions to specific INRAE missions as stipulated in decree 2019-1046 of 10 October 2019.

3) Collaboration and responsibilities in national, European, and international networks and projects able to reinforce the research, partnership, and transfer capabilities of the candidate and the team with which they are affiliated.

Becoming a DR2 is a significant career change with :

- A greater investment in leadership functions
- A diversification and expansion of topics
- The ability to define and mobilize the required skills
- The scientific organisation and operational management of projects.



## A CAREER AT INRAE

### SALARY

The remuneration, as provided in law 83-634 of 13 July 1983, comprises:

- The gross index-related salary
- A housing allowance
- A family supplement
- Compensation as set out in legislative or regulatory texts (allowance system).

### RESEARCHER REMUNERATION

Gross annual salary in euros on 1st January 2024 :

Corps	Grade	Start of career	End of career	Bonus (annual)
Research Scientist	Junior Research Scientist	32 496€	53 526€	4 200€
	Hors class	42 480€	67 527€	4 200€
Research Director (DR)	2nd class	43 897€	67 527€	4 200€
	1st class	53 526€	73 788€	4 200€
	Exceptional class	73 493€	83 004€	4 200€

**This indemnity component (annual bonus) will be gradually increased to reach €6,400 gross per year by 2027 for all bodies and grades of researchers.**

In order to best support research managers in their early career, INRAE pays a bonus of €3,500 gross annually, for 3 years, from the date of taking office (€291.67 /month) as part of the application of the compensation scheme for teacher-researchers and researchers (RIPEC - component 3).

### ASSESSMENT - RESEARCHER ASSESSMENT AND ADVICE

Researchers at INRAE are assessed through peer-based assessment and advice. This multi-criteria assessment is based on qualitative criteria without however overlooking the quantitative criteria.

The assessment, conducted within the context of specialised scientific commissions (SSC) organised by discipline or group of disciplines, is an advisory assessment that is useful for the individual career paths of the researchers. It aims to provide employees with an impartial opinion regarding the quality of the results, personal dynamics, the quality and pertinence of the contributions, as well as the coherence of their work with the missions entrusted and the scientific strategy of INRAE.

*At INRAE, the analysis of applications and evaluation files of scientists (or researchers) respects two main principles. The first one concerns taking into account the different dimensions of the research activity and the missions linked to it, such as the production of knowledge, training in and through research, work in partnership, expertise or even the management of collectives or devices. The second principle concerns the qualitative evaluation by peers: in accordance with its international, European and national commitments, INRAE no longer takes into account certain metrics such as the impact factor or the h index in the evaluation of applications. Qualitative analysis of the content of evaluation and application reports is preferred. However, the quantitative criteria are not ignored, but their use is measured and included in an overall analysis of the activity of the people assessed. Open science practices (opening of publications, data, codes and software), ethics, deontology and scientific integrity in the conduct of research projects are also analyzed and taken into account.*

## CAREER ADVANCEMENT

Advancement to a higher level within the same grade is based on years of experience.

A change in corps generally occurs through internal competitions open to employees meeting certain conditions regarding length of service. The staff regulations, for engineers and technical staff, also provide for the possibility of advancement, to a limited extent, to another corps without going through the competitive exam process.

## PROFESSIONAL LIFE AT INRAE

### VOCATIONAL TRAINING

Training must contribute to helping employees drive their career development within the context of the collective approaches of the units and divisions while stimulating their innovativeness and critical thinking, thus enabling employees to be proactive and take charge of their career path within the unit, the institute or more generally the civil service.

### MOBILITY

Mobility allows civil servants to build a coherent, enriching career path to meet their personal ambitions and the skills needs of the institute.

### WORKING HOURS

At INRAE, the annual duration of work is 1607 hours. Nevertheless, the presidency of each centre adapts its general provisions according to the requirements specific to the activity within the centre and the constraints of certain individual functions.

Modulations are therefore possible as long as they remain within the following limits:

- the workday must under no circumstances exceed 10 hours
- the maximum workweek must not exceed 48 hours
- the average maximum workweek, calculated over 12 consecutive weeks, must not exceed 46 hours.

The workweek at INRAE comprises 5 days and the working hours can be as follows:

- either a workweek of 35 h 50 min determined according to the annual duration of work (1607 hours) and the number of days of annual leave (30 days)
- or a workweek of 38 h 40 min determined according to the annual duration of work (1607 hours) with an additional 15 days off in lieu.

### ANNUAL LEAVE

Employees are granted 30 days of annual leave (excluding Saturdays, Sundays, and public holidays). The 30 days cannot be taken consecutively and must therefore be split up.

### QUALITY OF LIFE AT WORK

INRAE is strongly committed to a high quality of life at work. Quality of life at work affects employees collectively and individually, and adapting the organisational aspects of work helps reconcile the quality of living and working conditions of employees and the quality of public service.

At INRAE, improving the quality of life at work is of paramount concern and has culminated in numerous measures to ensure this reconciliation. This concerted process tackles work (content, organisation, conditions, and context) for the development of people and services.



## APPLICATION REQUIREMENTS

### AGE

There is no age limit to apply for Junior Research Scientist (CRCN) positions. However, any person over the age of 65 may not be recruited.

### NATIONALITY

You may apply whatever your nationality. **Nevertheless, successful candidates who do not come from a member state of the European Union will have additional administrative procedures to carry out within the context of their recruitment, which may delay the job start date.**

### DEGREES AND DIPLOMAS

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

Hold one of the following degrees (article 19 of amended decree 83-1260 of 30 December 1983):

- a Ph.D. from an educational institute as defined in the order of 5 July 1984
- a state or post-graduate doctorate
- a diploma from a French school of engineering
- a diploma in odontological studies and research (DERSO)
- a diploma in human biology studies and research (DERBH)

### IF I DON'T HAVE THE NECESSARY DIPLOMAS, CAN I APPLY?

Yes, it is possible to apply to participate in an open competition for a junior research scientist (CRCN) position without the required diplomas.

- If you have a PhD degree from a foreign university, you must apply for an equivalence for "foreign degree" which will be examined by the competent INRAE Specialised Scientific Commission.
- If you don't have one of the required diplomas, you must apply for an equivalence for "scientific work" which will be examined by the competent INRAE Specialised Scientific Commission (SSC).

## When is a request for equivalence necessary?

Situations requiring a request for equivalence	Grounds for equivalence	Supporting documents
<b>Situation 1 : types of situations relating to completed work</b>		
Ph.D. or equivalent issued by a foreign establishment	Foreign degree	Copy of degree and translation if necessary*
Degree other than one of the required degrees (see list on previous page)	Scientific work	At least 2 articles published in a peer-reviewed journal Copy of degree and translation if necessary*
<b>Situation 2 : Types of situations relating to a thesis in progress</b>		
Situations requiring a request for equivalence	Grounds for equivalence	Supporting documents
Upcoming doctoral thesis defence in a <b>French establishment</b>	Scientific work	At least 2 articles published in a peer-reviewed journal  Attestation of an upcoming thesis defence issued by the establishment that will award the degree specifying the scheduled defence date, the composition of the thesis jury, and the thesis title.  <b>This defense must take place at the latest the 17th of May 2024.</b>  The defense certificate confirming obtaining the doctorate must be sent to the administration (concours_chercheurs@inrae.fr) before the auditions.
Upcoming doctoral thesis defence in a <b>foreign establishment</b>	Scientific work <b>AND</b> foreign degree	At least 2 articles published in a peer-reviewed journal  Attestation of an upcoming thesis defence issued by the establishment that will award the degree specifying the scheduled defence date, the composition of the thesis jury, and the thesis title.  <b>This defense must take place at the latest the 17th of May 2024.</b>  The defense certificate confirming obtaining the doctorate must be sent to the administration (concours_chercheurs@inrae.fr) before the auditions.

\* A translation by a translator must be attached if the diploma is not in French or English.

### How to apply for an equivalence

To submit this request for equivalence, the candidate must **select one of the 12 existing commissions to review the request for equivalence. This choice is determined by the speciality of your scientific work.**

List of specialised scientific commissions (SSC):

- AEF: Agronomy, Animal Husbandry, Silviculture
- BIHASC: Biology of interactions, hosts-pests, symbionts and commensals
- BIP: Integrative Plant Biology
- EBP: Ecology, biology of populations and ecosystem dynamics
- GVA: Plant and animal genetics
- MISTI: Mathematics, computer Science, digital science and technology, artificial intelligence and robotics
- MEM: Microbiology, microbial ecosystems, food systems, biotechnologies
- NuTox: Nutrition and toxicology
- BioA: Animal biology
- STEA: Earth, water and atmospheric sciences
- SIAM&R: Food, materials science and engineering, bioproducts & residual resources
- SESG: Economics, social and management sciences

### OTHER CONDITIONS REQUIRED FOR APPOINTMENT

To be eligible to become a civil servant, candidates must:

- be entitled to their full rights as a citizen
- never have been convicted of charges incompatible with the execution of their duties
- have fulfilled their obligations regarding military service
- satisfy the conditions of physical fitness to perform their duties as required by the staff regulations

## REGISTRATION

### Contact with the unit

Before the registration, it is recommended to contact the person or persons indicated on the profiles displayed for any useful information on the position, the host unit, the work environment...

If you are eligible for one or more competitions, it is recommended that you contact the unit when you receive your invitation to organize an exchange, if possible before the audition. In the event of multiple eligibility, this meeting can also allow you to direct your choice towards one or the other of the profiles.

### How to apply

The preferred method of submitting your application is **online** via the INRAE website ([www.inrae.fr](http://www.inrae.fr), section "Jobs" or <https://jobs.inrae.fr/>)

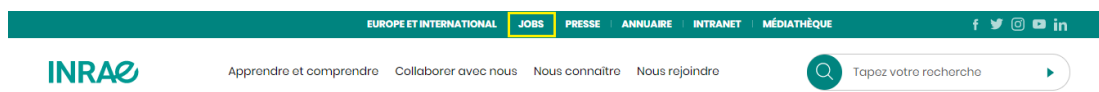
It is also possible to request an application package in paper format by writing to the INRAE Recruitment and Mobility division, 147 rue de l'Université, 75338 Paris Cedex 07. A self-addressed stamped envelope (for up to 150 g) must be enclosed with this letter and must be sent by post to the Recruitment and Mobility division postmarked no later than the deadline for applications.

### Connection

You can only log in up until the submission deadline (**2024, March 5<sup>th</sup>, 5.00PM**).

→ **When you first 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 (DRH) will be unable to retrieve this information if you lose them.

→ Caution: **for subsequent connections** use the same path (<https://jobs.inrae.fr/> or "Jobs / Open Competitions") then "select campaign of your choice" then "display campaign".





## → Step 1: Fill in your 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
- Special arrangements and exemption
- Publicity questionnaire

The screenshot shows the "Etape 1 : Saisie de ma candidature" form. It includes a progress bar with 8 tabs: "DÉCLARATION DE CANDIDATURE", "RENSEIGNEMENTS I...", "TITRES", "EXPÉRIENCE POST-D...", "EQUIVALENCE", "DOSSIER SCIENTIFI...", "AMÉNAGEMENT ET D...", and "QUESTIONNAIRE PU...". Below the tabs, there is a text box with instructions: "Pour chaque concours, vous devez choisir un ou plusieurs profils après avoir lu attentivement le descriptif du poste. Vous devez les classer par ordre de préférence. Toutefois, vous avez la possibilité de classer plusieurs postes avec le même niveau de préférence." and a note: "Si plusieurs profils ne relevant pas du même concours vous intéressent, vous devez déposer autant de candidatures que de concours."

You can access each tab in any order. Please **save your application regularly**. You can access each tab individually at any time before submission. To do so, you must access your account via the same page as when you initially registered, click on "Online registration" and enter your login and password to access your application file.

## Documents to be submitted with your application

- **The required degree** with its translation into French or English if it is written in another language,
- **The complete doctoral dissertation** (+ summary in French or English if the thesis is written in another language), the document must have a size less than or equal to 100 MB,
- **Your CV** (maximum 2 pages) including the list of your publications

- **A scientific report** (8 to 10 pages maximum: table of contents, figures, appendices do not count in the 10 pages, arial font size 10) on the research work carried out, or in which you participated. No presentation of a research project is expected. However, it is decisive to highlight what your skills and experience can bring to the profiles for which you are applying, by referring to all or part of your research work,
- **A maximum of four full-length publications** among the most significant : download links are not accepted, items must be attached to the file directly. All publications must be in a single file,
- The documents required for a request for equivalence,
- If necessary, the documents required for a request for special arrangements or exemption.

**Reminder: supporting documents that are not in French or English must be translated into French or English.**

**Candidates must not attach any references to their applications.**

To submit your application, click on "[validate my application](#)"

## → Step 2: Validate and submit the application

To validate your application you must:

- **download and validate the file summarising all the information and administrative documents saved during step 1**
- **fill in the sworn statement**

The screenshot shows a web form titled "Etape 2 : Validation de ma candidature". It contains two main sections: "VALIDATION DU RÉCAPITULATIF" and "DÉCLARATION SUR L'HONNEUR".

**VALIDATION DU RÉCAPITULATIF**

Nous vous recommandons de télécharger et contrôler le dossier récapitulatif joint. Vous devez certifier que le récapitulatif est correct pour pouvoir déposer votre candidature.

Récapitulatif de la candidature DossierCandidature\_CRCN\_2019\_1-54758.pdf (204,33 Ko)

☐ Je certifie que le fichier ci-dessus reprend les informations et documents administratifs enregistrés lors de la saisie de la candidature.

**DÉCLARATION SUR L'HONNEUR**

Pour déposer votre candidature, vous devez compléter la déclaration sur l'honneur ci-dessous et cliquer sur « Envoyer ma candidature ».

S'il apparaît que des renseignements sont inexacts, votre candidature sera automatiquement rejetée même si vous avez été déclaré(e) admissible ou admis(e) par le jury.

## To submit your application

Once you are sure you do not wish to make any more changes, you must submit your application by clicking on "Submit my application".

If you notice any mistakes or wish to make any changes to your application once submitted, you can withdraw your application and create a new one up until the submission deadline.

You will be notified of the status of your application at each stage of the competition by e-mail only, so please check carefully the e-mail address provided in your application before the submission deadline.

You will no longer be able to access your application online after the submission deadline. You can follow all the stages of the competition (composition of the selection boards, shortlisting and final selection dates, results) on the INRAE website (same path as when you registered then the tab "follow the campaign").

Once you have completed and submitted your application for validation, you will receive an e-mail confirming the registration of your application.



**Important:**

For online applications, it is strongly recommended that candidates do not finish and validate their applications at the last minute. You have until **5 March 2024 at 5 pm CET**.

After this deadline, the application will no longer be accessible and no application can be submitted online.

## ORGANISATION OF THE COMPETITION

### AUTHORISATION TO COMPETE

The authorisation to apply and the shortlisting process must be distinguished. The authorisation to compete implies that the application is complete and will be presented to the selection board.

Each candidate will receive an e-mail indicating the status of their application: either "authorized to compete" or given the information and documents provided the application is "non eligible". You can also consult the list of "authorized to compete" candidates on the INRAE website, via the same page as when you registered, then the tab "follow the campaign".

### SHORTLISTING

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

- INRAE personnel selected from a list drawn up by the President of the Institute on the advice of the scientific advisory board of each relevant research division
- Non INRAE personnel (at least ¼ and maximum ½ of the board) selected by the President of the Institute
- One elected member from the scientific advisory authorities.

The selection board **examines the scientific value of the candidates** in the relevant field. This consists in studying the scientific file provided by the candidate. 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 shortlist of candidates.

### FINAL SELECTION

The composition can evolve between the preliminary selection board and the final selection board. It is adapted according to the profiles of the shortlisted candidates. An HR representative is a member of the selection board to provide a complementary view regarding the skills and personal qualities of the candidate.

**Approximately 3 weeks before the date of their interview, the shortlisted candidates will be sent notification by e-mail providing all the necessary instructions regarding the organisation of the interview.** If your e-mail address at this time is different from that in your application, please inform the Recruitment and Mobility division at the following address: [concours\\_chercheurs@inrae.fr](mailto:concours_chercheurs@inrae.fr)

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

The purpose of the interview is to clarify details of the scientific file, as well as to get a better idea of the applicant's personality, teamwork skills, ability to fit into INRAE's environment, and his/her potential to grow and adapt. After interviewing the shortlisted candidates, the final selection board draws up a list of successful candidates by order of merit and in some cases a complementary list. **The final selection phase requires the physical presence of the candidates.** INRAE does not cover travel and hotel expenses.

Following this final selection, checks are made regarding the administrative conditions of the applications submitted by the successful candidates:

- having provided accurate information in the application
- meet the conditions for joining the French civil service.

The president of the Institute can decide to offer a position to a candidate from the complementary list if one of the successful candidates turns down the position or if a job vacancy arises between two competitions.

In this case, the candidate from the complementary list will be contacted by e-mail.

**The selection boards are considered to be the supreme authorities regarding the selection of candidates and their debates are confidential. No appeal against their decisions is possible.**

## FOLLOWING THE CAMPAIGN

You can consult the list of shortlisted candidates, the composition of the selection boards, as well as the results of the shortlisting and final selection on the INRAE website: [www.inrae.fr](http://www.inrae.fr), "jobs" section.

Furthermore, the recruitment and mobility division will notify each candidate individually by e-mail of the **results of the shortlisting and final selection**.

**Requests from candidates by telephone or by e-mail regarding results will not be processed.**

## SPECIAL ARRANGEMENTS FOR APPLICANTS WITH DISABILITIES

Disabled people with an official disability card\* participating in Civil Service recruitment competitions can request special arrangements according to the nature of their disability.

These arrangements only concern the general conditions relating to the organisation of the interviews; **the content of the latter remains the same for all candidates.**

For example:

- personalised assistance of candidates according to their difficulties (mobility, visual or hearing impairment...) by the division organising the competition.
- specific arrangements for the interview such as extra time, the assistance of a secretary or voice amplifier, etc.

Should you wish to apply for such arrangements, fill in the "request for special arrangements" section of the administrative file and enclose a valid **official disability card**, as well as **a medical certificate issued by a French doctor specialised in disability stating which arrangements are required.**

\* Recognition of the Maison départementale des personnes handicapées (MDPH) [County Centre for the Disabled] or the Commission des droits et de l'autonomie des personnes handicapées (CDAPH) [Commission for the rights and autonomy of disabled persons], disability card, etc.

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### **Your contacts at the Recruitment and Mobility division of the Human Resources**

**Manager** : Stéphanie Pommier

**Coordinator** : Capucine Rouve

**Assistants** : Sabine EL-HABAK et Dolly MARCHAND

Contact: [concours\\_chercheurs@inrae.fr](mailto:concours_chercheurs@inrae.fr)



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