

Terms and conditions for conducting employment contests for scientific personnel at the Central Mining Institute

1. The employment of scientific personnel at the Central Mining Institute shall be preceded by a contest, excluding the cases defined in art. 43 para. 7 of the Polish 30 April 2010 law on scientific institutions.
2. The decision to announce a contest shall be taken by the GIG Director based on an application submitted by the manager of an organisational unit/department, approved by an applicable Deputy Director (a template of the application is included in Annex 1 to these Terms and Conditions).
3. A contest shall be announced by disclosing its conditions to the public on the GIG website and on websites indicated in art. 43 para. 6 of the 30 April 2010 law on scientific institutions. The tender submission date shall be no shorter than 14 days from the date of the publication of the announcement on the GIG website.
4. Information on the contest shall include:
 - a) the name of the position and an indication of the organisational unit/department where the employee shall be employed,
 - b) requirements for candidates,
 - c) a list of required documents, including a scientific CV and information on the candidate's professional and scientific record,
 - d) the date of document submission,
 - e) the date of contest conclusion.
5. To enter the contest for a scientific position, the candidate shall submit the following documents:
 - a) application for employment at the position constituting the subject of the contest,
 - b) CV,
 - c) documents confirming education,
 - d) description of professional experience,
 - e) brief information on the candidate's scientific interests and current achievements in research and development (list of publications, obtained patents, participation in national and international research projects, etc.),
 - f) candidate's declaration (per the template constituting Annex 2 to these Terms and Conditions):
 - that the Central Mining Institute shall be the candidate's primary workplace should he win the contest,
 - on the acceptance of the contest terms and conditions, and the consent to personal data processing for the purposes of the contest.
6. Persons entering the contest from outside the Institute shall submit the following additional documents:
 - a) personal survey,
 - b) documents confirming professional experience.
7. The application documents defined in the contest announcement may be submitted personally, by mail or e-mail, enclosing scans of the documents, with annotation as to which contest they concern.

8. The submission date of the application documents shall be understood as the date of their delivery to the Central Mining Institute's Personnel and Legal Department, where they shall be recorded in the order of their delivery. Documents that are delivered after the final term shall not be reviewed.
9. Original versions of the documents should not be submitted. All documents confirming the fulfilment of the requirements defined in the announcement (except for declarations) should be submitted as copies or scans. Documents in foreign languages should be translated.
10. The contest shall be conducted by the Contest Commission, comprising:
 - a) The Scientific Secretary – Commission Chairman,
 - b) at least two employees with the title of professor or with post-doctoral degrees, always appointed by the GIG Director,
 - c) manager of the organisational unit/department applying for the announcement of the contest for the scientific position, or his deputy.

A member of the Personnel and Legal Department shall take part in the Commission as the Commission Secretary.

Should the Scientific Secretary be absent, the Commission shall be headed by a Deputy Director appointed by the Institute Director.

A Commission session shall be called by the Commission Secretary.
11. The Contest Commission:
 - a) determines whether the candidates fulfil the formal requirements defined in the contest announcement,
 - b) verifies the qualifications, professional record and skills of the candidates in the field pertaining to the contest,
 - c) evaluates the candidates' suitability for work at the position constituting the subject of the contest.

The Commission may invite the candidates fulfilling the formal requirements to a job interview.
12. The Contest Commission recommends a candidate for the scientific position.
13. The Commission Secretary shall prepare a report from the Contest Commission's work and submit it to the GIG Director.
14. The qualifications of a candidate selected over the course of the contest shall require the opinion of the GIG Scientific Council. The Scientific Council shall prepare its opinion on the candidate within a time no shorter than 30 days from the reception of the documents concerning the candidate.
15. The decision to employ the candidate selected over the course of the contest shall be taken by the GIG Director.
16. An employee of the Personnel and Legal Department shall inform the candidates on the results of the contest.
17. The application documents of a candidate employed as a result of the contest shall be enclosed with his personnel files.
18. The Central Mining Institute reserves the right to close the contest without selecting a candidate.