

Management Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Public Recruitment

Chapter 1 General

Article 1 In order to further standardize personnel work and recruitment management, and in accordance with the relevant provisions of the Implementation Measures for the Employment System of the Chinese Academy of Sciences (KFR ZI [2016] No. 2), *Implementation Measures for Position Management of the Chinese Academy of Sciences* (KFR ZI [2017] No. 8), Implementation Measures for the Selection, Appointment, and Management of Mid-level Leaders in Research Institutes of the Chinese Academy of Sciences (KFD ZI [2017] No. 25), and the Notice of the Personnel Bureau of the Chinese Academy of Sciences on Further Standardizing the Recruitment Work of Management Positions (KFRH ZI [2021] No. 24), and the *Implementation Rules for Position Management of the Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences* (SYR ZI [2022] No. 53) approved by the Bureau of Personnel, Chinese Academy of Sciences, these Measures are formulated based on the actual situation of the Institute.

Article 2 The public recruitment positions are divided into three categories: scientific and technological positions, support positions, and management positions. It is necessary to clarify the basic qualifications and responsibilities of the positions by strictly adhering to the relevant regulations and requirements of the Chinese Academy of Sciences. Except for state policy placement, appointments by superiors according to personnel management authority, and positions involving confidential matters, etc., for new hires such as professional and technical personnel and management personnel we must adhere to the principles of openness, equality, competition, and meritocracy,

uphold the principle of employing people with both integrity and ability, and conduct open recruitment to the society.

Article 3 A Leading Group of Recruitment Work composed of leaders in charge of personnel work and relevant departments such as the Department of Human Resources, the Department of Party-masses Relationship, and the Supervisory Auditing Department shall be established to review the recruitment work plan and supervise and guide the recruitment work throughout the process.

Chapter 2 Position Setting and Basic Qualifications

Article 4 The employing departments shall reasonably propose position setting requirements based on development plans and actual work needs, with one position for one person in principle.

Article 5 The position setting of functional departments shall be determined based on the number of personnel quotas in each department, and personnel needs shall be proposed within the available quantity of positions in the department.

Article 6 The position setting of scientific research departments shall be determined based on their operating fund status and annual assessment results. In principle, deficit-operating research centers and research institutes with a C grade in the previous year's assessment will not receive additional support for positions.

Article 7 Candidates for various positions must meet the following basic qualifications:

(I) Good conduct, abide by laws and regulations, maintain integrity, comply with academic ethics standards, and abide by scientific research integrity requirements.

(II) Good health.

(III) Possess the educational level (academic qualifications, degrees), professional technical knowledge, abilities, skills, and experience required by the recruitment position. For positions requiring professional qualifications, the corresponding professional qualification certificate must be held.

(IV) Love the job, have a strong sense of responsibility for work, good communication skills, and strong teamwork ability.

Article 8 The employing departments shall scientifically and reasonably set the job qualifications according to the needs of the position. The professional requirements must match the responsibilities of the recruitment position, and discriminatory conditions that are not related to the position or have a discriminatory nature must not be set.

Chapter 3 Recruitment Organization and Procedures

Article 9 The recruitment plan for intermediate and junior positions in scientific research departments must be approved by the Principal Investigator/PI, the head of the research center, and the head of the research institute. The recruitment plans for deputy senior and above positions in scientific research departments, as well as functional department recruitment plans, must be approved by the department head before being submitted to the Department of Human Resources with the *Application Form of Research/Management Position Demand Promulgation*.

Article 10 The Department of Human Resources will comprehensively consider factors such as human resource planning and work needs, review and summarize the demands submitted by employing departments. Recruitment plans for deputy senior and above positions in scientific research departments and over-quota recruitment in functional departments must be submitted for approval by the Institute. After the recruitment plan is approved, including the recruitment positions, qualification conditions, and responsibilities, the Department of Human Resources will work with employing departments to uniformly publicize the recruitment through various channels.

Article 11 According to the job qualifications, the Department of Human Resources will conduct qualification reviews of candidates for deputy senior and above positions in scientific research departments and forward the resumes of qualified applicants to the employing departments. The employing departments shall screen the candidates to participate in the preliminary evaluation within 5 working days.

Article 12 According to the principle of hierarchical classification management, various levels of public recruitment review committees shall be established.

(I) The Recruitment Review Committee for intermediate and junior professional and technical positions in scientific research departments is generally composed of the PI of the research group or the head of the research center and experts in the same field (personnel holding deputy senior and above professional and technical positions), with no fewer than 7 members.

(II) The Recruitment Review Committee for senior professional and technical positions in scientific research departments generally consists of no fewer than 9 members. For the Recruitment Review Committee for "Shenzhen Peacock Plan" special positions, the expert composition must meet the following requirements: no fewer than 5 experts in the same field, no less than 1/3 of experts from scientific research institutions outside Shenzhen, and the proportion of experts with overseas work or study experience shall not be less than 50%.

(III) The Recruitment Review Committee for functional department recruitment is generally composed of the head of the department, relevant experts, and representatives from the Department of Human Resources, with no fewer than 7 members. Recruitment for deputy director and above positions shall be conducted following the relevant management measures of the Chinese Academy of Sciences.

Article 13 The examination and inspection work of public recruitment shall be conducted according to actual needs, using methods such as written tests and interviews. For positions such as laboratory technicians and technicians, on-site operational ability tests may be added as needed.

Article 14 The examination and inspection work of public recruitment shall consist of preliminary evaluation and final evaluation. Preliminary evaluation generally involves a combination of written tests and interviews, focusing on the professional knowledge, business skills, and job skills required for the recruitment position. Final evaluation is conducted through interview defense. Candidates must receive approval from at least 2/3 (inclusive) of the committee members to be confirmed. For high-level talents eligible for the "Shenzhen Peacock Plan" special positions, the evaluation for "Shenzhen Peacock Plan" special positions will be conducted simultaneously during the final evaluation.

Article 15 The Recruitment Review Committee will fill out the *Professional/Technical/Management Positions Interview Evaluation Form* based on the comprehensive performance of the candidates, forming formal recommendations.

Article 16 The Department of Human Resources will organize recruited candidates who have passed the final evaluation to complete relevant recruitment assessments (generally conducted through professional agencies commissioned according to specific contract terms) and provide the test results to the employing departments for reference.

Chapter 4 Recruitment, Employment, and Position Management

Article 17 Once the candidate for a position is determined, the Department of Human Resources is responsible for issuing the offer letter, informing them to complete the registration procedures, and signing the employment contract.

Article 18 For personnel signing their first employment contract, the initial employment period is generally 3 years, with a probationary period typically lasting 3 months, not exceeding 6 months.

Article 19 Newly hired employees must submit a request for regularization to their department within 5 working days before the end of the probationary period. The employing departments will provide an evaluation of their performance during the probationary period and submit it to the Department of Human Resources for review. Employees who fail to meet the requirements during the probationary period will have their employment contract terminated.

Article 20 To establish a reasonable structure for scientific, support, and management positions, personnel for scientific and support positions will be recruited according to the natural science research series, engineering technology series, experimental technology series, or non-main series positions, following the relevant management measures of the Chinese Academy of Sciences. Management position personnel will mainly be recruited according to staff positions (wherein, for scientific management positions with professional and technical responsibilities, personnel may be recruited according to corresponding professional and technical positions as required; for positions such as accounting and auditing that require national professional qualifications, personnel may be recruited according to corresponding professional and technical positions).

Article 21 To further optimize personnel allocation, enhance organizational vitality, and improve personnel-position compatibility, internal position transfers may be conducted after public recruitment positions are filled according to job requirements.

(I) Internal position transfers within scientific, support, and management positions (without crossing categories) are initiated by individuals in the AOP system, and approval is obtained from the heads of the originating and receiving departments, as well as from the head of Department of Human Resources.

(II) Position transfers between scientific, support, and management positions (crossing categories) will follow the procedures for job promotion and competition.

Chapter 5 Discipline and Supervision

Article 22 Public recruitment work shall adhere to the avoidance system as stipulated by the State and the Chinese Academy of Sciences. If there are spousal relationships, direct blood relationships, blood relationships within three generations, or recent in-law relationships between new recruits at the deputy senior and above and existing employees of the Institute or newly recruited personnel (including those with other forms of employment contracts such as labor contracts or labor dispatches), they shall generally not be employed in the same department or in associated positions with direct hierarchical relationships, nor shall they engage in organizational, personnel, disciplinary, supervisory, auditing, or financial work if one party holds a leadership position. If the above-mentioned familial relationships exist between new recruits at intermediate and junior levels and existing employees of the same unit or newly recruited personnel, they shall generally not be hired simultaneously.

Article 23 Serious violations of public recruitment discipline will result in the nullification of the employment results. These violations include:

(I) Candidates forging, altering certificates or documents, or using other improper means to obtain qualifications;

(II) Candidates cheating during exams or assessments;

(III) Recruitment personnel instructing or condoning cheating by others, or participating in cheating during exams or assessments;

(IV) Recruitment personnel deliberately leaking exam questions;

(V) Hiring personnel not according to the approved conditions for appointment;

(VI) Recruitment conducted without following the prescribed procedures or directly hiring without going through the recruitment procedures.

Article 24 Employees found to have violated public recruitment discipline will be seriously investigated and held accountable according to the law, regulations, and rules. The Department of Human Resources is responsible for archiving the relevant materials generated during the public recruitment process for the purpose of personnel selection, examination, supervision, and retrospective accountability, ensuring timely and proper archiving and preservation.

Chapter 6 Bylaw

Article 25 These Measures are interpreted by the Department of Human Resources.

Article 26 These Measures shall come into effect upon issuance, and the original *Recruitment Management Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences* (SYRJ ZI [2014] No. 23) shall be repealed simultaneously.