

# Recruitment Notice for Research Position [Post-doc Researcher] of KAIST Advanced Institute for Science-X

## 1 Field of Recruitment and Quota

Category	Title	Field	Recruitment Classification	Quota
Research position	Post-doc researcher	All fields of natural sciences and biological sciences	NA	3

※ The position may not be filled if there are no suitable candidates.

## 2 Job Responsibilities in Field of Recruitment

Field	Key Responsibilities
Natural sciences and biological sciences	All fields

※ Refer to Job Description (appendix) for more details on job responsibilities

## 3 Eligibility

Type	Key Content
Qualifications	<ul style="list-style-type: none"> <li>- One holding or expecting to hold a doctoral degree in relevant field before the date of appointment (Doctoral degree must be available for submission on the date of appointment)</li> <li>- A researcher who has earned his/her doctoral degree in the past five years</li> <li>* Candidates are subject to KAIST' s rules for post-doc researchers</li> </ul>
Preferential Treatment	<ul style="list-style-type: none"> <li>- Persons meeting requirements for employment assistance under the Act on the Honorable Treatment of and Support for Persons of Distinguished Service to the State: Additional scores awarded pursuant to the relevant statutes (10% or 5% of the full score for each category)</li> </ul>
Grounds for Disqualification	<ul style="list-style-type: none"> <li>- A person falling under any subparagraph of Article 33 of the State Public Officials Act;</li> <li>- A person whose civil rights have been suspended or deprived by law;</li> <li>- A person whose physical examination results do not meet employment requirements</li> <li>- A person who has evaded his duty of military service</li> <li>- A person under an order of employment restriction pursuant to Article 56 of the Act on the Protection of Children and Juveniles Against Sex Offenders</li> <li>- A person under employment restrictions due to dismissal for corruption</li> <li>- A person who signed his/her first part-time worker contract with KAIST after September 1, 2019, and whose previous period of service ended less than 1 year ago</li> </ul>

## 4 Employment Terms and Place of Work

Type	Content
Term	Fixed-term
Form of Employment	Full-time (five-day workweek, 09:00 - 18:00)
Contract Period	Sep. 15, 2021 - Sep. 14, 2022 (Contract period may be shortened if the relevant project ends earlier than scheduled.)
Pay	KRW 48,000,000/year - KRW 60,000,000/year (total annual income/before tax) * May vary depending on experience and scope of work
Research Fund	Varies by field of research (KRW 10,000,000 - KRW 20,000,000/year) * Amount to be determined by deliberation of the KAIX Steering Committee
Place of Work	Main campus of KAIST
Department	KAIST Advanced Institute for Science-X
Expected Date of Appointment	Sep. 15, 2021

## 5 Application Method and Period

Type	Key Content
Application Method	<ul style="list-style-type: none"> <li>- Apply on KAIX website ( kaix.kaist.ac.kr )</li> <li>* Registration required</li> <li>- Fill out and sign provided forms, scan the signed forms, and upload to the application page</li> <li>- E-mail address of person-in-charge of recruitment: kimsumin@kaist.ac.kr (※ Documents submitted using forms other than those provided, and documents missing handwritten signatures shall not be processed.)</li> </ul>
Application Period	2021.07.15. 00:00 on July 15, 2021 - 24:00 on July 30, 2021

## 6 Recruitment Schedule and Acceptance Criteria

### A. Recruitment Screening Schedule

Type	Evaluation Method	Shortlisted Candidates (Waitlisted Candidates)	Schedule	Note
Document Screening	Match between major and job, research outcomes, experience, and career	3 times the number of vacancies (2)	Early Aug. 2021	Non-contact
Presentation	Research proposal and feasibility	2 (1)	Aug. 2021	Non-contact
Interview	Knowledge/skills, research proposal, letter of recommendation	1 (1)	Early Sep. 2021	Non-contact
Verification of Grounds for Disqualification*	Verification of grounds for disqualification of candidates	-	Before appointment	
Appointment	New appointment	-	Sep. 15, 2021	

\* Candidates passing the interview (potential hires) are screened to verify the accuracy of information provided in application and self-introduction, as well as grounds for disqualification

- Where false or unverifiable information are found in the application or self-introduction, the candidate's acceptance may be rescinded.
- Where irregularities are found in the process of verifying the grounds for disqualification, the candidate's acceptance shall be rescinded.

※ The above schedule is subject to change depending on institutional circumstances.

### B. Acceptance Criteria

Type	Criteria
Additional Points by Law	Applied to persons meeting requirements for employment assistance pursuant to relevant statutes*
Acceptance Criteria	In the order of highest total score as evaluated by examiners (※ Score has to be at least 1/2 of the full score for each category for acceptance)
Tie-breaking Method	(Document screening) Candidates with papers accepted by outstanding journals and conferences (Presentation) Candidates to be selected in the order of: ① person meeting requirements for employment support, ② skilled, ③ regional talent, ④ disabled.

\* The number of persons selected by awarding additional points pursuant to paragraphs 1 through 2 of Article 31 (Additional Scores in Employment Examination) of the Act on the Honorable Treatment of and Support for Persons of Distinguished Service to the State shall not exceed 30 percent of the quota (number of persons shall be rounded down to the nearest whole number). However, this shall not apply where the number of applicants is equal to or less than the quota.

## 7 Documents to be Submitted at Each Stage

### A. Documents Submitted Upon Application

Submitted documents	Time of submission	Submission method
1. Consent to collection/use of personal information		
2. Application documents		
3. Research proposal (format-free, max. 3 pages in English) * Including research title, research background and significance, research details, research fund application, etc.	Submit with application documents	Submit on KAIX website (kaix.kaist.ac.kr)
4. CV / self-introduction		
5. Letter of recommendation (provide list of no more than five recommenders)	After passing document screening	Submit via e-mail to coordinator (kimsumin@kaist.ac.kr)

### B. Verification of Grounds for Disqualification

- Applicability: Candidates who have passed the interview (potential hires)
- Submission method: Candidates to be notified individually
- **Evidential materials are materials requested for acceptance decision-making, and used only to verify the factuality of claims.**
- All evidential materials shall have been issued no more than 30 days before the date of submission to ensure accuracy in verifying claims.
- Where matters stated in the application differ from the truth, or cannot be proven with evidence, the candidate's screening may be terminated and the offer of acceptance rescinded.

#### 1) Verification of Accuracy of Information in Application and Self-introduction

Submitted documents	Purpose
- Proof of education - Proof of work experience <sup>1)</sup> - Proof of employment assistance recipient status (honorable treatment) <sup>2)</sup>	Verification of information provided in application
- Proof of information provided in self-introduction	Verification of information provided in self-introduction

1) Work experience certification, proof of insurance coverage commencement and termination for any of the 4 major insurances, proof of income etc. may be required as proof of experience.

2) Proof of employment assistance recipient status shall be issued with KAIST (or Korea Advanced Institute of Science and Technology) selected as the recipient

## 2) Verification of Grounds for Disqualification

Submitted documents	Purpose
<ul style="list-style-type: none"> <li>- Certificate of Non-existence of Registered Guardianship</li> <li>- Personal credit information records</li> <li>- Confirmation of Non-applicability of Disqualification Grounds</li> <li>- Pre-employment physical examination (physical examination results for employment of public officials)</li> <li>- Pathological certificate (where applicable)</li> <li>- Sexual offense history records</li> </ul>	Verification of grounds for disqualification

## 8 Appeals and Return of Documents

### A. Appeals

Type	Key Content
Application period	- 15-day period following the announcement of successful candidates
Application method	<ul style="list-style-type: none"> <li>- Apply separately to person-in-charge of recruitment</li> <li>- Fill out and submit appeal forms to the person-in-charge of recruitment (Forms to be sent individually to interested applicants)</li> </ul>
Handling	<ul style="list-style-type: none"> <li>- Review of request and response provided within the legal boundaries of relevant statutes, including provisions concerning personal information (candidates, examiners, evaluators, etc.), and intellectual property rights (external examining body)</li> <li>(※ Appeals or inquiries unrelated to the recruitment shall not be responded to.)</li> </ul>

### B. Return of Recruitment Documents

Type	Key content
Period of request	15-day period following the announcement of successful candidates
Application method	<ul style="list-style-type: none"> <li>- Apply separately to person-in-charge of recruitment</li> <li>- Fill out and submit appeal forms to the person-in-charge of recruitment (<a href="mailto:kimsumin@kaist.ac.kr">kimsumin@kaist.ac.kr</a>)</li> </ul>
Materials to be returned	- Recruitment documents (basic review materials, evidential materials, in-depth review materials etc.)
Documents not returned	<ul style="list-style-type: none"> <li>- Recruitment documents submitted on website or by e-mail</li> <li>- Documents submitted by applicant without request from KAIST</li> </ul>

## 9 Notes

- In relation to restrictions on re-appointment after retirement from fixed-term employee position at KAIST, candidates must disclose the fact of previous work experience at KAIST in the work experience section of the application, and those who fail to do so or provide false information may have their acceptance or recruitment rescinded.
- Fixed-term employees who are currently employed at KAIST cannot be recruited pursuant to relevant institutional regulations.
- The candidates themselves shall be liable for any disadvantages incurred due to errors in application, missing information, failure to meet eligibility criteria, not being contactable, failure to check acceptance results, etc.
- Evidential materials supporting information stated in the application and self-introduction shall be submitted on a later date, and candidates who provide false information or submit falsified evidential materials may have their acceptance or recruitment rescinded.
- The application and self introduction shall comply with blind hiring guidelines, and points may be deducted for the inclusion of bias-inducing items\*.

\* The following are the 16 major bias-inducing items:

- 1) 6 major bias-inducing items: Region of origin, family relations, school name, gender, date of birth (age), photograph;
- 2) 10 major bias-inducing items: Marital status, assets, hobbies (talents), religion, height (weight), education history, major, GPA, languages, recommender

\* Example: Do not include information such as school e-mail addresses, school dormitory addresses, student society names, and names of famous alumni that can be used to deduce the candidate's school. Avoid using words such as elder sister, elder brother, son, daughter (married), wife, etc.

- Under the blind hiring guidelines, information that may induce bias, including the candidate's personal particulars (including information unintentionally obtained in the process of evidential document review), shall not be provided to evaluators.
- The schedule and details of the recruitment process are subject to change depending on institutional circumstances, and affected applicants shall be

notified individually of such changes.

○ Penalties for fraudulent acts related to recruitment

In any of the following cases, the institute may implement the necessary measures, such as disqualification of applicants, rescission of acceptance, rescission of hiring, and judicial procedures, and the candidate's re-appointment at all public institutions shall be prohibited for the next five years:

1. A person whose employment has been revoked due to the discovery of fraudulent hiring at another institution;
2. A person who has provided false information in submitted documents or falsified documents;
3. A person who is ineligible to apply, including failure to prepare required documents
4. A person engaging in fraudulent acts such as taking an employment examination through fraudulent means;
5. A person involved in illicit hiring through solicitation, pressure, bribery, etc.;
6. A person accepted through fraudulent means\*

\* Where a candidate or any other person closely related to a candidate has engaged in fraudulent acts, such as unfair solicitation for employment, coercion or provision of monetary benefits, etc., and the candidate has been accepted due to such fraudulent conduct.

○ Rescission of Acceptance/Recruitment of Persons Restricted from Employment Due to Dismissal for Corruption

**Act on the Prevention of Corruption and the Establishment and Management of the Anti-Corruption and Civil Rights Commission**

**Article 82 (Restrictions on Employment of Public Officials Dismissed for Corruption)**

①(1) A person dismissed for corruption, etc. means any of the following persons:

1. Any public official who mandatorily retires or is dismissed or discharged from office for committing an act of corruption in connection with his/her duties while in office;
2. A former public official who is sentenced by a court to a fine of three million won or severer punishment for committing an act of corruption in connection with his/her duties while in office.

② No person dismissed for corruption, etc. may be employed in any of the following institutions subject to restriction on employment of a person dismissed for corruption for five years, from the date he/she retires if he/she mandatorily retires or is dismissed or discharged from office, or from the date his/her punishment is completely executed (including where his/her punishment is deemed to be completely executed) or the non-execution of his/her punishment becomes finally confirmed if he/she is sentenced by a court to a fine of three million won or more sever punishment:

1. A public institution;
2. An institution involved in an act of corruption prescribed by Presidential Decree;
3. For-profit private enterprise, etc. (including the following juristic persons) which has close relations with the business affairs of the department or institution to which he/she belonged for not less than five years before he/she retires etc.

- Candidates may be selected for the waitlist (next best candidates after interview) as replacements for openings created by confirmed hires (candidates who pass the interview and have no grounds for disqualification) due to cancellation, rejection of offer, or resignation. Waitlisted candidates may be employed according to the institution's needs within 1 year of being waitlisted.
- Newly hired employees are asked to verify the presence of relatives\* employed at KAIST, and the number of hires with relatives already employed at KAIST shall be announced on the KAIST website.

\* Paternal/maternal relative of self or spouse, up to 4 degrees of kinship

- Person-in-charge of recruitment: 042-350-2477 / kimsumin@kaist.ac.kr
- Help for victims of recruitment fraud: KAIST Human Resources Management Team (recruit@kaist.ac.kr)