

COMMON GROUNDS FOR ALL SELECTION PROCESSES Under the OTM-R¹ policy of the EU

MERIT-BASED CALL FOR RESEARCHERS AND RESEARCH SUPPORT PERSONNEL IN STRATEGIC BIOMEDICAL RESEARCH LINES.

The CNIC is a centre that advocates equal opportunities for men and women in access to employment, in accordance with Article 14 of the Spanish Constitution, the EU Directive of 9 February 1976, equal opportunities on grounds of nationality, age, race or ethnicity, social background, religion or belief, sexual orientation, language, disability, political orientation or social or economic conditions. Maximum rigor in the application of the principles of equality, merit and ability in access to public employment is guaranteed under European OTM-R policies and current regulations on data protection.

The HR strategy of the Foundation National Center for Cardiovascular Research Carlos III is aligned with the principles of the [European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers](#), and especially with the OTM-R strategy of the European Union¹.

1. TERMS OF CALLS FOR APPLICATIONS

1.1. Recruitment is done in accordance with the Estatuto de los Trabajadores and the employment-related rules governing employment contracts.

Gross annual remuneration attached to the position (if it is the case) is regulated by the guidelines established by the remuneration policy and job classification plan of the CNIC.

1.2. Specific functions to be performed by the persons contracted for each post shall be those corresponding to the professional group.

1.3. The content of the job advertised shall be subject to Law 53/84 of 26 December, on incompatibilities.

2. ELIGIBILITY REQUIREMENTS

2.1. **Nationality.** The following individuals may take part in the tests:

2.1.1. Individuals who hold the Spanish nationality.

2.1.2. Nationals of a Member State of the European Union, the Kingdom of Norway or the Republic of Iceland or nationals of those States to whom, under International Treaties concluded by the European Community and ratified by Spain, freedom of movement for workers applies in the terms in which this is defined in the Constitutive Treaty of the European Community.

The spouse, descendants of the spouse, of Spaniards and nationals of other Member States of the European Union, Norway or Iceland may also participate, provided they are not legally separated or that they are under the age of twenty-one or over that age and financially dependent on them.

The latter benefit shall also apply to family members of nationals of other States when so provided in International Treaties concluded by the European Community and ratified by Spain.

2.1.3. Individuals who are not included in the preceding paragraphs 2.1.1. and 2.1.2, who legally reside in Spain and are in possession of a residence permit that authorizes them unrestricted access to the labor market, or who may obtain such a document as a result of being selected in this selection process and the resulting contract proposal. Consequently, individuals may participate who are permanent residents or temporary residents authorized to reside and work or who are able to obtain an exception to the work permit, such as refugees.

¹ Open, Transparent and Merit-based Recruitment of Researchers
http://ec.europa.eu/euraxess/pdf/research_policies/OTM-R-finaldoc.pdf

2.2. **Legal capacity:** To be over 16 years of age and have the legal capacity to contract the provision of his/her work in accordance with the provisions of Article 7 of the Statute of Workers.

2.3. **Functional capacity:** Not to be affected by mental or physical limitations that prevent carrying out the corresponding functions.

2.5. **Qualification:** To hold the Degree or Diploma required for the job and professional category advertised.

3. ADMISSION OF APPLICANTS

3.1 After the closing date for applications, which will be at least 15 calendar days, the provisional list of admitted and excluded candidates will be published on the website of the CNIC: www.cnic.es.

In the employment portal, each candidate can check their situation, their inclusion or the reasons that have caused their non-inclusion.

3.2 Excluded applicants or applicants in the stage of "rectification" shall have a period of 5 days, starting from the day following the date on which the list was published, to correct the errors that may have led to their non-inclusion. Will not be admissible to mend the lack of documents required. In order to avoid problems in sending the documents, the job portal will establish the necessary warnings for the applicant to check the documents before sending them.

Claims must be sent to the selection body, which can be contacted to HR department by phone +34 91 4531200 or by email: cnic@cnic.es.

3.3 After the closing date, the final list of accepted and rejected candidates will be published by the same procedure and in the same places as mentioned under point 3.1.

3.4 Notwithstanding the foregoing, and in order not to paralyze the process, the proceedings may continue even before the deadline for rectifying the errors has passed, by letting excluded and omitted candidates participate conditionally until admission is resolved or not, as the case may be, and the final list of accepted and rejected candidates is published.

3.5 In case of reopening a selection process due to being deserted or with vacancies, the period of admission may be reduced to 5 days and the correction period to 3 days.

4. SELECTION SYSTEM

The selection system shall consist of the following phases:

- a) Merit Assessment Phase.
- b) Skills Assessment Phase and interview.

The second phase will not be necessary if the selection committee considers it, taken into consideration the type of position.

4. a) Merit Assessment Phase

Each offer will establish the minimum score in the first phase to access to the second one. The maximum score that can be awarded will be the sum of the points obtained in each of the merits evaluated according with the offer's criteria.

For the selection of university graduates with a PhD degree or an MSc degree or equivalent, and of undergraduates with a BSc degree or equivalent, who are to carry out research, the application and curriculum vitae must be supplied together with the relevant documentary evidence, as well as letters of recommendation from researchers to enable evaluation of:

- the research career in the specialization area of the post;
- the scientific and/or technological contributions made;
- the active collaboration with research groups;
- the experience or stays in international research centers;
- the experience in organizing and managing research.

The selection body may seek to obtain from the interested parties any clarifications concerning the alleged merits it considers relevant or the appropriate presentations or seminars.

4. b) Skills Assessment Phase and interview:

This will take place in Spanish or English, and will focus on any aspect related to the curriculum of the applicant and the post to be assumed.

The selection body may subject the parties concerned to any test to assess skills, language levels required for the post, etc.

5. SELECTION BODY

The selection body shall be gender balanced and shall consist of four people belonging/linked to the CNIC, unless in that the position a gender is underrepresented, in this case, the selection body will be made up of a greater number of people of the underrepresented gender. This selection body shall be composed of a professional of the human resources department (head of HR, or a delegated person with sufficient knowledge in the area of selection), of a professional of the area who will act as president (scientific director or a delegated person with sufficient knowledge in that area), and a member of the works council if this council accepts its participation in the selection process; otherwise a new member of the area shall be appointed.

The selection body may be assisted by experts, with voice but no vote, appointed for that purpose by the body itself.

The selection body shall take its decisions by a majority of votes of its members. In the event of a tie, the candidate whose gender is underrepresented according to the category of the position called will have preference for hiring.

The members of the selection body shall be independent and shall abstain in cases of conflict of interests with the candidates admitted to the selection process.

6. SELECTION

6.1. Submission of applications:

Applications must be submitted electronically through the job portal on the website of the CNIC from the job offer selected.

Each offer will establish the documents to be submitted:

- Only merits documented at the time of the deadline for submitting applications will be considered; documents presented thereafter will not be considered valid.
- Throughout the process it will not be necessary to provide original documentation or certifications of the alleged merits. This will only be necessary if selected, and before the formalization of the contract.
- In accordance with Article 14 of the Spanish Constitution, the selection body shall ensure strict compliance with the principle of equal opportunities.

7. RESOLUTION OF THE COMPETITION

7.1 The selection body shall publish, in the same places as the provisional list, the resolution of candidates for each post, ranked from highest to lowest according to the final score obtained

7.2. In case the selected applicant fails to submit the documentation within the prescribed period or does not meet the requirements, or if an employment contract cannot be agreed upon, the post will be awarded to the next candidate on the final list.

8. PROBATIONARY PERIOD

In employment contracts a trial period is expressly agreed upon in accordance with Article 14 Estatuto de los Trabajadores. If the trial period is not satisfactorily completed, after cancellation of the contract with the person affected, the position may be offered to the next candidate on the final list without needing to launch a new selection procedure.