

## CALL AND REGULATORY BASES OF THE SELECTION PROCESS BY COMPETITION FOR THE RECRUITMENT OF LABOR PERSONNEL

6 new places of work personnel.

Based on the provisions of Law 6/2018, of July 3, of General Budgets for the State of 2018, carried over for 2019 and 2020, and specifically its article 19.U.3.H, in relation to the 30th Additional Provision. U.4, the Energy Research Institute Foundation of Catalonia (IREC) proceeds to initiate the procedure for coverage of the Replacement Rate and the extraordinary stabilization of labor personnel through the call for 6 places. This call is part of the public offer of employment of the foundations corresponding to the 2020 financial years.

### 1. PURPOSE

The purpose of this call is for coverage of 6 workforce positions, of which 3 for stabilization of places, and 3 as a result of the Replenishment Rate of places, approved by the Board on July 22, 2020.

The completion of this selection process will be through the system of competition, according to what establishes 61.7 of Royal Legislative Decree 5/2015, of October 30 and article 37 of Decree 28/1986, of January 30, the Foundation will adjust to the present Rules and additionally the Talent Attraction Code, which can be consulted on the website of the entity ([www.irec.cat](http://www.irec.cat)) together with the places called, in accordance with the principles established in the "Code of Conduct for the Recruitment of Researchers HR EXCELENCE IN RESEARCH "will also be able to consult the places related to the research on the web page (<https://euraxess.ec.europa.eu/jobs>).

Respecting at all times the Guiding Principles established in article 55 of Royal Legislative Decree 5/2015, of October 30 where it is established.

1. All citizens have the right to access public employment in accordance with the constitutional principles of equality, merit and capacity set forth in the Basic Statute of Public Employees. 2. The Public Administrations, entities and bodies referred to in Article
2. of the Basic Statute of Public Employees shall select their civil servant and labor personnel by means of procedures in which the aforementioned constitutional principles are guaranteed, as well as that established below:
  - a.) Publicity of the calls and their bases.
  - b.) Transparency
  - c.) Impartiality and professionalism of the members of the selection bodies.
  - d.) Independence and technical discretion in the actions of the selection bodies. e.) Adequacy between the content of the selective processes and the functions or tasks to be developed.
  - f.) Agility, without prejudice to objectivity, in the selection processes.

In order to guarantee these principles, the following rules will apply:

- In general, the principle of publicity shall be understood as fulfilled by the publication of the offer in the Official Gazette of the Generalitat of Catalonia, and on the WEBSITE of

the IREC, without prejudice to the use of other means of publicity, in those cases in which that is considered convenient.

- No condition that involves discrimination will be imposed.
- The gross salary for each of the places offered will be subject to the amounts regulated by the salary range established in the professional categories of the Career Plan document for IREC staff.

## 2. INFORMATION OF THE JOBS OFFERED

<i>Category Place</i>	<i>Location (Work center in Barcelona)</i>	<i>Ref.Number</i>
Senior Technician in PRL (S-3.1.A)	RRHH	Ref.54/2020
R2 Researcher Position (R.2.2.1)	ESA Group	Ref.55/2020
R2 Project Engineer (R.2.1.1)	PS Group	Ref.56/2020
R2 Researcher Position (R.2.2.1)	Storage Group	Ref.57/2020
R2 Researcher Position (R.2.2.5)	Solar Group	Ref.58/2020
R2 Project Engineer (R.2.1.1)	ESA Group	Ref.59/2020

## 3. REQUIREMENTS TO PARTICIPATE IN THE SELECTION PROCESS

To be able to participate in this selection process, applicants must meet each and every one of the following requirements at the time of the deadline for the submission of applications, or at the time they have to occupy the position in the case of being selected.

### GENERAL REQUIREMENTS FOR ACCESS TO THE SELECTION PROCESS

To be admitted to the selection process, applicants must document documentary evidence of the following requirements (a, b, c and d) at the time of application:

- to. Be in possession of the mandatory and necessary minimum education degree to develop the functions established in each of the places offered (Baccalaureate, Diploma, Bachelor, Master, Doctorate).
- b. Have turned 18 and less than 65.
- c. Fill out and sign the Responsible Declaration, which is attached to the call.

### OTHER ESSENTIAL REQUIREMENTS FOR THE SELECTION PROCESS

The following requirements (d and e) will be verified during the phases of the selection process:

- d. Sufficient knowledge of the co-official languages of the Autonomous Community will be valued in order to adequately perform the functions of the position subject to the call.
- e. Demonstrate to the court a knowledge of the English language equal or superior to the First Certificate.

Failure to comply with requirement "e" will result in the exclusion of candidates.

### SPECIFIC REQUIREMENTS FOR ACCESS TO THE SELECTION PROCESS

According to the profile of the places covered by this call, it is considered a requirement that the applicants meet the following aspects, and non-compliance with them will be exclusive to participate in this selection process:

- The academic degree necessary to develop the specific functions of each position,
- Accredited documentarily the minimum professional experience required for each of the positions held, and this experience in the functions of the offered position.

**OTHER CONSIDERATIONS WITH RESPECT TO THE REQUIREMENTS**

If during the selection process the **falsity was identified in any documentation or information provided by the applicant personnel, this circumstance will be considered sufficient reason to resolve the exclusion of the person from the process.** If this circumstance were known by the IREC once the recruitment of the selected person has been formalized and during their probationary period, it will be sufficient reason to claim not to exceed this period. If this period is found to have passed, it will be considered a breach of contract in good faith and due to Article 54.2 of the Workers' Statute. In all cases, the person will be allowed to exercise his right to clarification and defense by opening a period of five working days. In case of not receiving a response or confirming the falsehood, the person will be definitively excluded from the process, or dismissal will be carried out, reserving to IREC the right to take legal action against it, and without prejudice to the actions that the person considers legitimate to use. in the defense of their interests.

- If candidates are required to submit certificates, certificates or any kind of supporting documentation from abroad, they must be in possession of the corresponding validation or the credential that accredits them, or, if applicable, their approval. This accreditation will not be necessary for the aspirants who have obtained the recognition of their professional qualification, under the provisions of Community Law.

- IREC may request candidates at any time of the process, documentation proving their merits and requirements. In any case, the candidates that are selected must provide, before hiring, a copy of the titles that certify compliance with the requirements of the call.

- The protection of the data of the persons who have submitted themselves to the job offers is guaranteed in all cases, regardless of whether they have been chosen or not.

- This hiring manual guarantees compliance with the aforementioned principles and the IREC's contracting bodies impose a targeted action that respects them.

**4. EVALUATION COURT**

For each place will be an evaluating tribunal formed by three expert members in the field of the position to be covered and validated by the IREC management.

Presidence	Head Line	Group Leader
Vocal 1	Head Line	External Expert
Vocal 2	Head Line	Center or External expert

This Court will be the responsible of evaluating the applicants and proposing the selection of the ones they consider most appropriate to occupy the positions that are the subject of the call.

The Court is authorized to resolve all doubts that may arise in the application of the bases of this call, as well as the way of acting in cases not provided for therein.

## **5. STAGES OF THE SELECTION PROCESS AND EVALUATION CRITERIA**

### **1 – START OF THE SELECTION PROCESS -**

This process has its beginning in the extraordinary authorization in Law 6/2018, of July 3, of General Budgets for the State of 2018, carried over for 2019 and 2020, and specifically its article 19.U.3.H, in relation to Additional Provision 30a. U.4, this call is part of the public offer of employment of the foundations corresponding to the 2020 financial years.

### **2 – CONSTITUTION OF THE EVALUATOR COURT-**

The Evaluator Court will be constituted in the terms indicated in section 4 of these bases.

### **3 - ELABORATION AND APPROVAL OF THE REGULATORY BASES OF THE CALL -**

The regulatory bases of this call have been prepared by the Human Resources, in accordance and approved by the General Directorate, based on the agreement of the Governing Council in its session dated July 26, 2018.

The evaluation of the candidates will be carried out in two phases. In the first, the Court will assess the curricular merits, in accordance with the requirements detailed in the profile of each place. Once evaluated the profiles of the candidates will be classified into two groups:

- a) Discarded (less than 80% of the score)
- b) Classifieds for the next phase. (From 80% of the score)

In the second phase will be a written test to all those candidates who have passed the first phase, collective "b", as a result of written tests the evaluating court may decide to conduct an interview related to the profile of the square to be able to contrast the knowledge of the candidates.

### **4 – PUBLICATION OF THE CALL -**

The regulatory bases of this selection process, taking into account that these are fixed places, will be published on the IREC website and by sending an announcement that will be made in the DOGC.

This, and all the information of the process, can be consulted in the web page of the entity ([www.irec.cat](http://www.irec.cat)), entering in the tab <Bolsa de Trabajo> Open call for public employment offer. And you can also check those places that are within the scope of the research on the website (<https://euraxess.ec.europa.eu/jobs>).

### **5 – SUBMISSION OF APPLICATION -**

Candidates interested in participating in this selective process must present duly completed and signed the "Request for Admission to Selective Tests", according to the official model attached to these bases.

It must be attached to this application:

- The photocopies justifying the curricular merits ordered according to the annex.
- The documentation that accredits the access requirements indicated in point 3 of this document

The form of "Request for Admission to Selective Tests" along with all the documentation justifying the requirements, must be submitted upon receipt of the IREC to the attention of Human Resources in working days and hours, or via Certified Postal Mail: Jardins de les Dones de Negre, 1 2n, 08930 Sant Adrià de Besos.

The deadline for submitting applications will be 15 working days from the date of publication of the call for selection process of places in the Official Gazette of the Generalitat of Catalonia.

The generic and ordinary communications will be made through the website.

By default, and to safeguard the privacy of the candidates, in the publications of the minutes will show the DNI / NIE number as a personal identifier, except when the name of the person to whom the contested place is assigned is published.

Only those applications that duly justify compliance with the requirements will be accepted. Of access to participate in this call.

#### **6 - VERIFICATION OF THE COMPLIANCE WITH THE ACCESS REQUIREMENTS -**

This phase of the process will be passed by those applicants who meet all the requirements detailed in point 3 of the access requirements required in the call, provided they have been duly justified. Those candidates who are IREC workers and who meet the specific requirements of access with experience in the Institute itself, or with the formation of the Institutional Training Plan (PIF) or promoted by the IREC, will not need to be accredited documentarily, since the information can be checked with the information available in the internal database.

A provisional list of admitted and excluded applicants will be published on the IREC website, indicating for each applicant what was the reason for their exclusion. There will be 5 business days from the publication of the candidates accepted to present the allegations in writing, by the same procedure in which the application has been submitted accompanied by the necessary documentation if appropriate to be excluded.

The estimation or not of allegations will end with the publication on the web of the definitive list.

#### **7 - ASSESSMENT OF CURRICULAR MERITS -**

In the first phase, the evaluation committee will carry out the selection of the candidates who, according to point 5, section 3, meet the requirements to proceed to the second phase. If there are no candidates that overcome this phase, the place will be declared deserted. The evaluation criteria of this phase are:

- 1.-The merits of training will be evaluated considering a) the academic degrees, b) continuous and / or complementary training carried out related to the field of the place called and duly justified, c) languages. 30 Points
- 2.- The merits of professional experience will be valued considering a) participation in projects b) capacity to generate projects for those categories starting from R2, c) publications, d) patents e) communications to specialized events (conferences, seminars, congresses) , teaching courses, ...). 50 Points

3.- Curricular suitability with the profile of the place called according to the documentation provided and duly justified. 15 Points

4.- Any other complementary merit related to the profile of the place called. 5 points

The evaluation committee will select those candidates who, according to the preceding conditions, meet the requirements to pass to the second phase of the tests.

A provisional list of admitted candidates for the next phase will be published on the IREC website. Excluded candidates will have 3 business days from the publication of the list may request in writing the data of their assessment, by the same procedure in which the application has been submitted with the necessary documentation if applicable be excluded. In case of disagreement, candidates may appeal to the president of the evaluating Court within 3 business days. This will be resolved within 3 business days.

The estimation or not of allegations will end with the publication on the web of the definitive list

### **8 - WRITTEN TEST -**

In this phase the evaluating court will proceed to carry out a written tests on the candidates by carrying out a written test with 5 minimum questions in which they will deepen in their professional trajectory, their competences and professional capacities considering what contributions the candidates can contribute as well as what aspects are expected by candidates from the summoned place

- a) Evaluate the strengths and weaknesses of candidates in relation to the functions and responsibilities of the position object of the call.
- b) Contrast and clarify if the candidates possess the necessary technical and professional competences to satisfactorily perform the functions of the position of the call.
- c) Detect possible deficiencies in relation to desirable requirements specified in the bases of the call.
- d) Know, in a motivated way, the main professional achievements achieved by the candidate throughout his professional career.
- e) And, in general, any information that the interviewer considers necessary for the correct curricular assessment of the candidates.

The written test will be valued with 20 points. (Increased proportionally in the case of having made a greater number of questions than indicated in this point)

The written test can be done in any of the co-official languages of the Autonomous Community or with English. In the case of deciding to do them with one of the two co-official languages, the candidates will be obliged to answer one of the questions with an English language in writing.

In order to avoid deviations and iniquities for potential subjectivities in the evaluation, the members of the tribunal will evaluate the answer of the questions made, following a pattern of evaluation of the answers according to the following rating scale:

### **QUALIFICATION DESCRIPTION OF RESPONSES**

0 INSUFFICIENT: Basic answers, without knowledge of the relevant details.

1 SUPERFICIAL: Schematic and superficial answers although with details, but only the most relevant.

2 STANDARD: Answer in detail. There is evidence of the purpose of the functions and their ability to provide it with a guarantee of a correct quality level.

3 NOTABLE: Retailer response, knows the content, the way to execute, generates confidence, the answers evidence the guarantee of an adequate provision of the job in accordance with the requirements.

4 EXCELLENT: Detailed response, with full knowledge of the content, good exposure, intelligibility, security, trust, empathy. The items on the grid will have the same value. The corresponding qualification will be applied to each element of the interview.

Once all the tests carried out by the candidates have been evaluated, a provisional list of qualified candidates for the next phase will be published on the IREC website. Candidates excluded in case of disagreement, may appeal to the president of the evaluating Court within 3 business days, by the same procedure in which the application has been submitted with the necessary documentation if necessary to be excluded. This will be resolved before 3 business days.

The estimation or not of allegations will end with the publication on the web of the definitive list. The court may conduct a personal interview with each one of them in order to deepen the knowledge and conditions of the candidates according to the place requested.

## **INTERVIEW**

If it is necessary to conduct a personal interview, the court will communicate at least 48 hours before the day and time of the interview, provided that the candidates accept a reduction of this period. What will consist on a) the motivations of the candidates to aspire to the position; b) the contributions of the candidates to the position of work and in the unit where the place is framed as well as to the research institute; c) the necessary means that the candidate expects to enjoy to carry out the activities related to the profile of the position

The court will punctuate this exercise with 30 points.

### **9 - RESOLUTION OF THE COURT EVALUATOR -**

Once the two phases have been completed, the evaluating court will proceed to publish the act signed by all the members of the evaluating committee with vote. This final resolution will contain the orderly proposal of candidates.

This act will be accompanied by individualized non-public reports punctuated and reasoned by each candidate also signed by all the members of the evaluating committee with vote.

These reports will be kept by the head of the center's human resources and the corresponding copy will be sent to the candidate. Once the selection process has been completed, the pre-award document of the place where the name of the person selected will be published will be published on the IREC website. This, where appropriate, may be object of appeal addressed to the chairman of the evaluation committee within a period of 3 business days. The president will meet the evaluating commission to resolve the appeal so that there must be a response within 3 business days.

### **10 - ASSIGNATION OF PLACES –**

Once the pre-award document has been published without the resource being submitted by the finalists within 7 calendar days, and after 12 days from the publication of the pre-award, the place will automatically be assigned and awarded the candidate mentioned .

In the case of permanent professionals who win a new position, they will leave their place of origin with a definitive character, must be in a position to be hired and registered in the Social Security on the day and time indicated.

The non-presence on the day and time will equal the refusal to choose a place and will be passed directly to the next candidate.

Each place may have a different incorporation date that will be reported at the time of the assignment.

**11 - CONTRACTING PROPOSAL AND RESERVATION LIST -**

Once the allocation of places has been completed, the Court will draw up a final list that will be published and presented as a proposal to the General Directorate in order to present it, if it considers it, as a proposal for approval by the Governing Council. Also, candidates who are not on the list to obtain a fixed position will become a reserve list that will respect the priority according to the score obtained in the tests.

To be part of the reserve list you will need:

- a) Have obtained a global minimum score of 96 points of the score.

Those who do not reach this score will be discarded from the reserve list, without prejudice that can be hired on time.

This reserve list will nourish fixed positions, in case of candidates who do not occupy the position, or who leave it within 30 days from the beginning of their employment relationship.

A trial period will be established for the people hired as a result of the process of selection, in the terms established in the ET.

**6. RESERVATION OF PLACES FOR PEOPLE WITH DISABILITIES**

In accordance with the provisions of Royal Legislative Decree 5/2015, of October 30 in its Article 59, which regulates the reservation of 7% of the places offered for people with disabilities, this institute decides to reserve this place for this group.

<i>Category Place</i>	<i>Location (Work center in Barcelona)</i>	<i>Ref.Number</i>
Senior Technician in PRL (S-3.1.A)	RRHH	Ref.54 /2020

In the event of not presenting candidates with this condition, priority will be given as a prerequisite in the other places.

Joan Ramon Morante Leonart  
 Director  
 Sant Adrià de Besos December 13th, 2020



*Seal and date of entry in Human Resources Management*

**RESPONSIBLE STATEMENT (Annexed 1)**

**NAME AND REFERÈNCE OF THE CALLED POSSITION**

Position Retitled:	Reference:
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Mrs/Mr \_\_\_\_\_  
 With NIF-NIE \_\_\_\_\_ appear and I declare expressly and undoubtedly

1º.- That has not been separated, through disciplinary proceedings, from the service of any of the Public Administrations or the constitutional or statutory bodies of the Autonomous Communities and I am not in a situation of absolute or special disqualification from exercising public positions or positions judicial resolution nor do I have any legal impediment to access public employment.

2º.- In the case of not having the Spanish nationality, that I am not disabled in an equivalent situation nor is subject to disciplinary sanction or equivalent that prevents, in my State, access to public employment.

3º.- That in case of being selected in this call, and if I am under any cause of incompatibility of those legally provided to be able to provide labor services to the consortium (or the entity in question), before formalizing the corresponding contract work will proceed to its resolution or request the previous authorization of compatibility.

4º.- That all the data that I have stated in my curriculum vitae are true and true copies of the documents provided.  
 And in proof of compliance I sign this declaration responsible for the purposes of this call in San Adrià de Besós

Signature of the Applicant

**APPLICATION FOR ADMISSION TO SELECTIVE PROOFS PERSONAL LABOR (ANNEX 2)**

The undersigned asks for admission to the process of selection of personnel by contest of this application and declares that he has read the bases of this call, which meets the requirements and that the data is true and committed to the documentary demonstration that be required

**NAME REFERÈNCIA OF THE CALLED POSSITION**

Position denomination:	Reference:
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**PERSONAL DATA OF THE APPLICANT**

DNI/NIE:	
1r. Surname:	
2n. Surname:	
Name:	
Address:	
Cip code:	:
Province/state	Phone:
E-mail:	

**DOCUMENTATION CONTRIBUTED IN ACCORDANCE WITH THE RULES OF THE CALL (Mark with an X the documents that you contribute and add the complementary ones )**

1	copy of official academic qualification required
2	Copy DNI/NIE
3	Copy of supporting documents, currículum
4	Responsible Statment filled in and signed
5	Certificate os Services rendered*
6	
7	
8	

\* Only if you have worked in other institutions outside IREC

**SIGNATURE**

Sant Adrià de Besos,