Official State Gazette (Boletín Oficial del Estado, or BOE) 19 July 2018- summary

The Undersecretariat of the Spanish Ministry of Science, Innovation and Universities released a Resolution on 10 July 2018, announcing the imminent start of a selection process, via the general unrestricted admission system, for inclusion on the List of Scientific Researchers attached to Public Research Bodies (Escala de Investigadores Científicos de los Organismos Públicos de Investigación). A total of seven openings have been announced on the Spanish National Research Council (Consejo Superior de Investigaciones Científicas, or “CSIC” for short) in the following fields of expertise: cultural anthropology at Institución Milà y Fontanals in Barcelona; cell cycle and neurodegeneration at Instituto de Biología Funcional y Genómica in Salamanca; light-regulated plant development at Instituto de Biología Molecular y Celular de Plantas Primo Yufere in Valencia; experimental astroparticle physics at Instituto de Física Corpurscular in Valencia; nanostructured materials for use in sustainable processes at Centro de Física de Materiales in San Sebastián; nuclear magnetic resonance applied to biological systems at Centro de Investigaciones Biológicas de Madrid; and development of advanced methods of structure determination in macromolecular chemistry at Instituto de Química Física Rocasolano in Madrid.

Eligibility requirements for candidates

To be eligible for the selection process, applicants must already hold a doctorate, or meet all the requirements for obtaining a doctorate, on the deadline for applications. Candidates will be deemed to meet all the requirements for obtaining a doctorate if they have been approved for that degree after having read the corresponding doctoral thesis. Candidates possessing qualifications obtained outside Spain must show that they have obtained, again by the aforementioned deadline for entries, the relevant certificate of equivalence or credential evidencing official recognition of that qualification in Spain.

Applications

4.1 Applications must be completed electronically using the official application form, which may be obtained at the following URL: http://administracion.gob.es/PAG/ips, or otherwise from the relevant electronic registry for the processing of applications submitted by candidates for selection processes.

4.2 Applications should ideally be presented online, although paper applications are also accepted.

a) Applications should be presented online using the Selection Process Registration service found at http://administracion.gob.es/PAG/ips. Applicants should follow the instructions given there and will need to identify themselves using the Cl@ve authentication and electronic signature platform (various identification options available).

By using this channel, applicants may:
– Submit the official form online.
– Enclose documents along with their application.
– Pay the relevant fees online.
– Register their application online.

b) Paper applications should be submitted by first completing the official online form (http://administracion.gob.es/PAG/ips) and then presenting it at the Registro General del Ministerio de Ciencia, Innovación y Universidades (General Registry of the Ministry of Science, Innovation and Universities), or at the general registry of the relevant body at which the applicant is aiming to secure a place. In the case of the Spanish National Research Council (CSIC), applications should be presented at C/ Serrano, 117, 28006 Madrid. For other bodies, applications should be presented in accordance with article 16.4 of Act 39/2015, of 1 October, on Common Administrative Procedure at Public Administrative Bodies.

Applications from outside Spain may be presented through the diplomatic or consular offices for Spain in the country concerned. Applications should be accompanied by a bank receipt evidencing payment of the examination fees. Payment should be made into current account number ES06 0182-2370-49-0200203962 (IBAN code ES06; BIC code BBVAESMMXXX) held at Banco Bilbao Vizcaya Argentaria, or by bank transfer from an account number held at a foreign bank. The beneficiary should be named as “Tesoro Público. Ministerio de Hacienda / Derechos de examen”. This payment system may only be used for applications made from outside Spain.

Applications should be addressed to the Undersecretariat of the Ministry of Science, Innovation and Technology, as the awarding entity.

4.3 The entry period will run for twenty business days from the date immediately following the date this announcement is published in the Official State Gazette (Boletín Oficial del Estado). Applications received outside this period will not be considered.

4.4 Only one application may be presented and the application should include no more than one profile.

4.5 All applications must be accompanied by the documentation explained below. In the case of paper applications, applicants must present a USB flash drive containing all such supporting documents in PDF format. If the application is presented online, supporting documents should be presented in accordance with section 4.2 of this announcement:

4.5.1 Documentary proof of having completed at least six years of research work at public or private institutions, whether Spanish or foreign. These documents may take any of the following forms: a) by presenting documents showing that the applicant has been the beneficiary of research grants for the minimum period just stated; b) by furnishing copies of contracts signed with the relevant institutions as researcher for the minimum period just stated; c) by furnishing a certificate issued by the relevant institution or institutions evidencing that the applicant has completed research internships there over the minimum period just stated; or d) by furnishing documents showing that the applicant has completed work under points a), b) and c) above, provided that together they meet the six-year minimum period stipulated in these terms and conditions.

4.5.2 Curriculum vitae of the applicant. This file must be named as follows: CV_surname(s) and name(s) of the candidate.pdf. Meanwhile, the applicant must, on the day and at the time they are asked to appear in person to undergo phase one of the selection process, deliver to the judging panel a USB flash drive containing files that prove their work credentials and other documents in support of their CV. They must also present, in a closed envelope containing no more than five pages (UNE-A4), a summary of their views on the current state of the subject matter for which they are seeking a place and explaining also how they believe the subject
may change or evolve in future and the work they aim to carry out in relation to their submitted profile. This aspect is explained at greater length in point 5 of Appendix I (Description of the selection process) to this announcement. Supporting documents must be presented in relation to all work, qualifications and other matters shown on the CV. Applications will not be considered if documents are missing or deemed illegible.

Applications must also include a photocopy of the doctorate qualification. In the case of foreign qualifications, the applicant must also enclose a copy of the corresponding certificate of equivalence or of the credential showing its official recognition in Spain.

4.5.3 A document containing no more than 10 pages (UNE-A4) in which the applicant should summarise the scientific goals they have been pursuing during their time as a researcher, as well as the main lines of their future research pursuits, focusing especially on this future work so that it may be appraised in accordance with section 1.a) of Appendix I. This file should be named as follows: GOALS_surname(s) and name(s) of the candidate.pdf.

4.5.4 Copies of the five scientific, technical or other articles or contributions the candidate believes to be the most relevant to their professional career. This file must be named as follows: CONTRIBUTIONS_surname(s) and name(s) of the candidate.pdf. If these contributions cannot be provided in electronic format, the originals or copies of the originals may be enclosed instead along with the application. All of these scientific contributions must be presented. Applications will not be considered if documents are missing or deemed illegible.

4.5.5 A document of no more than 3 pages (UNE-A4) containing a summary of the five contributions presented under the preceding point. This summary should underscore the relevance of these contributions and explain the applicant’s personal contribution or involvement in them. This file must be named as follows: SUMMARY_surname(s) and name(s) of the candidate.pdf.

Failure to submit the CV and the other documents required under terms 4.5.1, 4.5.3., 4.5.4. and 4.5.5. above in due time and form will lead to the applicant’s automatic exclusion from the process, without the opportunity to send the missing files.

4.6 Applicants who work as civil servants at international bodies must enclose the corresponding recognition certificates along with their application. In exceptional cases, they may present those certificates to the selection authority prior to the start of the corresponding tests.

4.7 Any factual, material or arithmetic errors that may be spotted in the application may be rectified at any time at the discretion of the awarding authority or on the request of the applicant. Failure to present the applicant’s CV along with the application does not count as a factual or material error and nor does the act of presenting two or more applications, including two or more profiles in the same application or failing to provide a specific profile, as discussed in point 4.4 of this announcement. Similarly, failure to enclose the supporting documents described under point 4.5 will not count as a factual or material error.

4.8 Applications must be completed as per the instructions given in Appendix III to this announcement.

4.9 The general examination fee is €30.19, while for large families the general fee is €15.10.

If the application is submitted electronically, the fee must be paid using the Selection Process Registration service found at http://administracion.gob.es/PAG/ips, pursuant to the terms of Ministerial Order HAC/729/2003 of 28 March.

In the case of paper applications, examination fees may be paid by taking the duly completed application form to any bank, savings institution or credit cooperative that acts as a collaborating entity for tax collection purposes. The application must show that payment has
been made by including the receipt of payment issued by the bank. Failing that, the application form should be stamped and signed by the bank in the space provided.

The following subjects are exempt from payment of the fee:

a) Persons with a degree of disability of 33% or higher. In this case, the application must include a certificate showing the degree of their disability.

b) Persons who qualify as active jobseekers for at least one month prior to the date of the announcement.

c) Members of large families under the terms of article 12.1 c) of Spanish Act 40/2003, of 18 November, on the protection of large families.

d) Victims of terrorism, meaning persons who have suffered bodily or mental injury as a result of terrorist activity and are able to prove this.

**Description of the selection process**

1. The selection process will consist of a merit-based competition comprising two phases.

2. The two phases of the selection process will be held in the city and at the venue to be indicated in due course in the resolution approving the provisional lists of candidates to have been accepted and discarded from the selection process.

3. During the two phases of the competition, the panel shall summon, one by one, the candidates whose applications have been admitted.

4. Before they are due to appear, candidates may request the use of any audiovisual devices or resources they may need for their presentation.

5. On the day and at the time they appear in person to undergo phase one of the competition, candidates shall deliver to the court a USB flash drive containing files that prove their work credentials and other documents in support of their CV. They must also present, in a closed envelope containing no more than five pages (UNE_A4), a summary of their views on the current state of the subject matter for which they are seeking a place and explaining also how they believe the subject may change or evolve in future and the work they aim to carry out in relation to their submitted profile. Supporting documents must be presented in relation to all work, qualifications and other matters shown on the CV. Applications will not be considered if documents are missing or deemed illegible.

Failure to present the above documentation and summary will lead to the applicant’s exclusion from the selection process.

6. Phase one of the competition is the qualifying stage and is there to scrutinise and score the merits and accomplishments the candidates claim to possess in their curriculum vitae and to appraise the supporting documents provided. Candidates will be required to make an oral and public presentation (lasting no longer than one hour) in support of their merits and scientific work as shown on their CV. The panel will then discuss the content of the oral presentation with the candidate (no fixed time limit) and may raise any questions it deems pertinent, though mainly in relation to the most relevant research work.

During this phase, the panel will award a total score of up to 40 points under the following categories or merits, as per the scale explained below:

a) Scientific and/or technological goals pursued by the candidate during their career as a researcher, focusing on the main lines of their future research.

A maximum of 8 points may be awarded under this category.
b) Their contributions to science and/or technology, with regard to the quality and impact of their work. The score awarded under this category must address both types of contribution, in view of the scientific and/or technological orientation of the candidate’s work as shown on their CV.

When appraising scientific contributions, the panel shall have regard to original and published research work and the candidate’s leadership and involvement in R&D projects with public or private entities, whether national or international.

In the case of candidates whose CV shows a technological profile, the panel shall have regard to the following aspects in particular:

1) Proven contributions in the technological realm, appraising the quality and impact of licensed patents.

2) Creation of tech companies with technology transfer agreements in effect with public research bodies and with other entities or companies with which the candidate has a professional relationship.

3) Involvement in R&D contracts and projects with/at public and private entities, whether national or international.

A maximum of 18 points may be awarded under this category.

c) Authorship and publication of books, chapters of books, specialised studies, etc., provided these are the product of scientific work and have not already been appraised and scored under the previous category. The drafting of scientific reports and involvement in projects and reports that provide scientific advice or technological support. Geological, hydrological and oceanographic studies and those relating to energy, the environment, bio-health and any other scientific study carried out for research pursuits. Seats or other forms of participation at national or international science and/or technology bodies and institutes. Work or internships at national or foreign research centres. Participation or involvement in science and/or technology congresses, seminars or courses. Direction of doctoral theses or dissertations. Direction and training of research personnel. Publication of scientific and/or technological articles in popular magazines and journals. Any other merit or aspect of value raised by the candidate in relation to the specialist subjects included in the selection process.

A maximum of 14 points may be awarded under this category.

The score awarded under these categories will be the average of the scores assigned to each category by each member of the panel, excluding the highest and the lowest, although only one maximum score and one minimum score may be excluded.

The final score awarded to each candidate under this first phase of the competition will be the sum of the scores assigned under categories a), b) and c) above. Candidates must earn at least 20 points in order to progress to phase two of the competitive process.

Under no circumstances may the score obtained in phase one of the competition be put towards phase two.

7. When moving to phase two of the competition, the panel for each of the profiles shall ask each of the candidates to have successfully passed phase one to appear before the panel one by one.

8. Phase two of the competition is there to check the suitability and fitness of the candidates’ merits, competencies and capacities in respect of the characteristics and functions of the position or place they are seeking. During this stage, candidates will be asked to give an oral and public presentation (lasting no longer than one hour) of their views on the current state of
the subject matter for which they are seeking a place and explaining also how they believe this field may evolve in future and the work they aim to carry out in this regard.

The panel and the candidate shall then discuss the scientific knowledge the latter purports to possess and any other aspects the panel deems relevant in relation to the subject matter. The panel shall appraise the candidate’s knowledge of the subject matter and of the scientific innovations and advances made in the field, as well as their views on how this specialist field may change and evolve in future and the possible lines of research. Scores will be awarded in accordance with the following scale:

a) The candidate’s knowledge of their field of scientific or technological expertise and their views as to what the future holds (maximum of 4 points).

b) The candidate’s contribution to the advancement of knowledge. The degree of innovation, originality and viability of the lines of research to be undertaken (maximum of 6 points).

A maximum of 10 points will be awarded under this second stage of the competition.

The score awarded under each category will be the average of the scores assigned by each member of the panel, excluding the highest and the lowest, although only one maximum score and one minimum score may be excluded.

The final score awarded to each candidate under this second phase of the selection process will be calculated as the sum of the scores assigned under each of the categories explained in this appendix. Candidates must earn at least 5 points to pass this phase.

9. The final score for the whole competition will be the sum of the interim scores obtained in each phase.

If the scores are tied, the final placings will be determined in accordance with the following criteria:

1. Highest score obtained in phase one of the selection process.

2. Highest score obtained in phase one of the selection process under categories a), b) and c), viewed successively in that order.

3. Highest score obtained in phase two of the selection process under categories a) and b), viewed successively in that order.

4. If the scores still remain tied, the panel will vote on the winner.

10. If any candidate is unable to complete the selection process due to high-risk pregnancy or birth (duly shown to exist), their inclusion in the process will be put on hold until the end of the pregnancy or birth and will be conditional on them successfully passing the phases they have deferred. These phases cannot be delayed to the point where doing so would be unfair to the other candidates, who are entitled to receive a decision on their application within a reasonable period of time. Any such delay will be appraised by the corresponding panel. The phases must be completed without fail before the list of candidates to have passed the selection process is released.

11. Civil servants working at international bodies will be exempt from having to undergo tests or exercises where the Permanent Approvals Committee believes that the purpose of those tests is to verify knowledge the civil servant is already required to possess due to their existing position at the international body in question.

12. Other provisions: the various panels may rely on the services of experts to provide guidance and advice. Any such experts will be designated in advance by the chairman of the
panel for any or all of the phases of the competition. These advisors shall aid the selection body solely on matters relating to their fields of expertise.

**DISCLAIMER:**

This document aims to help foreign candidates understand the process set out in the Resolution released on 10 July 2018 (published in the Official State Gazette of Thursday, 19 July 2018). The Spanish National Research Council (Consejo Superior de Investigaciones Científicas, or CSIC for short) accepts no liability whatsoever for any misunderstanding of the official wording of that Resolution of 10 July 2018.