

GENERAL CONDITIONS OF THE CALLS FOR APPLICATIONS TO RESEARCH SUPPORT STAFF POSITIONS

1. Purpose and general provisions

The purpose of the present competition is to fill the position(s) identified in the specific conditions of this call for applications.

2. Applicable regulations

- Organic Law 6/2001, of December 21, on Universities, modified by Organic Law 4/2007, of April 12, and the regulations that develop it.
- Law 1/2003, of 19 February, on the universities of Catalonia, and the regulations that develop it.
- Statute of the Universitat Rovira i Virgili, approved by agreement GOV/40/2022, of 8 March, of the Department of Research and Universities of the Government of Catalonia.
- Collective bargaining agreement of the administrative and service staff of the Catalan public universities.
- Royal Decree Law 32/2021, of December 28, on urgent measures for labour reform, employment stability and labour market transformation.
- Royal Decree Law 8/2022, of April 5, which adopts urgent measures in the area of employment contracts in the Spanish Science, Technology and Innovation System.

3. Characteristics of the contract

In application of the fourth additional provision of Royal Decree Law 32/2021, of December 28, on urgent measures for labour reform, employment stability and labour market transformation and Royal Decree Law 8/2022, of April 5, which adopts urgent measures in the area of labour contracting in the Spanish System of Science, Technology and Innovation, this contract will be indefinite.

The initial duration of these contracts will be as stipulated in the specific conditions. The contracts will require specific funding that may be internal or external and public or private. The contracts may be terminated if there is insufficient funding or in the event of the other causes stipulated in the Workers' Statute.

Remuneration will be in accordance with the currently in force Collective Bargaining Agreement of the Catalan public universities and according to the professional group and the working day to be performed.

Annual gross imports (full time) 2021:

Group I:	€33,655.78
Group II:	€29,450.46
Group III:	€25,917.56

4. Requirements for applicants

In order to be admitted to the selection process, applicants must:

- a) Be at least 16 years old and have not reached retirement age.
- b) Have at least one of the qualifications determined for each professional group on the expiry date for submitting applications to participate in the programme. Qualifications obtained abroad must be accompanied by the document accrediting official recognition. The specific conditions will state the qualifications required for each professional group, which are:
 - Group I: A higher university qualification, bachelor's degree or master's degree.
 - Group II: An intermediate university qualification or bachelor's degree.
 - Group III: At least a higher vocational qualification (FP2), intermediate vocational training qualification, upper secondary education or equivalent.
- c) Not have been expelled due to disciplinary proceedings from the service of any public administration or be disqualified from exercising public functions.
- d) Have the functional capacity to perform the functions of the position to be filled.

The specific conditions of each call for applications may establish other requirements related to the positions available.

Applicants must meet these requirements by the deadline date for submitting applications and must continue to meet them throughout the selection process and if and when they are contracted. However, at any point during the selection process and if it deems it necessary, the selection committee may require any of the applicants to prove that they meet all or some of the requirements to participate in the selection process.

5. Registration fee for participating in the call for applications

The agreement of the Economic Committee of the Social Council of the URV, dated 3 November 2011, establishes that applicants who wish to take part in the call for applications must pay the corresponding fee, which is indicated in the specific conditions of the call for applications.

In accordance with the provisions of Legislative Decree 3/2008, of 25 June, which approves the revised text of the Law on taxes and public prices of the Government of Catalonia and Order PRE/7/2022, of 9 February, which makes public the list of current taxes managed by the Department of the Presidency and the agencies and entities that depend on it, the registration fees must be paid into the BBVA bank account with the number ES5701826035410201618358, or it can also be paid by a postal or telegraphic money order made out to the Universitat Rovira i Virgili. If the payment is made by postal or telegraphic money order, the name of the sender must be the same as the name of the applicant, who must

indicate, in their application, the place, date and number of the money order. In all cases, the applicant must attach to their application the original receipt confirming payment of the fee. In all cases, payment of the fee substitutes the process of submitting the application to the University in the period and form specified in these rules. The fee may be recorded as pending at the time of registration; but the applicant must make the corresponding payment prior to the date on which the deadline for submitting applications expires. Taxes paid after the deadline may be returned at the request of the interested party.

Imports:

Group I:	€69.95
Group II:	€55.05
Group III:	€40.15

Exemptions:

The following individuals, on presentation of the documents that prove their status, are exempt from paying the fee: unemployed individuals who do not receive any financial assistance, retired individuals and individuals who can demonstrate that they have a disability equal to or greater than 33%.

In order to accredit that they are unemployed without receiving any financial assistance, the applicant must submit with their application a certificate from the Employment Office or from the State Public Employment Service (SEPE) that shows that the applicant is registered as a job seeker. This certificate must have been issued during the application submission period. If the certificate does not explicitly state that the applicant does not receive financial assistance, then in order to be admitted, the applicant must present a responsible declaration (using the template available on the URV website) in which they state that they are unemployed and do not receive any income from employment.

Applicants who apply for the registration fee reductions established in Order PRE/7/2022 must provide the corresponding proof.

Applicants will be excluded from the selection process if they fail to pay the fee, if they pay only part of the fee or if they do not provide proof that they are exempt from paying the fee.

The fee will not be refunded to the applicant in the event that the applicant is excluded from the process due to causes attributable to the applicant.

6. Applications

Those interested in participating in the tests and who meet the requirements to do so must submit the corresponding application using the standard application form and the document attached as an annex (*LE21*), which can be found on the University's website.

Applications can be submitted online via the electronic registry of the Universitat Rovira i Virgili at <https://seuelectronica.urv.cat/registre.html>. Then click on "Access the electronic registry" and submit the application according to the instructions in the previous paragraph or directly to the URV's General Registry. The location and timetable can be found at <https://seuelectronica.urv.cat/registre.html>.

Applications and documentation submitted by email are not valid.

deadlines will not be extended even if a technical incident prevents the normal functioning of the electronic registry (or corresponding software) and applicants are unable to submit their applications. This is because applications can be submitted by other means, as stipulated in the regulations and in the paragraphs below.

Applications can also be submitted in the manner established by Law 39/2015, of 1 October, of the Common Administrative Procedure of Public Administrations.

If the documentation is sent by certified mail, it must be submitted to the corresponding post office (*Correos*), in accordance with article 31 of Royal Decree 1829/1999, of December 3, in an open envelope, so that, before being certified, the application, letter or communication sent to the University can be dated and stamped. If the application is not dated and stamped by the corresponding *Correos* office, the date on which it enters the General Registry of the University will be understood as the valid date of presentation.

If the documentation is sent by certified mail, the applicant must notify the Human Resources Service by sending an email to convocatoriaspas@urv.cat, within the application submission period. The address of the Human Resources Service is: Servei de Recursos Humans, c/ de Marcel·lí Domingo, 2-4-6, 43007 Tarragona.

The deadline for submitting applications is 10 calendar days, counting from the day after the call for applications is published by the online registry of the Universitat Rovira i Virgili.

At the end of the deadline for the presentation of applications, the list of admitted and excluded candidates will be published on the University's website and a period of 10 days will begin, starting from the day of the publication of the list, in which those candidates who have been excluded can appeal against this decision. Documentation that is to be assessed in the merit phase is not required and will not be reviewed during this period. The only documentation that is reviewed is that which is required in order to be admitted to the call for applications and which may lead to the candidate's exclusion from the selection process.

In the event that the excluded applicants do not rectify the issues concerning their applications within this period, their applications will be rejected and will not be subject to any further procedure.

7. Documentation

Applicants must submit their applications and the required documentation in order to be admitted to the application procedure:

- a) Application form and annex (LE21) duly completed.
- b) Photocopy of current valid identity card (DNI/NIE) or passport.
- c) Photocopy of the certificate of the qualification required under the conditions of this call for applications or proof of payment of the fees for the issuance of this certificate.
- d) Copy of the receipt certifying that the corresponding fee referred to in point 5 has been paid or the documentation demonstrating the applicant's right to exemption from the fee.
- e) Applicant's curriculum vitae (optional).

By submitting the application, the applicant gives their consent to the URV to check or obtain from other agencies and administrations information on the applicant's circumstances or application that, in accordance with the conditions of the call for applications and the applicable regulations, are relevant to the contracting of individuals.

Applicants consent to the processing of those of their personal data that are needed to participate in the call for applications and the rest of the selection process, in accordance with current regulations.

The merits to be graded must be listed in the annex of the application (standard form), and the supporting documentation must be attached in the same order in which the merits are listed in the application. Merits that are not accredited will not be graded. The selection committee will only grade merits that are expressly stated in the application (in the standard form). Applicants should not, therefore, refer the committee generically to the curriculum vitae or to any other document annexed to the application.

Work experience that has not been gained at the URV must be accredited by means of a work life report issued by the Spanish Tesorería General de la Seguridad Social and a certificate from the company stating the tasks performed. The work life report can be substituted by an official certificate of services rendered issued by the administration for those periods worked in public administrations.

Work experience and seniority at the URV does not need to be accredited; the Human Resources Service will issue an official certificate in this regard.

Only complementary training courses completed within the previous 10 years old will be considered. This limitation does not apply to language skills accreditation.

If documentation in a language other than Catalan or Spanish is attached to the application, a sworn translation into either of these two languages must also be provided.

The merits will be evaluated with reference to the date of publication of the call for applications in the electronic database.

In no case will the selection committee consider conditions or merits that have not been accredited in the manner required under these conditions.

8. Selection process

- a) Test. The test will be adjusted to the content of the call, to the specific knowledge required of the candidate and to the tasks to be performed. It will be set by the panel and will seek to determine the capacity and suitability of the applicants in relation to the job position in question. It will be a written test that may be completed on a computer. Failure to pass the test will mean elimination from the procedure.
- b) Evaluation of the applicant's curriculum. Special value will be given to the merits described in the specific conditions and the training and experience related to the tasks of the job.
The merits will be assessed in accordance with the provisions of the Collective Agreement of the Catalan public universities currently in force and the regulations governing the administrative and service staff of the URV.
- c) Interview. At the discretion of the committee, applicants may be called to interview.

Throughout the selection process, the applicant may be required to prove and accredit their knowledge, both oral and written, of Catalan and Spanish, and to be tested on their abilities and skills.

The selection committee, after giving its reasons, may establish that candidates will be selected solely on the basis of their CVs.

9. Resolution of the application process

Once the entire selection process has been completed, the committee will publish on its website the scores obtained by the applicants during each of the phases, and will present their proposal to contract the person who has obtained the highest score.

The proposed candidate, without waiting receive notification, must present the original documents of the copies that they submitted with their application to the Human Resources Service of the Universitat Rovira i Virgili within 5 calendar days counting from the date of publication of the list of successful candidates. They must also present the documentation that proves that they have achieved the merits that they cited in their application. The Human Resources Service will expressly state when it has verified that the copies and original documents are in order.

Except in cases of force majeure, which will be verified by the relevant unit of the URV, if a proposed candidate does not present the necessary documentation within the period specified in the previous paragraph, or if they do not fulfil the necessary requirements established in the general and specific bases, they will not be contracted and all actions taken with regard to them will be annulled, notwithstanding any responsibility they may have incurred through falsification.

The URV may carry out any inquiries it deems appropriate to verify the accuracy of the data.

Those who pass the selection process without obtaining a position may be added to a labour pool at the same level/group and specialization for short-term supply or support situations.

10. Selection committee

The selection committee for the selection process is made up of the members indicated in the specific annexes of each call, who in all cases must be: the general (or delegated individual) the person in charge of the unit, project or subsidy to which the contracted person is to be assigned (or delegated individual), and the president of the Workers' Committee (or delegated individual).

The Committee may decide to involve specialized advisers in all or some of the phases. These advisers will have the right to express their views, but will not be able to vote.

The selection committee is based at the Human Resources Department of the Universitat Rovira i Virgili (Edifici N5 - c/ de Marcel-lí Domingo, 2-4-6, 43007 Tarragona).

11. Final rule

In order to notify the interested parties of the resolutions and administrative acts that affect their rights and interests, the Universitat Rovira i Virgili, in accordance with article 58.4 of Law 26/2010, of 3 August, on the legal regime and procedure of the public administrations of Catalonia, will make the publish the corresponding information on its website.

Interested parties may lodge an administrative appeal against the call and its terms and conditions at the Contentious Administrative Court of Tarragona, within two months counting from the date of publication of this call.

Likewise, interested parties may lodge an appeal against the administrative acts derived from the actions of the tribunal, with the rector of the University within a period of one month counting from the date of notification or publication. Any such appeal may be understood to have been dismissed due to administrative silence if three months have elapsed without an express resolution. Interested parties may then lodge an administrative contentious appeal before the corresponding administrative contentious court within two months counting from the date of the notification of the appeal.

Interested parties may also lodge any other appeal they deem appropriate to defend their interests.

The selection committee is empowered to resolve any issues or discrepancies that may arise during the selection process.

PERSONAL DATA PROTECTION INFORMATION	
Data Controller	The Data Controller responsible for your personal data is the Universitat Rovira i Virgili with CIF Q9350003A and with fiscal address at Carrer de l'Escorxador, s/n, 43003 de Tarragona.
Purpose	To manage of the recruitment of staff and fill job positions at the University.
Rights	The rights of access, rectification, suppression, portability, limitation or opposition to the data processing may be exercised by presenting a written document to the General Registry of the URV at the same tax address or to the General Registry of the University, in person or electronically, as indicated at https://seuelectronica.urv.cat/registre.html .
Additional information	Additional information on this personal data processing, called <i>Recruiting for and filling job positions at the URV</i> , and on the rights of data subjects can be consulted at the URV's Processing Activities Register published at https://seuelectronica.urv.cat/rgpd https://seuelectronica.urv.cat/rgpd , as can the URV's Privacy Policy. Additionally, questions about personal data protection may be sent to our data protection officers at the email address dpd@urv.cat .