

## **BASES FOR THE SELECTION OF NON-REGULAR RESEARCH PERSONNEL**

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## 1. Purpose of the Call for Applications

The purpose of these bases is to regulate the selection and hiring process for non-permanent research positions at CESGA, the funding, characteristics, remuneration and duties of which are described in Annexes I and II of this call for applications.

This call for applications is linked to funding from applications for government grants through competitive tendering so that it will be published on the Fundación CESGA website ([www.cesga.gal](http://www.cesga.gal)) and in the Galician Official Gazette (DOG).

## 2. Legal System

The research personnel selected under these bases will be governed by the provisions of *Law 14/2011, of 1 June, on Science, Technology and Innovation amended by Law 17/2022, of 5 September, amending Law 14/2011, of 1 June, on Science, Technology and Innovation*, and *Royal Legislative Decree 2/2015, of 23 October, approving the amended text of the the Workers' Statute Act (WS)*; *Law 2/2015, of 29 April, on public employment in Galicia*; *Royal Legislative Decree 5/2015, of 30 October, approving the Law on the Basic Statute of the Public Employee (BSPE)*. In addition, they will be governed by *Decree 12/2024, of 11 January, regulating the organisation, promotion and professional career of research employees in research organisations in the Administration of the Autonomous Region of Galicia* and all other applicable Autonomous Region regulations.

## 3. Types of Contract

The employment contracts given under current legislation will match the types of contract provided for in *Law 14/2011, of 1 June, on Science, Technology and Innovation*, and the general labour regulations.

Contracts signed under *Law 14/2011, of 1 June*, will be formalised as one of the following types:

- **Pre-doctoral contract** regulated in article 21 of *Law 14/2011, of 1 June*, the purpose of which is to perform research tasks within a specific, new project, for those who hold a Bachelor's degree or a degree in Engineering or Architecture, a Degree with at least 300 ECTS (European Credit Transfer System) credits or a Master's degree from a University, or the equivalent, and have been accepted for a doctoral programme, and it will be considered a position as a trainee pre-doctoral researcher.
- **Contract for entry into the Spanish Science, Technology and Innovation System regulated in article 22** of *Law 14/2011, of 1 June*, the purpose of which is to carry out research tasks, with the focus being on the research personnel obtaining a high level of mastery and professional specialisation, which will lead to their consolidating their professional experience and will be performed by those who hold a Doctorate or the equivalent.
- **Permanent contract for scientific and technical activities** provided for in article 23 bis of *Law 14/2011, of 1 June*, the purpose of which will be to perform activities linked to scientific and technical lines of investigation or services, which

are defined as a set of knowledge, concerns, products and projects built systematically around one central theme on which the activities carried out by one or more research groups will converge and will require being implemented in accordance with the appropriate methodological guidelines in the form of R&D+i projects. These lines are listed in the Annexes to the corresponding calls for applications.

Contracts signed under *Royal Decree Law 32/2021, of 28 December, on urgent measures for labour reform*, the guarantee of stability in employment and the transformation of the job market, will be formalised as the following type of contract:

- **Temporary contract for research personnel.** Temporary contracts may be given to research personnel to cover needs associated with the strict execution of projects under the Recovery, Transformation and Resilience Plan, or non-competitive European funds, for the time needed to execute these projects.

#### 4. Selection System

Pursuant to article 32 of *Decree 12/2024 of 11 January, regulating the organisation, promotion and professional career of research employees* in the research bodies in the Administration of the Autonomous Region of Galicia, selection will take place as a merit-based competition, guaranteeing the principles of equality, achievement and capacity and those set out in article 33 of *Decree 12/2024, of 11 January*:

1. The advertising and transparency of the calls for applications.
2. The impartiality and professionalism of the members of the selection board.
3. The independence and technical discretion of the actions of the selection board.
4. The appropriateness and proportionality between the content of the selection processes and the duties or tasks to be performed.
5. Promptitude without a loss of quality and objectivity.

The candidate selection process will consist of a series of stages, which may vary depending on the characteristics of each call for applications, as described in Annex II. In all cases, the passing threshold for each stage may not be less than 50% of the total score. The sequence of stages will be in accordance with the order given in the aforementioned annex and will have the characteristics listed below.

- Evaluation of the Curriculum Vitae: The curriculum vitae submitted by the applicants may be evaluated in accordance with the scale in Annex II.
- Evaluation of the Statement: The statement submitted, the contents of which are specified in Annex II, may be evaluated.
- Practical Test: The technical, linguistic, scientific and specific knowledge of the tools and methodologies appropriate to research and technology may be evaluated. This knowledge can be proven in the terms contained in Annex II for each of the positions offered.
- Individual Interview: Candidates may be invited to an individual interview, which may take place in English, Spanish and/or Galician. The purpose of this interview will be, among others, to clarify and look in depth at the education and training

and the professional career of the candidate, evaluate their vision of the position that they aspire to occupy and evaluate their skills and competencies, and other aspects that, in the opinion of the board, are of importance for that position.

After each stage is completed, an informative list will be published of those who have scored more than the passing threshold and therefore can continue the process.

The scores and the final decision on the process will be made public solely at the conclusion of the selection process, at which time the legal time limit will start for filing the appeals that are applicable.

## **5. Selection Board**

1. The composition of the board must be given a favourable decision by the Galician Innovation Agency, and its members must conform to the principles of impartiality and professionalism. It must respect the principle of the balanced participation of women and men.
2. At the proposal of the person responsible for the Project, Group, Contract or Convention, the manager of CESGA - or the person delegated - will assign the members of the board, which must be made up in its totality of staff from the center with a stable relationship with it, or by professionals with a permanent relationship with other public administrations, experts in the corresponding area with a degree equal to or higher than that for the position advertised.

With a prior, reasoned justification based on the particular conditions of the project, Spanish or foreign individuals may sit on the board, whether or not they have a relationship of service with Fundación CESGA (regardless of the type of relationship), who have a proven professional career in research, experimental development, knowledge transfer and/or innovation in the area that is the subject of the call for applications.

The board will have the following composition:

- a) Chairperson
- b) Secretary
- c) Four members, who must be highly qualified experts in the scientific or technical field, and have an advanced knowledge of the subject area of the call for applications, of which at least two must hold a doctoral degree.

The board will adopt measures that include protecting the copyright and intellectual property rights of the studies and results, guaranteeing, whenever possible, the non-disclosure and confidentiality of them.

3. For the board to be validly constituted, for the purposes of holding meetings and deliberations and reaching agreements, the presence in situ or by video-conferencing or audio-conferencing of at least half of its members will be required, with the presence in all cases of the chairperson and secretary.
4. The procedure for action of the board will meet, at all times, the terms of these bases, *Law 40/2015, of 1 October, on the legal system for the public sector* and the rest of the legal system.
5. For the purposes of communication and incidents, the board's headquarters will be the offices of Fundación CESGA, located at Avenida de Vigo, s/n (Campus

Universitario Sur) – 15705 Santiago de Compostela.

## 6. Requirements for Applicants

Those who meet the following minimum requirements for entering into contracts of this type may apply to take part in the corresponding public calls for applications:

- a) Be a Spanish citizen, a citizen of a Member State of the European Union, or of any other to which Spanish state law grants equal rights for the purposes of employment in a Public Administration. Non-Community foreigners may also apply, the formalisation of the contract being linked to obtaining a work permit, pursuant to *Organic Law 4/2000, of 11 January, on the rights and freedoms of foreigners in Spain and their social integration* and the applicable statutory provisions.
- b) Regardless of their nationality, the spouses of Spaniards and citizens of other Member States of the European Union may take part, provided that they are not legally separated. Under the same conditions, their descendants and those of their spouse may take part, provided that they are not legally separated, and that they are not under twenty-one years of age or dependants when over said age.
- c) Those who, while not included in the preceding paragraphs, are residing legally in Spain, are the holders of a document that permits them to reside here and are able to enter the labour market with no limitations.
- d) Are over the age of sixteen and are under, where appropriate, the maximum age for compulsory retirement.
- e) Meet the academic or degree-related conditions required for each position. Bearing in mind the fact that the tasks to be performed will be limited to collaboration on a research project that is the subject of a non-permanent contract and do not involve engaging in a regulated profession, applicants who hold an official diploma issued by a foreign university may take part, even if that diploma is not recognised and does not have a declaration of equivalence. In all cases, the applicants selected must submit the documentation required in the Accreditation section before signing the contract.
- f) Have the functional capacity to perform the tasks.
- g) Not have been laid off or dismissed, through a disciplinary hearing process, from service with any government service or constitutional or statutory body of an Autonomous Region, or have been disqualified from performing public duties.  
In the case of citizens of another State, not have been banned or in an equivalent situation, nor have been subject to a disciplinary sanction that prevents access to public employment in their State.
- h) Special requirements: those indicated in each call for applications.

All the above requirements must be met on the day of the deadline for submitting applications and continue to be met until the corresponding contracts are formalised.



## 7. Submission of Applications and Documentation

1. Applicants must **mandatorily sign and send in the Application Form in Annex I** to these bases, which includes a personal data form in compliance with *Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR), the Organic Law on Data Protection and Guarantee of Digital Rights (OLDPGDR, Law 3/2018 of 5 December)*. It includes a Sworn Statement of meeting the requirements demanded to apply to the call for applications, **in addition to the documentation required in Annex II.**
2. Applications may be submitted using the following methods:
  - Using the form on the CESGA website
  - Via the electronic registry of the government service or body to which it is to be sent, and the other electronic registries of any of the subjects referred to in article 2.1 of *Law 39/2015, of 1 October, on the common administrative procedure for the public administrations.*
  - Through a Post Office, in the terms set out in section 3 of this article.
  - Through the diplomatic missions or consular offices of Spain abroad.
  - Through the registry help desks.
3. The specific methods for submitting applications, using one of the methods listed in the preceding section, will be as listed below:
  - a. For submission via the **CESGA website**, applications must be sent in via the CESGA website, where a form will be enabled on which the applicant's basic data and the call for applications to which they are applying must be entered. In addition, both Annex I in its entirety and the documentation required in Annex II of the bases of the call for applications to which the application is being made must be submitted. All documentation must be sent in PDF format and only applications received by CESGA before the established deadline will be considered valid.
  - b. To submit applications through the **electronic registry**, through the electronic office of the Galician regional government (*Xunta de Galicia*) ([www.sede.xunta.gal](http://www.sede.xunta.gal)), they must include both Annex I, signed digitally, and the documentation required in Annex II to the bases of the call for applications to which it is being submitted, and the documentation must be accessible on the Fundación CESGA website ([www.cesga.es](http://www.cesga.es)). For submission, any of the methods of identification and signature permitted by the electronic office of the Galician regional government, (Chave365, Electronic Certificate or Cl@ve/Ciudadáns UE) may be used. The box "Related Matters" of form PR004A, must be completed, entering "Application for participation in the call for applications for selection process xxx, for the position with reference number xxx" (copy the position reference numbers for which you wish to apply published in Annex II to the Bases of the call for applications). If you wish to apply for several positions, you must send in a separate application for each one. If several vacancies for the same type of position are on offer, enter all the reference numbers selected. The recipient of the application will be CESGA (Galicia Public Foundation - Galicia Supercomputing Center). It will therefore be necessary to select the "Office of Education, Science, Universities, and Vocational Training" and "Galicia Supercomputing Center (CESGA)" from the dropdown.

- a. By **post**, applications must be submitted or sent by registered mail to the offices of Fundación CESGA, located at Avenida de Vigo, s/n (Campus Vida), Santiago de Compostela, 15705 A Coruña, indicating the reference number of the position that appears in Annex II to these bases. A copy of the signed application form and of the registered post receipt must also be sent by email to [emprego@cesga.gal](mailto:emprego@cesga.gal).

In all these cases, the address given on an application will be considered to be the only one valid for the purposes of notification, and the applicant is solely responsible for any error in its delivery and communication to the Foundation, or any change thereto.

4. The **deadline for submission** of applications will be given in Annex II to the tender. Should the last day for the submission of applications fall on a Saturday or public holiday, the deadline will be extended until the following business day. The dates of the deadline will always refer to 2:00 p.m. that day.

## **8. Provisional Acceptance, Claims and Appeals**

1. The publication of the decisions approving the provisional and final lists of the applicants accepted for participation in the calls for applications, as well as the decisions granting the contracts offered, will be published on the CESGA website ([www.cesga.gal](http://www.cesga.gal)). The lists of the applicants accepted and excluded will give their family name or names, first name and four random numbers of their identity document, and the reasons for exclusion that apply.
2. The submission of claims and appeals, in addition to notices to those interested in the results, must be made using one of the following methods, with the corresponding documents signed electronically, pursuant to the current regulations on electronic signatures and identification:
  - a. Electronically, using the form on the CESGA website
  - b. Through the electronic registries of any of the subjects referred to in article 2.1 of *Law 39/2015, of 1 October, on the Common Administrative Procedure for the Public Administrations*, using the Claim Form (Annex III), which must be accessible on the CESGA website ([www.cesga.gal](http://www.cesga.gal)). To submit applications electronically, any of the identification and signature mechanisms permitted by the electronic office of the Galician regional government may be used, including the username system and Chave365 password (<https://sede.xunta.gal/chave365>).
  - c. Through a Post Office, in the terms set out in section 3 of this article.
  - d. Through the diplomatic missions or consular offices of Spain abroad.
  - e. Through the registry help desks.
3. The following deadlines for claims and appeals are set for each stage of the process:

STAGE	DEADLINE
Provisional decision on those accepted and excluded	Five (5) business days from the day following the publication of the position
Provisional decision on final scores	Five (5) business days from the publication of the provisional decision



This provisional award must be considered to have been accepted when, after the awardee has been proposed, the other applicants accepted for the competition do not submit any claims or communicate the withdrawal of their application.

4. Having resolved the claims submitted against the provisional contract award decision, the final list with the family names, first name and four random numbers from the identity document will be published on the Foundation website([www.cesga.gal](http://www.cesga.gal)). The above-mentioned contract award decision will name the awardee of the position and the individuals on the reserve list, where appropriate. This decision on the process will bring the administrative procedure to an end. Should an awardee withdraw, their position may be occupied by the appropriate person on the reserve list in the order shown in the decision.
5. The applicants excluded, or those who do not appear as either accepted or excluded, will have five (5) business days to correct, where appropriate, the defect that led to their exclusion. The time allowed will start on the day following the publication of the lists on the CESGA corporate website([www.cesga.gal](http://www.cesga.gal)).
6. The approval or rejection of the above-mentioned requests for corrections will be understood to be implicit in the new decision approving the final lists of the candidates who are accepted or excluded, which will be published on the CESGA corporate website ([www.cesga.gal](http://www.cesga.gal)).  
The decision that makes the list of candidates accepted and excluded final will bring the administrative procedure to an end for those excluded and an appeal for reconsideration or a contentious-administrative appeal may be filed against it, pursuant to *Law 39/2015, of 1 October, on the Common Administrative Procedure for the Public Administrations*, and *Law 29/1998, of 13 July, regulating the Contentious Administrative Jurisdiction*.
7. The fact of appearing on the list of those accepted will not prejudice the fact that acknowledgement is required that the candidates possess the requirements demanded to take part in the selection process. When it is found that the documentation that they must submit after passing the selection process shows that they do not possess some of the requirements, the candidates will lose all the rights that they may have due to their participation.
8. The selection board will propose to the organisation calling for applications that the position that is the subject of the competition should be declared void when all the candidates are considered to be ineligible.

## **9. Criteria for Selection**

1. When the deadline for submitting applications has passed and the final lists of those accepted for and excluded from the selection process have been published, the applicants will be evaluated in accordance with the specific criteria set out in Annex II to the competition. In general, the evaluation may take into account, among other aspects:
  - Academic and/or professional experience related with the duties of the position.
  - Specific education and training associated with the requirements of the contract.
  - The scientific and technical career and achievements related with the area of the position offered.
  - Technical and linguistic knowledge, skills and abilities, which may be evaluated with a special test.

2. The board will not evaluate the achievements of candidates who do not meet the requirements set out in Annex II. They will also not evaluate achievements that are sufficiently justified in the documentation submitted.
3. At each stage of the evaluation, during the evaluation stage, a passing threshold will be set, always more than 50%, for passing that stage, as set out in Annex II.
4. The selection board will propose to the organisation calling for applications that the position should be declared void when none of the applicants meets the minimum requirements and/or does not meet the passing thresholds set in the corresponding call for applications. In this case, a new period for the submission of applications will start, without a need to appoint a new board or announce another call for applications, as the same conditions and requirements set initially will be maintained.

#### **10. Proposal for Hiring and Minutes of the Selection Process**

1. The board will select the applications and submit the proposal for hiring the candidates with the highest scores to the manager of the CESGA or the person delegated. It may propose that the position offered should be declared void if, in the evaluation of the candidates, it is found that none of them meets the conditions of the profile and/or the minimum requirements requested in the call for applications, or if an insurmountable mismatch is observed between the achievements provided and the documentation submitted.
2. The Secretary will take minutes of the board's meetings and will note, explicitly, the order of priority of the applicants for the purposes of their possibly being replaced in the event of withdrawals or claims.

#### **11. Ties**

In the event of a tie in the scores, it will be resolved in favour of the candidate who belongs to the gender with less representation among the entirety of the organisation's staff.

If the tie continues, it will be resolved in favour of the person who has a higher score on the achievements listed in the bases of the call for applications in the order established in them and, lastly, by the alphabetical order of the first family name when the second family name is identical, starting with the letter established in Resolution of the Office of Finance and Public Administration of 31 January 2024 (DOG no. 29, of 9 February 2024) publishing the results of the drawing referred to in the Regulations on personnel selection of the Administration of the Autonomous Region of Galicia. As a final measure, the tie will be resolved by a drawing between those involved.

#### **12. Accreditation**

1. Those who are proposed for hiring must submit the supporting documentation in compliance with the requirements and the scalable achievements for that stage of the competition and the remaining additional documentation included in Annex II using the methods established above in the section *Submission of Applications and Documentation*.

Those selected who hold a foreign degree that is not recognised or has no declaration of equivalence, must hand over, when signing the contract:

- The application for obtaining the declaration of equivalence for the degree and the academic level required for the call for applications in which they were selected, or the corresponding recognition.
- The diploma authenticated diplomatically or, when appropriate, by a Hague Convention Apostille. This requirement will not be demanded for documents issued by authorities of the Member States of the European Union, the European Economic Space or Switzerland.
- The diploma must be accompanied, where applicable, by an official translation into Galician or Spanish.

The person hired will sign the employment contract with the condition of obtaining the declaration of equivalence or recognition, and must report the granting or refusal of it. Refusal will be a cause for the cancellation of the contract.

2. The selection board will take as many actions as it considers necessary to determine, investigate and verify the data based on which it must make the proposed decision, including documentary proof of any of the achievements provided in the application. If an examination of the applications and the documentation submitted reveals that they lack information that is essential for the evaluation process or contain inaccurate, contradictory, inconsistent or false information or data, the selection board may exclude that application from the process, issuing a document detailing this circumstance.

### **13. Data Protection Clause**

1. Pursuant to the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), Organic Law 3/2018, of 5 December, on Data Protection and Guarantee of Digital Rights, we hereby inform you that the data controller is Fundación CESGA and you may contact the Data Protection Officer at the following email address: [rgpd@cesga.es](mailto:rgpd@cesga.es). The purpose of collecting and processing the information is to manage this call for applications.
2. In addition, it is hereby placed on record that Fundación CESGA will not transfer or communicate personal data, except in the cases legally provided for or when it is necessary for service provision, and that the data will be preserved even after the relationship with Fundación CESGA ends, for the time that they may be required for control or auditing by the competent public body. At any time, interested parties may exercise the rights of Access, Rectification, Deletion, Opposition, Limitation and Portability. To exercise these rights, they must submit a letter to the above-mentioned address specifying which of these rights they request be fulfilled and, in turn, they must attach a photocopy of their ID card or an equivalent identity document. In the event that they are acting through a representative, legal or voluntary, a document that proves the representation and that person's identity document must also be provided.

#### **14. Deletion of Files**

Participants will be informed that the documentation submitted, together with their application for participation, will remain in the files of Fundación CESGA for the time set by the applicable legislation.

#### **15. Urgent Processing**

For reasons of public interest, specifically for the proper execution and justification of European funds, the National Recovery and Resilience Plan, and all the funds that finance research projects that fund the positions that are the subject of the call for applications, the urgent processing of the selection processes may be decreed. In these cases and pursuant to article 33 of Law 39/2015, on the Common Administrative Procedure for the Public Administrations, the timeframes set for normal processing may be cut in half, except for those regarding the submission of applications and appeals.