CSIC JOB BANK 2016

This document explains, for informative purposes, how to participate in the CSIC job bank, with recommendations to be eligible for IRI CSIC contracts.

WHAT IS THE CSIC JOB BANK:

The CSIC job bank is the usual procedure followed by the CSIC for the selection and hiring of temporary staff related to research projects.

Therefore, if you want to be part of a selection process in the IRI (via CSIC) you must previously be enrolled in this job bank. This enrolment does not imply neither commitment nor future obligation for the applicant.

CSIC JOB BANK 2016:

According with the CSIC Presidency Resolution of 04/04/2016, a new CSIC job bank system was created, replacing the previous ones.

MODALITIES:

1. Job bank for PG 1 and PG 2 (Professional Group, in Spanish, GP1 or GP2)
2. Job bank for PG 3 and PG 4
3. Job bank for PhD contract
4. Job bank for first job experience contract (in Spanish, contrato en prácticas)

You can only be enrolled in one of the modalities described above. In annex I you can see the specific conditions of each modality.

INSTRUCTIONS FOR REGISTRATION:

To register on the Job Bank you must visit this link: https://www.bolsatrabajo.csic.es/bolsa_trabajo/ You can choose the English language.

Once you have chosen one of the modalities, you must fill out the application by accessing each of the sections of the menu on the right. For IRI contracts, we will give some indications in order to help you with some sections of this menu. If you decide to change any aspect, please inform us.
Scientific Area: You can select up to two.

**Recommendation for IRI contracts:** Please, choose the area "8905 Ciencias y Tecnologías Físicas" and these 3 themed fields: **Informática, Matemáticas** and **Robótica y Automática.**
(see capture below)

Regional counties/ Comunidades Autónomas:
You must choose a Comunidad Autónoma o Comunidades Autónomas (Regional county) and until 3 different centers.

**For IRI contracts** select Cataluña and our center (see below)
Work experience in research.
Don’t forget to add the documentation of your previous contracts.

Application documents:
Add your C.V. and a copy of your DNI, NIE or passport. If you have a Spanish Working Life (Informe de vida laboral) add a copy. If you’ve never worked in Spain, add a note explaining that (or ask it to IRI administration).

Other merits (courses, languages, publications, participation in projects, etc) of your C.V., in Accreditation of further education. (Not degrees, scholarships or work experience in research).

Note that only documented merits will be evaluated!
NEXT STEPS:

When your request arrives at the central services of the CSIC, a “Supporting Body” evaluates it based on the documents provided, giving it a score of up to 50 points. This score is the First Phase Score.

CSIC publishes a provisional list with the provisional scores and excluded applicants. The provisional decision can be appealed within 5 working days (Monday to Friday) from the date of publication.

After that, in a week and usually every Wednesday, CSIC publishes the definitive evaluations on this website:

https://sede.csic.gob.es/meritos

Once your final score is published, you are already registered in the CSIC Job Bank, and you can participate in the selection processes related your profile in the centers you selected.

PROFILE EVALUATION:

The evaluations have two phases:

- **FIRST PHASE (50 points)**: (see above)

For the first modality contracts (Job bank for PG 1 and PG 2):
- Academic record (20 points): from 0 points if your average grade is 5, until 20 if it’s 10.
- Work experience in research (30 points): Until 30 points if you have a five years experience.
- **SECOND PHASE (50 points):** This phase is related to a specific contract proposal.
  - Further qualifications (10 points):
    - PhD, Master, courses, etc. related to the proposal contract.
    - 15 to 30 hours: 2.5 points
    - 31 to 60 hours: 5 points
    - 61 to 100 hours: 7.5 points
    - More than 100 hours: 10 points
  - Scholarships (10 points). If the scholarship or all the scholarships duration is one year, you get the maximum score.
  - Candidate’s suitability for contract tasks (30 points). Publications, scientific work, languages, etc related to the job.

**CANDIDATE SELECTION**

When a CSIC center generates a new offer through the Job Bank, the “Supporting Body” selects the **25 best applicants** in the First Phase, and send them an email. The candidates must confirm they are interested within five calendar days.

On the other hand, the center forms a Selection Commission which evaluates the second phase applicants. The Researcher in charge of the Project will be in this Commission.

The final score will be the sum of the scores of both phases. CSIC will publish a provisional resolution with the scores of each applicant and the first one will be selected. After five working days to submit complaints, CSIC will publish a Definitive Resolution.

Usually, each Wednesday on this website:

https://sede.csic.gob.es/tecnica

**ADDITIONAL INFORMATION**

- https://sede.csic.gob.es/servicios/formacion-y-empleo/bolsa-de-trabajo (in Spanish)
- You can ask to admin or write an email to jobs@iri.upc.edu

With a just one application you can participate in contracts of PG 1 (upper degree) and PG 2 (middle degree). For that, you must complete a file for each group, and add the documentation.

If you refuse two contracting proposals, you will be excluded to the CSIC job bank.

When you are contracted through the Job Bank, you are no longer eligible. Once finish the contract, you reappear as eligible.
ANNEX I:
Specific characteristics of each modality of Job Bank contracts and outside of Job Bank

<table>
<thead>
<tr>
<th>MODALITY</th>
<th>By Job Bank</th>
<th>Contract period</th>
<th>Hours per week</th>
<th>End of contract compensation</th>
<th>Retribution</th>
<th>Special requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>PG 1 and PG2</td>
<td>YES</td>
<td>Until completion work</td>
<td>37.5 (100%)</td>
<td>25 (66%) 18h45' (50%)</td>
<td>YES</td>
<td>Per collective labour agreement CCU*</td>
</tr>
<tr>
<td>Contratos obra y servicio</td>
<td>YES</td>
<td>Minimum 1 year. Extendable for periods of 1 year</td>
<td>37.5 (100%)</td>
<td>NO</td>
<td>75% PG 1 CCU*</td>
<td>Minimum note: 6.5/10</td>
</tr>
<tr>
<td>PhD C. / C. predoctorales</td>
<td>YES</td>
<td>Minimum 1 year. Extendable for periods of 1 year</td>
<td>37.5 (100%)</td>
<td>NO</td>
<td>75% PG 1 CCU*</td>
<td>Minimum note: 6.5/10</td>
</tr>
<tr>
<td>First job experience C./ C. en prácticas</td>
<td>YES</td>
<td>6 months. Extendable maximum 2 years</td>
<td>37.5 (100%)</td>
<td>NO</td>
<td>75% PG 1 CCU*</td>
<td>Minimum note: 6.5/10</td>
</tr>
<tr>
<td>C. outside agreement/ C. fuera de Convenio</td>
<td>NO</td>
<td>40 (100%)</td>
<td>YES</td>
<td>Per outside CCU* scales</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*CCU (Convenio Colectivo Único Personal Laboral de la Administración General del Estado). This is the Labour agreement for the contracts of State Administration workers that aren’t civil servants.