

## REGULATIONS GOVERNING THE RECRUITMENT OF RESEARCH STAFF.

### 1. Purpose

The purpose of these Internal Regulations is to govern the recruitment of research staff required by INCLIVA, regardless of the type of contract adopted, in order to meet the human resources needs arising from the organisation's operations.

This document does not apply to calls for grants, nor to calls for eligible candidates. Calls for eligible candidates are understood to be those in which the selected person will represent INCLIVA as a candidate for a competitive project call; therefore, recruitment need not be immediate. For obvious reasons, in the allocation of named HR grants, whether public or private, no selection process will be applied, as this is carried out as part of the grant call itself.

This procedure sets out:

1. The general instructions for specifying staff recruitment requirements.
2. The description, instructions and procedures for the recruitment process.
3. The minimum guidelines for drawing up staff selection criteria to ensure consistency between the duties to be performed, the corresponding professional categories, the minimum qualifications required and the definition of requirements and merits in the calls for applications.
4. The documents associated with the process.
5. External and public documents.
6. Other points of interest.

### 2. Applicable legislation

1. Law 8/1998 of 9 December on Foundations in the Valencian Community.
2. Law 14/2011 of 1 June on Science, Technology and Innovation.
3. Law 14/2007 of 3 July on Biomedical Research.
4. Royal Legislative Decree 2/2015 of 23 October, approving the consolidated text of the Workers' Statute Act.
5. Decree 68/2011 of 27 May of the Consell, approving the Regulations on Foundations in the Valencian Community.
6. Royal Decree-Law 32/2021 of 28 December on urgent measures for labour reform, the guarantee of job stability and the transformation of the labour market.

7. Royal Decree 103/2019, of 1 March, approving the Statute for pre-doctoral research staff in training.
8. Act 4/2021 of 16 April on the Valencian Civil Service
9. Royal Legislative Decree 5/2015 of 30 October, approving the consolidated text of the Basic Statute of Public Employees.

### 3. Guiding principles

This document is governed by the provisions of Article 35.4 of the Valencian Community Foundations Act, which stipulates that the selection of staff must be carried out in accordance with the principles of equality, merit, competence and the public announcement of the relevant vacancy.

Given that INCLIVA holds the “HR Excellence in Research” quality label awarded by the European Commission, this procedure complies with the principles set out in the “Human Resources Strategy for Researchers” (HRS4R), drawn up by the European Commission.

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The staff recruitment procedure will comply with current labour legislation.

Furthermore, and bearing in mind that INCLIVA is part of the Public Sector of the Valencian Regional Government, this document has been drafted in accordance with the principles of action set out in Article 60 of Law 4/2021 of 16 April on the Valencian Civil Service, as stipulated in its First Additional Provision, namely:

- Access to employment protected by the constitutional principles of equality, merit and ability, promoting the widest possible competition.
- Publication of the vacancy notice and its terms and conditions.
- Transparency of the selection process.
- Impartiality and professionalism on the part of those serving on the selection panels.
- **Candidates shall not be penalised for interruptions in their career due to justified causes.**
- Independence, confidentiality and technical discretion in the actions of the selection panels.
- The content of the tests forming part of the selection procedures must be appropriate to the duties to be undertaken and the tasks to be carried out.
- Efficiency, without compromising objectivity, in the selection procedures.
- Effectiveness and efficiency in the allocation and use of the Foundation’s resources.
- Use of digital tools and digital signatures, as a measure to enhance efficiency and protect the environment. To this end, and due to special circumstances, the Foundation may in some cases make exceptions.
- Streamlining and streamlining of administrative procedures and practical management activities.

- Access to employment for people with disabilities under conditions that guarantee equal opportunities.
- Effective compliance with specific measures ensuring equal treatment and opportunities for women and men.
- The use of either of the two official languages of the Valencian Community without distinction.
- Promotion of the Valencian language and English, the latter being regarded as the language of scientific communication.
- The principle of minimising the disclosure of personal data.

## 4. Scope of application

The purpose of this procedure is to regulate the recruitment of INCLIVA staff across all its areas:

- Management Department: A cross-functional structure providing management and support for research.
- Research Area: Structures responsible for the implementation and development of the Foundation's biomedical and health research.
- Scientific and Technical Platforms: Structures responsible for providing scientific, technical and methodological support to the structures within the Research Area.

This document does not apply to calls for training grants, nor to calls for the selection of eligible candidates who apply in public, competitive, nominative selection processes.

## 5. Staff selection procedure

The selection system to be used will be a MERIT-BASED COMPETITION, once it has been verified that the candidates meet the requirements set out in the call for applications.

### 5.1 Recruitment needs

The person initiating the recruitment must accurately describe the reason for the recruitment so that the HR Unit can process it appropriately and in accordance with current legislation; the person initiating the recruitment is responsible for the accuracy of the information provided in the application document and undertakes to inform the HR Unit should any changes or amendments occur.

In all cases, the person initiating the *recruitment* must complete the *Staff Recruitment Application Form (F-EG-RRHH-16)*.

Based on the information provided, the HR Unit will determine the appropriate type of contract, as well as the labour costs.

The project leader will, at all times, receive advice from staff in the HR department

The recruitment process will be reviewed and approved by the relevant management departments depending on the type of recruitment (internal, external, national, EU, etc.): by the HR department, by the sponsor, by the person responsible for budgetary control, and by senior management.

The HR unit will drive the process and ensure that it is carried out efficiently and in accordance with current labour regulations and this internal procedure.

## 5.2 Terms and Conditions and Job Vacancy Notice

Any manager/IP who identifies a need to recruit staff shall act as the Promoter of a job vacancy and complete the Staff Recruitment Application Form (F-EG-RRHH-16); the HR department will then, on the basis of this application, draw up the *Terms and Conditions of the public recruitment notice* (F-EG-RRHH-2).

The Terms and Conditions of the recruitment process will set out the minimum requirements for the post to be filled and the merit-based selection system in accordance with point 6.1

The Staff Recruitment Application must be digitally signed by the Promoter.

The Terms and Conditions of the public recruitment notice shall be signed by the Project Promoter, the person in charge of the HR unit, and the Managing Director. Optionally, they may also be signed by the Project Manager, if there is one.

It is an essential requirement that the application be signed and validated by all those involved.

The Foundation may grant exemptions from the requirement for a digital signature on the application, due to special circumstances at the Foundation's discretion.

The application and the terms and conditions will be reviewed by the HR Unit, which will verify the employment details and liaise with the other management departments involved to obtain their financial and scientific approval.

Where legally required, the relevant authorisations will be sought from the Regional Ministry with responsibility for the matter.

## 5.3 Publication of the vacancy notice

In accordance with the principle of publicity, job vacancies will be advertised at a minimum in the 'Employment' section of the INCLIVA website, in the PROP, and on the Euraxess and DOGV portals, where applicable. Where deemed necessary, they will be advertised on noticeboards at universities, professional bodies, social media platforms and other specific sources.

The call for applications document must comply with the logo and publicity requirements of the entities or bodies funding the contract, as applicable; for example, projects funded by national, regional or European public funds.

The publicity period shall be 15 calendar days from the day following the date of publication. Should the organiser of the call, prior to the closing date for applications, consider it necessary to extend the application deadline, they may do so for a minimum period of 5 days up to a maximum of 2 months.

#### 5.4 Submission of applications

To be eligible for the selection process, candidates must register by the deadline via the INCLIVA website. Candidates must enter their personal details on this platform and also submit the documentation required therein.

Applications submitted in any manner other than that specified in the relevant call for applications, or outside the specified application period, will not be accepted. In the event of any issues relating to the application for admission to the selection process, applicants must contact the HR Unit by email (empleo@incliva.es ) within the application period, explaining the difficulties preventing them from proceeding in the prescribed manner. The HR Unit, after analysing the situation, may establish, for the case in question, provisions that differ from the general ones.

The Foundation will publish on its official website the necessary notifications to enable candidates to follow the selection process until the publication of the decision concluding the selection process.

Once the deadline for the submission of applications has passed, the status of the call for applications will be changed to 'closed' and the HR Unit will forward the applications submitted within the deadline to the Technical Selection Committee (OTS), so that it may commence the selection process.

#### 5.5 Application submission process. Requirements.

The TSS will conduct the selection process, which will begin with the publication of the Resolution on the Admission of Applications (F-EG-HR-20).

Interested parties will have a period of 5 calendar days, starting from the day following publication, to submit representations. The conditions that written representations must meet are specified in the admission resolution itself. The TSS will respond to the representations by means of a reasoned written reply addressed to the applicant. Following this procedure, if applicable, the list will become final.

#### 5.6 Assessment of applications. Merits

The OTS will assess the merits of the various applications, and the HR Unit will convene the SECOND STAGE in accordance with the criteria set out in these regulations.

Should there be an objective test in this second phase, the results of the test will be published in advance, opening a period of 5 calendar days from the day following publication for the submission of representations. The OTS will respond to the representations by means of a reasoned written decision addressed to the complainant. Following this procedure, if applicable, the final results of the test will be published.

The Merit Assessment Decision (F-EG-RRHH-21) will then be published on the website.

Interested parties will have a period of 5 calendar days, starting from the day following publication, to submit appeals. The conditions that appeal submissions must meet are specified in the decision itself. The OTS will respond to the representations by means of a reasoned written decision addressed to the complainant. Following this procedure, if applicable, the final decision (F-EG-RRHH-22) will be published on the organisation's website.

The OTS will draw up a Resolution Report (F-EG-RRHH-11) covering the entire process, signed electronically by all its members, which will bring the selection process to a close.

In the selection and assessment of merits, candidates will not be penalised for interruptions in their career due to justified reasons, such as caring for children or dependants, health issues or any other legally recognised reason. These interruptions will not be viewed negatively in the assessment of merit or experience. Where appropriate, proportionality measures will be taken into account to ensure equal treatment and opportunities, in accordance with the principles of equity, inclusion and non-discrimination established in current legislation.

#### 5.7 Publication of the Decision. Selection of the successful candidate.

Following the selection process and upon receipt of the minutes signed by the members of the OTS, the decision on the selection process will be published, indicating the person selected to fill the advertised post and, where applicable, the reserve candidates, whose order will be determined by the score obtained in the individual assessment, ranked from highest to lowest.

Furthermore, a document will be published setting out the total scores obtained by all candidates who were admitted to the selection process.

The publication of the decision on INCLIVA's official website will serve as notification of the outcome of the selection process to all those who took part in it, regardless of whether other means of notification are used.

#### 5.8 Anonymised data and transparency

In order to comply with data protection legislation whilst upholding the principle of transparency, the Foundation will always publish the results and scores obtained by assigning a code to each candidate.

#### 5.9 Appeals

An appeal may be lodged with the labour court against the Foundation's final decisions in response to representations and other procedural acts, within two months from the day following the publication or notification of the act against which the appeal is sought.

#### 5.10 Correction of typographical errors in the call for applications and clarifications

Should any typographical error be detected in the call for applications already published, the Foundation's HR Unit shall correct it, extending the deadline for receipt of applications by the same period that has elapsed between the initial publication of the call and the publication of the correction, provided that the correction of the error entails a substantial change to the call that could infringe the rights of applicants.

Furthermore, the Foundation's HR Unit may issue and publish as many clarifications as it deems necessary without the need to extend the application deadlines.

#### 5.11 Possibility of withdrawing the call for applications

The OTS may declare the recruitment process void if, in its opinion, the candidates do not meet the specified minimum proficiency criteria, do not fulfil the established requirements necessary to be considered for the post advertised, no applications have been received, or the candidates do not achieve a minimum score of at least 30 per cent of the points allocated to Phase 2 of the selection process.

A report setting out the reasons for declaring the recruitment process 'cancelled' will be drawn up and signed, and the relevant decision will be published on the INCLIVA website.

The Institute, for reasons of public interest, may at any time withdraw the decision or cancel the vacancy by drawing up the relevant supporting document, which will be uploaded to the section for the job vacancy itself on the INCLIVA website.

#### 5.12 Communications regarding the recruitment process

During the selection process and until the tests have been completed, all information that candidates need to be aware of will be published on the employment portal at [www.incliva.es](http://www.incliva.es); this publication shall constitute notification for all purposes.

It is the responsibility of applicants to pay due attention to the publication of the lists, as well as to information regarding deadlines and any general requirements that INCLIVA may impose on them, which will always and exclusively be communicated via the aforementioned job portal.

Any individual requests will be made electronically, via the email address provided in the applications, which will be considered the only valid means of notification; it is the sole responsibility of applicants to pay due attention to these communications and to report any errors or changes in the information provided.

Once any type of notification addressed to an applicant has been sent by email, the Foundation accepts no responsibility for technical problems in its receipt, provided that such problems are not attributable to the Foundation.

#### 5.13 Electronic signature

All processes requiring the signing of documents shall be carried out electronically (digital signature), using email and/or the 'Portafirmas' platform as the means of communication and document transmission. In exceptional circumstances, the HR Unit may, at its discretion, accept another form of signature and communication.

### 6. Selection process: merit-based competition.

The selection process to be used will be a MERIT-BASED COMPETITION, consisting of two phases:

1. Merit assessment phase (PHASE 1), which will be worth between 60 and 90 points

2. Specific phase (PHASE 2), which will be worth between 40 and 20 points and will consist of the assessment and further evaluation of the candidate's aptitudes, attitudes and skills through a personal interview and/or objective tests.

The following section sets out in detail the merits to be assessed.

The above provisions shall apply without prejudice to the Foundation's right, in the terms and conditions of the call for applications, to IMPLEMENT MINIMUM PASS MARKS for the applications submitted, such that if a candidate fails to achieve this minimum score, they will be excluded from the selection process.

The person responsible for the recruitment process or the Foundation, with the advice of the HR department, shall be responsible for establishing, for each call for applications, the merits to be considered, their individual and maximum scores, the method and timing of verification, the setting of minimum requirements, and the structure of the specific phase, all in accordance with the job description. This information shall be published in each call for applications for the information of applicants.

The implementation of eligibility requirements shall be at the discretion of the Foundation; however, should it be decided to establish such requirements, they must be set out in detail in the public call for applications, specifying, where applicable, the conduct of objective tests.

The selection of staff will be carried out by the OTS designated in each call for applications, which must respect the principles of equality, merit, ability, independence and impartiality by assessing the documents provided in the application, basing its decision on criteria of suitability for the profile set out in the call for applications.

The requirements and merits that the applicant possesses or has fulfilled as of the day immediately preceding the opening of the application period for the call for applications will be assessed.

## 6.1 Minimum requirements

### 6.1.a. General legal requirements:

The following are essential requirements to be included in all calls for applications:

- Hold Spanish nationality or a work permit, or hold any other nationality that permits access to employment in the public sector. Should the successful candidate not meet this requirement, the contract will not be formalised until the relevant documentation is in order. Should this procedure ultimately not be completed within the deadline set by the Assessment Committee, the successful candidate may not be appointed; in this case, the post will remain vacant or the next candidate on the list will be appointed, provided that a ranking order has been established in the Decision.
- Be at least 16 years of age and, where applicable, not exceed the maximum age for compulsory retirement or any other age limit that may be established by law.
- Not be subject to any grounds of incompatibility that would prevent them from performing duties under the general regime with a public sector body; this must be certified by means of a statutory declaration. This must be certified in the application form.
- Not be disqualified by a final judgement from performing duties similar to those of the professional category or group to which they are seeking access. In the case of nationals of other states, not be disqualified or in an equivalent situation under the same terms in their own state that



prevents access to public employment. This requirement must be demonstrated by means of a sworn statement in the application form.

- If the applicant has previously worked at the INCLIVA Foundation, they must not have been dismissed on disciplinary grounds by the Foundation in accordance with the rules.
- If you have previously worked at the INCLIVA Foundation in the post being offered, you must have successfully completed the probationary period for that post.

The age requirement may be adjusted depending on the type of employment contract to be offered (e.g. work placements, training, subsidised contracts), all in accordance with the parameters established by law. The same may also apply due to age criteria set out in a public competitive selection process, or a private competitive grant, which has been awarded to the Foundation, or for which the Foundation intends to apply.

Furthermore, in accordance with Article 13(5) of Organic Law 1/1996 of 15 January on the Legal Protection of Minors, provided that the role involves regular contact with minors, applicants must not have been convicted by a final judgement of any offence against sexual freedom and integrity, which includes sexual assault and abuse, sexual harassment on the grounds of sex, sexual orientation and gender identity, indecent exposure and sexual provocation, prostitution and sexual exploitation, and the corruption of minors, as well as human trafficking.

Candidates must meet each and every one of these general requirements; otherwise, they will be automatically excluded from the selection process.

#### 6.1.b Essential requirements for the post advertised:

To be included in all job advertisements:

- Minimum qualification enabling the candidate to carry out the professional activities related to the duties specified in the vacancy notice, indicating whether higher qualifications are accepted, or whether they are not accepted as they are qualifications with professional or qualifying effects. Qualification requirements must not undermine the principle of unrestricted competition. In this regard, wherever possible, restrictions on qualifications being officially recognised in Spain should be avoided, and foreign qualifications—including non-official ones—related to the post for which the candidate is applying should be accepted. Discrimination on the basis of the date on which such qualifications were obtained shall be avoided, except where this is a determining factor for eligibility for the contract in question (e.g. work placement contracts or those in which the timeframe for obtaining the qualifications is a condition set by the funding agencies).
- Possess the physical and mental capabilities and aptitudes necessary to perform the relevant duties or tasks, which must be certified by the applicant by means of a sworn statement at the time of registration for the call for applications. Notwithstanding the above, these capabilities will be verified by the Foundation through the successful completion of the probationary period, on the understanding that if the successful candidate passes the probationary period, these capabilities are deemed to have been doubly verified.

Where the call for applications so requires, the following may be included as additional requirements:

- Time limits on the date of obtaining the required qualification, depending on the type of employment contract to be offered (e.g. training contracts, subsidised contracts), or due to the special circumstances

set out in a competitive public call for applications, or a competitive private grant, which has been awarded to the Foundation, or for which the Foundation wishes to apply.

- Certificates, professional registration or any other document which, in accordance with current regulations, is required and qualifies the applicant to carry out the professional activities related to the duties described in the vacancy notice.
- Master's degrees or specialist qualifications, provided that these qualify the holder to perform the duties of the advertised post (they may not be required as a condition in any other circumstances).
- Language proficiency where the post requires this as an essential criterion, particularly for posts linked to the International Projects Unit or to an international project.
- A certificate confirming a degree of disability of 33 per cent or more, should the post be restricted to candidates with this profile.
- Willingness to relocate and/or use a private vehicle.
- Any other requirement that is essential for the performance of the duties and without which such duties cannot be carried out.

Candidates must meet each and every one of these MINIMUM REQUIREMENTS; otherwise, they will be automatically excluded from the selection process.

## 6.2 Merits

Phases 1 and 2 must together total 100 points, with the total for each phase to be set in each call for applications in accordance with the following minimum and maximum thresholds.

The relevance of the relationship between these merits, their equivalence, and their correlation with the post advertised will be assessed and evaluated by the OTS.

In the selection and assessment of merits, candidates will not be penalised for interruptions in their career due to justified reasons, such as caring for children or dependants, health issues or any other legally recognised reason. These interruptions will not be viewed negatively in the assessment of merit or experience. Where appropriate, proportionality measures will be taken into account to ensure equal treatment and opportunities, in accordance with the principles of equity, inclusion and non-discrimination established in current legislation.

### 6.2.a PHASE 1: Training and experience relevant to the advertised post In this PHASE

1, a minimum of 60 points and a maximum of 90 points will be awarded.

#### 1. Educational merits.

In this section, a minimum of 10 points and a maximum of 75 points will be awarded.

At the discretion of the Recruitment Officer, this section may include an assessment of any objective factors that enable the evaluation of the candidate's level of training in relation to the post advertised.

Qualifications submitted by the applicant that are required as entry qualifications may not be assessed in this section.

By way of example, but not limited to, the following educational merits relating to the profile, duties, the project to be carried out, the professional field and even complementary fields may be included:

- Official university qualification (bachelor's degree, diploma, engineering degree or master's degree) related to the duties of the post: 15 points per qualification provided
- Official PhD or Master's degree (of at least 60 ECTS credits or the equivalent in hours), related to the duties of the post: 15 points per qualification submitted
- Official Master's degree (of at least 60 ECTS credits or the equivalent in hours), related to the duties of the post: 10 points per qualification submitted
- Higher or Intermediate Vocational Training, relevant to the duties of the post: 8 points per qualification submitted
- Institution-specific qualifications and/or a Master's degree (of at least 60 ECTS credits or the equivalent in hours) related to the duties of the post: 7.5 points per qualification submitted
- Training courses completed that are geared towards the duties of the post for which the applicant is applying. Points are awarded according to the following scale:
  - Courses of 100 hours or more: 5 points per course
  - Courses of 75 hours or more: 3 points per course
  - Courses of 50 hours or more: 2 points per course
  - Courses of 25 hours or more: 1 point per course
  - Courses of 15 hours or more: 0.5 points per course
  - Courses of fewer than 15 hours: 0.25 points per course
- Supervision of doctoral theses:
  - Theses awarded an extraordinary distinction or an International Doctorate: 7 points per thesis supervised.
  - Theses other than those mentioned above: 5 points per thesis supervised.
- Supervision of Master's dissertations or Bachelor's dissertations:
  - Master's final projects: 2 points per project supervised.
  - Undergraduate dissertations: 1 point per dissertation supervised
- Teaching related to the duties of the post: 0.05 points per hour of teaching delivered.
- Supervision of work placements within companies, for both vocational and university qualifications: 0.5 points per person supervised.

## 2. Languages

In this section, a minimum of 5 points and a maximum of 15 points will be awarded.

2.a Knowledge of the Valencian language, according to the following scale:

- Level B1: 2 points
- Level B2: 3 points
- Level C1: 4 points
- Level C2: 5 points

Only the highest level will be taken into account

Proficiency in this language must be certified by an official body, in accordance with Order 7/2017 of 2 March issued by the Regional Ministry of Education, Research, Culture and Sport, which regulates the official administrative certificates of proficiency in Valencian issued by the Valencian Language Proficiency Assessment Board (JQCV), the examining staff, and the recognition and validation of other qualifications and certificates (JQCV, EOI, etc.).

2.b Proficiency in English, in accordance with the following scale:

- Level B1: 2 points
- Level B2: 3 points
- Level C1: 4 points
- Level C2: 5 points

Only the highest level will be taken into account

Proficiency in this language must be demonstrated by means of qualifications, diplomas and certificates issued by official language schools, by universities within the European Higher Education Area, or by those established in Decree 61/2013 of 17 May of the Consell, which establishes a system for the recognition of foreign language proficiency in the Valencian Community, or by applicable regulations currently in force.

2.c Other languages, in accordance with the following scale:

- Level B1: 2 points
- Level B2: 3 points
- Level C1: 4 points
- Level C2: 5 points

Only the highest level will be taken into account

Proficiency in EU languages other than Spanish, Valencian and English must be demonstrated by means of qualifications, diplomas and certificates issued by official language schools, by universities within the

European Higher Education Area, or by those established in Decree 61/2013 of 17 May of the Consell, by the

the establishment of a system for the recognition of foreign language proficiency in the Valencian Community, or the applicable regulations currently in force

3. Merits relating to professional experience and skills relevant to the post. In this section, a minimum of 0 points and a maximum of 75 points will be awarded.

At the discretion of the person responsible for the recruitment process, this section may include an assessment of all kinds of objective factors that enable the candidate's level of professional experience to be evaluated in relation to the post on offer. The marks obtained in objective tests, should these be held before or during this phase, will also be taken into account in this section.

By way of example, but not limited to these, the following merits may be included, relating to the profile, the duties, the project to be carried out, the professional field and even complementary fields.

- Professional experience in the advertised post
- Completion of work placements
- Complementary experience or other types of experience
- Advanced proficiency in the use of techniques and/or computer programmes related to the tasks to be carried out
- Contribution to research outcomes: Participation in research projects and/or clinical trials, conference presentations, scientific articles, poster presentations, etc.
- Placements in the public and private sectors.
- Experience in different areas of research
- A combination of periods of research with periods of clinical practice
- Merits that allow for the assessment of mobility aspects
- Participation in committees, commissions or collegiate advisory or decision-making bodies.
- Assessment of scores derived from objective tests

The call for applications may set a minimum number of points that a candidate must obtain to progress to the next stage.

In accordance with the provisions of the European Commission's 'Human Resources Strategy for Researchers' (HRS4R), experience must be assessed with particular emphasis on candidates' periods spent in the private sector or at other national and international research centres, changes in research focus, and the combination of periods of research with periods of clinical practice. In all cases, the OTS will give priority to actual experience relevant to the post over the specific qualifications required.

In the selection and assessment of merits, candidates will not be penalised for interruptions in their career due to justified reasons, such as caring for children or dependants, health issues or any other legally recognised reason. Such interruptions will not be viewed negatively in the assessment of merit or experience. Where applicable, proportionality measures will be taken into account to ensure equal treatment and opportunities, in accordance with the principles of equity, inclusion and non-discrimination established in current legislation.

6.2 b PHASE 2 Specific to the advertised post.

In this section, a minimum of 10 points and a maximum of 40 points will be awarded

A qualitative assessment in which aspects, attitudes and abilities related to the post will be evaluated. This may take the following forms:

- A personal interview between the candidate and the OTS. The candidate's aptitudes, attitudes, knowledge and skills in relation to the post and the merits presented will be assessed. If this is the only criterion established in Phase 2
- Objective test: a process comprising one or more objective-type tests, which may consist of a multiple-choice test, a non-multiple-choice theoretical exam, a practical exam, the submission of a piece of work, etc. This test may be eliminatory in nature.
- Mixed system: a process comprising a mixed system that combines the above methods.

In this case, if the objective test is eliminatory in nature, it will be conducted separately from the personal interview in order to determine which candidates will proceed to the interview.

Where only the interview is used, the maximum mark to be awarded at this stage will be TEN per cent of the total marks.

If there is no objective test, or if candidates have passed it, the candidate with the highest number of points will be invited to an interview, along with all candidates whose difference in points from the highest-scoring candidate—based on the assessment of merits—is equal to or less than the weighting assigned to the interview, subject to the following conditions:

- If the total number of candidates to whom the aforementioned criterion applies is 20 or more, the OTS may limit the interview to the top 50 per cent of candidates. Should this calculation not result in a whole number, the number of candidates to be interviewed will be rounded up.
- In the event of a tie between the last candidate to whom the 50 per cent threshold set out in the previous paragraph applies and the subsequent candidates, all candidates with that tie score will be interviewed, even if this exceeds the aforementioned 50 per cent.

In any event, if the OTS deems it necessary, it may invite all candidates to attend a face-to-face interview.

The decision regarding the date and time of the interview, as well as the format in which it is to be held, shall be at the discretion of the OTS, and the applicant must comply with the schedule set by the OTS.

### 6.2.c Other points and special conditions

The following 20 additional points may be added to the total marks from Phases 1 and 2 in accordance with current legislation:

- If the candidate provides a certificate proving a disability of 33 per cent or more, they will be awarded 10 additional points on top of those obtained in Phases 1 and 2.
- If the candidate provides evidence that they are a victim of gender-based violence or terrorism, they will be awarded 10 additional points on top of those obtained in Phases 1 and 2.

To prove these circumstances, the certificate of the degree of disability issued by the competent authority must be submitted together with the application, and/or the relevant certificates attesting to their disability status and, in the case of victims of violence against women, by means of any of the forms of evidence provided for in Articles 9.1 and 9.2 of Law 7/2012 of 23 November of the Valencian Regional Government, on comprehensive measures against violence against women within the Valencian Community.

### 6.3 Tie-breaking criteria for applications.

In the event of a tie between two candidates at the end of the selection process, the following priority criteria shall be applied:

- Firstly, in favour of the candidate who has obtained the highest score in the professional experience section.
- If the tie persists, priority will be given, secondly, to the candidate with a disability; and if the tie is between such candidates, the candidate with the highest certified degree of disability will be selected.
- If the tie persists, thirdly, where the tie is between candidates of different genders, preference will be given to the gender that is under-represented within the group of candidates for the relevant professional category or group.
- Finally, if the tie still persists, it will be resolved by alphabetical order of the first surname of the tied candidates, with the order commencing as stipulated by the regulations in force at that time.

## 7. Technical Selection Committee (OTS)

The conduct of the selection procedures and the assessment of candidates' tests and merits shall be entrusted to a collegiate technical body. For the purposes of this call for applications, the term 'Selection Panel' shall be considered synonymous with 'technical selection body', hereinafter referred to as OTS.

The OTS consists of at least two members, plus a secretary with a non-voting role; the same number of alternate members must also be appointed, as far as possible.

The Secretary shall be a member of the HR Unit, unless management decides otherwise in exceptional cases.



The appointment of the OTS will be published in the call for applications itself.

All members of the OTS, with the exception of the Chair and the Secretary, must hold the qualifications required for the post advertised or be familiar with the duties and/or subject matter to be performed.

The OTS is responsible for assessing and evaluating merits, admitting and excluding candidates, ruling on appeals, and carrying out any other actions required to conduct, facilitate and conclude the selection process.

Members of the OTS shall be subject to the general grounds for abstention and recusal set out in Articles 23 and 24 of Law 40/2015 of 1 October on the legal regime of the public sector.

The body responsible for ruling on any challenges to members of the OTS shall consist of three members of the organisation's Governing Board appointed by the Chair of the Board.

## 8. Signing of the contract and commencement of employment

The formalisation of the contract for successful candidates shall be conditional upon the submission by the candidates concerned, and verification by the Human Resources Unit, that the original documents and the photocopies provided during the selection process relating to compliance with the requirements are identical.

The successful candidate must sign the contract within a maximum period of one month from the day following receipt of the notification, unless there is an emergency, a justified reason, or another provision to that effect in the decision.

Where, for reasons not attributable to the Foundation, the candidate ranked highest by the OTS fails to sign the contract within the time limits set out in the previous paragraph, or the proposed candidate declines the post or opts for another incompatible contract, the next candidate in order of score shall be appointed, provided that the person concerned achieves the minimum score required, where applicable, under the marking scheme.

Notwithstanding the provisions of the preceding paragraphs, on an exceptional basis, the Management, at the request of the person concerned, may suspend the deadline for signing the contract where, due to force majeure or unforeseeable circumstances, it is impossible or exceptionally difficult for the candidate to join the Foundation within the established time limits, or where the signing of the contract could lead to a situation of job insecurity, because the proposal to fill the post is being contested and the candidate has to renounce another current contract or an incompatible scholarship. In any event, a decision shall be taken following a reasoned assessment of the public interest and the content of the arguments put forward by the person concerned, based on a prior report from the relevant department. A suspension may not be granted where research and/or management requirements necessitate the immediate commencement of duties by the successful candidate.

If, once the employment contract has been formalised, the appointed person resigns voluntarily, fails to pass the probationary period, is on leave of absence or in any similar situation, they may be replaced by the next candidate on the shortlist, in order of priority according to the final score obtained in the

assessment resulting from the recruitment process. In this case, the selected candidate must demonstrate that they meet the requirements of the recruitment process and comply with the applicable regulations in the same manner as described above.

## 9. Emergency recruitment procedure.

This procedure allows for the shortening of the publication period for the recruitment notice and the period for submitting objections, all of which is justified by an urgent and unavoidable need to recruit staff. This procedure may only be used when the recruitment does not relate to a post included in the RPT.

An 'urgent and unavoidable need' is understood to mean:

1. The recruitment of research and non-research staff to carry out a project within a timeframe of less than 30 days, as a result of the delayed resolution of a competitive grant process, whether public or private.
2. The immediate replacement of staff whose posts are reserved (leave of absence, leave of absence for personal reasons, study leave, etc.) or the covering of holidays that could not have been foreseen and which last for more than 90 days.
3. Other circumstances that unequivocally demonstrate the urgency and immediacy of filling the post on a temporary basis.

The Promoter must justify the reasons for this urgent procedure in the 'Application for Staff Recruitment' documents.

The urgent procedure shall be carried out in the same way as the standard procedure, with the following specific details:

1. The advertisement period for the vacancy shall be 5 calendar days from the day following the publication of the vacancy notice.
2. No objective tests may be held; only an interview will take place in Phase 2.
3. The OTS must fill the post within 5 calendar days from the day following the closing date for applications.

## 10. Responsibilities

It is the responsibility of the staff of INCLIVA's HR Unit to ensure compliance with this procedure in coordination with the other management departments involved.

- HR Unit: Manages recruitment needs based on the information provided by the recruitment sponsor; advises on the type of contract, profile, merits, etc.; handles the candidate selection process from the publication of the vacancy notice until a decision is reached; and provides technical support to the recruitment sponsor.
- Recruitment Sponsor (hereinafter, the Sponsor): Initiates the temporary recruitment of staff, justifying the need for and timing of the recruitment, and determining the grounds for it. They define the duties to be performed by the recruit and set out the general and necessary requirements, as well as the merits to be assessed during the selection process. This role may be held by:
  - The Principal Investigator responsible for the project or line of research.
  - Director of the Foundation.
  - Head of Research Areas, Platforms or Management.

- Project Manager: Ensures that a scientific project exists, that a call for applications has been issued, that sufficient funding is available to cover the recruitment costs, and that a budget allocation has been set aside within the project or line of research.
- Head of Budget Control at the Foundation: Authorises recruitment based on budgetary sufficiency.
- Managing Director: Authorises recruitment in general terms.
- OTS: Carries out the selection process and appoints the candidate to whom the post is awarded, as well as any potential substitutes.

## 11. Entry into force

These regulations shall come into force on 1 January 2024.

Approved by the Governing Board on 18 December 2023 and ratified by the Board of Trustees on 19 December 2023

Amended by the Governing Board on 9 June 2025.