

Bases of the call of the Catalan Institute of Classical Archaeology (ICAC) for the provision of a permanent job of general services and economic management assistant (code 017.31)

1. Purpose and definition of the job.

The purpose of this call of the Catalan Institute of Classical Archaeology (hereinafter ICAC) is the employment of a permanent job of general services and economic management assistant, level D2. This position appears in the list of jobs of the ICAC and is not covered. It was created at the meeting of the Board of Directors on 27 July 2009 and amended at the meeting of the aforementioned Board of Directors on 26 June 2020 with the following definition:

Functional area:	Research Management and Support Area, General Services Section.
Category:	Group D2.
Functions:	<ul style="list-style-type: none"> - The management of the general services of the center: visits, telephone and others; -The care of the center's facilities: opening and closing, keys and dependencies, and logistical support for activities. - The management of postal products and other orders inside and outside the center. - The management of office automation, stationery and other general products. - Support for the Economic Management Section as an administrative assistant.
Conditioning:	Knowledge in the management of spaces and facilities, personal attention, mailmanship, scientific dissemination activities and administrative assistant.

This job was published in the ICAC Public Employment Offer for the year 2020 (DOGC No. 8306 – 30/12/2020).

2. Number of employment contracts and system of access to the job.

- 2.1. Only a permanent employment contract can be formalised.
- 2.2. The system of access to the job will be the merit competition.

3. Requirements for applicants Applicants.

- 3.1. Applicants Applicants must be in possession of a degree in Secondary Education, a technician corresponding to intermediate or higher level training cycles (administrative or secretarial branch), a specialist technician corresponding to 1st or 2nd degree vocational training (administrative or secretarial branch), or equivalent.
- 3.2. Have the level of proficiency in the Catalan language (C1) established by Decree 152/2001, of 29 May, on the assessment and certification of knowledge of Catalan. In the event that the beneficiary of this call does not accredit this level, the Evaluation and Selection Committee may order an equivalent test to be carried out.

- 3.3. Applicants applicants who do not have Spanish nationality must have knowledge of Spanish language level C 1 or equivalent.
- 3.4. The accreditation of knowledge of the Spanish language will be carried out by passing the test or exercise established for this purpose, or by presenting one of the documents indicated below:
 - 3.4.1. A certificate of completion of primary and/or secondary and/or upper secondary education in Spain.
 - 3.4.2. The Spanish diploma established by Royal Decree 1137/2002, of 31 October, or equivalent, or academic certification certifying that you have passed all the tests.
 - 3.4.3. The certificate of aptitude in Spanish for foreigners issued by the official language schools.
- 3.5. The possibility of immediate incorporation.
- 3.6. Applicants Applicants may not be disqualified by a final sentence from exercising public functions, nor have they been separated by a final disciplinary resolution from the service of any Public Administration.
- 3.7. Applicants applicants may not have any illness or disability that prevents them from carrying out the activities of the workplace.

4. Permanent employment contract.

- 4.1. The employment contract will be permanent full-time (100) and full-time, and will be formalized in the category of assistant, level D2. In addition, it corresponds to a job included in the List of Jobs of the ICAC.
- 4.2. The contract will be formalised under Royal Legislative Decree 2/2015, of 23 October, approving the revised text of the Workers' Statute Act; Royal Legislative Decree 5/2015, of 30 October, approving the revised text of the Law on the Basic Statute of Public Employees; the Collective Agreement collective bargaining agreement for the office sector in Catalonia for the years 2019 and 2021 (agreement code no. 7900037501994); and the ICAC's own rules.

5. Remuneration and other rights.

The amount of the contract will be a gross salary of €1,577.60 per month, which the person hired will receive 14 times a year and/or the proportional part of the duration of the contract.

- 5.1. Annual leave will be 22 days for each full year of service or the proportional part corresponding to the time worked.
- 5.2. The working day will be full-time at the rate of 37.5 effective hours of work per week, including the breaks established by law.

- 5.3. In relation to the working day, the schedule and the organization of working time, the rules of the ICAC will be followed.

6. Request Request.

- 6.1. Applications must be completed in accordance with the standard form published in Annexes I and II of these Rules and which is available on the ICAC website (<http://www.icac.cat>). Applications must be signed by the applicants and addressed to the director of the ICAC.
- 6.2. Applications must include the following documentation: application form, duly completed and signed (Annex I of these Rules); form of the applicant's CV data, applicant, duly completed and signed (Annex II of these Rules), and all the documentation specified in section 7 of these Rules.

This documentation may be submitted to the secretariat of the ICAC and may also be sent by any of the means established in article 16.4 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations, such as: electronic register of the public administration, post offices, diplomatic representations or consular offices of Spain abroad, registration assistance offices, a portal for the generic request of the Generalitat de Catalunya, or any other established by the provisions in force. However, given the health emergency due to COVID-19, it is recommended to submit the application for the application through the portal for the generic petition of the Generalitat de Catalunya (<https://web.gencat.cat/ca/procedures/procedures-topics/Generic-petition>).

If the application is sent through a post office, it must be taken into account that it must be done by administrative mail, that is, the documentation must be submitted in an open envelope and the application must be registered by the post office stating the day and time on which the application was submitted. This procedure will also be valid if the face-to-face register of another public administration deems it appropriate to use it. To ensure the management of applications Applications submitted through this procedure are recommended to send an email to personal@icac.cat attaching a copy of the duly registered application.

- 6.3. The submission of the application implies full acceptance of these Terms and Conditions.
- 6.4. The submission of the application authorises the ICAC, if it deems it appropriate, to obtain and compare the applicant's necessary data with other bodies of the public administration, with the aim of satisfactorily resolving the call. In the event that there are technical difficulties that prevent or hinder the transfer of data, the documents may be requested from the requested person. Applicant.
- 6.5. The submission of the application request authorises the ICAC to send the applicant the requesting communications and notifications by email

related to this call. Submissions will be made to the email address indicated in the application. Request.

7. Documentation to be attached to the application Request.

7.1. Documentation accrediting the curricular data presented in Annexes I and II of the application. The documentation that corresponds to Annex II of these Rules will be presented numbered in accordance with the list described in the aforementioned annex. The documentation will be as follows:

7.1.1. Photocopy of the corresponding academic qualification, which is suitable for the call, in accordance with section 3.1. of these Rules.

7.1.2. If applicable, the certificates corresponding to the knowledge of the Catalan and Spanish languages, in accordance with the provisions of sections 3.2, 3.3 and 3.4 of these Rules.

7.1.3. Photocopy of the documents requested by the person applicant considers more suitable to fulfill the functions of the job called and that justify the curricular data specified in Annex II, such as:

7.1.3.1. Other academic qualifications, in addition to those required in the section 7.1.1. of these Rules.

7.1.3.2. The qualifications or certificates issued by the corresponding institutions of the courses, scholarships, grants and complementary training related to the object of the call that have been included in Annex II in relation to the training and knowledge section must be submitted. This documentation must include the issuing institution, the full name of the training programme or activity, the number of hours or attendance and, where applicable, the use.

7.1.3.3. Professional experience will be accredited by means of the certificate of working life issued by the Ministry or by the corresponding entity and with copies of the employment contracts signed or with certificates issued by the contracting entities.

7.2. Simple photocopy of the DNI, NIE or passport of the applicant Applicant. Foreigners who do not have a NIE must attach a photocopy of their passport.

7.3. For the purposes of assessing merits, only the information presented in Annexes I and II up to the closing date for the submission of applications will be taken into account. Applications. It will not be possible to subsequently update the data provided in Annex II or add documentation.

7.4. The ICAC may require, at any time during the processing of the application, the documentation it deems necessary to verify compliance with the requirements set out in this call. Failure to provide the required documentation within the legally established period may result in the suspension of the request. The information provided may only refer, at the latest, to the closing date of the application submission period. Applications.

7.5. In addition, by completing the application in Annex I, the applicant will report on

compliance with the following requirements:

- 7.5.1. That it is up to date with its tax obligations to the General State Administration, the Social Security and the Generalitat de Catalunya;
- 7.5.2. That they do not suffer from any illness or physical disability that prevents them from carrying out the activities of the contract.

8. Deadline for submitting applications applications, inadmissibility and withdrawal.

- 8.1. The deadline for submitting applications applications will be from January 9 to 27, 2023 at 11:59 p.m. At the end of this period, the provisional list of applications will be made public on the ICAC website. Applications admitted and excluded from the call, with an indication of the reasons for exclusion, where applicable.

Excluded applicants will have a period of five working days, which will count from the day following the publication of the aforementioned provisional list of applications. applications admitted and excluded, to correct the defects of their application Request; and if they do not do so, the application will be rejected. Request.

- 8.2. Once the deadline for amendments has been resolved, the final list of applications will be made public on the ICAC website. Applications admitted and excluded from the call. Prior to the awarding of the contract, the administrator of the ICAC will decide on the inadmissibility or withdrawal of the applications. applications submitted and will notify them individually by email.
- 8.3. Non-correctable non-compliance with the requirements of the call or the deadline for submitting the application application, established in these Bases, entails the inadmissibility of the application Request. Anyone who requests The applicant may expressly withdraw from participation in the call by submitting a letter of withdrawal to the ICAC that the centre must accept.

9. Instruction of the procedure and evaluation of applications Applications

- 9.1. The instruction of the procedure and evaluation of the applications will be carried out by means of an Evaluation and Selection Committee (hereinafter, CAS), chaired by the administrator of the ICAC, which will act as an instructing body and will take into account the evaluation and selection criteria established in this section. This Committee was created in compliance with the agreement of the Board of Directors of the ICAC, of 26 June 2020, by which it approved the definition and procedure for the provision of this job.
- 9.2. The CAS will be appointed by the director of the ICAC, will be gender equal and will be made up of the president and two members who will be suitable for this call and belonging to institutions external to the ICAC. The agreements are

will be taken by a simple majority. In addition, a fourth person will be appointed as secretary, who will attend the meetings of the CAS with voice but without vote. The CAS may also have at its disposal, if it deems it appropriate, the advice of specialists, who will act with a voice but without a vote.

- 9.3. The CAS will study the applications in order to choose the most appropriate for the objectives of the call.
- 9.4. Applications will be assessed on a maximum of 100 points and in accordance with the following sections:
 - 9.4.1. Academic qualifications: academic qualifications will be valued when they are suitable for the job, with a score of 0 to 10 points. The minimum qualification required will be exempt from this assessment, in accordance with the provisions of section 3.1 of these Terms and Conditions.
 - 9.4.2. Training and knowledge: training and knowledge on subjects directly related to the functions of the job and knowledge of languages will be especially valued, with a score from 0 to 30 points.
 - 9.4.3. Professional experience: only experience obtained in a job with the same or similar functions and in the free exercise of the profession will be valued, both experiences must be suitable for the job called, with a score from 0 to 60 points.
- 9.5. Merits that are not documented will not be assessed.
- 9.6. The CAS may ask applicants to apply for the applicants who provide the additional documentation they consider necessary to prove the data contained in the application form. application, within a maximum period of five working days. This request will be communicated to the interested parties through the email address specified in the application. Request.
- 9.7. In the event of a tie in the highest score, the CAS will interview each of the applicants. equal applicants to better determine the merits and will assign the order of priority between them. If the CAS deems it appropriate, it may also interview the people requested by the CAS. applicants who have obtained up to 10 points of difference, at most, with respect to the applicant applicant who has achieved the highest score. When evaluating the interviewees, the CAS, in addition to curricular merits, will assess their autonomy, initiative, capacity for independent thinking, ability to acquire new knowledge and leadership capacity.
- 9.8. The maximum score for the interview will be 15 points, which must be added to the points obtained in the assessment of the rest of the merits. If the interview score requires it, the maximum score of 100 points provided for in these Terms and Conditions may be exceeded.
- 9.9. The CAS will agree on a proposal for the provisional award of the contract in which the result of the evaluation carried out and in the interview, if applicable, will be specified. The award proposal will consist of an ordered list of applicants according to the sum of the scores obtained, in accordance with the criteria set out in these Rules. In the ordered list, the

score obtained in the evaluation and interview, if applicable, and the corresponding total sum. The CAS will propose the granting of the contract to the person requested, applicant who has obtained the best score. The applications Applications that have not obtained a total score of 60 or more points may not be selected nor may they be part of the reserve list.

- 9.10. Applicants applicants who obtain the second and next place in the classification will form the reserve list to cover the resignation or withdrawal that may occur of the person selected in first place, in accordance with the provisions of section 15 of these Rules and provided that they have obtained a total score of 60 or more points. If the person requesting the applicant who has obtained the second place in the classification could not fill the vacancy, the right would pass to the third person in the classification, and so on.

10. Proposal for provisional concession and al- Arguments.

- 10.1. The CAS will publish the proposal for the provisional concession of the contract, in accordance with the provisions of sections 9.9 and 9.10 of these Rules, on the ICAC website, it will include the list of applicants for the contract. admitted applicants ordered according to the total score obtained. In addition, the proposal for provisional concession will be communicated to the applicants. Applicants admitted to the competition through the email address specified in the application. Request.
- 10.2. Applicants Applicants may submit allegations of allegations to the provisional proposal for concession within a period of 10 working days, from the day following its publication and communication.
- 10.3. After the deadline for submitting allegations, the CAS will submit a proposal for a definitive concession to the director of the ICAC that will contain the evaluation of the allegations presented, if applicable, and the result of the evaluation of the applications, as well as other issues that may be considered related to the hiring of the applicant. beneficiary of the call.

11. Resolution of granting and acceptance of the beneficiary.

- 11.1. The director of the ICAC will decide on the award of the contract offered in this call within a maximum period of six months after the end date for the submission of applications. Applications. If this period elapses without an express resolution, it will be understood that the contracts have not been awarded. For the calculation of this period, the period elapsed between the end of the period for allegations and the proposal for the definitive granting of the CAS (section 10.3 of these Rules) will not be taken into account.
- 11.2. The concession resolution will be final and will take into account the CAS concession proposal. In addition to collecting the name and surname of the person requested, The applicant to whom the contract has been awarded will also include the name and surname of the substitutes, which will be ordered according to the total score obtained. The award of the contract, when it corresponds to resignations or terminations,

will take place in accordance with the order established in the reservation list and in accordance with the procedure provided for in section 15 of these Terms and Conditions.

- 11.3. The award resolution will be published on the ICAC website. In addition, applicants will be informed of the Applicants admitted to the competition through the email address specified in the application.
- 11.4. The beneficiary, from the day following the publication and communication of the award resolution, will have a period of ten working days to explicitly commit, in a signed document, to accept and comply with all the conditions of this call. This contract acceptance form (Annex III) can be obtained on the ICAC website and at the centre's secretary's office.
- 11.5. Prior to signing the contract, the beneficiary who has not authenticated the documentation submitted together with the application and the CV data form (annexes I and II) must do so at the ICAC secretariat or by the means provided for in Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations and then send it to the ICAC.
- 11.6. It will be understood that the beneficiary waives the right to sign the contract if they do not present the contract acceptance form (Annex III) and/or authenticate the documentation submitted together with the application. application within the period indicated in sections 11.4 and 11.5 of these Rules. In this case, the contract not awarded will be granted to the person requested. applicant who appears first in the reserve list, in order of priority and in accordance with the provisions of section 9.10 of these Rules.
- 11.7. Against the award resolution, the persons requested by the applicants may lodge an appeal with the Board of Directors of the ICAC, whose agreements exhaust administrative channels (Article 4.2 of the Statutes of the ICAC), within one month from the day following the resolution, in accordance with the provisions of Article 76 of Law 26/2010, of 3 August, on the Legal Regime and Procedure of the Public Administrations of Catalonia and Article 122 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations.
- 11.8. From the day following the publication of the concession resolution, the beneficiary will have twenty working days to sign the contract.

12. Duties of the person hired

- 12.1. Duty to accept and comply with the conditions of this call and the internal rules of the ICAC.
- 12.2. Duty to comply with the occupational health and safety regulations of the ICAC, in accordance with the provisions of Law 31/1995, of 8 November, on the prevention of occupational risks.
- 12.3. Duty to comply with the obligations that correspond to it in application of the rules of action in the protection of personal data, in

compliance with Organic Law 3/2018, of 5 December, on the protection of personal data and guarantee of digital rights.

- 12.4. Duty to join work at the ICAC.
- 12.5. Duty to communicate, where appropriate, the resignation of the employment contract by means of a reasoned letter addressed to the director of the Institute.

13. Monitoring and evaluation of the person hired

The person hired will be evaluated during the probationary period that will correspond to the first 2 months of the contract for continuity in the job. In this evaluation, compliance with the employment contract and adequate incorporation into the ICAC will be reviewed.

14. Compatibility and enjoyment of the contract

The provisions of Law 21/1987, on incompatibilities of personnel in the service of the administration of the Generalitat de Catalunya, apply to this contract.

15. Waivers and revocations

- 15.1. Any resignation, revocation or termination that may occur in the first three months of the contract may be covered by the person requested. applicant who appears in the reservation list, in accordance with section 9.10 of these Rules.
- 15.2. If the person hired resigns from their job, they must set out this circumstance of voluntary leave in a letter that they will send to the director of the ICAC.
- 15.3. The person who covers the waiver (section 15.1 of these Rules) is subject to the same conditions as the call.
- 15.4. The ICAC will revoke the contract signed if the person hired has not passed the probationary period established in section 13 of these Terms and Conditions.

16. Personal data

- 16.1. With the formalization and presentation of the application application, the people who apply for it applicants accept the Terms and Conditions of the call and give their consent to the processing of the personal data that are necessary to take part in the call and for the rest of the processing of the selection process or other actions derived from it, in accordance with current regulations.
- 16.2. The personal data contained in the application will be processed in the activity Selection and provision of jobs, with the following specifications:
 - 16.2.1. Identification of the activity: Selection and provision of jobs.

- 16.2.2. Data controller: Catalan Institute of Classical Archaeology (ICAC); plaça d'en Rovellat, s/n, 43003 Tarragona, telephone (+34) 977 24 91 33, info@icac.cat, www.icac.cat.
- 16.2.3. Data Protection Officer: delegatpd@icac.cat, Catalan Institute of Classical Archaeology, plaça d'en Rovellat, s/n, 43003 Tarragona, telephone (+34) 977 24 91 33.
- 16.2.4. Purpose of the processing of personal data: selection and provision of jobs through public announcements.
- 16.2.5. Legal basis: consent, mission carried out in the public interest provided for in Royal Legislative Decree 5/2015, of 30 October, approving the revised text of the Law on the Basic Statute of Public Employees.
- 16.2.6. Recipients: publication on the ICAC website of the procedures of the selection process, in accordance with current regulations; the applicant will be informed that their data will be published on the ICAC website; people who access the information by applying the principle of active advertising provided for in the transparency regulations; the competent public administrations in this area, in compliance with the applicable legal obligation. Personal data will not be transferred outside the European Union.
- 16.2.7. Rights of the interested parties: you may access the personal data provided, request its rectification or deletion, oppose its processing and request its limitation, by sending an express request to delegatpd@icac.cat .
- 16.2.8. Retention period of ~~personal data~~: the document conservation and disposal calendar of the Administration of the Generalitat de Catalunya will be complied with.
- 16.2.9. Complaint: in the event that the rights of the applicant with regard to the protection of their personal data are violated, especially when they have not obtained satisfaction in the exercise of their rights, they can file a complaint with the competent Data Protection Supervisory Authority through its website: www.apdcat.cat.

17. Follow-up of the call in accordance with the principles for hiring ICAC staff

- 17.1. This call must comply with the principles approved by the ICAC within the framework of the OTM-R program of the HRS4R accreditation. These principles are included in the document entitled Principles for hiring ICAC staff and which can be consulted on the Institution's website.
- 17.2. In compliance with the aforementioned principles, this call will be evaluated in accordance with the procedure established in the aforementioned document.

BASES OF THE CALL OF THE CATALAN INSTITUTE OF CLASSICAL ARCHAEOLOGY (ICAC) FOR THE PROVISION OF A PERMANENT JOB OF GENERAL SERVICES AND ECONOMIC MANAGEMENT ASSISTANT (CODE 017.31)

ANNEX I

APPLICATION FORM

REQUEST

Identification details of the person submitting the application Request

Name	First surname	Middle surname
DNI/NIE/Passport	Genre: <input type="checkbox"/> Wife <input type="checkbox"/> Husband <input type="checkbox"/> Non-binary	Date of birth
Landline	Mobile phone	Email address
Postal address Name of the street, number and floor	Population and country	Zip code

Academic data of the degree of graduate in secondary education, technician corresponding to intermediate or higher level training cycles (administrative or secretarial branch), specialist technician corresponding to 1st or 2nd degree vocational training (administrative or secretarial branch), or equivalent. (Rules 3 and 7 of the call)

Title	
Date of approval	Institute

Notification and communication

I agree to receive notifications and electronic communications of the administrative acts related to this application at the email address specified in the identification details of the person submitting the application. Request.

Statement

In accordance with the provisions of the Terms and Conditions of the call, I declare that:

- I am not disqualified by a final sentence from exercising public functions, nor have I been separated by disciplinary resolution from the service of any public administration;
- That I am up to date with my tax obligations with the General State Administration, the Social Security and the Generalitat de Catalunya;
- I do not suffer from any illness or physical disability that prevents me from carrying out the contract; I am available to join immediately;
- The details of this application are true and complete, as well as all the attached documentation, and I undertake to comply with the conditions specified in the call if I obtain the contract.

Authorisation

- I authorise the ICAC to consult my personal data in other administrations or bodies during the validity of the application, in order to verify that I meet the requirements and conditions established in the call. In the event that there are technical difficulties that prevent or hinder the transfer of data, I undertake to provide the documentation required.
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Attached documentation

I attach the following documentation:

- Annex II. Curricular data.
 Simple photocopy of the intermediate level university degree or equivalent or the receipt (Rule 7.1.1).
 If applicable, simple photocopies of the certificates corresponding to the knowledge of the Catalan and/or Spanish languages (Base 3.2, 3.3 and 3.4).
 Simple photocopies of the documents accrediting the curricular data specified in Annex II (Base 7.1.3).
 Simple photocopy of DNI, NIE or passport.
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Protection of personal data

The personal data contained in the application will be processed in the activity Selection and provision of jobs, with the following specifications:

1. Identification of the activity: Selection and provision of jobs.
 2. Data controller: Catalan Institute of Classical Archaeology (ICAC); plaça d'en Rovellat, s/n, 43003 Tarragona, telephone (+34) 977 24 91 33, info@icac.cat, www.icac.cat.
 3. Data Protection Officer: delegatpd@icac.cat, Catalan Institute of Classical Archaeology, plaça d'en Rovellat, s/n, 43003 Tarragona, telephone (+34) 977 24 91 33.
 4. Purpose of the processing of personal data: selection and provision of jobs through public announcements.
 5. Legal basis: consent, mission carried out in the public interest provided for in Royal Legislative Decree 5/2015, of 30 October, approving the revised text of the Law on the Basic Statute of Public Employees.
 6. Recipients: publication on the ICAC website of the procedures of the selection process, in accordance with current regulations, the applicant will be informed that their data will be published on the ICAC website; people who access the information by applying the principle of active advertising provided for in the transparency regulations; the competent public administrations in this area, in compliance with the applicable legal obligation. Personal data will not be transferred outside the European Union.
 7. Rights of the interested parties: they may access the personal data provided, request their rectification or deletion, oppose their processing and request their limitation, by sending an express request to delegatpd@icac.cat.
 8. Retention period of personal data: the document retention and disposal calendar of the Administration of the Generalitat de Catalunya will be complied with.
 9. Claim: in the event that the rights of the requested person are violated, with regard to the protection of their personal data, especially when they have not obtained satisfaction in
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exercise your rights, you can file a complaint with the competent Data Protection Authority through its website: www.apdcat.cat

Request lawful

- To be admitted to the call and I declare that all the data I enter are true, that I meet the conditions required to work at the ICAC and those indicated especially in the call.
- I also give my consent for the processing of my personal data to take part in the call and for the rest of the selection process, in accordance with current regulations.
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Place, date and signature of the applicant Applicant

Mr. Director of the Catalan Institute of Classical Archaeology

BASES OF THE CALL OF THE CATALAN INSTITUTE OF CLASSICAL ARCHAEOLOGY (ICAC) FOR THE PROVISION OF A PERMANENT JOB OF GENERAL SERVICES AND ECONOMIC MANAGEMENT ASSISTANT (CODE 017.31)

ANNEX II

FORM OF THE APPLICANT'S CV DATA APPLICANT

Identification details of the applicant

Name First surname Middle surname

DNI/NIE/Passport

1. Other academic qualifications suitable for the job

Academic qualifications will be valued when they are suitable for the job, with a score of 0 to 10 points (Base 7.1.3.1. and 9.4.1.). The minimum qualification required (Base 3.1.) will be excluded from this assessment.

Doc. no.	Degree	Institution	Date

2. Training and knowledge

Training and knowledge of subjects directly related to the functions of the job and knowledge of languages will be especially valued, with a score of 0 to 30 points (Rules 7.1.3.2. and 9.4.2.).

The numbering of the documents must be correlative to the previous section.

Doc. no.	Degree or certificate	Institution	Date

3. Professional experience

Only experience obtained in a job with the same or similar functions and in the free exercise of the profession will be valued, both experiences must be suitable for the job called, with a score of 0 to 60 points (Base 7.1.3.3. and 9.4.3.).

The numbering of the documents must be correlative to the previous section.

Doc. no.	Contract or certificate	Entity	Date

_____ Place, date and signature of the applicant Applicant

Director of the Catalan Institute of Classical Archaeology

BASES OF THE CALL OF THE CATALAN INSTITUTE OF CLASSICAL ARCHAEOLOGY (ICAC) FOR THE PROVISION OF A PERMANENT JOB OF GENERAL SERVICES AND ECONOMIC MANAGEMENT ASSISTANT (CODE 017.31)

ANNEX III

CONTRACT ACCEPTANCE FORM

Identification details of the person accepting the contract

Name First surname Middle surname

DNI/NIE/Passport NASS

Bank details where the beneficiary wants to receive the salary payments

Name of the bank Bank account IBAN number

ACCEPTANCE OF THE BENEFICIARY OF:

1. The resolution granting the permanent employment contract of general services and economic management assistant (code 017.31) (Base 11).
2. The duties of the person hired (Base 12) which are:
 - 12.1. Duty to accept and comply with the conditions of this call and the internal rules of the ICAC.
 - 12.2. Duty to comply with the occupational health and safety regulations of the ICAC, in accordance with the provisions of Law 31/1995, of 8 November, on the prevention of occupational risks.
 - 12.3. Duty to comply with the duties that correspond to it in application of the rules of action in the protection of personal data, in compliance with Organic Law 3/2018, of 5 December, on the protection of personal data and guarantee of digital rights.
 - 12.4. Duty to join work at the ICAC.
 - 12.5. Duty to communicate, where appropriate, the resignation of the employment contract by means of a reasoned letter addressed to the director of the Institute.

Place, date and signature of the person accepting the contract

Director of the Catalan Institute of Classical Archaeology