



## Guide for the recruitment of personnel associated R&D&I activities

### Job description

#### Line of research

Identify the line of research, the current R&D&I activity/s that finance it and indicate the budget available for each of them for the employment contract you are requesting.

#### Tasks to be developed

It must specify clearly and in detail the functions to be performed by the person recruited in the framework of the line of research (project/s) to which the recruitment will be associated.

In the case of temporary contracts due to production circumstances, the reason for the temporary contract, the specific circumstances that justify it (occasional and unforeseeable increase in activity) and its connection with the planned duration must be justified.

#### Professional category

The professional category of the job is defined according to the tasks to be performed:

Staff typology	Professional Category	Functions performed
Researcher	Research staff doctor (Doctoral degree)	Plans, directs and develops research functions with a high degree of specialisation and demands initiative, autonomy and responsibility.
	Staff graduate researcher (Bachelor's degree, Master's degree or equivalent)	It develops research functions with defined objectives and a high degree of specialisation and demands on the factors of initiative, autonomy and responsibility.



Technician associated with R&D&I activities	Group I and II University Graduate	Group I. Bachelor's degree, bachelor's degree, engineering degree, architecture, master's degree or equivalent. Performs technical support functions with objectives and a high degree of specialisation and demand in the factors of initiative, autonomy and responsibility.
		Group II. Bachelor's degree, diploma, technical engineering, technical architecture or equivalent. It performs technical support functions, following instructions general, and with high degree of specialisation and requirement at the factors of autonomy and responsibility.
	Group III Technical	Baccalaureate or Vocational Training Diploma It performs technical support functions, following instructions precise, with supervision y responsibility.

## Trial period

The probationary period shall be the maximum legally established for each professional category and type of contract.

At present, the probationary periods are as follows<sup>1</sup>:

### Permanent contracts:

Graduate technicians (Group I and II): Maximum of six months probationary period.

Other staff (Group III): Maximum two-month probationary period.

### Temporary contracts:

For a duration of more than six months: Same as permanent contracts.

Up to six months duration: Maximum of one month trial period (for all groups).

VERY IMPORTANT: There can be no probationary period in a contract if the worker has previously performed the same functions in the UPCT, under any type of contract.

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<sup>1</sup> Source of information: UPCT Human Resources Unit.



## Wage cost

### RETRIBUCIONES (ESTIMACIÓN)

Tipo de personal		Coste anual estimado en 2025 (tiempo completo)	Coste mensual estimado en 2025 (tiempo completo)
Personal investigador	Investigador licenciado	46.740	3.895
	Investigador doctor	52.560	4.380
Personal técnico de apoyo a la investigación	Grupo I	41.400	3.450
	Grupo II	35.220	2.935
	Grupo III	31.200	2.600

Please note that this is an estimate, as the cost of the employment contract may be modified by the personal circumstances (seniority, disability, etc.) of the person hired and by salary increases affecting public employees.

## Selection

### Requirements and merits to be assessed

The job description should be as comprehensive as possible, distinguishing between what is necessary for the proper performance of the proposed tasks (requirements) and what is merely preferential, which will be defined in the evaluation criteria section.

Given that Article 23.bis of the Science Act allows the conclusion of a contract for scientific-technical activities with personnel who do not hold an official qualification, but whose training, experience and skills are in line with the requirements and tasks to be performed in the position to be filled, you will have the opportunity to specify in the application form, instead of the required academic qualification, the training and experience necessary to be admitted to the selection process. For example, knowledge of the programming language X, which can be demonstrated through training courses (including having passed certain subjects in official qualifications) or previous work experience.

Please note that the Selection Committee will only admit to the selection process those candidates who fulfil all the requirements defined in the call for applications.

Identifying in the evaluation criteria the necessary knowledge and experience in critical areas for the project will allow the selection of the person with the most suitable profile.

It should propose a wide range of assessment criteria, which will focus on previous training and experience in subjects directly related to the duties of the post to be filled, as well as on the future potential of the candidates:

- Adequacy of the academic qualifications for the position offered. If several qualifications are required, their relevance to the tasks to be performed can be assessed.
- Complementary training relevant to the position offered.
  - Other official qualifications (university, vocational training) not necessary to obtain the required qualification.
  - Geographical and/or sectoral mobility:  
The relevance of stays in national and international research centres or in the industrial sector will be assessed, taking into account the prestige of the entity receiving the stay; the candidate's contributions to the lines of work of the centres and groups with which he/she has worked; participation in collaborative actions related to international programmes and projects, as well as direct involvement in them.
  - Specialised training courses.
  - Proven knowledge of other languages: especially English.
- Professional experience relevant to the position offered:
  - Participation in R&D&I activities by means of an employment contract or grant associated with the project.
  - Teaching and research staff training experience.
- Experience in research, transfer and dissemination: criteria for the selection research staff R1-R3<sup>2</sup>.

Scientific contributions, their relevance and contribution to the generation of knowledge, the generation of ideas and hypotheses and the results achieved will be assessed.

The relevance of participation in or management of research projects, contributions in articles published in scientific journals, books or chapters of scientific and technical books, including publications in open access, patents granted or licensed, papers presented at conferences, obtaining awards, as well as scientific or technological mentions and distinctions will be valued; contributions to society such as technological development and innovation activities, development of software tools, provision of open access data, dissemination activities, collaboration with industry, public and private entities, as well as other end-users of research, and any

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<sup>2</sup> R1: Predoctoral Research Staff R2:  
Recognised Research Staff R3: Established  
Research Staff

other contributions to assess the relevance of the different aspects of the research activity carried out.

- Degree of independence and leadership: criteria for the selection of doctoral research staff (R2-R3). Reflected in their scientific contributions; participation in research projects as principal investigator or leading objectives and tasks; the ability to lead lines of research; attracting resources, including funding through participation in actions related to national and/or international programmes and projects or those financed by companies and other private entities; mentoring of researchers in their first stage of training, highlighting the formal direction of Final Degree Projects (TFG) and Master's Degree Projects (TFM); the direction of doctoral theses and any other relevant scientific and professional experience.

The assessment procedure may include tests to check the suitability of candidates to perform the tasks of the posts advertised, including, where appropriate, the necessary practical tests. In this case, it shall indicate the type, characteristics and marking of each test.

Candidates may also be called for a personal interview, determining their characteristics and score, which may take place remotely through the use of the corporate telematic tool designated by the Selection Committee. All candidates shall be interviewed in the same format and shall receive the same treatment and communication.

## Publicising the selection process

In addition to the publication of the call for applications on the Official UPCT Electronic Bulletin Board and on Euraxess by the Research and Technology Transfer Unit, it is recommended that an active search for candidates be carried out through scientific collaborators, students and graduates, professional associations, etc.

This recommendation is of particular relevance in processes requiring academic qualifications with a high employability rate.