



INVITATION FOR SELECTIVE EXAMINATIONS TO COVER TWO ADMINISTRATIVE PERSONNEL POSITIONS IN THE COMISION NACIONAL DEL MERCADO DE VALORES (CNMV), SPAIN'S NATIONAL SECURITIES MARKET COMMISSION

04/22

The positions to be filled in this process derive from Royal Decree 407/2022 of 24 May 2022 approving the Public Employment Offer for 2022. This selection procedure will follow the **free access** system.

Selection will be governed by this framework. Applications represent the full acceptance thereof by all applicants. An affidavit shall be supplied at the request of the National Securities Market Commission (hereinafter CNMV) declaring that all the information provided is true and verifiable.

This selection procedure will adhere to the principle of equal treatment of men and women as regards access to employment, pursuant to Article 14 of the Spanish Constitution, Organic Law 3/2007 of 22 March 2007 and the Resolution of the Council of Ministers of 9 December 2020 approving the third plan for Gender Equality in the General State Administration and its associated or dependent Public Bodies, and will be governed by the following:

## RULES

### ONE. - Purpose of the invitation for applications

1. A selection process has been created to cover the positions shown below using the CNMV's general free access system the following category and with the annual gross salary and place of work as stated:

Employment Offer	Number of positions	Employment category	Gross annual salary	Place of work
2022	2	Administrative employee, level 4	16.861,46€	Madrid

2. The CNMV is the body responsible for the supervision and inspection of Spanish securities markets and the activity of all their participants. The aim of the CNMV is to ensure the transparency of the Spanish securities markets and appropriate price formation, as well as to protect investors.



The administrative positions available will be attached to the Directorates and Departments of the CNMV.

The positions available will mainly involve the use of advanced office tools, answering telephone calls, the registration, classification, and archiving of documents, specialised administrative tasks, and work of a similar nature.

3. The employment contract will be indefinite, once the probationary period has been successfully completed.
4. The requirements set out in the invitation for applications and all the actions involved in its execution will be published on the CNMV website (<http://www.cnmv.es/portal/quees/Ofertas/empleo.aspx?lang=en>) and the General Access Point ([Administracion.gob.es - Punto de Acceso General](http://Administracion.gob.es)).

## **TWO. - Applicant requirements**

To be eligible for the selective examinations, applicants must meet the following conditions at the cut-off date for the submission of applications and continue to meet them until the contract has been signed:

1. Nationality:
  - a) Spanish nationals.
  - b) Nationals from other European Union Member States or from a State from and to which free movement of workers has been agreed in international treaties entered into by the European Union and ratified by Spain.
  - c) The spouses of Spanish and other European Union Member State nationals may also apply, irrespective of their nationality, provided that they are not legally separated. Children of the above who are under twenty-one years of age or over if dependent and those of their spouse may participate under the same conditions.
  - d) Any person not included in the preceding paragraphs who is legally resident in Spain may also apply.
2. Age: Applicants must be at least 16 years old and not older than any maximum mandatory retirement age that may be in force.
3. Capacity: Applicants should have the functional capacity to perform the tasks required.



4. Non-disqualification: Applicants must not have been dismissed for disciplinary reasons from any public administration or constitutional or statutory body of any Autonomous Region or have been declared absolutely or specifically disqualified from public office or employment through judicial ruling.

Foreign nationals must not have been disqualified or be in an equivalent situation, or have been subject to disciplinary action or equivalent which prevents their access to public employment under the same terms in their home country.

5. Qualifications: Be in possession of a Higher Bachillerato, B.U.P., Bachillerato-LOGSE or Intermediate FP or equivalent in the administrative family or have fulfilled the conditions to obtain it on the end date of the application submission period.

Candidates holding degrees obtained abroad must have the corresponding certificate of accreditation or, where applicable, a certificate of equivalence. This requirement does not apply to applicants who have obtained recognition of their professional qualifications in a regulated profession pursuant to European Community Law.

6. Should any of the applicants not be able to complete the selection process or carry out any exercise of the same because of a duly accredited situation of risky pregnancy or childbirth, their situation will be conditional on completion of the process and to the passing the phases that have been postponed.

The holding of these examinations may not entail a delay that undermines the right of the rest of the applicants to a resolution of the process within a reasonable time, to be assessed by the panel. In all circumstances, the aforementioned examinations will take place before the publication of the list of applicants who have passed the selection process.

Failure to present the aforesaid supporting documentation in due time and form will mean the exclusion of the candidate from the selection process.

### **THREE. - Submission of applications**

The deadline for submitting applications will be from 15<sup>th</sup> of March 2023 until 11:59 p.m. on 13<sup>th</sup> of April 2023 (both inclusive). Applications that are not received within the established period and manner will not be admitted to this process.



1. Addressee

Those wishing to take part in these examinations must submit their application and necessary documentation as stipulated in this section to the General Secretary of the CNMV.

2. Obligation to undertake all procedures electronically

Pursuant to the First Additional Provision of Royal Decree 203/2021 of 30 March approving the Regulations for the electronic operation of the public sector, all the procedures related to this invitation for applications will be undertaken electronically. All documentation (including corrections, where applicable) shall be submitted through the following channels:

- Through the CNMV virtual office (<https://sede.cnmv.gob.es/SedeCNMV/SedeElectronica.aspx?lang=en>) using the electronic signature systems provided for in Royal Decree 203/2021, following the established instructions (<https://www.cnmv.es/DocPortal/Ofertas/Procedimiento-Firma-Envio-Sede.pdf>)
- Applications may also be submitted through the remaining electronic registers of any of the subjects referred to in Article 2.1. of Law 39/2015.

If any applications are submitted in person, applicants will be required to re-present them electronically under the terms of Article 14 of Royal Decree 203/2021 of 30 March.

If a duly accredited technical incident makes the ordinary operation of the systems impossible, the convening body may agree to extend the deadline for submitting applications or to approve an alternative means of completion and submission, which it will publish on the CNMV website (<http://www.cnmv.es/portal/queues/Ofertas/empleo.aspx?lang=en>).

Should applicants not be able to complete registration and the selection process from abroad electronically, they may present it at the nearest Spanish embassy or consulate.

Notifications will be sent electronically by email to the address stated on the registration application by the applicant.

Pursuant to Article 12 of Law 39/2015, the CNMV will assist those candidates in the use of electronic means to facilitate their participation in the invitation if they need it. For any questions related to the application and/or electronic signature, candidates may contact the Electronic Office User Service on the CNMV's electronic platform by phoning 902 180 772, or via email to [sedecnmv@cnmv.es](mailto:sedecnmv@cnmv.es) (*these channels are*

*exclusively used to advise electronic platform and register users on computer matters, not for sending documents).*

### 3. Documentation to be submitted

Applicants interested in participating in the selection process shall submit the following documentation, adjusted to the official models that appear:

- 3.1. Application form signed by the applicant, pursuant to the standard model that that the CNMV has made available on its website.
- 3.2. For non-Spanish national applicants, a copy of their Foreigner Identification Number/passport/EU residence card/valid visa is required.
- 3.3. Applicants with a level of disability of 33% or more requesting an alteration of times and formats should attach the Technical Opinion issued by the Technical Assessment Body to their application as evidence of their disability. If no such express request is made, it will be understood that no adaptations are required.

Adaptation will be carried out as provided for in the applicable regulations.

4. Documents submitted in a language other than Spanish must be accompanied by their translation into Spanish, verifying their veracity at the time of the final announcement of the appointment, if applicable.
5. Where it is stated in the application that the representative will act, authorisation of representation is to be provided in Section 6 of the application.
6. The personal data collected in the application for admission will be processed for the sole purpose of managing the selection examinations and the communications necessary for this. They will not be transferred or processed by third parties other than in the cases provided for in the Law or in the event that the intervention of professional third parties is necessary for the purpose of evaluating the examinations, which will be carried out in compliance with the regulations for the protection of personal data. The results of the examinations will be published on the CNMV's website, without identifying the applicant other than by application number, reporting the marks obtained in each examination and the disability status evidenced where applicable. The CNMV will take measures to ensure that this information is not indexed by internet search engines.

The data will be kept for the time necessary to fulfil the purpose for which they were collected and to determine the possible liabilities that might arise from said

purpose and from the processing of the data. The provisions of the Spanish regulations on archives and documents will apply.

The legal basis for the processing of these data is compliance with legal obligations (the Securities Market Act, the Workers' Statute, Laws 39/2015 of 1 October and 40/2015 of 1 October and the revised text of the Law on the Basic Statute of Public Employees.) The CNMV is the Controller for the processing these data and publishes its data protection policy at (<https://cnmv.es/portal/Utilidades/Proteccion-Datos.aspx?lang=en>).

The data protection rights of applicants may be exercised by contacting the data controller electronically, through the electronic office of the CNMV or in person through the network of assistance offices in matters of registration. Data subjects may also exercise their rights with the Spanish Data Protection Agency at <https://www.aepd.es/es>.

#### **FOUR. - The selection process and formalisation of the contract**

1. At any time during the selection process, the selection panel may require proof of the identity of the applicants. If there is evidence that a candidate does not meet any of the stipulated requirements, there shall be a hearing with the person concerned and they shall be excluded, where appropriate.
2. After submitting the application, a reference number will be assigned that will be emailed to the address provided by the applicant. This reference number will be used to identify each application throughout the entire process.
3. Within a maximum of one month of the closing date for applications, the CNMV will publish the date, place, and time for the first part of the examination phase in its General Register and on its website.
4. Excluded candidates will have ten working days from the date following publication of the Resolution to rectify any omission that may have led to their exclusion.
5. Within a maximum period of one month from the date of completion of this rectification period, the final list of those admitted to the selection process will be made public.

Those who do not meet the general and specific requirements will be excluded, as will those whose applications do not contain all the required information or which

have been filled in incorrectly and the errors that led to the exclusion have not been amended.

6. Once the evaluation and selection phases have been completed, the Selection Panel will approve the list of qualified candidates who have passed this part of the process. They will then be placed in order from the highest to the lowest score, together with the list of successful candidates whose number may not exceed the number of positions included in the initial announcement, which will then be submitted to the convening body for its determination and publication.

If two or more candidates have the same score, the candidate scoring higher in the oral examination and personal interview will be preferred.

7. Within a maximum period of twenty working days from the date the decision of successful bidders is made public, successful candidates are required to submit the documentation demonstrating compliance with the requirements of the appointment procedure.

The following specific documentation may only be submitted electronically:

- i. Original documentation or an authenticated copy that confirms that the applicant holds an academic degree as required for appointment.

An original certificate or an authenticated copy of having completed the studies and paid the fees for the issuance of the certificate will also be accepted.

Applicants with qualifications obtained abroad must submit the corresponding accreditation or certificate of equivalence as the case may be.

- ii. An affidavit as per the annex “Responsible Statement” certifying that that on commencement of the provision of services to the CNMV the applicant is not engaged in any other public or private activity that might require prior authorisation or recognition of compatibility and is not in receipt of any retirement or other pension in recompense for public service or under any public and mandatory Social Security system.

- iii. In the case of successful candidates from states outside the European Union, they must provide the legally required documentation for the formalisation of the contract.

8. If the selected candidate does not submit the documentation indicated within the established period, regardless of the reason, or where the candidate does not meet the requirements, withdraws, or does not pass the probation period established in these rules, the Organising Panel will award the position to the following applicant



according to the order of priority defined in the CNMV Resolution of the Presidency publishing the list of applicants who have passed the selection process.

9. From the moment that the contract is formalised, CNMV staff are subject to the general rules on incompatibilities for public employees, in particular Law 53/84 of 26 December on incompatibilities for personnel at the service of public administrations, as well as the specific rules that are included in the Internal Regulations of the CNMV and the General Code of Conduct for the members of the Commission.
10. Candidates who pass the selection process shall take up their positions within a maximum period of three months from the publication of the Resolution of the Presidency approving the list of qualified applicants who have passed the selection process and the list of successful applicants.

In all circumstances, the position will become effective after the signing of the corresponding contract, within fifteen days of the CNMV's formal requirement.

11. The probation period will last six months.
12. At the end of the probationary period, the person selected will become a permanent employee.

#### **FIVE. - Selection panel**

1. Pursuant to Article 14 of the Spanish Constitution, the selection board shall enforce strict compliance with the principle of gender equality.
2. The board comprises the following members in this instance:

a: Selection panel:    Chair:            M<sup>a</sup> del Carmen Hidalgo Pérez  
                                 Secretary:        Marta García Fontecha  
                                 Members:        Ignacio Velasco Narbona  
                                                    M<sup>a</sup> Belén Sánchez González  
                                                    José Enrique López Prada

b: Alternate panel:    Chair:            M<sup>a</sup> Rosario Martín Martín  
                                 Secretary:        Mónica Fernández Baza  
                                 Members:        Begoña Garrosa Nogales  
                                                    Daniel García-Madrid Castuera  
                                                    José María Moreno García



A brief professional CV of the people who form part of the panel will be published on the CNMV website.

For those exercises that require immediate correction, the daily composition of the panel may be three members, appointed by the Chair.

3. Membership of the selection panel will always be on an individual basis. The post cannot be held as a representative of another person.
4. The panel will be responsible for the consideration, verification and appreciation of incidents that might arise in the exercises. It will adopt the decisions in this regard that it deems pertinent.
5. The selection panel's procedures will be adjusted at all times to that provided for in the Common Public Administration and General Administrative Procedures Act 39/2015 of 1 October 2015 and especially to the rules applicable to professional bodies as set forth in the Public Sector Legal Regulations Act 40/2015 of 1 October 2015, the Transparency and Access to Public Information and Good Governance Act 19/2013 of 9 November 2013 and other current provisions. Their powers will be those necessary for their correct operation, including the marking of exercises.
6. The selection panel is empowered to interpret the rules governing this selection process and resolve any incidents that may arise in the course of the examinations.
7. In the minutes of its meetings, the panel shall record any agreement that affects the determination of the grades awarded for each exercise, acting in accordance with the provisions of Royal Decree 407/2022 of 27 July 2021 which approves the public employment offer for 2022.
8. If any candidates with disabilities apply, the selection panel may adapt the format and timing of the examinations on request in order that the candidate might take the test under normal conditions.
9. The selection panel shall be constituted by a meeting attended by its chairperson, secretary and at least half its permanent or alternate members. It will be constituted within a maximum of thirty days of being appointed.
10. Once the selection panel has been constituted, its resolutions need the presence of a majority of its members, permanent or alternate.
11. In carrying out the various phases of the selection process, the selection panel may make use of external technical assistance from specialist advisers if it deems this to be necessary.
12. The selection panel will comply with the grounds for abstention and challenge as provided for in Articles 23 and 24 of Law 40/2015.

13. Where appropriate, the selection panel will make public the correction templates of those selection processes that include examinations with alternative answers within a maximum of two days of the end of the specific examination.
14. The selection panel will apply principles of austerity and diligence when organising and approving the selection processes.
15. The selection panel may adopt the necessary measures, instructions or resolutions to decentralise examination performance if it deems it appropriate.
16. Appeals against the decisions of the selection panel issued throughout the process may be filed with the convening authority, pursuant to the provisions of the Common Public Administration and General Administrative Procedures Act 39/2015 of 1 October 2015, the Public Sector Legal Regulations Act 40/2015 of 1 October 2015 and other applicable regulations.

## **SIX. Selection system**

1. The system used for candidate selection will be a competitive examination system.
2. The selection process will consist of two parts, which are indicated below, both mandatory and both using a process of elimination, and which will be carried out on independent days.
3. The examination consists of two parts:
  - 1) Part one: Written test. It is divided into two tests
    - 1.1. Test one: Examination using process of elimination, English language.
    - 1.2. Test two: Test of aptitude and specific knowledge and practical case.
  - 2) Part two: oral examination

### **3.1.- Part one: Written test**

There will be only one examination, divided into two parts.

#### **3.1.1) Written exercise. First part: English language.**

It will consist in answering in writing a test-type questionnaire, with two sections. The first aims to assess the level of English in terms of oral comprehension (Listening) and the second written comprehension (Reading).

The questions are multiple choice, with only one correct answer. Unanswered or wrongly answered questions are not penalised.

To pass this part of the examination, it will be necessary to obtain a minimum score of level A2 (or equivalent in the opinion of the panel) of the Common European Framework of Reference (<http://europass.cedefop.europa.eu> and [www.coe.int/portfolio](http://www.coe.int/portfolio)).

The maximum duration of this examination will be one hour.

Candidates who have passed this examination will be assigned the following score:

Level (Common European Framework of Reference)	Points assigned
Equivalent to A2	0 points.
Equivalent to B1	2 points.
Equivalent to B2	4 points.
Equivalent to C1	5 points.

The selection panel will publish the list of candidates who have achieved the required standard of English in Part One on the website (<http://www.cnmv.es/portal/quees/Ofertas/empleo.aspx?lang=en>) together with the marks obtained.

Between the first and second part of the examination there will be a fifteen minute break.

**3.1.2. Written exercise. Second part: - Test of aptitude and specific knowledge and practical case.**

This part will in turn consist of two sections. The first consists of carrying out an aptitude and knowledge test and the second consists of solving practical cases, both of which use a process of elimination. The second test will be assessed only if the candidate passes the first test.

**A. Aptitude and specific knowledge.**

It will consist of answering in writing a questionnaire with 60 multiple choice questions.

A quarter of these will be aimed at assessing candidates' aptitude for administrative work and for carrying out the functions described in Rule One, point 2 of this invitation such as, among others, logic and level of reasoning.

The rest of the questions will deal with matters provided for in the programme that is attached as Annex I to the invitation.

Each question will have alternative answers, one of which is correct.

The time allocated for this test will be 1 hour.

This test will be scored from 0 to 20 points, and applicants who do not obtain a minimum of 10 points will be eliminated.

**B. Practical case**

This will consist in resolving a practical case which will concern office automation, will be carried out on a computer and will assess candidates' skills in the use of the Word, Excel, PowerPoint and Access.

The time allocated for this test is a maximum of 2 hours.

This test will be scored from 0 to 20 points, and applicants who do not obtain a minimum of 10 points will be eliminated.

Before this second test, the Selection Panel will make the criteria for correcting, assessing and passing the test public on the CNMV website, which are not expressly stipulated in the rules of this invitation, and in the case of exercises with alternative answers, the penalty for each wrong answer.

The selection panel will publish the list of the marks obtained by candidates who have passed Part One on the website (<http://www.cnmv.es/portal/quees/Ofertas/empleo.aspx?lang=en>), inviting them to sit Part Two and indicating the place, date and time.

The invitation to this second phase will be issued at least 72 hours before it takes place.

### **3.2.- Part Two: oral examination.**

The selection panel will proceed to dialogue with the applicant on aspects of the practical case resolved or of the matters included in Annex I to determine and assess his or her suitability for the job position, initiative and organisational capacity, preparation and experience, ability to speak, as well as interest in integrating into the organisation in the performance of the positions being competed for.

This test is scored from 0 to 20 points. Candidates must obtain a minimum of 10 points to pass.

Candidates in each of the two processes will be called to read their papers to the Selection Panel in alphabetical order of surnames, beginning with the letter “U”. If no candidate’s first surname begins with the letter “U”, the panel will start with “V”, and so on, as established in the Resolution of the Secretary of State for Public Administration of 9 May 2022 (published in the Official State Gazette on 13 May 2022).

The Selection Panel will publish the list of candidates who pass this second part on the website (<http://www.cnmv.es/portal/quees/Ofertas/empleo.aspx?lang=en>), indicating the score obtained by each.

4. The final score will be determined by the total points obtained in all parts of the examination.
5. The maximum expected duration of the selection process will be nine months. The first part of the selection phase as outlined in Rule 4 will be carried out within a maximum period of three months from the publication of the invitation for applications.

From the final conclusion of an exercise or test until the beginning of the next, there will be a maximum period of forty-five calendar days.

The foregoing is without prejudice to the CNMV’s right to publish a reasoned resolution extending these deadlines.

The selection panel will publish a schedule with the approximate dates for the examinations.

## **SEVEN. Employment pool**

### 1. Creation of an employment pool

Pursuant to the provisions of Article 3.21 of Royal Decree 407/2022 of 24 May approving the offer of public employment for 2022 for the purpose of selecting staff to cover temporary posts with the category of administrative employee, a pool will be formed of applicants who have passed at least the aptitude test and the test of specific knowledge.

### 2. Order of calls

The order of the pool will be established by first taking account of the number of examinations passed. If the same number of examinations has been passed, the scores obtained in them will be totalled. If two or more candidates have the same score, the candidate who scored highest in the oral examination and personal interview will be preferred.

### 3. Period of validity

The list of applicants included in the employment pool will be made public and will be valid for 24 months from its publication unless there is a new identical invitation for applications before this.

### 4. Grounds for exclusion from the employment pool

- a) Failure to comply with any of the requirements set forth in the invitation for applications.
- b) Rejection of an offer of employment without justified cause of force majeure.

Candidates will keep their place on the list and will be able to access the next contract that is offered in the following cases:

- a) Those who are ill, provided that they can justify this situation through the corresponding official medical report or there is some demonstrable cause of force majeure that is accepted by the contracting body.
- b) Those who at the time of the call can demonstrate that they are providing services in the public or private sector.



## **EIGHT. FINAL RULE**

A subsequent appeal for reversal may be filed against this call for applications, which brings an end to the administrative procedure, with the convening authority within a month of its publication, pursuant to the provisions of the Common Public Administration and General Administrative Procedures Act 39/2015 of 1 October 2015. Alternatively, a complaint may be filed with the labour courts within two months of its publication, in accordance with the provisions of Law 36/2011 of 10 October regulating labour law, meaning that, if an appeal for reversal is lodged, a complaint cannot be filed with the labour courts until the former has been expressly resolved or can be presumed to have been dismissed.

## ANNEX I

### SUBJECT MATTER

- The 1978 Spanish Constitution: Characteristics Constitutional principles and higher values. Fundamental rights and duties. Guarantees and suspension of rights.
- The CNMV (National Securities Market Commission). Functions and organisational structure.
- Documents, registers, and files: Types of documents. Types of registrations and functions Types of files and organisational criteria.
- Customer service: Reception. Orientation and information. Telephone service. Claims, complaints, and requests.
- Work in the Windows graphics environment, windows, icons, context menus, dialogue boxes. Desktop and items. Start menu. Folder and file management. Searches. This team. Windows accessories. Windows Administrative Tools.
- Word: Main functions and uses. Creating and structuring a document. Management, saving, recovery, properties, and printing of files. Mailing functions. Customisation of the work environment.
- Excel: Main functions and uses. Essential concepts for optimised use of Excel. Workbooks, sheets, ranges and cells. Settings. Entering and editing data. Formulas and functions. Graphs. Tools for analysis and efficient data management. Customisation of the work environment.
- PowerPoint: Main functions and uses. PowerPoint elements and objects. Format, handling, animation, and importing objects. Templates and slide master. Printing presentations.
- Access: Main functions and uses. Database design. Tables and lists of tables. Consultations. Forms. Reports. Lists. Importing, linking, and exporting data.
- Internet. Management and use of the Internet. Internet services. Navigation, favourites, history, and searches.





**ANNEX: RESPONSIBLE STATEMENT**  
*(in accordance with Rule Four, section 7)*

Mr/Ms \_\_\_\_\_ with DNI \_\_\_\_\_  
and email for notification purposes \_\_\_\_\_, in relation to the selection  
process called by the CNMV with reference \_\_\_\_\_.

**DECLARES**

That at the time the provision of services with the CNMV begins, he/she is not performing any other public or private activity that may require prior authorisation or recognition of compatibility in accordance with the regulations on incompatibilities that are applicable in accordance with the rules of the selection procedure, and that he/she is not in receipt of any retirement or other pension in recompense for public service or under any public and mandatory Social Security system.

In \_\_\_\_\_ on \_\_\_\_\_ 202\_

Signed: