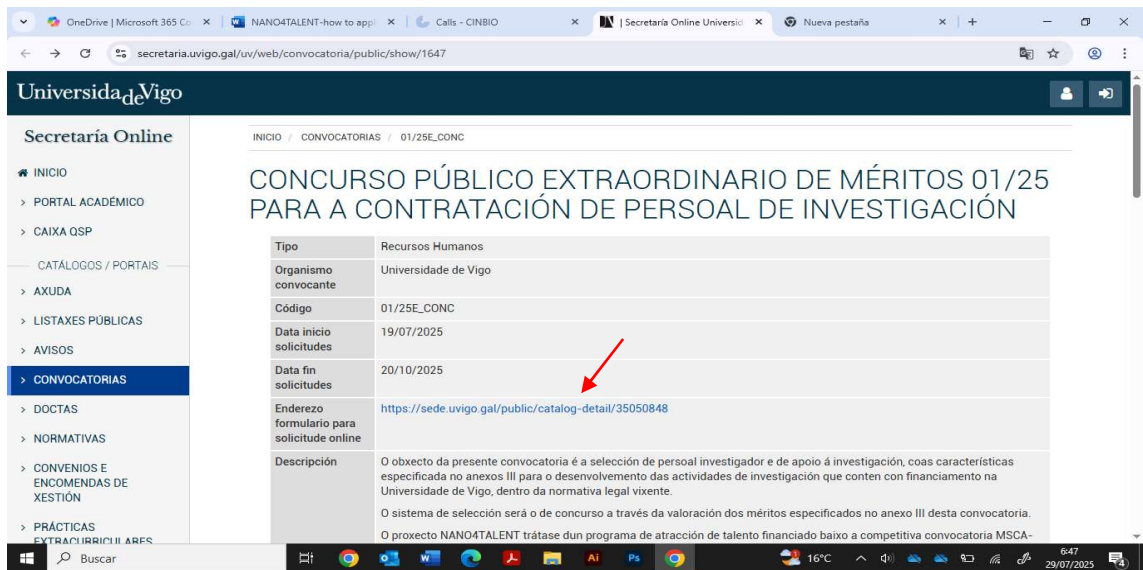
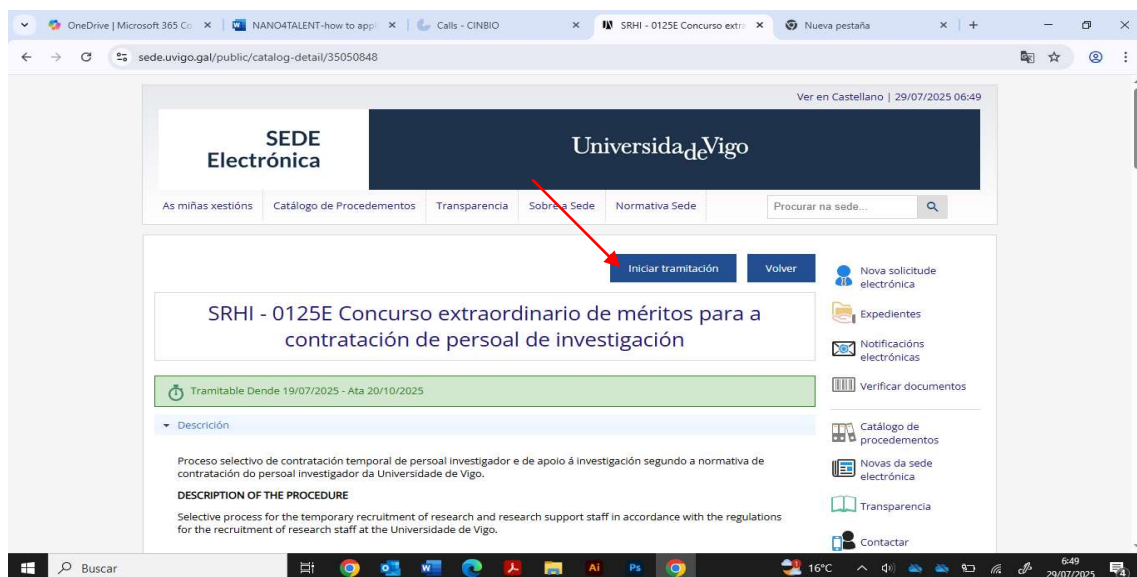


How to apply to nano4talent job offer through UVigo virtual secretary

1. Go to the application on the UVigo virtual secretary (**SEDE ELECTRÓNICA**) through the offer [link](#).



2. Start submission process by clicking "**Iniciar tramitación**"



3. Access to the electronic system by any accredited electronic means:

- A. European citizen:
Click on the “cl@ve” button.

Do not forget to click on the box “**Acepto os termos e condicións de privacidade**”. See below a non-official translation of the privacy terms and conditions¹.

Click on the “**Acceso Ciudadanos UE**”, choose your country and follow the instructions.

¹ The University of Vigo, as the controller of this Electronic Office, will process the personal data that you provide through this Website. The purpose of collecting and processing the personal data that we request is to be able to provide you with access to the private part of this Office. Legitimization is carried out through the consent of the interested party. Access to this Office by means of a digital certificate guarantees your consent to the processing of your personal data by the University of Vigo. We inform you that the data that you provide to us through this Office will be located on the servers of the University of Vigo itself. The fact that you do not read and accept the privacy policy of this Electronic Office will result in us not being able to provide you with access to the private part. You may exercise your rights to rectify, limit and delete data by requesting it from the University of Vigo, a request that may be submitted in accordance with the forms provided for in article 16.4 of Law 39/2015 of 1 October. You may also exercise the right to file a complaint with a supervisory authority. Additional and detailed information on Data Protection can be found here.

CINBIO nano4talent

Plataforma de identificación para las Administraciones

Seleccione el método de identificación de Cl@ve

NOVEDAD



Cl@ve Móvil

Acceso mediante Cl@ve Móvil. Puede descargar la aplicación en [Apple Store](#) o en [Google Play](#).

Acceso Cl@ve Móvil



DNle / Certificado electrónico

Cualquier certificado electrónico cualificado.

Acceso DNle / Certificado electrónico



Ciudadanos UE

Sistemas de identificación de otros países de la UE.

Acceso Ciudadanos UE



Cl@ve PIN (ya es Cl@ve Móvil)

Si no quieres instalar la app Cl@ve podrás seguir usando un código temporal personal.



Cl@ve permanente

Usuario y contraseña. Para usarlo, es necesario [tramitarlo](#).

Por favor, seleccione el país donde se emitió su identidad digital.

Buscar país

 Alemania	 Austria	 Bulgaria ⓘ
 Bélgica	 Chipre	 Croacia
 Dinamarca	 Eslovaquia	 Eslovenia
 Estonia	 Finlandia ⓘ	 Francia
 Grecia ⓘ	 Irlanda ⓘ	 Islandia ⓘ
 Italia	 Letonia	 Liechtenstein
 Lituania	 Luxemburgo	 Malta
 Noruega ⓘ	 Países Bajos	 Polonia
 Portugal	 República Checa	 Rumanía
 Suecia		

B. Non-European citizen: contact estranxeiros@uvigo.gal. They will provide access through additional means. For further support cc PMO NANO4TALENT team (nano4talent@uvigo.es)

4. Fill in the electronic form with your data and click "**Enviar solicitud**".

The screenshot shows the 'Iniciar tramitación - SRHI' form for the 'Concurso de méritos para a contratación de persoal de investigación'. The form is divided into two main sections: 'Datos do interesado principal' and 'Communication means'.

Datos do interesado principal:

- Nome:** Candidate name and surname (indicated by a red arrow: "Name&ID Will be automatically filled").
- DNUI/CF:** Candidate ID (indicated by a red arrow: "Telephone number Telephone number").
- Selección un enderezo postal:** A dropdown menu to select a postal address (indicated by a red arrow: "Type of road/Address/number/letter/stairs/floor/door").
- Enderezo:** A table with columns: Tipo, Enderezo *, Número, Letra, Escalera, Piso, Porta. The 'Tipo' dropdown is set to 'Avenida'.
- Localidade:** Town/Postal Code (indicated by a red arrow: "Town/Postal Code").
- C. P.:** Country/Province/City (indicated by a red arrow: "Country/Province/City").
- País:** Country (indicated by a red arrow: "Update the contact information (phone number and email address) provided in this application").
- Provincia:** Province.
- Población:** Population.
- Actualizar os datos de contacto (teléfono e correo electrónico) cos facilitados nesta solicitude.** (checked).

Communication means:

- Electrónico (a través desta Sede):** Selected option.
- Postal (ao enderezo postal indicado anteriormente para o interesado principal):** Unselected option.
- Envíaranse avisos da posta á disposición da notificación ao correo electrónico facilitado a seguir:** A text area for email notifications.
- As notificacións que se practiquen en papel estarán tamén á disposición do interesado nesta Sede, para que poida acceder ao seu contido de forma voluntaria.**
- Asunto:** Subject line (indicated by a red arrow: "Subject: include just the OFFER REFERENCE").
- Formularios esixidos:** A list of required forms, including 'Declaración responsable de cumprimento de requisitos,2'.
- Requisitos da Documentación:** A section detailing documentation requirements: 'Tamaño máximo permitido por arquivo 39.10 MB. Extensiones permitidas pdf. Máximo número de documentos permitidos 15.'
- Documentación:** A section for uploading documents, with a '+ ' button to add more (indicated by a red arrow).
- Documentos que desexe engadir:** A list of documents to be added.
- * A documentación achegada a esta solicitude debe incluír todos os formularios esixidos debidamente cumprimentados.**

Buttons: 'Enviar Solicitud' and 'Volver'.

Annex II - Declaration responsible for compliance with requirements.
Call for public merit competition for the recruitment of research staff

ANEXO II - DECLARACIÓN RESPONSABLE DO CUMPRIMENTO DE REQUISITOS
CONVOCATORIA DE CONCURSO PÚBLICO DE MÉRITOS PARA A
CONTRATACIÓN DE PERSOAL DE INVESTIGACIÓN

data of the interested person

Name and surname

ID/email/telephone

Offer reference/Gender

See footnote for a non
official translation of
the text

In (place), on (day) of (month) of (year)

Signature of the interested person preferably digital

DATOS DA PERSOA INTERESADA		
NOME E APELIDOS		
NIF/NIE/PASAPORTE	CORREO ELECTRONICO	TELEFONO
REFERENCIA DA OFERTA		XÉNERO
11/25		
Conforme ao artigo 69.1 da Lei 39/2015, do 1 de outubro, do Procedemento Administrativo Común das Administracións Públicas, a persoa abaixo asinante DECLARA BAIXO A SÚA RESPONSABILIDADE que cumpre cos seguintes requisitos de admisión indicados na base 3 e 4 da convocatoria, na data de remate do prazo de presentación de solicitudes e que os manterá durante todo o proceso selectivo: a) A veracidade dos datos achegados no currículo vitae. b) Ter a nacionalidade española ou calquera outra á que as normas do Estado atribúan iguais dereitos a efectos laborais na Administración Púb[No Title] c) Dispor da titulación indicada e cumprir o resto de requisitos publicados coa convocatoria da oferta de contrato. d) Ter cumpridos os dezaseis anos de idade e non exceder, de ser o caso, a idade máxima de xubilación forzosa. e) Posuír a capacidade funcional necesaria para o desenvolvemento das correspondente funcións ou tarefas. f) Non ter sido separada mediante expediente disciplinario do servizo de ningunha administración pública ou dos órganos constitucionais ou estatutarios das comunidades autónomas, nin estar en inhabilitación absoluta ou especial para empregos e cargos públicos por resolución xudicial, para o acceso a corpos ou escalas de persoal funcionario, ou para exercer funcións similares ás que desempeñaban no caso do persoal laboral, na que fora separado ou inhabilitado. g) Non estar incurso en ningunha das causas de incompatibilidade previstas na lexislación vixente sobre incompatibilidades para contratar coa Administración Pública.		

En , a de de

More information or support do not hesitate to contact: nano4talent@uvigo.es

² In accordance with article 69.1 of Law 39/2015, of October 1, on the Common Administrative Procedure of Public Administrations, the undersigned DECLARES UNDER HIS RESPONSIBILITY that he/she complies with the following admission requirements indicated in bases 3 and 4 of the call, on the closing date for the submission of applications and that he/she will maintain them throughout the selection process:

- The veracity of the data provided in the curriculum vitae.
- Have Spanish nationality or any other to which State regulations attribute equal rights for employment purposes in the Public Administration.
- Have the indicated qualification and meet the rest of the requirements published with the call for the contract offer.
- Have reached the age of sixteen and not exceed, where applicable, the maximum age of compulsory retirement.
- Have the functional capacity necessary for the development of the corresponding functions or tasks.
- Not having been separated through disciplinary proceedings from the service of any public administration or constitutional or statutory bodies of the autonomous communities, nor being absolutely or specially disqualified for public jobs and positions by judicial decision, for access to civil service bodies or scales, or for exercising functions similar to those they performed in the case of labor personnel, in which they had been separated or disqualified.

Not having incurred any of the causes of incompatibility provided for in the current legislation on incompatibilities for contracting with the Public Administration.