

HEADLINE CALL

UE 016 – CANELONES DEPARTMENTAL CENTER

APPLICANT REGISTRATION

**FUNCTION: DOCTOR OF MEDICINE SPECIALIST IN
PLASTIC SURGERY OR DOCTOR OF MEDICINE CURRICULUM
POSTGRADUATE OR ADVANCED SPECIALIST RESIDENCY IN
PLASTIC SURGERY**

1. BASES OF THE CALL

Candidates are called under the regime provided for in Article 256 of Law No. 18,834 of 04/11/2011.

The selection and ranking will be carried out by the procedure of Merits and Background.

2. GENERAL EXCLUDING REQUIREMENTS (to be controlled by the HR/Personnel Office)

- Certificate / Proof of Application from the Uruguay Concurra Portal.
- Valid identity card (front and back).
- Civic credential (front and back).
- Specialist Title in Plastic, Reconstructive and Aesthetic Surgery authorized and registered by the MSP (front and back) or Doctor of Medicine Title (front and back) in equal parts conditions while studying the last year of the Postgraduate or the Specialist Residency in Reconstructive and Aesthetic Plastic Surgery with Certificate of Chair.
- Prove current registration with the Medical Association of Uruguay (Law No. 18,591 (18/09/2009 – Art. 2°)
- Form for Submission to Call for Competition available on the website of [ASSE \(https://www.asse.com.uy/contenido/FORMULARIO-PARA-LLAMADOS-A-COMPETITION-OF-ASSE-14492\)](https://www.asse.com.uy/contenido/FORMULARIO-PARA-LLAMADOS-A-COMPETITION-OF-ASSE-14492)

3. SPECIFIC EXCLUDING REQUIREMENTS (to be controlled by the Court)

- NOT APPLICABLE

4. REQUIREMENTS TO BE EVALUATED (to be assessed by the Court)

- Schooling
- Complementary Training
- Seniority in office
- Accredited Performance

“Medical doctors pursuing postgraduate or advanced residency training must present their specialty certificate (registered and authorized with the Ministry of Public Health) within 18 months of their hiring date, or else be subject to termination.”

5. REGISTRATIONS

They will start from 02/19/2025 at 09:00 and until 03/06/2025 at 09:00 14:00 inclusive.

A. Apply through the Uruguay Concurso portal.

B. Interested parties may **choose only one of the modalities B.1. or B.2.** and must proceed according to the following details:

B.1. Send only and exclusively in PDF format to the email llamadotitulares.016@asse.com.uy during the registration period: The Documentation evidence detailed in points 2, 3 and 4 (Requirements: General Exclusions, Specific Exclusions and to be Evaluated). Applicants must send the documentation exclusively in PDF format, 5 MB being the maximum size of each individual email.

If the size exceeds 5 MB, the information must be sent fragmented into two or more emails, identifying each email (quantity) consecutively.

The Applicant will receive the following automatic response by email: This has been received email, it is clarified that the content thereof is subject to the control of the exclusive requirements which will be carried out once the registration period has ended, which will determine whether "It was "registered" or "Not registered" for this call.

B.2. Go to the Human Resources Office of the Executing Unit, located in Gerson Taube No. 1073 in the city of Canelones, Monday through Friday from 9:00 a.m. to 2:00 p.m. during the registration period with the foliated supporting documentation detailed in the points 2, 3 and 4 (Requirements: General Exclusions, Specific Exclusions and to be Evaluated). The applicant will receive a certificate of having submitted the documentation, which specifies that the content thereof is subject to the control of the exclusive requirements that are will be carried out once the registration period has ended. Subsequently, the Applicant will receive part of the EU an email to the declared email (at the time of registration), where will notify you if you are "Signed Up" or "Not Signed Up" for the call.

Important Note: The first application method selected by the applicant will be considered. If the applicant decides to expand the documentation already submitted (only within the registration period), they must do so using the same application method used to submit their original documentation.

6. CONSULTATION CHANNEL

The email mentioned in point **5.B.1** will be used only for the purpose of sending the documentation. and confirm registration or not to the call for competition. From that email neither will be received will answer questions.

Questions regarding the calls will be channeled through the email provided by the Executing Unit in the Uruguay Portal Concurso: consultadellamados.016@asse.com.uy and in the Human Resources Office of the Executing Unit.

7. IMPORTANT CONSIDERATIONS TO KNOW

- A.** The email address declared by the applicant at the time of registration will be taken into account. as the registered address for all purposes related to this procedure.
Notifications and/or communications will be deemed to have been made from the following business day upon acknowledgment of receipt by the applicant or from the third business day after the next day after the email is sent.
- B.** The applicant may propose a representative to integrate at the time of application. the Competition Court as an observer, indicating by signed note name, phone number and email address of the selected person (not being able to auto apply and no applicant may be a member of the Court).
- C.** The information provided is of a sworn statement nature and is subject to the penalties of the Law (Art. 239 of the Penal Code). "Anyone who, for the purpose of granting or formalizing a public document before a public official, provides false statement about his or her identity or status, or any other factual circumstance, will be punished with three to twenty-four months in prison."
- D.** The Applicant will be responsible for the veracity of the data provided, the inaccuracy of The information will be grounds for elimination from the process.
- E.** It will be the responsibility of the Applicant to check the declared email address.
- F.** Once the registration period has ended, and within three business days thereafter, the The applicant will receive an email from the EU to the email address provided (at the time of registration), where they will be notified whether or not they meet the Exclusionary Requirements. General. After the aforementioned deadline, if the Applicant does not receive the email referred, you will have a period of 48 business hours to verify your registration, after this period expires deadline no claims will be accepted.
- G.** Those who have training/experience outside the Republic and intend for it to be considered in a contest, the documentation must be duly legalized, or in your case certified by "Apostille", if the foreign country is a party to the agreement

approved by Law No. 18,836 of 11/15/2011, as well as translated, if applicable, and revalidated by the competent National Agency.

H. Only courses lasting more than 12 hours and where the time load is specified will be evaluated.

8. BRIEF DESCRIPTION OF THE ACTIVITIES

- Provide outpatient care at the Polyclinic
- Perform surgical activity for coordination surgeries and outpatient surgeries.
- Carry out activities in the inpatient ward, as needed by the service.
- Conduct consultation in the room.
- Use ASSE's computer systems in the performance of their duties.

***And all those activities that are considered within the function to be provided.**

9. INTEGRATION AND PERFORMANCE OF THE COURT

It will be carried out in accordance with the provisions of Articles 7 and 9 of Decree No. 197/006 of 06/22/2006.

The Court may request the originals of the supporting documentation.

Integration (Art. 9 - Decree No. 197/2006):

- A representative designated by ASSE
- A representative of the Executing Unit
- A representative of the officials
- Applicants will have the right to designate a representative to participate in the meetings of the Court as an observer.
- The Court will evaluate the applicants and issue the rulings, forming a "Registry of Applicants", which will be valid for three years from the date of approval by the Management of the Executing Unit. The Court may request the originals of the supporting documentation.

Action (Art. 7 - Decree No. 197/2006):

- **Merits and Background (100 points)**
the "Merits"

The "merits" factor will assess the applicant's educational profile with a maximum of 50 points, broken down as follows:

up to 35 points for schooling.

up to 15 points for carrying out training activities complementary, provided that they have been the subject of approval.

the "Background"

The "background" factor will assess, with a maximum of 50 points, the experience in the position you are applying for, computed at a rate of up to 3 points per year, periods of less than 6 months will not be counted for these purposes and will be taken those of six months or more such as a year. Considering the characteristics of the function to provide the points assigned to the "background" factor may be discriminate as follows:

up to 30 points for the accredited performance evaluation reliably.

up to 20 points for seniority computed at a rate of up to 3 points per year.

10. REGULATIONS

Under Art.256 - Law 18.834 of 04/11/2011 "The income to the Administration of the State Health Services (ASSE) will be carried out through provisional contracts by the term of eighteen months, which will be financed with the credits enabled for the corresponding vacancies, which may be terminated at any time by resolution reasoned by the competent authority. After the period specified in the previous paragraph and after a favorable evaluation, the contractor will be incorporated into a budgeted position. The non-Approval of the evaluation will determine the automatic termination of the provisional status. State Health Services Administration will regulate the selection mechanism of the human resources aspiring to be hired under the current provisional regime."

Applicable Standard:

Decree No. 197/2006 of 22/06/2006 - Board Resolution No. 4385/2011 of 30/12/2011 - ASSE Regulations, referring to the application of Decree No. 197/2006 - "Records of Applicants" -, for entry through the provisional hiring regime.

Registration in the "Registry of Applicants" does not confer any other right on the interested parties. that those participating in a selection process, which will precede hiring, in accordance with the guidelines set out in Decree No. 197/2006 of 06/22/2006, resolution and in the bases of the called.

The order resulting from the procedures in which there has been an evaluation of merits and background check or proof will be valid for three years.

Once the call for tender has been approved, the contracting process will begin when the Executing Unit has the vacant position to be filled.

11. HIRING CONSIDERATIONS

A. Disqualifications. Art. 4 of Law 18.172 of 31/08/2007: "Persons who have been dismissed as a result of committing a serious administrative offense through firm decision, or failure to fulfill his obligations, whether in his capacity as a public official public, or under any other form of link, after an administrative summary where appropriate, or that have been disqualified as a result of a final criminal sentence, may not be subject to a new designation or public procurement.

The above paragraph does not apply to persons who have been dismissed for political, trade union or mere arbitrariness reasons in the period between 27 June 1973 and February 28, 1985."

B. Not having a negative functional history from any Public Entity and that are serious.

C. In case of being summoned for the contract, the registrant must present the originals of all documentation submitted or sent in a timely manner at the time of application.

Canelones, February 2025.