



REPUBLIC OF COLOMBIA



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**AGREEMENT No. CNSC - 20191000001636 OF 03-04-2019**

*"By which the rules of the merit selection process are convened and established to provide definitively the vacant Jobs belonging to the General System of Administrative Career of the Personnel of the GOVERNMENT OF THE ARCHIPELAGO OF SAN ANDRES, PROVIDENCE AND SANTA CATALINA – Call No. 1110 of 2019 - TERRITORIAL 2019"*

**THE NATIONAL COMMISSION OF THE CIVIL SERVICE -CNSC-,**

In use of its constitutional and legal powers, especially those conferred in Article 130 of the Political Constitution, in Articles 11, 12 and 30 of Law 909 of 2004, and in Articles 2.2.6.1 and 2.2.6.3 of Decree 1083 of 2015, and

**CONSIDERING THAT:**

Article 125 of the Political Constitution establishes that jobs at the governmental bodies and entities of the State are of selection process, except for the exceptions provided therein and that admission to career positions and promotion in such will be made prior compliance with the requirements and conditions established by law to determine the merits and qualities of applicants.

Article 130 of the Agreement provides that *"There shall be a National Civil Service Commission responsible for the administration and supervision of the selection process of public servants, except for those of special nature."*

Article 209 ibidem, provides that the administrative function is developed based, among others, on the principle of morality, developed jurisprudentially in public and administrative morality, through which the applicant acquires the duty to know and understand their responsibilities by becoming a public servant, in the understanding that the exercise of their functions must be framed in transparency, promptness, economy and efficiency.

Article 7 of Law 909 of 2004 provides that the National Civil Service Commission is a guarantee and protection body of the merit system for public employment of a permanent nature at the national level, independent of the branches and organs of public power, endowed of legal personality, administrative autonomy and own patrimony and likewise will act in accordance with the principles of objectivity, independence and impartiality, in order to guarantee the full validity of the merit principle.

Literal c) of Article 11 of the aforementioned law, establishes as a function of the National Civil Service Commission, hereinafter referred to as CNSC, the *"Elaborate calls for competition for the performance of public career jobs, in accordance with the terms and conditions established by this law and the regulation."*

Article 28 of the same provision states that the principles guiding the entry and promotion to public jobs of administrative career will be those of merit, free competition and equality in income, publicity, transparency, specialization of the technical bodies responsible for executing the processes of selection, impartiality, reliability and validity of the instruments, effectiveness and efficiency.

Likewise, Article 31 of Law 909 of 2004 established the stages of the selection process, as follows: 1. Call, 2. Recruitment, 3. Tests, 4. Lists of Eligible and, 5. Trial Period.

On the other hand, Article 2.2.5.3.2 of Decree 1083 of 2015, modified by Decree 648 of 2017, indicates the order for the definitive provision of career jobs.

Article 2.2.6.34 ibidem, added by Decree 051 of January 16, 2018, defines the responsibilities in the process of planning merit selection processes for admission to administrative career jobs and how resources are obtained to overtake them. In addition, it establishes that the National Civil Service

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Commission is responsible for determining the periodicity and guidelines with which final vacancies must be registered in the Public Employment Offer -OPEC-

Therefore, in use of its constitutional and legal powers, the CNSC made, jointly with delegates of the entity, the stage of planning to advance the selection process in order to provide jobs in the final vacancy of the General System of Administrative Career of the personnel of the GOVERNMENT OF THE ARCHIPELAGO OF SAN ANDRES, PROVIDENCE AND SANTA CATALINA.

The Entity that is the subject of this call, consolidated the Public Offering of Career Jobs, hereinafter referred to as OPEC in the **Support System for Equality, Merit and Opportunity**, hereinafter referred to as **SIMO**, which was certified by the Legal Representative and the Head of Human Resource, and sent to the National Commission of the Civil Service through ORFEO file No. 20186000865482 of October 16, 2018, composed of one hundred thirty one (131) jobs with two hundred thirty and seven (237 ) vacancies

The Full Chamber of the National Commission of the Civil Service, in session of February 12, 2019 approved to call the selection process to provide by merit vacancies belonging to the General System of Administrative Career of the personnel plant of the GOVERNMENT OF THE ARCHIPELAGO OF SAN ANDRES, PROVIDENCE AND SANTA CATALINA, following the parameters defined in this Agreement and based on the vacancy report made by said entity.

In merit of the above, the National Civil Service Commission,

**AGREES:**

**CHAPTER I  
GENERAL DISPOSITIONS**

**ARTICLE 1.- CALL.** Convene the selection process to provide definitively **one hundred thirty one (131) jobs with two hundred and thirty (237) vacancies** belonging to the General System of Administrative Career of the personnel of the GOVERNMENT OF THE ARCHIPELAGO OF SAN ANDRES, PROVIDENCE AND SANTA CATALINA, which will be identified as "*Call No. 1110 of 2019 - TERRITORIAL 2019.*"

**ARTICLE 2.- RESPONSIBLE ENTITY.** *The selection process by merit that will be developed to provide one hundred and thirty one (131) jobs with two hundred and thirty (237) vacancies* belonging to the General System of Administrative Career of the plant personnel of the GOVERNMENT OF THE ARCHIPELAGO OF SAN ANDRES, PROVIDENCE AND SANTA CATALINA corresponding to the Professional, Technical and Assistance levels, will be under the direct responsibility of the CNSC, who by virtue of their legal competences will be able to sign inter-administrative contracts or agreements to advance the different phases with public or private universities or institutions of higher education accredited by the CNSC to carry out this type of process, as regulated in Article 30 of Law 909 of 2004.

**ARTICLE 3.- STRUCTURE OF THE PROCESS.** The present selection process will have the following phases:

1. Call and divulgation.
2. Acquisition of Rights of Participation and Registration.
3. Verification of minimum requirements.
4. Tests Application.
  - 4.1 Tests on Basic and Functional Competencies.
  - 4.2 Tests on Behavioral Competencies.
  - 4.3 Background Assessment.
5. Conformation of Eligible Lists.
6. Trial Period (Administrative Performance of exclusive competence of the Nominator).

**ARTICLE 4.- RULES GOVERNING THE SELECTION PROCESS.** The selection process that is convened through this Agreement will be governed in a special way by the provisions of Law 909 of 2004, Law 47 of 1993, Decree Law 760 of 2005, Decree Law 785 of 2005, Law 1033 of 2006, Decree 1083 of 2015, Decree 648 of 2017, Decree 051 of 2018, Decree 2762 of 1991, Decree 2171 of 2001, the provisions of this Agreement and the other concordant and current rules on the matter.

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**PARAGRAPH:** The Agreement is the regulating norm of the selection process and it obliges both the entity subject to it, the CNSC, the University or Higher Education institution that develops it, and the registered participants.

**ARTICLE 5.- FINANCING.** In accordance with Article 9 of Law 1033 of 2006, regulated by Decree 3373 of 2007, the sources of financing of the costs involved in the Call will be the following:

1. **In charge of the applicants:** The amount collected for the payment of the participation rights, which will be charged according to the level of the job to which they aspire is in the following manner:

- **For Professional level:** A salary and a half legal daily minimum (1.5).
- **For Technical and Assistance Levels:** A legal daily minimum wage in force (1).

This sum will be paid by applicants to obtain their right to participate in the selection process. This payment will be made through the Bank that is available for this purpose, in the manner established in Article 11 of this Agreement and on the dates determined by the CNSC, which will be published in a timely manner through its website [www.cnsc.gov.co](http://www.cnsc.gov.co) and / or SIMO link.

2. **In charge of the Entity:** The amount equivalent to the total cost of the selection process, minus the amount collected for the payment of the participation rights that applicants make to this process.

**PARAGRAPH:** Travel expenses and other expenses necessary to attend the place of presentation of tests and the diligence of access to tests, will be assumed by the applicant directly.

**ARTICLE 6.- GENERAL REQUIREMENTS OF PARTICIPATION AND EXCLUSION CAUSES.**

- **To participate in the Call, it is required:**

1. Be a Colombian citizen.
2. Comply with the minimum requirements of employment that the applicant chooses, which is indicated in the OPEC, according to the updated Manual of Functions and Labor Competencies of the entity.
3. Not be incurred within the constitutional and legal grounds of inability and incompatibility or prohibitions to perform public jobs, which persist at the time of possession, in the event of occupying an eligibility position as a result of the selection process.
4. To accept in full the rules established in the Call.
5. Register in SIMO.
6. The other requirements established in current legal and regulatory standards.
7. Have the corresponding permanent residence requirements, according to the dispositions of the Office of Circulation Control and Residence, O.C.R.R.E.
8. Proficiency in the Spanish and English languages, commonly spoken by the native communities of the Archipelago, in accordance with the provisions of Article 42 of Law 47 of 1993.

- **The following are excluded from the Call:**

1. Provide false or adulterated documents for registration.
2. Failure to meet the minimum requirements of the OPEC.
3. Failing to present or not pass the eliminatory tests established for the selection process.
4. Being supplanted by another person for the presentation of the evidence provided in the process.
5. Take actions to commit fraud in the selection process.
6. Violate the provisions contained in the Agreement as well as in other documents that regulate the different stages of the process.
7. Not to certify requirements established in the OPEC of employment to which is enrolled.
8. Know in advance the applied tests.

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The foregoing grounds for exclusion will be applied to the applicant at any time during the selection process, when its occurrence is verified, without prejudice to the judicial and / or administrative actions that may arise.

**PARAGRAPH 1:** The procedure and compliance with the provisions set forth in these regulations will be the sole responsibility of the applicant. Failure to observe the provisions of paragraphs 1 to 3 of the participation requirements will be an impediment to take office.

**PARAGRAPH 2:** By virtue of the presumption of good faith which Article 83 of the Political Constitution addresses, the applicant assumes to provide truthful information at all times.

**PARAGRAPH 3:** In accordance with the provisions of Article 45 of Law 47 of 1993, Public employees who exercise their functions within the territory of the Departmental Archipelago of San Andres, Providence and Santa Catalina, must meet the requirement of language proficiency of Spanish and English.

In the same manner, in accordance with Article 310 of the Political Constitution in accordance with Decree 2762 of 1991 and based on the jurisprudence of the Honorable Constitutional Court and the Honorable Council of State, aspiring career jobs of the GOVERNMENT OF THE ARCHIPELAGO OF SAN ANDRES, PROVIDENCE AND SANTA CATALINA, must accredit as a requirement the condition of permanent resident of the Department by means of the ideal document that the norm deals with.

Failure to comply with the previous requirement will be an impediment to take possession.

**CHAPTER II  
EMPLOYMENT CONVENED**

**ARTICLE 7°.- EMPLOYMENT CONVENED.** The vacancies of the Public Offer of Career Jobs -OPEC- that are convened for this selection process are:

LEVEL	DENOMINATION	CODE	RANK	NUMBER OF JOBS	NUMBER OF VACANCIES
PROFESIONAL	Transit Commander	290	11	1	1
	Family Commissioner	202	15	1	1
	Male Nurse	243	14	1	1
	Urban Police Inspector Special Category and 1st Category	233	11	1	1
	Dentist	214	15	1	1
	Specialized Professional	222	18	2	2
	Specialized Professional		17	3	3
	Specialized Professional		16	5	6
	Specialized Professional		15	5	5
	Specialized Professional		14	6	6
	University Professional	219	15	2	2
	University Professional		14	12	12
	University Professional		13	1	1
	University Professional		12	12	12
University Professional	11		18	25	
TECHNICAL	Traffic Office	340	13	1	13
	Police Inspector 3 <sup>rd</sup> and 6 <sup>th</sup> Category	303	18	1	2
	Transit and Transportation Inspector	312	15	1	2
	Transit Deputy Commander	338	16	1	1
	Operational Technician	314	18	6	7
	Operational Technician		16	4	9
	Operational Technician		15	4	5
Operational Technician	14		3	5	
ASSISTANCE	Operational Technician	407	13	2	13
	Administrative Assistant		25	1	1
	Administrative Assistant		24	1	2
	Administrative Assistant		23	1	6
	Administrative Assistant		21	1	3
	Administrative Assistant		19	1	1
	Administrative Assistant		18	1	8
	Administrative Assistant		17	1	10
Administrative Assistant	16	2	11		

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LEVEL	DENOMINATION	CODE	RANK	NUMBER OF JOBS	NUMBER OF VACANCIES
	Administrative Assistant		12	2	9
	Administrative Assistant		10	1	3
	Health Area Assistant	412	17	2	6
	General Service Assistant		12	1	2
	General Service Assistant	470	10	1	2
	Assistant		24	1	1
	Assistant		23	1	1
	Assistant		21	1	2
	Assistant	472	19	2	2
	Assistant		17	2	3
	Assistant		14	1	1
	Assistant		12	3	8
	Assistant		11	1	1
	Driver		21	1	2
	Driver	480	19	1	1
	Driver		17	1	1
	Driver		16	1	2
	Prison Guard	485	12	1	7
	Executive Secretary		26	1	1
	Executive Secretary	425	25	1	1
	Executive Secretary		24	1	1
	Executive Secretary		23	1	2
<b>TOTAL</b>				<b>131</b>	<b>237</b>

**PARAGRAPH 1:** The OPEC, which is an integral part of this Agreement has been provided by the GOVERNMENT OF THE ARCHIPELAGO OF SAN ANDRES, PROVIDENCE AND SANTA CATALINA and is the exclusive responsibility of the latter. Therefore, if there is a difference due to typing, transcription or omission of words between it and the Manual of Labor Functions and Competencies and / or other administrative acts that determined it, OPEC will be corrected giving application to the provisions of Article 45 of the Code of Administrative Procedure and Contentious Administrative Law, taking into account the provisions of Article 9 of this Agreement. Likewise, the consequences that derive from said errors or inaccuracies will fall on the entity that made the report.

**PARAGRAPH 2:** The work location of each of the vacant jobs subject of the present selection process will be determined in the OPEC.

### CHAPTER III DIVULGATION OF THE CALL AND REGISTRATION

**ARTICLE 8º. DIVULGATION.** The Agreement of this Call will be published on the Commission's website [www.cnsc.gov.co](http://www.cnsc.gov.co) and / or SIMO link and on the website of the entity subject to the selection process, in accordance with the provisions of Article 33 of Law 909 of 2004 and Article 44 of Law 47 of 1993, as of the date established by the CNSC, and will remain published during the development thereof.

**ARTICLE 9.- MODIFICATION OF THE CALL.** Before giving start to the registration process, the Call may be modified or supplemented, ex officio or at the request of the entity for which the selection process is carried out, duly justified and approved by the CNSC and its divulgation will be made through the same means which was used from the beginning.

Once the registration process has begun, the call can only be modified with regard to the location, time and date of reception of registrations and application of the tests by the CNSC. The dates and times cannot be anticipated of those originally planned.

The modifications related to the date of the inscriptions, or with the dates or places of application of the tests, will be disclosed at [www.cnsc.gov.co](http://www.cnsc.gov.co) and/or on SIMO link and by different means of communication defined by the CNSC, at least two (2) business days in advance of the new planned date.

**PARAGRAPH 1:** Without prejudice to the provisions of this Article, formal errors may be corrected at any time ex officio or at the request of a party, in accordance with the provisions of Article 45 of the Code of Administrative Procedure and Administrative Litigation.

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**PARAGRAPH 2:** The administrative acts, through which modifications, clarifications and/or corrections to this Agreement are made, will be subscribed only by the Legal Representative of the National Commission of the Civil Service.

**ARTICLE 10.- PREVIOUS CONSIDERATIONS TO THE REGISTRATION PROCESS.** Applicants to participate in the present process must take into account the following considerations before initiating the registration process:

1. The applicant must register in SIMO, at the "Register" option; fill in all the information requested by the System in each of the steps of the form called "Citizen Registration." In this regard, it should be noted that the registration in SIMO will be made only once.
2. The registration to the selection process will be made on the dates established by the CNSC, only virtually through SIMO application, available at [www.cnsc.gov.co](http://www.cnsc.gov.co). When entering the page, the applicant must read carefully the indications and orientations indicated in the User Manual provided for SIMO, and see the tutorial videos that are in the "help" icon identified with the symbol (?) of each form that must be completed in the application.
3. Once registered, you must enter the following website [www.cnsc.gov.co](http://www.cnsc.gov.co) SIMO link, with your username and password, complete the basic information and attach all documents related to your academic background, experience and other documents which you consider and are necessary, which will be useful for the verification of the minimum requirements and for the background assessment test in the present selection process. Each document uploaded to SIMO must not exceed 2 MB in size and must be in PDF format.
4. Under your sole responsibility, the applicant must consult the jobs to be provided through the selection process, in the OPEC registered by the Entity, which is duly published on the following website [www.cnsc.gov.co](http://www.cnsc.gov.co) and / or SIMO link.
5. The applicant must verify that he or she complies with the conditions and requirements required for the exercise of the job for which he or she is going to compete for, which are defined in the OPEC of the General System of Administrative Career of the entity, which is published on the following website [www.cnsc.gov.co](http://www.cnsc.gov.co) SIMO link.
6. If you do not meet the requirements for the job you wish to compete for or if you are in any of the causes of incompatibility and disability provided in the regulations in force, the applicant must not register.
7. Once the jobs have been identified which meets the requirements, the applicant can select them in SIMO as favorites, then select and confirm the job to which he or she wishes to apply for in order to proceed to make the payment only for the job for which he or she is going to apply for.
8. The applicant must **make the payment only for the job for which he or she is going to compete for in the framework of Call No. 1110 of 2019 - TERRITORIAL 2019**, since the written tests will be applied in the same session and in one day. Once the payment is made, there will be no refund of the money for any reason, which is understood as accepted by the applicant.
9. With the inscription, the applicant accepts all the conditions contained in this Call and in the respective regulations related to the selection process, in accordance with the provisions contained in the fourth paragraph of the participation requirements of Article 6 of this Agreement.
10. With the registration, the applicant accepts that the means of information and official divulgation, during the selection process, will be on the Commission's website [www.cnsc.gov.co](http://www.cnsc.gov.co) and / or SIMO link; therefore, you should consult it permanently.

On the other hand, the CNSC may communicate to the applicant's information related to the selection process through the email registered in said application, in accordance with the provisions of Article 33 of Law 909 of 2004; consequently, the registration of a personal email in SIMO is mandatory.

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Likewise, the applicant accepts that for the purpose of communicating the situations that are generated in the development of the selection process, in accordance with the provisions of Decree Law 760 of 2005, the CNSC will do so through the SIMO platform and/or the email registered in SIMO. Likewise, the applicant accepts that the notification of the administrative actions that take place during the selection process was made by email.

11. The applicant will participate in the selection process with the documents registered in SIMO before the end of the registration stage. Documents uploaded or updated later will only be valid for future calls.
12. Registering to participate for a job does not mean that the applicant has passed the selection process. The results obtained in each phase of the same, will be the only means to determine the merit in the selection process and its consequent effects, in response to what is regulated in this Agreement.
13. The cities where the tests will be presented will only be those provided in the test chapters.
14. The **applicant in condition of disability** must state this in the basic information form in SIMO, in order to establish the necessary mechanisms so that he or she can present the evidence and access it when necessary.

**PARAGRAPH:** During the selection process, applicants may, through SIMO and under their sole responsibility, update personal data such as city of residence, address, telephone number, with the exception of the electronic mail and identification number registered in their registration, information that are directly unmodifiable by the applicant and that will only be updated upon request, attaching a copy of his or her identification card and acceptance by the CNSC.

**ARTICLE 11º.- REGISTRATION PROCEDURE.** To enroll in the present selection process, the applicant must carry out the following procedure in SIMO, and is responsible for complying fully, following the instructions outlined in the *"User Manual - Module Citizen - SIMO"* and published on the Commission's website [www.cnsc.gov.co](http://www.cnsc.gov.co) on SIMO link and in the *"Information and Training"* menu, option *"Tutorials and Videos"*:

1. **REGISTRATION IN SIMO:** The applicant must verify if he or she is registered in SIMO. If you are not registered, you must do so, in accordance with the provisions of this Agreement.
2. **OPEC CONSULTATION:** The registered applicant must enter SIMO, review the career jobs offered in this call, and verify who meets the minimum requirements to be carried out.
3. **EMPLOYMENT SELECTION:** The applicant must choose the job for which he or she will compete in this Call, **bearing in mind that he or she can only register for one (1) job within the entities that make up the 2019 TERRITORIAL CALL and must meet the minimum requirements for the performance of such.**

Once you have decided on the employment of your preference, you must select it in SIMO and make the confirmation of employment selection.

Before finalizing the registration process, the applicant may update, modify, delete or replace the information and/or documents that he or she entered or attached when registering with SIMO, with the exception of the electronic mail and Identification card.

4. **VALIDATION OF REGISTERED INFORMATION:** SIMO will show the basic information, training documents, experience and other documents that the applicant has registered in the System. The applicant must validate that said information is pertinent, correct and is updated.

The applicant must verify that the documents registered in SIMO are legible, correspond to the employment requirements and that the information provided matches the documents loaded.

5. **PARTICIPATION RIGHTS PAYMENT:** The applicant must pay the participation rights at the Bank that the CNSC has chosen for this purpose. The payment can be made electronically online through PSE, or at any of the branches established by the Bank.

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Finishing the confirmation of the registration information to the employment of your interest, SIMO will enable the payment options and the applicant must select the one of his or her preference in the following manner:

- If the applicant makes the payment through PSE, the system will open a pop-up window with the list of banks where you can pay. Once the transaction is completed, SIMO will send an email with the confirmation and payment details.
- If the applicant selects the option to pay at a Bank, **he or she must do it at least two (2) business days before the expiration of the registration deadline.** SIMO will generate a receipt that must be printed in laser or high resolution printer, to make the payment in any of the branches of the Bank.

**6. REGISTRATION:** Once the payment has been made and confirmed by the Bank, the applicant must verify that the documents loaded are those that allow him or her to prove compliance with the minimum requirements and they are used to be taken into account in the Background Valuation test in the present selection process, and proceed to formalize this procedure, selecting in SIMO, the **REGISTRATION option**. SIMO will generate an enrollment report with the previously selected information; information that can be consulted at any time by the applicant when entering with their username and password.

If the applicant chooses the option of PSE online payment, the enrollment option will be enabled immediately.

If the applicant chooses to make payment within the Bank, the enrollment option will be enabled two (2) business days after making the payment.

**PARAGRAPH 1:** Once the participation rights have been paid, the applicant must continue the procedure to formalize and close the REGISTRATION.

**PARAGRAPH 2:** Once the registration process is closed, the applicant will not be able to modify, add and or eliminate the documents loaded in SIMO to participate in the present selection process.

**PARAGRAPH 3:** If at the end of the registration process, the applicant paid the right to participate for a job and did not close the registration, the System will automatically make the registration of the applicant. If the applicant paid the participation rights for more than one job and did not formalize his or her registration, he or she will be enrolled in the last selected one, and all the documents he or she has registered will be associated with that registration.

**ARTICLE 12.- SCHEDULE FOR THE REGISTRATION STAGE AND PAYMENT OF PARTICIPATION RIGHTS.** The process of registration and payment of participation rights will be done in accordance with the following schedule:

ACTIVITIES	PERIOD OF IMPLEMENTATION	PLACE OR LOCATION
The Registration Stage includes: 1) Registration in SIMO or its equivalent, 2) Consultation of the OPEC, 3) Selection of employment, 4) Confirmation of the registration data for employment, 5) Payment of the rights of participation or authorization of the CNSC when applicable and 6) Registration formalization.	The CNSC will inform at least ten (10) business days in advance, the start date and duration of this activity.	Website <a href="http://www.cnsc.gov.co">www.cnsc.gov.co</a> and/or link: <b>SIMO</b> .  Bank that is chosen for payment.
List of the number of applicants registered for employment.	The registered applicants can consult SIMO with their username and password the number of applicants registered for the same job.	Website <a href="http://www.cnsc.gov.co">www.cnsc.gov.co</a> and/or link: <b>SIMO</b> .

**PARAGRAPH: REGISTRATION PERIOD EXTENSION.** If before the end of the registration period applicants have not been registered for one or more jobs, or for a particular one, and there are fewer registered for vacancies offered, the CNSC may extend the registration period, which will be disclosed as soon as possible to those interested through the Commission's website [www.cnsc.gov.co](http://www.cnsc.gov.co), of the alerts generated in SIMO and the website of the Entity that is the subject of the Call.



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#### CHAPTER IV DEFINITIONS AND CONDITIONS OF THE DOCUMENTATION FOR THE VERIFICATION OF MINIMUM REQUIREMENTS AND FOR THE PROOF OF BACKGROUND ASSESSMENT

**ARTICLE 13 – DEFINITIONS:** For all purposes of the selection process, the following definitions shall be taken into account:

- a) **Education:** It is a process of permanent, personal, cultural and social formation that is based on an integral conception of the human person, of his or her dignity, rights and duties.
- b) **Formal Education:** Is that which is taught in approved educational establishments, in a regular sequence of school cycles, subject to progressive curricular guidelines, leading to grades and degrees.
- c) **Education for Work and Human Development:** Is one that is taught in public or private institutions certified under the terms of Decree 4904 of 2009, with the purpose of complementing, updating, supplying knowledge and training, in academic or labor aspects without subject to the system of levels and degrees established in formal education and leads to obtaining Certificates of Occupational Aptitude.
- d) **Informal Education:** Informal education is considered to be any free and spontaneous acquired knowledge, coming from people, entities, mass media, printed media, traditions, customs, social behaviors and other unstructured ones. That which aims to provide opportunities to complement, update, improve, renew or deepen knowledge, skills, techniques and practices.

In accordance with article 2.6.6.8 of Decree 1075 of 2015, courses that have duration of less than one hundred and sixty (160) hours are part of this educational offer.

- e) **Basic Knowledge Nuclei -NBC-:** Contains the academic disciplines or professions, in accordance with the classification established in the National Higher Education Information System -SNIES- and in accordance with the provisions of Article 2.2.3.5 of Decree 1083 of 2015
- f) **Experience:** It is understood as knowledge, skills and abilities acquired or developed during the exercise of a job, profession, art or trade.

For the purposes of the present process, the experience is classified as Related professional, professional, related and labor, and will be taken into account in accordance with the provisions of the OPEC corresponding to the Manual of Labor Functions and Competencies of the entity that is the subject of the call.

- g) **Related Professional Experience:** It is the one acquired from the completion and approval of the academic curriculum of the training at the respective level (professional, technical or technologist) in the exercise of jobs or activities that have functions related to or similar to those of employment to provide at the respective level.
- h) **Professional Experience:** It is the one acquired from the termination and approval of the academic curriculum of the respective training at the professional, technical, and technological level in the exercise of the activities of the profession or academic discipline required for the performance of the employment at the respective level.

In the case of academic disciplines or professions related to the Social Security System in Health, professional experience will be computed from the registration or professional registration in accordance with Law 1164 of 2007.

In the case of academic disciplines or professions related to Engineering, professional experience will be computed in the following manner:

- i) If the applicant obtained his or her professional degree before the validity of Law 842 of 2003, the professional experience will be computed from the termination and approval of the respective academic curriculum.

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- ii) If the applicant obtained his or her professional title after the validity of Law 842 of 2003, the professional experience will be computed from the date of issue of the professional registration.
  - iii) In the event that the offered employment contemplates as a requirement of studies, in addition to the Engineering and Related, other Basic Knowledge Core different from this, the professional experience for that employment will be computed from the termination and approval of the academic curriculum of higher education or the diploma.
- i) **Related Experience:** It is acquired in the exercise of jobs that have similar functions to the position to be provided or in a certain area of work or area of the profession, occupation, art or trade.
- j) **Work Experience:** Is acquired with the exercise of any job, occupation, art or trade.

**ARTICLE 14. - CERTIFICATION OF EDUCATION.** The studies will be accredited by presenting certifications, diplomas, certificates of degree or degrees awarded by the corresponding institutions or certificate of completion and approval of the respective academic curriculum, when this is permitted by current legislation. For their validity they will require the registrations and authentications that determine the current norms on the matter. The professional card or corresponding registration, as the case may be, excludes the presentation of the aforementioned documents.

In cases in which proof of the card or professional registration is required, it may be substituted by the certification issued by the competent body to grant it, whose issuance does not exceed three (3) months starting from the day the registration was formalized in which it is stated that said document is in process, as long as the respective title or degree is accredited.

Within the year following the date of possession, the public servant must present the corresponding card or professional registration. If not accredited at that time, the provisions of Article 5 of Law 190 of 1995 and the regulations that modify or substitute it shall apply.

- a) **Titles and certificates obtained abroad.** Studies carried out and degrees obtained abroad will be valid and must be apostille and translated into Spanish or English according to the requirements established in Resolution 10547 of 2018 of the Ministry of Foreign Affairs.

Those who have advanced undergraduate or graduate studies abroad, when taking possession of a public job that requires these training modalities to carryout, may prove compliance with these requirements with the presentation of certificates issued by the corresponding institution of higher education. Within two (2) years following the date of possession, the employee must submit duly certified titles; if it does not do so, the provisions of article 5 of Law 190 of 1995 and the regulations that modify or replace it shall apply.

- b) **Certifications of Education for Work and Human Development.** The specific programs of Education for Work and Human Development must be accredited by certificates issued by entities duly authorized to do so, in accordance with Decree 4904 of 2009, compiled in Decree 1075 of 2015. The certificates can be:

**Working Technical Certificate by Competences:** It is granted to those who have satisfactorily achieved the competences established in the labor training program.

- ✓ **Certificate of Academic Knowledge:** It is granted to those who have satisfactorily completed a duly registered academic training program.

The certificates must contain, as a minimum, the following information, as foreseen in Decree 1083 of 2015:

- ✓ Name or business name of the entity.
- ✓ Name and content of the program.
- ✓ Dates of completion.
- ✓ Hourly intensity, which must be indicated in hours and, if stated in days, the total number of hours per day must be indicated.

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**c) Certifications of Informal Education.** They must have as minimum the following:

- ✓ Name or business name of the entity or institution.
- ✓ Name and content of the event <sup>1</sup>.
- ✓ Dates of completion.
- ✓ Hourly intensity, which must be indicated in hours and, if stated in days, the total number of hours per day must be indicated.

According to the specific nature of the functions of some jobs and in order to achieve the development of certain knowledge, skills or abilities, specific programs of education for work and human development aimed at guaranteeing their performance, in accordance with Article 5 of Law 1064 of 2006 and other regulations that develop or complement it.

**d) d) Informal Education.** They will only give rise to the issuance of a certificate of attendance. They will be accredited through certifications of participation in training events such as diplomas, courses, seminars, congresses, symposiums, among others; with the exception of the induction courses, admission courses and or promotion that are dictated during the selection processes at the entity.

**e) Certifications of Informal Education.** Informal education will be accredited through the attendance or participation in training events such as diplomas, courses, seminars, congresses, symposia, among others, issued by the entity or institution that provides it.

The induction courses, admission courses and or promotion that are dictated during the selection processes in the entity are excluded.

Only the Education for Work and Human Development and Informal Education related to the functions of the respective employment will be taken into account in the Background Valuation test and will be graded in accordance with the provisions of the Background Valuation section of this Agreement.

Certifications provided may be in Spanish and or in English, in accordance with the provisions of Chapter VII of Law 47 of 1993.

**ARTICLE 15.- CERTIFICATION OF EXPERIENCE.** For the accounting of professional experience, from the date of completion of subjects, must attach the certification issued by the educational institution, stating the date of completion and approval of the entire academic curriculum. In case of not contributing, the same will be counted from the time of obtaining the professional title in the respective level of formation. In case of health professionals and engineers, the provisions of the Definitions section of this Agreement will be taken into account.

Certificates of experience in public or private entities must indicate expressly and accurately:

- a) Name or business name of the entity or company that issues it.
- b) Positions held.
- c) Functions, unless the law establishes them.
- d) Date of entry and withdrawal (day, month and year).

In cases where the law establishes the functions of the position or only requires work or professional experience, it is not necessary that the certifications specify them.

The certifications must be issued by the Personnel Manager or the Legal Representative of the entity or company, or whoever takes their place.

In case of certifications issued by natural persons, they must bear the signature, title of signer (Full name) and identification number of the contracting employer, as well as their address and telephone number. When the certifications indicate a working day less than eight (8) hours per day, the experience time will be established by adding the hours worked and dividing the result by eight (8).

<sup>1</sup> The name of the event can directly indicate the content of such.

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The experience accredited by service contracts must be supported by the respective certification of the execution of the contract or by the Liquidation or Termination Act, specifying the activities carried out and the start and end dates of execution of the contract (day, month and year).

In cases in which the applicant has exercised his or her profession or activity independently or in a company or entity currently liquidated, the experience will be accredited by means of a declaration thereof, as long as the start and end dates are specified (day, month and year), the time of dedication and the functions or activities developed, which will be understood as rendered under the gravity of the oath.

When experience is acquired simultaneously in one or at several institutions (overlapping times) the experience time will be counted once.

**PARAGRAPH 1:** The certifications that do not meet the aforementioned conditions will not be considered as valid and, consequently, will not be subject to evaluation within the selection process, nor will they be subject to subsequent complementation or correction. No Possession Acts or irrelevant documents must be attached to demonstrate the experience. However, the mentioned certifications may be validated by the CNSC in order to guarantee the due observance of the merit principle at any stage of the selection process.

**PARAGRAPH 2:** Certificates of experience issued abroad must be duly translated and apostilled or legalized, as the case may be. The translation must be done by a certified translator, in the terms provided in Resolution 10547 of 2018 issued by the Ministry of Foreign Affairs. However, the certifications provided may be in Spanish and or English, in accordance with the provisions of Chapter VII of Law 47 of 1993.

**PARAGRAPH 3:** The certifications issued by the entities may contain the parameters established in the models proposed by the CNSC, which may be consulted at the following link: <https://www.cnsc.gov.co/index.php/criterios-y-doctrina/doctrina>

**ARTICLE 16.- GENERAL CONSIDERATIONS REGARDING THE CERTIFICATIONS OF STUDIES AND EXPERIENCE.** The definitions and rules contained in Articles 13, 14 and 15 of this Agreement will be applied unrestrictedly for all the effects of the Minimum Requirements Verification period and the Background Valuation test.

The certificates of studies and experience required for the job for which the applicant wants to compete in the OPEC of the GOVERNMENT OF THE ARCHIPELAGO OF SAN ANDRES, PROVIDENCE AND SANTA CATALINA must be submitted in the terms established in this Agreement, in accordance with the provisions of the Decree Law 785 of 2005 and Decree 1083 of 2015.

The titles, diplomas, degree certificates, or study or experience certificates that are provided by means other than SIMO, or loaded or modified after the closing date of the registration stage in this Call will not be accepted for any legal effect, or in the opportunity provided for claims against the results of verification of minimum requirements or background assessment.

**PARAGRAPH:** The university or institution of higher education hired for that purpose by the CNSC will carry out the Verification of Minimum Requirements and the Valuation of Antecedents having as cutoff date, the closing of the inscription period indicated by the CNSC.

**ARTICLE 17.- DOCUMENTATION FOR THE VERIFICATION OF MINIMUM REQUIREMENTS AND FOR THE ASSESSMENT OF BACKGROUND TEST.** The documents that must be attached and scanned in SIMO, both for verification of the minimum requirements and for the background assessment test, are the following:

1. Identification card enlarged on both sides and another identification document with photo and I.D. number.
2. Academic title(s) or certificate(s) of degree, or certification of completion of subjects of the respective university institution, in accordance with the requirements of study required in the Call to exercise the job to which you aspire and the Professional Card or certification of procedure in cases regulated by law.

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3. Certification of the Education for Work and Human Development programs and Informal Education courses or events, duly organized in chronological order from the most recent to the oldest.
4. Certifications of experience issued by the competent authority of the respective public or private institution, ordered chronologically from the most recent to the oldest. These documents must contain at least the specifications set forth in Article 19 of this Agreement.
5. The other documents that allow verification of compliance with the minimum employment requirements of the OPEC for which the applicant is enrolled and those that it considers should be taken into account for the Background Valuation test.
6. Appropriate document to accredit the corresponding permanent residence requirements, according to dispositions of the Office of Circulation Control and Residency, O.C.R.R.E.

The loading of the documents is an obligation by the applicant and will be carried out only through the SIMO. The information loaded in the application for the purposes of Verification of Minimum Requirements and the proof of Valuation of Antecedents may be modified before the end of the registration stage indicated by the CNSC. Documents sent or filed in physical form or by means other than SIMO, or those that are attached or uploaded after registration will not be subject to analysis.

When the applicant does not present the documentation proving the minimum requirements referred to in this article, it will be understood that he or she desists from participating in the selection process and, therefore, will be excluded from it, without being able to claim any right whatsoever.

**PARAGRAPH:** Male applicants who remain on the list of eligible and are appointed in strict order of merit in the vacant jobs subject of this process, must at the time of taking possession of employment prove their military status, according to what is established in the second paragraph of Article 42 of Law 1861 of August 4, 2017.

**ARTICLE 18.- VERIFICATION OF MINIMUM REQUIREMENTS.** The verification of compliance with the minimum requirements for the job to which is aspired, it is not a test or a selection tool, it is a mandatory condition of constitutional and legal order, which if not met will generate the withdrawal of the applicant at any stage of the process of selection.

The university or institution of higher education hired by the CNSC will make all registered applicants, the verification of compliance with the minimum requirements for employment that they have selected and that are indicated in the OPEC, offered by the GOVERNMENT OF THE ARCHIPELAGO OF SAN ANDRES, PROVIDENCE AND SANTA CATALINA.

The verification of minimum requirements will be made exclusively based on the documentation provided by the applicant in SIMO System at the time of the closing of the enrollment period, in accordance with the **registration certificate** generated, in the established manner and in accordance with the requirements set forth in the OPEC of the Entity that is the subject of the call to this Agreement, which will be published on the websites of the CNSC and the university or higher education institution that is hired for this purpose.

Applicants who accredit and meet the minimum requirements established or the equivalences established in the OPEC, for the job to which they registered, will be admitted to the selection process, and those who do not meet all the minimum requirements established will not be **Admitted** and will not be able to participate in such.

**ARTICLE 19.- PUBLICATION OF THE RESULT OF THE VERIFICATION OF THE COMPLIANCE WITH MINIMUM REQUIREMENTS.** The result of the Verification of Minimum Requirements will be published on the Commission's website [www.cnsc.gov.co](http://www.cnsc.gov.co) and or on SIMO link, and on the webpage of the university or institution of higher education hired, as of the date established by the CNSC, which will be informed by these same means not inferior to five (5) business days.

To know the result, applicants must enter SIMO application with their username and password.

**ARTICLE 20.- CLAIMS.** The claims on the occasion of the results of the verification of the Compliance with Minimum Requirements, will be presented by the applicants through SIMO, within two (2) business

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days following the date of publication of the results, in the terms of Article 12 of Decree Law 760 of 2005, which will be decided by the CNSC, through the university or higher education institution hired for that purpose.

To address the claims, the university or higher education institution hired, may use the joint response, sole and massive, in accordance with Sentence T- 466 of 2004, uttered by the Constitutional Court and the provisions of Article 22 of the Code of Conduct. Administrative and Contentious Administrative Procedure replaced by Article 1 of Law 1755 of 2015.

The answers to the claims will be communicated to the participants in terms of Article 33 of Law 909 of 2004 and they should be consulted through SIMO application, entering with their username and password.

There is no appeal against the decision that resolves the claims.

**ARTICLE 21.- PUBLICATION OF THE FINAL RESULT OF ADMITTED AND NOT ADMITTED.** The final result of admitted and not admitted for the job to which the applicants are registered will be published at [www.cnsc.gov.co](http://www.cnsc.gov.co) SIMO link.

## CHAPTER V TESTS

**ARTICLE 22.- CITATION TO EVIDENCE.** The CNSC and or the university or educational institution that is hired for the development of the selection process, will inform through its website, the date from which the applicants admitted in the verification phase of minimum requirements, must enter with your username and password to the SIMO application to consult the date, time and place of presentation of the evidence.

**PARAGRAPH:** Applicants should review the ORIENTATION GUIDE and THEMATIC AREAS conducted by the university or institution of higher education hired, where they will find in detail the recommendations and instructions for the presentation of the tests, as well as the way in which the results of application of them will be rated and or evaluated in the call.

**ARTICLE 23.- CITIES OF APPLICATION OF THE EVIDENCE.** The tests planned for this process will be applied **only** in the cities of: Medellin (ANTIOQUIA), Puerto Nare (ANTIOQUIA), Yarumal (ANTIOQUIA), Arauca (ARAUCA), Yopal (CASANARE), Popayan (CAUCA), Almaguer (CAUCA) , Monteria (CORDOBA), Loricá (CORDOBA), Inirida (GUAINIA), San Jose del Guaviare (GUAVIARE), San Andres (ARCHIPELAGO OF SAN ANDRES, PROVIDENCE AND SANTA CATALINA), Providence (ARCHIPELAGO OF SAN ANDRES, PROVIDENCE AND SANTA CATALINA), Sincelejo (SUCRE), San Marcos (SUCRE), Quibdo (CHOCO), Bahia Solano (CHOCO), Istmina (CHOCO) and Mocoa (PUTUMAYO).

**ARTICLE 24.- EVIDENCE TO APPLY, CHARACTER AND WEIGHTING.** In accordance with the provisions of numeral 3 of Article 31 of Law 909 of 2004, the tests are intended to assess the ability, capacity and suitability of the applicant and establish a classification of them, with respect to the skills and qualities required to perform efficiently the functions and responsibilities of a job. The assessment of these factors will be carried out through technical means, which respond to criteria of objectivity and impartiality, with previously established parameters.

The following table shows the tests that will be applied for the jobs of the different levels convened in the present selection process and the parameters for each of them:

TESTS	TYPE	PERCENTAGE WEIGHT	MINIMUM APPROVAL SCORE
Basic and Functional Competencies	Qualifying	60%	65.00
Behavioral Skills	Classification	20%	Does not Apply
Background Assessment	Classification	20%	Does not Apply
<b>TOTAL</b>		<b>100%</b>	

**PARAGRAPH 1:** The tests in the framework of the selection process for the GOVERNMENT OF THE ARCHIPELAGO OF SAN ANDRES, PROVIDENCE AND SANTA CATALINA may have content in Spanish and or in English.

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**ARTICLE 25.- TESTS ON BASIC, FUNCTIONAL AND BEHAVIORAL COMPETENCES.** These competences have cognitive, attitudinal and procedural elements that can be evaluated through tests and or instruments acquired or constructed for this purpose.

**The Basic Competencies test** generally evaluates the levels of proficiency in the application of basic knowledge and or skills that a public servant must have for a specific job.

**The test on Functional Competencies** is intended to evaluate and qualify what the candidate should be able to do, that is the ability to exercise a specific public job and is defined based on the functional content of the same. It allows establishing, in addition to knowledge, the relationship between knowledge and the ability to integrate and apply such knowledge in a work context.

**The test on Behavioral Competencies** is designed to obtain a measure of the personal psychological variables of the applicants, as well as to evaluate the competencies required to carry out the jobs in relation to the skills, attitudes and responsibilities established by the Entity subject of this Agreement., in light of its organizational culture, its principles and institutional values as well as the provisions of Articles 2.2.4.6 to 2.2.4.8 of Decree 1083 of 2015.

**PARAGRAPH 1:** The tests on Basic, Functional and Behavioral Competences will be applied in the same session and in a single day, only in the cities indicated in Article 23 of this Agreement.

**PARAGRAPH 2:** All applicants admitted to the Verification of Minimum Requirements period will be cited to the application sites, on the date and time reported by the CNSC, at least five (5) business days before the application of the same, through website [www.cnsc.gov.co](http://www.cnsc.gov.co) link: SIMO.

**PARAGRAPH 3:** The tests on Basic and Functional Competencies will be graded on a scale from zero (0) to one hundred (100) points, with one whole part and two (2) decimals. Applicants who have not exceeded the minimum approval of 65.00 points in these tests, under the provisions of Article 24 of this Agreement will not continue in the selection process because it is an eliminatory test.

**PARAGRAPH 4:** The tests on Behavioral Competences and other tests of a qualifying nature will be scored on a scale of zero (0) to one hundred (100) points, with one whole part and two (2) decimals.

**ARTICLE 26.- RESERVE OF THE TESTS.** The tests carried out during the selection process are of a reserved nature and will only be known by the persons indicated by the CNSC in the development of the claim processes, pursuant to the provisions of the third paragraph of numeral 3 of Article 31 of Law 909 of 2004.

**ARTICLE 27.- PUBLICATION OF THE RESULTS OF THE TESTS ON BASIC, FUNCTIONAL AND BEHAVIORAL COMPETENCES.** It will be carried out on the date established by the CNSC, which will be informed at least five (5) business days in advance, on the Commission's website [www.cnsc.gov.co](http://www.cnsc.gov.co) and or SIMO link.

**ARTICLE 28.- RECEPTION OF CLAIMS.** The deadline for making claims for these tests is five (5) business days from the day following the publication of the results, in accordance with the provisions of Article 13 of Decree Law 760 of 2005.

The applicants' claims regarding the results of the tests applied in the selection process will **ONLY** be received through SIMO by entering with their username and password.

**ARTICLE 29.- ACCESS TO THE TESTS.** When the applicant expressly states in his or her claim the need to access the tests, he or she must take into account the following considerations:

The applicant who requests access to the tests on Basic, Functional and Behavioral Competences, must state it in the respective Complaint through the SIMO application, expressly stating the purpose and the reasons on which the request is based.

The National Commission of the Civil Service or the hired Higher Education Institution will cite in the same city of application only the applicants who during the claim period had requested access to the tests presented.

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The applicant will only be able to access the tests he or she presented, taking into account the protocol established for that purpose, noting that his or her physical and or digital reproduction (photocopy, photograph, scanned document or similar document) is not authorized under any circumstances. With the spirit of preserving the reservation or limitation contained in Article 31 of Law 909 of 2004.

From the day following the access to the documents subject to reservation, the applicant will have a period of two (2) days to complete his or her claim, for which, the SIMO application will be enabled for the aforementioned time.

The foregoing, in view of the fact that the evidence is the patrimonial property of the CNSC and the use by the applicant for purposes other than consultation and processing of claims, constitutes an offense that will be sanctioned in accordance with current regulations.

**ARTICLE 30.- RESPONSE TO CLAIMS.** To address the claims, the university or higher education institution hired, may use the joint response, sole and massive, in accordance with Sentence T- 466 of 2004 issued by the Constitutional Court and the provisions of Article 22 of the Code of Administrative Procedure and Administrative Contentious replaced by Article 1 of Law 1755 of 2015.

**There is no appeal against the decision with which the claims are resolved.**

**ARTICLE 31.- CONSULTATION OF THE RESPONSE TO THE CLAIMS.** On the date set forth by the CNSC, which will be informed at least five (5) business days in advance on its website [www.cnsc.gov.co](http://www.cnsc.gov.co) on SIMO link, the applicant may enter the application with his or her username and password and consult the response to the submitted claim, which will be issued by the university or higher education institution which was hired.

**ARTICLE 32. - FINAL RESULTS OF THE TESTS.** The final results of each of the tests will be published on the Commission's website [www.cnsc.gov.co](http://www.cnsc.gov.co) on SIMO link, and may be consulted by applicants by entering with their username and password.

**ARTICLE 33.- BACKGROUND ASSESSMENT TEST.** The Antecedent Valuation test is a selection instrument, which evaluates merit, by analyzing the academic and employment history of the applicant in relation to the employment for which he or she is applying.

This test aims to assess the training and experience accredited by the applicant, **in addition to the minimum requirements** for the job to be provided, and will apply only to applicants who have passed the eliminatory test.

Given that the Background Valuation test is a qualifying test that aims to establish differentiating criteria with the factors of study and experience, in addition to those required for the minimum requirement, the equivalencies established in the Manual of Labor Functions and Competencies and or in the OPEC of the entity that is the subject of the call, they will only be applied in the Verification of Minimum Requirement Period and consequently the additional documents to the minimum requirement, both education and experience contributed by the applicant, will be evaluated in their corresponding Factor of Valuation of Antecedents, which means that they **cannot be used as equivalences** in the test in mention.

For this test, the definitions, education and experience certifications, as well as the considerations and documentation described in the Minimal Requirements Verification section will be taken into account.

The Background Valuation test will be carried out by the university or higher education institution hired for that purpose by the CNSC, exclusively on the basis of the documentation provided by the candidate in the SIMO System until the date set by the CNSC for the closing of the Registration stage and will be scored numerically in a scale of zero (0) to one hundred (100) points, with an entire part and two (2) decimals and their result will be weighted as established in Article 24 of this Agreement.

**ARTICLE 34.- MERIT FACTORS FOR THE ASSESSMENT OF BACKGROUND.** The merit factors for the Background Valuation test will be: education and experience. The score of the factors that make up the test of Valuation of Antecedents will be made on the conditions of the aspirants which exceed the minimum requirements foreseen for the employment.



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For the purposes of this Agreement, three categories will be taken into account in the evaluation of the Education factor: Formal Education, Education for Work and Human Development, and Informal Education. The experience factor is classified as Professional, Related Professional, Related and Labor. These factors will be taken into account in accordance with the provisions of the OPEC of the Entity subject to this selection process and the provisions of this Agreement.

**ARTICLE 35.- SCORES OF THE FACTORS OF BACKGROUND ASSESSMENT TEST.** The maximum value of each factor will be that which is established for each, for which the following distribution of maximum partial scores will be taken into account:

Weighting of the factors of the Background Valuation test.							
Factors	Experience			Education			Total
Level	Professional Experience or Related Professional (*)	Related Experience	Working Experience	Formal Education	Education for Work and Human Development	Informal Education	
Professional	40	N.A.	N.A.	40	10	10	100
Technical (*)	40	N.A.	N.A.	40	10	10	100
	N.A.	40	N.A.	40	10	10	100
	N.A.	N.A.	40	40	10	10	100
Assistance	N.A.	N.A.	40	40	10	10	100

(\*) The type of experience will be assessed, in relation to the experience required in the OPEC of the job to which the applicant enrolls

**ARTICLE 36.- VALUATION CRITERIA TO SCORE EDUCATION IN THE BACKGROUND ASSESSMENT TEST.** For the evaluation of the academic training, the following criteria and scores will be taken into account, with respect to the additional titles to the minimum requirement required in the OPEC, which are cumulative up to the maximum defined in Article 35 of this Agreement for each factor, as long as they are related to employment functions.

1. **Formal Education:** The following table describes the score that an applicant can obtain with the presentation of Formal Education that exceeds the minimum requirement and is duly accredited:

1.1. Completed Studies.

a. **Professional Level Jobs:** The sum of the partial scores may not exceed 40 points.

Title Level	Completed Studies			
	Doctorate	Master's Degree	Specialization	Professional
Professional	40	30	20	30
	Studies NOT Completed (*)			
	Doctorate (Top Score)	Master's Degree (Top Score)	Specialization (Top Score)	Professional (Top Score)
	28	14	7	16

(\*) The NOT Completed Studies will be scored based on what is stated in paragraph a) of numeral 1.2 of this article.

b. **Employment of the Technical and Assistance Levels:** The sum of the partial scores may not exceed 40 points.

Title Level	Finished Studies					
	Professional	Technological Specialization	Technologist	Technical Specialization	Technical	High School Graduate

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Technical	40	25	40	20	30	No se puntúa
Assistance	40	25	40	20	30	No se puntúa
Title Level	<b>Studies NOT Completed (*)</b>					
	<b>Professional (Top Score)</b>	<b>Technological Specialization (Top Score)</b>	<b>Technologist (Top Score)</b>	<b>Technical Specialization (Top Score)</b>	<b>Technical (Top Score)</b>	<b>High School Graduate</b>
Technical	12	16	24	12	16	Not Scored
Assistance	12	16	24	12	16	Not Scored

(\*) The NOT Completed Studies will be scored based on what is stated in literal b) of numeral 1.2 of this article.

## 1.2. Studies NOT Completed.

When the applicant does not accredit the corresponding degree, the academic periods completed and approved in the same discipline will be scored, disaggregating the scores of each of the titles mentioned in the table above, according to the relationship described below.

### a) For Professional Level:

ACADEMIC PERIOD	SCORE
Each semester approved of doctorate related to the functions of the job to be provided.	3.5
In no case will additional semesters of the same academic discipline be graded, when the sum of these exceeds a cap of 8 semesters.	
Each semester approved of Master's Degree related to the functions of the job to be provided.	3.5
In no case will additional semesters of the same academic discipline be graded, when the sum of these exceeds a cap of 4 semesters.	
Each semester approved of Specialization related to the functions of the job to be provided.	3.5
In no case will additional semesters of the same academic discipline be graded, when the sum of these exceeds a cap of 2 semesters.	
Each semester approved of additional professional career and related to the functions of employment to be provided.	1.6
In no case will additional semesters of the same academic discipline be graded, when the sum of these exceeds a cap of 10 semesters.	

### b) For Technical and Assistant Level:

ACADEMIC PERIOD	SCORE
Each semester approved of professional career related to the functions of the job to be provided.	1.2 points
In no case will additional semesters of the same academic discipline be graded, when the sum of these exceeds a cap of 10 semesters.	
Each semester approved of technological specialization related to the functions of the job to be provided.	8.0 points
In no case will additional semesters of the same academic discipline be graded, when the sum of these exceeds a cap of 2 semesters.	
Each semester approved for a technological career related to the functions of the job to be provided.	4.0 points
In no case will additional semesters of the same academic discipline be graded, when the sum of these exceeds a cap of 6 semesters.	
Each semester approved of technical specialization training related to the functions of the job to be provided	6.0 points
In no case will additional semesters of the same academic discipline be graded, when the sum of these exceeds a cap of 2 semesters.	
Each semester approved of professional technical career related to the functions of the job to be provided.	4.0 points
<b>Note 1:</b> In no case will additional semesters of the same academic discipline be scored, when the sum of these exceeds a cap of 4 semesters.	
<b>Note 2:</b> Only the academic training corresponding to the unfinished and approved studies will be scored, provided that they are related to the functions of the job to be provided and that they are certified by the competent authority.	

### c) Valuation of credits approved to be accounted for in semesters:

Based on the certification issued by the corresponding Educational Institution, in order to score on the unfinished studies item, the applicant's advance percentage in credits must be established, for which the number of approved credits must be multiplied by 100, dividing the Resulting figure for the total number of credits foreseen by the program.

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When the number of credits is not specified in the certification, the figure foreseen for the corresponding program in the SNIES must be applied. If the SINES do not foresee the number of semesters, a similar program belonging to the same Basic Knowledge Core and Knowledge Area will be taken as reference.

The percentage of credits obtained must be transferred to the following tables, in order to establish their equivalent in semesters, depending on the academic modality.

PERCENTAGE	PROFESSIONAL	PERCENTAGE	PROFESSIONAL	PERCENTAGE	TECHNOLOGICAL	PERCENTAGE	TECHNICAL PROFESSIONAL
ADVANCE CREDITS	EQUIVALENT SEMESTERS	ADVANCE CREDITS	EQUIVALENT SEMESTERS	ADVANCE CREDITS	EQUIVALENT SEMESTERS	ADVANCE CREDITS	EQUIVALENT SEMESTERS
10 %	1	12 %	1	16 %	1	25 %	1
20 %	2	24 %	2	32 %	2	50 %	2
30 %	3	36 %	3	48 %	3	75 %	3
40 %	4	48 %	4	64 %	4	100 %	4
50 %	5	60 %	5	80 %	5	-	-
60 %	6	72 %	6	>96 %	6	-	-
70 %	7	84%	7	-	-	-	-
80 %	8	>96 %	8	-	-	-	-
90 %	9	-	-	-	-	-	-
100 %	10	-	-	-	-	-	-

**2. Education for Work and Human Development:** It will be qualified taking into account the total number of Certified Programs and related to employment functions in the following manner:

Number of Certifies Programs	Score
3 or more	10
2	6
1	3

**3. Informal Education:** Informal education will be graded taking into account the total number of certified hours of courses related to employment functions in the following manner:

TIME INTENSITY	TOP SCORE
160 or more hours	10
Between 120 and 159 hours	8
Between 80 and 119 hours	6
Between 40 and 79 hours	4
Up to 39 hours	2

**PARAGRAPH:** Training events, in which the certification does not establish hourly intensity, will not be scored.

In informal education, training events related to the functions of the respective job will be scored and the induction courses, and will not be taken into account induction nor entry and or promotion courses given during the selection processes of the entity.

**ARTICLE 37.- VALUATION CRITERIA TO GRADE THE EXPERIENCE IN THE BACKGROUND ASSESSMENT PROOF.** For the evaluation of the experience, the following criteria will be taken into account:

Professional, Technical and Assistance Level:

NUMBER OF MONTHS OF PROFESSIONAL EXPERIENCE, RELATED PROFESSIONAL, RELATED OR LABOR, AS REQUIRED IN THE OPEC	TOP SCORE
97 months or more	40
Between 73 and 96 months	30
Between 49 and 72 months	20
Between 25 and 48 months	10

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NUMBER OF MONTHS OF PROFESSIONAL EXPERIENCE, RELATED PROFESSIONAL, RELATED OR LABOR, AS REQUIRED IN THE OPEC	TOP SCORE
From 1 to 24 months	5

The score is cumulative up to the maximum defined in Article 35 of this Agreement for each level.

When experience acquired simultaneously is presented in one or several institutions (overlapping times), the experience time will be counted only once.

When the certifications indicate a working day less than eight (8) hours per day, the experience time will be established by adding the hours worked and dividing the result by eight (8). If experience acquired simultaneously is presented in one or more institutions whose sum is equal to or greater than 8 hours per day, the experience time will be established by adding the hours worked and dividing the result by eight (8) hours without exceeding 48 hours weekly.

For health personnel who directly carry out health care functions in entities providing health services, the provisions of Article 2 of Law 269 of 1996, regarding working hours, shall be taken into account: "(...) *The working day of the personnel that carries out functions of an assistant nature at entities providing health services, may be a maximum of twelve hours a day without exceeding 66 hours in the week, whatever maybe the modality of their connection.*"

**PARAGRAPH:** The final result of the Background Valuation test must be weighted in accordance with the provisions of Article 35 of this Agreement.

**ARTICLE 38.- PUBLICATION RESULTS OF THE BACKGROUND VALUATION TEST.** As of the date established by the CNSC, which will be informed at least five (5) business days in advance on the Commission's website [www.cnsc.gov.co](http://www.cnsc.gov.co) on SIMO link, applicants may consult the result by entering with their username and password.

**ARTICLE 39.- CLAIMS.** Claims submitted against the results of the background assessment test will be received and decided by the university or higher education institution hired by the CNSC, through the Commission's website [www.cnsc.gov.co](http://www.cnsc.gov.co) SIMO link.

The deadline to make claims is five (5) business days from the day following the publication of the results, in the terms of Article 13 of Decree Law 760 of 2005.

To address the claims, the university or higher education institution hired, may use the joint, unique and massive response, in accordance with Sentence T-466 of 2004 issued by the Constitutional Court and the provisions of Article 22 of the Administrative Code of Procedure and Administrative Contentious replaced by Article 1 of Law 1755 of 2015.

**There is no appeal against the decision with which the claims are resolved.**

**ARTICLE 40.- CONSULTATION RESPONSE TO CLAIMS.** On the date set by the CNSC, which will be informed at least five (5) business days in advance on the Commission's website [www.cnsc.gov.co](http://www.cnsc.gov.co) and or on SIMO link.

**ARTICLE 41.- FINAL RESULTS OF THE OF BACKGROUND ASSESSMENT TEST.** The final results of this test will be published on the Commission's website [www.cnsc.gov.co](http://www.cnsc.gov.co) on SIMO link, on the date informed in advance by those same means. To know the results, applicants must enter the application with their username and password.

**ARTICLE 42.- IRREGULARITIES IN THE SELECTION PROCESS.** The CNSC and the University or Institution of Higher Education that has been hired for the development of this selection process, may carry out administrative actions for possible fraud, copy or attempt to copy, subtract or attempt to subtract evidence or impersonation materials or attempted impersonation, occurred and identified before, during or after the application of the tests or found during the reading of the response sheets or in the development of the processing of results, in which case the corresponding administrative action shall be initiated and will communicate in writing to the interested party to intervene in such.

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The previous administrative action will be initiated, processed and decided in the terms of Chapter I of Title III of Part One of the Code of Administrative Procedure and Administrative Litigation.

The result of the administrative actions can lead to the invalidation of the tests of the applicants who are subjects of said investigations and therefore to the exclusion of the selection process.

**PARAGRAPH:** If, as a result of these actions, an applicant is found to be fraudulent or attempt of fraud, copy or attempt to copy, subtract or attempt to steal evidence or impersonation or attempt to impersonate, after due process, he or she will be excluded from the process at any time, even if it was already part of the Eligible List, without prejudice to any other legal actions that may arise.

**ARTICLE 43.- ADMINISTRATIVE ACTIONS.** By virtue of the provisions of subparagraphs a) and h) of Article 12 of Law 909 of 2004, the National Civil Service Commission ex officio or upon request of a party, before finalizing the Eligible List, may modify the score obtained in the tests applied to the participants, when it is proven that there was an error, in which case the corresponding administrative action will be initiated and the interested party will be notified in writing to intervene in it.

The previous administrative action will be initiated, processed and decided in the terms of Chapter I of Title III of Part One of the Administrative Procedure Code and Administrative Litigation.

## **CHAPTER VI LIST OF ELIGIBLE**

**ARTICLE 44.- PUBLICATION OF CONSOLIDATED RESULTS OF EACH OF THE TESTS.** The CNSC will publish through its website [www.cnsc.gov.co](http://www.cnsc.gov.co) SIMO link, the final results obtained by the applicants in each of the tests applied during the selection process, in accordance with the provisions of this Agreement.

**ARTICLE 45. - CONFORMATION OF ELIGIBLE LISTS.** The University or Institution of Higher Education that the CNSC hired for the purpose, will consolidate the published results duly weighted by the value of each test within the total of the process and the CNSC through an administrative act will conform the Eligible Lists to provide the final vacancies of the jobs covered by this Call, based on the information provided, and in strict order of merit.

**ARTICLE 46. – TIE BREAKER IN THE ELIGIBLE LISTS.** When two or more applicants obtain equal total scores in the conformation of the Eligible List, they will occupy the same position in tied condition; in these cases, to determine who should be appointed during the trial period, the tiebreaker must be made, for which the following criteria will be taken into account, in the following order:

1. With the applicant who is in a situation of disability.
2. With whom you hold rights in administrative career.
3. With the applicant who demonstrates the quality of victim, as described in Article 131 of Law 1448 of 2011.
4. Whoever proves to have fulfilled the duty to vote in the immediately preceding elections, in the terms indicated in Article 2 numeral 3 of Law 403 of 1997.
5. With who has made the judiciary at the House of Justice or Public Conciliation Centers, or as Advisers to the Equity Conciliators, in the terms provided in paragraph 2 of Article 50 of Law 1395 of 2010.
6. Who has obtained the highest score in each of the tests, in attention to the following order:
  - a. With who has obtained the highest score in the General Basic Competitions test.
  - b. With who has obtained the highest score of the Functional Competencies test.
  - c. With the person who has obtained the highest score in the Behavioral Competencies test.
  - d. With the applicant who has obtained the highest score in the Background Valuation test.
7. The rule referring to males who have rendered Obligatory Military Service, when all ties are male.
8. Finally, if the tie is maintained, it will be settled through a draw.

**ARTICLE 47.- PUBLICATION OF ELIGIBLE LISTS.** As of the date established by the CNSC, through their website [www.cnsc.gov.co](http://www.cnsc.gov.co), on the National Bank of Eligible Lists link, the administrative acts that adopt the Eligible Lists of the jobs offered through the present selection process.

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**ARTICLE 48.- REQUESTS FOR EXCLUSION OF ELIGIBLE LISTS.** Within five (5) days following the publication of the Eligible Lists, the Personnel Commission of the entity or body interested in the selection process may request the CNSC, under the terms of Decree Law 760 of 2005, the exclusion of the corresponding Eligible List from the person or persons that appear in it, when it has verified any of the following facts:

1. It was admitted without meeting the requirements of the Call.
2. Provided false or adulterated documents for registration or participation.
3. Did not pass the tests of the selection process.
4. It was supplanted by another person for the presentation of the evidence provided in the process.
5. Knew in advance the applied tests.
6. Carried out actions to commit fraud.

Received in term the previous request, the CNSC will carry out the administrative procedure foreseen in the Decree Law 760 of 2005.

In the event that the CNSC comes to verify that an applicant has incur in one or more events provided for in this article, it will exclude him or her from the Eligible Lists, without prejudice to any disciplinary and criminal actions that may arise.

**PARAGRAPH:** When the Personnel Commission finds that one of the causes described in this article is configured, it must motivate the exclusion request, which will present within the stipulated term, **exclusively through the Support System for Equality, Merit and Opportunity -SIMO-**.

**ARTICLE 49.- MODIFICATIONS OF ELIGIBLE LISTS.** The CNSC of its own motion or at the request of a party, through an administrative act duly motivated, will exclude from the lists of eligible participants in this selection process, when it verifies that its inclusion obeyed an arithmetical error in the sum of the scores obtained in the different tests.

The Eligible Lists may also be modified by the CNSC, ex officio, at the request of a party or as a result of requests for correction of results or information and claims submitted and resolved by adding it to one or more persons or relocating it when checking that there was an error, in which case he or she must be placed in his or her corresponding position.

The National Civil Service Commission, upon receiving the request and finding it adjusted in accordance with the requirements set forth in this Agreement, will initiate the corresponding administrative action and communicate in writing to the interested party to intervene in it.

The previous administrative action will be initiated, processed and decided in terms of Chapter I of Title III of Part One of the Code of Administrative Procedure and Administrative Litigation.

**ARTICLE 50.- FIRMNESS OF ELIGIBLE LISTS.** The firmness of the Eligible Lists occurs when the expiration of the five (5) business days following its publication on the Commission's website [www.cnsc.gov.co](http://www.cnsc.gov.co) on the National Bank of Eligible Lists link, no claim or request of exclusion of such has been received, in accordance with the provisions of Articles 48 and 49 of this Agreement, or when the claims filed in terms have been resolved and the decision adopted is enforceable.

Once the lists of eligible persons have been finalized, the CNSC will inform the entity of the firmness of the administrative acts by means of which the Eligible Lists are compiled for the different jobs convened and will be published on the Commission's website [www.cnsc.gov.co](http://www.cnsc.gov.co) link: National Bank of Eligible Lists, which constitutes the official means of publication for all legal purposes, so they can initiate the actions tending to make the provision by merit.

**PARAGRAPH:** The Eligible Lists will only be used to provide the jobs reported in the OPEC of this Call, based on the provisions of Article 2.2.5.3.2 of Decree 1083 of 2015.

**ARTICLE 51.- RECOMPOSITION OF ELIGIBLE LISTS.** The Eligible Lists will be recomposed automatically, once the eligible ones take possession of the employment in strict order of merit, or when they do not accept the appointment or do not take possession within the legal terms.

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**ARTICLE 52. - VALIDITY OF ELIGIBLE LISTS.** Eligible lists will be valid for two (2) years as of their firmness.

**ARTICLE 53.- TRIAL PERIOD.** The administrative action related to the trial period is the exclusive competence of the Nominator, which must follow the rules established in the current regulations.

**ARTICLE 54.- EFFECTIVE.** This Agreement applies from the date of its issuance and publication on the website of the National Civil Service Commission and / or SIMO link, in accordance with the provisions of the final paragraph of Article 33 of Law 909 of 2004.

**THEREFORE, BE IT**

Given in Bogota, D.C. on March 4, 2019

**LUZ AMPARO CARDOSO CANIZALEZ**  
CNSC President

**JUAN FRANCISCO HERRERA LEAL**  
Legal Representative – GOVERNMENT OF  
THE ARCHIPELAGO OF SAN ANDRES,  
PROVIDENCE AND SANTA CATALINA

Approved by: Commissioner Endole Bailen Duque  
Revised by: Juan Carlos Peña Medina, Call Manager  
Revised and Adjusted by: Clara Cecilia Pardo Ibagón - Claudia Lucia Ortiz Cabrera  
Projected and Adjusted: Carlos Julian Peña Cruz