



Determina Rep. n. 2811/2023, prot.n. 269134-12.10.2023

**PUBLIC SELECTION, BASED ON QUALIFICATIONS AND EXAMS, FOR THE RECRUITMENT OF N. 1 TECHNOLOGIST EX ART. 24 BIS LAW N. 240/2010, LEVEL II, FIXED-TERM, FOR A PERIOD OF 26 MONTHS, AT THE O.U. SUPPORT TO EUROPEAN AND INTERNATIONAL RESEARCH OF THE RESEARCH AREA WITHIN THE PROJECT "MUR\_DM737\_HORIZON\_EUROPE" - "RESEARCH MANAGER" PROFILE**

## THE GENERAL MANAGER

having regard to the Statute and General Regulations of the University of Parma;

Having regard to the Constitution of the Italian Republic and, in particular, Articles. 3 and 97;

having regard to the D.P.R. 10.1.1957, n. 3 "*Consolidated Text of the provisions concerning the statute of civil servants of the State*", as well as the related implementing rules;

having regard to Law no. 370 of 23 August 1988 "*Exemption from stamp duty for applications for competition and employment with public administrations*";

having regard to Law 9.5.1989 n. 168 "*Establishment of the Ministry of University and Scientific and Technological Research*" and, in particular, Article 6 containing rules on the autonomy of Universities;

having regard to Law no. 241 of 7 August 1990 on "*New rules on administrative procedure and right of access to administrative documents*" and subsequent amendments and additions;

having regard to Law no. 104 of 5 February 1992 concerning the principles of the legal system regarding the rights, social integration and assistance of disabled people and, in particular, art. 20, relating to "*Examination tests in public competitions and for the qualification to professions*";

having regard to the D.P.C.M. 7 February 1994, n. 174, "*Regulation laying down rules on the access of citizens of the Member States of the European Union to jobs in public administrations*";

having regard, as applicable, the D.P.R. 9 May 1994, n. 487, "*Regulation laying down rules on access to jobs in public administrations and the procedures for carrying out competitions, single competitions and other forms of recruitment in public employment*", as amended, lastly, by Presidential Decree 16 June 2023, n. 82;

having regard to Law no. 127 of 15 May 1997 concerning urgent measures for the streamlining of administrative activity and decision-making and control procedures;

having regard to Law no. 68 of 12 March 1999 concerning rules for the right to work of disabled people and, in particular art. 7, paragraph 2;

having regard to the D.P.R. 28 December 2000, n. 445, containing the "*Consolidated Text of the laws and regulations on administrative documentation*" and subsequent amendments and additions;

having regard to Legislative Decree no. 165 of 30 March 2001 on "*General rules on the organization of work employed by public administrations*" and subsequent amendments and additions;

having regard to Legislative Decree no. 196 of 30 June 2003 "*Code regarding the protection of personal data*", as amended by Legislative Decree no. 101 of 10 August 2018, as well as Regulation (EU) no. 2016/679 "*General Regulation on the Protection of Personal Data*";

visto il D.Lgs. 11 aprile 2006, n. 198, con il quale è stato emanato il "*Codice delle pari opportunità tra uomo e donna, a Pursuant to Article 6 of Law no. 246 of 28.11.2005*";

having regard to the Decree of the Minister for Education, University and Research in agreement with the Minister for Public Administration and Innovation of 9 July 2009 on equivalence between classes of degrees and diplomas of old degrees, specialist degrees (LS) referred to in Decree No 509/1999 and Master's degrees (LM) referred to in Decree No 270/2004, for the purposes of participation in public competitions;

having regard to Legislative Decree no. 66 of 15 March 2010, "*Code of military order*" and, in particular, Articles. 1014, paragraphs 3 and 4 and art. 678, paragraph 9, as well as Legislative Decree 28 January 2014, n. 8, "*Provisions on military*



*and civilian personnel of the Ministry of Defense, as well as measures for the functionality of the same administration, pursuant to articles 2, paragraph 1, letters c) and e), 3, paragraphs 1 and 2, and 4, paragraph 1, letter e), of Law no. 244 of 31 December 2012";*

having regard to Law 30.12.2010 n. 240, in particular art. 24 bis "Technologists for a fixed term", introduced by Legislative Decree 09.02.2012, n. 5, converted, with amendments, into Law 04.04.2013, n. 35;

recalled the current University Regulations containing "Recruitment and discipline of fixed-term technologists pursuant to art. 24 bis of Law 30.12.2010, n.240", issued by Rector's Decree Rep. DRD n. 758/2022, prot. n. 109475 of 06.05.2022;

having regard to Law no. 190 of 6 November 2012 on "Provisions for the prevention and repression of corruption and illegality in the public administration";

having regard to Legislative Decree no. 33 of 14 March 2013 on the "Reorganization of the regulations concerning the obligations of advertising, transparency and dissemination of information by Public Administrations" and subsequent amendments and additions;

having regard to Law no. 97 of 6 August 2013, "Provisions for the fulfillment of obligations arising from Italy's membership of the European Union-European Law 2013", and in particular art. 7 amending the rules on access to jobs in public administrations;

having regard to Law 07.08.2015, n. 124 "Delegations to the Government regarding the reorganization of public administrations."

having regard to Legislative Decree no. 40 of 6 March 2017 "Establishment and discipline of universal civil service, pursuant to Article 8 of Law no. 106 of 6 June 2016" and subsequent amendments and additions;

having regard to Law no. 56 of 19 June 2019, "Interventions for the concreteness of the actions of public administrations and the prevention of absenteeism" and subsequent amendments and additions,

having regard to Legislative Decree no. 80 of 9 June 2021, converted, with amendments, by Law no. 133 of 6 August 2021, containing "Urgent measures for the strengthening of the administrative capacity of public administrations functional to the implementation of the National Recovery and Resilience Plan (PNRR) and for the efficiency of justice";

having regard to the D.P.C.M. 9 November 2021, relating to "Procedures for participation in public competitions for subjects with specific learning disabilities";

having regard to Legislative Decree no. 36 of 30 April 2022, converted into law, with amendments, by art. 1, paragraph 1, L. 29.06.2022, n. 79, cd. PNNR Decree 2, containing "Further urgent measures for the implementation of the National Recovery and Resilience Plan (PNRR)", which, inter alia, reforms recruitment procedures;

having regard to Law no. 197 of 29 December 2022 "State forecast budget for the financial year 2023 and multi-year budget for the three-year period 2023/2025";

having regard to Legislative Decree no. 44 of 22 April 2023, converted, with amendments, by Law no. 74 of 21 June 2023, containing "Urgent provisions for the strengthening of the administrative capacity of public administrations", which provides, among other things, for the possibility, until 31.12.2026, to contemplate the performance of the written test only;

having regard to Law no. 197 of 29 December 2022 "State forecast budget for the financial year 2023 and multi-year budget for the three-year period 2023/2025";

having regard to Legislative Decree no. 61 of 1 June 2023 "Urgent interventions to deal with the emergency caused by floods occurring from 1 May 2023", converted with amendments by Law no. 100 of 31 July 2023;

having regard to the current C.C.N.L. relating to the personnel of the "Education and Research Sector", for the three-year period 2016-2018, signed on 19 April 2018;

recalled the resolution of the Board of Directors no. CDA/30-07-2020/314 of 30 July 2020, on "Revision of the general guidelines of the University's Organization", and subsequent amendments and additions;

having taken note of the new Organizational and Functional Structure of the University, referred to in the relative functiongram, approved by Directorial Resolution Rep. no. 1613/2020, prot. n. 226878 of 09.11.2020, modified with



subsequent Determine Directorial Rep. n. 2078/2021, prot. n. 205477 of 02.08.2021, Rep. n. 2565/2022, prot. n. 252444 of 07.10.2022 and Rep. n. 3120/2022, prot. n. 287950 of 01.12.2022;

recalled the "*Integrated Plan of Activities and Organization (PIAO) 2023/2025 – year 2023*" of the University of Parma, approved by resolution of the Board of Directors no. CDA/26-01-2023/5 of 26 January 2023;

1955/2023, prot. no. 197781 of 17.07.2023, concerning the approval of the activation of no. 1 Technologist post, of Category D3 and for a duration of 24 months with variable accessory economic treatment established in the measure of 15% of the RAL, at the O.U. Support to European and international Research of the Research Area, as part of the "*MUR\_DM737\_HORIZON\_EUROPE*" Project – *Research Manager* profile, for carrying out technical and administrative support activities, as supplemented by the further Determination no. 2257/2023, prot. n. 225893 of 23.08.2023;

having taken note of the resolution of the Board of Directors CDA/27-07-2023/357, concerning the approval of the activation of the recruitment procedure of the aforementioned Technologist on the aforementioned Project;

considering, also, that the stipulation of the contract in question, provides for a total salary of € 98,279.44 and that to the gross salary, as provided for by the heading Art. 2 bis "*Salary*" of the University of Parma Regulations concerning the recruitment and discipline of fixed-term technologists, an ancillary economic treatment equal to 15% is added, which will actually be quantified on the basis of the evaluation carried out annually in relation to the objectives achieved, taking into account the resources available;

Deemed appropriate, in order to reduce the time of access to public employment, not to proceed with the activation of the mobility procedure provided for by art. 30 of Legislative Decree no. 165 of 30 March 2001 for the coverage of the aforementioned posts, a faculty allowed, exceptionally, by art. 3, paragraph 8, of Law no. 56 of 19 June 2019, as amended by art. 1, paragraph 14-ter, of Legislative Decree no. 80 of 9 June 2021, the latter converted, with amendments, by Law no. 113 of 6 August 2021;

Taking into account that, with reference to the aforementioned position, with note prot. n. 268728 of 12.10.2023, the procedure provided for by art. 34-bis of Legislative Decree no. 165 of 30 March 2001, still in progress, addressed to the staff of Public Administrations, placed in availability and registered in the appropriate lists;

considered to proceed to issue the related public selection notice whose conduct is, however, subject to the unsuccessful outcome of the procedure activated pursuant to art. 34-bis of Legislative Decree no. 165/2001, pending to date;

Considering that, with this procedure, pursuant to art. 1014, paragraphs 3 and 4, and art. 678, paragraph 9, of Legislative Decree no. 66/2010, determines the reserve of place in favor of volunteers of the FF.AA. to be applied to scrolling ranking;

Finally, considering that this announcement should also be published on the InPA portal, a gateway for the recruitment of PA staff of the Department of Public Administration, aimed at citizens and Public Administrations, in order to give greater and wider dissemination to the procedure in question;

## DETERMINA

### - ART. 1 -

#### ANNOUNCEMENT OF PUBLIC SELECTION

A public selection is called for the recruitment of **n. 1 technologist pursuant to art. 24bis Law n. 240/2010, II level**, with fixed-term employment contract, with full-time hourly commitment, lasting 24 months, with remuneration corresponding to Cat. D, economic position D3, of the current CCNL of the Sub-Fund, for activities within the "*MUR\_DM737\_HORIZON\_EUROPE*" *Research Manager profile Project*, at the O.U. Support to European and International Research Area - **Code Ref. 2023tecT009**.

This procedure will be carried out only in the event and within the limits of the unsuccessful outcome of the procedure activated pursuant to art. 34-bis of Legislative Decree 165/2001, pending today.

The University of Parma facilities are located in Parma and Piacenza.

### - ART. 2 -



## RESERVATIONS, EQUAL OPPORTUNITIES AND GENDER BALANCE

### Reserve in favor of the volunteers of the FF.AA.

Pursuant to art. 11 of Legislative Decree 8/2014 and art. 678, paragraph 9, of Legislative Decree 66/2010, the reserve of place in favor of volunteers of the FF.AA. applies to scrolling of the ranking.

### Reserve for volunteers who have completed universal civil service without demerit

Pursuant to art. 18, paragraph 4, of Legislative Decree no. 40 of 6 March 2017, as amended and supplemented by Legislative Decree no. 44 of 22 April 2023, converted, with amendments, by Law no. 74 of 21 June 2023, the reserve of place in favor of volunteers of the FF.AA. applies to the scrolling of the ranking.

### Reserve for those belonging to the categories referred to in Law no. 68 of 12 March 1999, or equivalent

This announcement was issued in compliance with the provisions on compulsory recruitment referred to in Law 68/99 and no reservation is provided for members of protected categories as a specific procedure is in place pursuant to art. 11 of that law.

### Equal opportunities and gender balance

Equal opportunities are guaranteed between men and women for access to work and treatment at work, pursuant to Legislative Decree no. 198 of 11 April 2006 and Legislative Decree no. 165 of 30 March 2001.

With reference to the professional profile covered by this call, the representativeness of genders in the University of Parma, calculated as of 31.12.2022, is as follows:

men	40%
women	60%

with a differential of less than 30% and the consequent inapplicability of the preferential title pursuant to art. 6 of D.P.R. 487/1994 and subsequent amendments.

### - ART. 3 -

#### PROFILE AND SKILLS REQUIRED

The technologist, as part of the directives and coordination of the Project Manager, will have to carry out Research Manager *activities* with the aim of assisting the research teams of the University of Parma in preliminary research and scouting activities, in the preparation of project proposals and subsequent management of projects within ERC or MSCA, whose themes are attributable to the *primary panel ERC "Social Sciences and Humanities" or "Physical Sciences and Engineering"* – Project Manager: Dr. Michele Nicolosi.

The research manager will have the task of implementing a programme including three main lines of activity:

- 1) Scouting of funding opportunities at international level (i.e., mapping, monitoring and analysis).
- 2) Information and consultancy activities for university staff and potential project partners on funding opportunities, participation rules and synergies between Pillar I programmes and other actions within Horizon Europe or directly funded by the European Union.
- 3) Support activities to researchers in the pre-award phase, specifically for the evaluation of the project idea, the verification of the proposal's compliance with the specific requirements and the fields indicated in the call for proposals; the construction of the project partnership and, in particular, the drafting of the project proposals. In particular, the possession of specific *skills* in the following subjects and processes is required:

<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Good knowledge of the main international funding instruments and related regulatory frameworks, with particular reference to the first pillar of the EU Horizon Europe framework programme</li><li>• Good knowledge of project design, project writing and project management</li><li>• Good knowledge of the main provisions on the protection of intellectual property, with particular reference to European planning</li></ul>
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| <ul style="list-style-type: none"><li>• Excellent knowledge of English, spoken and written (<i>European Framework of Reference for Languages: level C1</i>)</li><li>• knowledge and ability to use the most commonly used computer applications, such as Microsoft Office (Word, Excel and Power Point), e-mail, <i>browsers</i> for surfing the internet.</li></ul> |
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- ART. 4 -

## REQUIREMENTS FOR ADMISSION TO THE SELECTION

To be admitted to the selection, it is required to possess, on the date of expiry of the deadline established for the submission of the application for admission, both of the following **specific requirements**:

**1) qualification: Bachelor's Degree (DL) obtained in the manner prior to the entry into force of Ministerial Decree no. 509/1999 or Specialist Degree (LS) obtained pursuant to Ministerial Decree no. 509/1999 or Master's Degree (LM) obtained pursuant to Ministerial Decree no. 270/2004.**

Candidates in possession of a qualification obtained abroad, in accordance with the recognition procedures aimed at evaluating foreign qualifications in the Italian system for non-academic purposes, can participate in the selection by attaching to the application:

1. copy of the provision of equivalence of the qualification with the title required by the announcement pursuant to current legislation;

or

2. copy of the receipt of initiation [of the procedure for equivalence of](#) one's qualification to that required by this announcement, according to the procedure set out in Article 38 of Legislative Decree no. 165/2001.

The equivalence procedure must be initiated by the deadline of the call: in this case the candidate is admitted to the selection with reservations, it being understood that the declaration of equivalence of the qualification must be compulsorily possessed at the time of recruitment. Pursuant to art. 1, paragraph 28-quinquies, point 3, of Law no. 15/2022 converting Legislative Decree no. 228/2021, the Department of Public Administration will conclude the recognition procedure only in respect of the winners of the competition, who have the burden, within 15 days and under penalty of forfeiture, to notify the MUR of the publication of the ranking;

**2) at least two years' experience in research and/or research management.**

For admission it is also required to possess, both on the date of expiry of the deadline established for the submission of the application for admission, and at the time of signing the employment contract, the following **general requirements**:

1. Italian citizenship or citizenship of one of the Member States of the European Union. Pursuant to art. 38 of Legislative Decree no. 165 of 30.03.2001 and subsequent amendments, the following may also participate in the insolvency procedure:

- family members of citizens of Member States of the European Union, not nationals of a Member State, who have the right of residence or the right of permanent residence;
- third-country nationals who hold a long-term resident's EC residence permit (*former* residence card);
- third-country nationals who hold refugee status;
- third-country nationals with subsidiary protection status.

1. age not less than 18 years;
2. enjoyment of civil and political rights;
3. physical fitness for employment to be ascertained by the Administration at the time of any recruitment;
4. be in compliance with the rules concerning military service obligations (declaration reserved only for Italian citizens born within the year 1985);
5. not to be excluded from the active political electorate;
6. not have been dismissed or dismissed from employment in a public administration for persistent insufficient performance, by virtue of sector regulations, or dismissed for the same reasons or for disciplinary reasons pursuant to current law or contractual legislation, or declared forfeited for having obtained the appointment or recruitment through the production of false documents or vitiated by irremediable nullity, as well as those who have been convicted by a final judgment for crimes that constitute an impediment to employment with a public administration;



1. not having reported criminal convictions with a final judgment and not having ongoing criminal proceedings, nor administrative proceedings for the application of security or prevention measures, as well as criminal records against him that can be recorded in the criminal record, pursuant to Article 3 of Presidential Decree 14 November 2002, n. 313. Otherwise, the convictions, the proceedings against him and any criminal record must be indicated, specifying the date of the measure and the judicial authority that issued it or the one before which any criminal proceedings are pending.

Citizens of Member States of the European Union or their family members or third-country nationals must possess, under penalty of exclusion, the following requirements:

1. enjoy civil and political rights also in the States of origin or origin, except as provided for by current regulations with reference to refugee status;
2. be in possession, with the exception of the ownership of Italian citizenship, of all the other requirements provided for citizens of the Republic;
3. have adequate knowledge of the Italian language.

Candidates are admitted to selection with reservations. The Administration may order, at any stage of the procedure, even after the tests, with a reasoned provision of the Director General, the exclusion from the selection for lack of the prescribed requirements.

## - ART. 5 -

### APPLICATION AND DEADLINES FOR ADMISSION TO SELECTION

The application for participation in the selection, together with the attachments, must be submitted, under penalty of exclusion, electronically, using the dedicated IT platform "PICA", available at:

<https://pica.cineca.it/unipr/2023tect009>

In this regard, candidates are invited to consult the [Guidelines](#) for completing the application available at the same address.

**The procedure for completing and sending the application electronically (including any documentation requested) must be completed no later than 11.59 pm (Italian time) on the twentieth day, starting from the day following that of publication on the [recruitment portal InPA – Department of Public Administration](https://www.inpa.gov.it) (<https://www.inpa.gov.it>)**

Where the deadline indicated falls on a public holiday, the deadline shall be extended to the first working day.

The date of electronic submission of the application for participation in the selection will be certified by the PICA system; The receipt of the application and its subsequent registration will be notified to the candidate by means of two separate e-mail messages.

Each application will be assigned a unique identification number (application ID) and a protocol number visible within the application; for each subsequent communication the application ID must be used together with the selection code **2023tect009**.

**Other forms of sending applications or documentation useful for participation in the selection are not allowed.**

The computerized procedure for submitting applications and attachments will be strictly deactivated at the end of the deadline and the computer system will no longer allow access to the *form*, nor the sending of the application.

In the event that the unavailability of the IT procedure described is determined, the University of Parma reserves the right to communicate through its website, alternative methods for submitting applications for participation in the selection.

The application for electronic participation must be completed in all its parts, as indicated in the procedure; The requested documents can only be attached in PDF format.

**Under penalty of exclusion, the application must be signed by the candidate according to one of the methods specified in the guidelines.**

Within the deadline of the call, the candidate can withdraw his application using the PICA system; the receipt of the request for withdrawal and its registration will be notified to the candidate by means of two separate e-mail messages. Beyond the deadline of the call, any renunciation to participate in the selection, signed and dated, must be promptly



communicated to [protocollo@unipr.it](mailto:protocollo@unipr.it) or [protocollo@pec.unipr.it](mailto:protocollo@pec.unipr.it) together with a copy of an identity document, specifying the application ID together with the selection code.

To report problems of a purely technical nature, you can contact support via the link at the bottom of the page <https://pica.cineca.it/unipr>.

In the application, the candidate must indicate the address elected for the purposes of selection, as well as a telephone number and e-mail address for communications from the University Administration.

Any changes must be promptly communicated to this University by e-mail to the following address: [concorsipta@unipr.it](mailto:concorsipta@unipr.it)

Furthermore, the Administration assumes no responsibility for failure to receive communications, depending on incorrect indications by the competitor or on failure or late communication of the change of addresses and addresses indicated in the application, nor for any computer or possibly postal errors, in any case attributable to the fact of third parties, unforeseeable circumstances or force majeure.

**After the expiry of the term of this announcement, no documentary integration will be admitted.**

In the application for admission candidates must declare, under their personal responsibility and pursuant to D.P.R. 28.12.2000 n. 445, the following:

1. surname and first name (married women must indicate their maiden name);
2. place and date of birth;
3. possession of Italian citizenship or citizenship of one of the Member States of the European Union, or to be a family member of a citizen of one of the Member States of the European Union holding a right of residence or the right of permanent residence, or to be a third-country national holding an EU residence permit for long-term residents or to be a holder of refugee status or subsidiary protection status;
4. if an Italian citizen, the municipality on whose electoral lists it is registered, or the reasons for non-registration or cancellation from the lists themselves, if a foreign citizen / or to enjoy civil and political rights even in the States of belonging or origin or the reasons for the non-enjoyment of the same. Candidates with citizenship other than Italian must also declare that they have adequate knowledge of the Italian language;
5. possession of the qualification required for participation in the selection procedure;
  1. possession of experience in research and/or research management;
  2. not to have reported criminal convictions with a final judgment and not to have ongoing criminal proceedings, nor administrative proceedings for the application of security or prevention measures, as well as criminal records against him that can be recorded in the criminal record, pursuant to Article 3 of Presidential Decree 14 November 2002, n. 313. Otherwise, the convictions, the proceedings against him and any criminal record must be indicated, specifying the date of the measure and the judicial authority that issued it or the one before which any criminal proceedings are pending;
  3. not to have been dismissed or dismissed from employment in a public administration for persistent insufficient performance, under industry regulations, or dismissed for the same reasons or for disciplinary reasons pursuant to current law or contractual legislation;
  4. that they have not been declared disqualified for having obtained the appointment or recruitment through the production of false documents or vitiated by irremediable nullity;
  5. not to have been convicted by a final judgment for crimes that constitute an impediment to employment with a public administration;
  6. possession of the qualification required for participation in the selection;
  7. its position with regard to military obligations;
  8. any services provided to Public Administrations and any causes for termination of previous public employment relationships;
1. any preferential qualifications, referred to in Article 9 below, held on the date of expiry of the deadline for submitting applications for admission to the selection;
2. physical fitness for employment, to be ascertained by the administration at the time of any recruitment;
3. the residence with the indication of municipality, street, house number, province and postal code and, for the purposes of communications by the University Administration in relation to this selection, a telephone number



and an e-mail address and the address elected for the purpose of selection. Any change in residence / domicile must be promptly communicated to the address [concorsipta@unipr.it](mailto:concorsipta@unipr.it)

Citizens of countries outside the European Union, legally residing in Italy, can only self-certify:

1. states, facts and qualities certifiable or attestable by Italian public entities;
2. states, facts and qualities certifiable or attestable in application of international conventions between Italy and the country of origin of the declarant, indicating the Convention invoked and the act with which it was transposed into Italian law.

Outside of the above cases, candidates must make a simple declaration regarding the status, facts and qualities required. At the time of any assumption into service, these declarations must be proven by certification issued by the competent authorities of the foreign State accompanied by a translation into Italian authenticated by the Italian consular authority, which certifies their conformity to the original in the manner indicated in art. 3 of Presidential Decree no. 445/2000.

**Candidates are required to pay, by the deadline for submitting the application, under penalty of exclusion from the procedure, a contribution of € 25.00. This contribution must be paid by bank transfer with credit to the current account in the name of the *University of Parma, c / o Crédit Agricole Italia S.p.A. – Agenzia di Parma – Via Università, 1 – 43121 Parma* - IBAN Code IT 25 L 06230 12700 000038436533.**

Candidates **with disabilities and / or disabilities recognized pursuant to Law 5 February 1992, n. 104 and Law 12 March 1999, n. 68**, in the application form, must explicitly request the necessary help, in relation to their disability, as well as any need for additional time for the completion of the tests to be documented, both, by means of a suitable certificate issued by the medico-legal commission of the ASL of reference or equivalent public structure.

Candidates **diagnosed with specific learning disabilities (SLD)**, in application of art. 2, paragraph 1, of the D.P.C.M. of 9.11.2021, will have the opportunity to replace the written tests with an interview or to use compensatory tools for reading, writing and calculation difficulties, as well as to take advantage of an extension of the times established for carrying out the same tests. The interview will have a similar and significant disciplinary content of the written test that implements the contents of the interview provided for the other candidates and, therefore, to the subjects of the oral test are added those of the written test. The additional time granted to the above-mentioned candidates shall not exceed 50 % of the time allotted for the test. In the application form, candidates are required to document this condition by explicitly requesting the dispensative measure, the compensatory instrument and / or the additional time necessary according to their need which must be documented with a specific declaration made by the Medico-Legal Commission of the ASL of reference or by an equivalent public structure, to be attached to the application for admission to the competition. In this regard, the aforementioned decree specifies that the granting and assignment of compensatory aids and tools and / or additional times is determined at the sole discretion of the Examining Commission, on the basis of the documentation presented and the objective examination of each specific case.

Failure to indicate aids and/or additional time in the application, as well as failure to submit the required documentation, exempts the Administration from any duty in this regard. The request must be drawn up following the instructions available in the online application procedure for participation in the selection.

The University ensures participation **in the tests, without prejudice to candidates who are unable to comply with the calendar provided for in the announcement** due to pregnancy or breastfeeding, also through the performance of asynchronous tests and, in any case, the availability of special spaces to allow breastfeeding. To this end, the candidates, under the above conditions, must send to the e-mail address [concorsipta@unipr.it](mailto:concorsipta@unipr.it), at least 7 days before the date set for the test, specific request in order to allow the Administration to take appropriate organizational measures.

The administration may order, at any stage of the competition procedure, with a reasoned measure of the General Manager, the exclusion of the candidate from the selection.

- ART. 6 -

## ANNEXES TO THE APPLICATION FORM





The application must be accompanied by the following attachments:

1. copy of the bank transfer relating to the participation fee;
2. *curriculum vitae*, having the value of self-certification pursuant to Presidential Decree 445/2000<sup>1</sup>, drawn up according to the European format, duly dated and signed, containing the explicit and articulated statement of the professional activities and experiences carried out, as well as the role held;
3. List and documentation relating to the possession of any qualifications referred to in art. 9 of this call, subject to evaluation
4. (if the case arises) receipt of initiation of the procedure of equivalence of one's qualification to that required by the announcement, according to the procedure referred to in art. 38 of Legislative Decree 30.03.2001 n. 165;
5. (if applicable) for candidates who, pursuant to Article 16 of Law 12.03.1999, n. 68, art. 20 of Law 5.02.1992, n. 104 or in application of art. 2, paragraph 1, of the D.P.C.M. of 9.11.2021, need aids, compensatory tools and / or additional time for the completion of the written test or to replace the written test with the interview, appropriate certification issued by the appropriate medico-legal commission of the ASL of reference or by an equivalent public structure;
6. copy of a valid identity document (front and back) with visible signature, even for those signed with digital signature.

## - ART. 7 - EXAMINING COMMISSION

The Examining Commission will be appointed by order of the Director General, in compliance with current provisions on the subject and will be composed of three members, chosen from among professors or experts of proven competence in the subjects covered by the research project, also external to the University, on the proposal of the structure proposing the recruitment of the technologist.

## - ART. 8 - EXAM PROGRAM

This selection is based on qualifications and exams. The Examining Board will have a total of **100 points**, distributed as follows:

<b>written test</b>	Maximum score attributable: 30
<b>oral exam</b>	Maximum score attributable: 30
<b>Evaluation of qualifications</b>	Maximum Awardable Score: 40

The exams will consist of a written test (also with theoretical-practical content), which will be carried out with the aid of computer tools, and an oral test.

### **Written test (to be held in English)**

The written test, whose duration will be set by the Examining Commission, will be carried out in presence, except for the occurrence of motivated circumstances, evaluated by the Administration, which do not allow it so, in which case, the test will be carried out, for all candidates, remotely. The test will be carried out through the use of IT and digital tools, in compliance with the legislation on the protection of personal data, traceability and security. The Administration reserves the right to make use of the technical support of specialized companies, both for the preparation of the questions and for the organization of the test itself.

The test, with theoretical-practical content, will consist of a series of open-ended questions and will have as its object the assessment of knowledge and skills on the topics specified in Article 3. **The maximum score attributable to the test is 30 points. Candidates who have reported a mark of at least 21/30 in the written test will be admitted to the oral exam.**

<sup>1</sup> In this case, the curriculum vitae *must bear the following wording*: "Pursuant to and for the purposes of articles 46 and 47 and aware of the criminal sanctions provided for in Article 76 of Presidential Decree 28 December 2000, n. 445 in the event of falsity in false deeds and declarations, I declare that the information contained in this curriculum vitae, drawn up in European format, are true."



During the written test, if carried out in presence, candidates may not bring with them books, periodicals, daily newspapers and other publications of any kind, nor may they bring bags or similar, capable of containing such publications, which must in any case be delivered before the beginning of the tests to the supervisory staff, who will return them at the end of the tests, without assuming any responsibility for their content. It will also not be allowed to use electronic equipment (computers, mobile phones or PDAs and other), except those provided by the Administration, under penalty of immediate exclusion from the selection. The consultation of uncommented regulatory texts and the dictionary of the Italian language will be allowed only if authorized by the relevant Commission, which will communicate it to the candidates immediately before the same test.

Furthermore, during the test, candidates are not allowed, under penalty of immediate exclusion from the selection, to communicate with each other verbally or in writing, or to relate to others, except with those in charge of supervision or with the members of the Examining Commission.

### **Oral exam (also to be held in English)**

The oral exam will take place in presence, except for the occurrence of motivated circumstances, evaluated by the Administration, which do not allow it so, in which case, the test will be carried out, for all candidates, in remote videoconference. The test will consist of an interview aimed at deepening knowledge and professional skills concerning the subjects of the written test, as well as transversal attitudes and skills in relation to the profile to be covered.

During the oral exam, pursuant to art. 37 of Legislative Decree. 30.03.2001 n. 165, the knowledge and ability to use the most commonly used computer applications will also be ascertained.

The maximum score attributable to the oral exam is 30 points. **The oral exam will be considered passed if the candidates achieve a mark of at least 21/30.**

During the oral exam, pursuant to art. 37 of Legislative Decree. 30.03.2001 n. 165, the knowledge and ability to use the most commonly used computer applications will also be ascertained.

The maximum score attributable to the oral exam is 30 points. **The oral exam will be considered passed if the candidates achieve a mark of at least 21/30.**

At the end of the session dedicated to the oral exam, the Examining Commission will draw up the list of candidates examined, with an indication of the score reported by each, which will be published on the University's institutional web portal, in the section dedicated to the procedure, accessible by link to the address <http://www.unipr.it/node/17504>, as well as on the [portale del reclutamento InPA – Dipartimento della Funzione Pubblica](#).

### **Calendar and methods of carrying out the tests**

<b>WRITTEN TEST</b>	<p>The written test will take place on the day:</p> <p style="text-align: center;"><b>WEDNESDAY 15 NOVEMBER 2023 at 15:00</b></p> <p>at <b>AULA "I" of the Department of Law, Political and International Studies – Plexus of the Central University Building – Via Università n. 12 – PARMA</b></p> <p>The list of candidates admitted to the WRITTEN test, as well as any changes with respect to what has already been announced, will be communicated to the candidates on <b>MONDAY 6 NOVEMBER 2023</b>, by publication of a notice, which shall constitute notification, on the University's institutional website, in the section dedicated to the procedure, accessible by linking to the following link <a href="http://www.unipr.it/node/17504">http://www.unipr.it/node/17504</a></p>
<b>ORAL EXAM</b>	<p>The oral exam will take place on the following days:</p> <p style="text-align: center;"><b>THURSDAY 23 NOVEMBER 2023</b></p>



at AULA "I" of the Department of Law, Political and International Studies – Plexus of the Central University Building – Via Università n. 12 – PARMA

The list of candidates admitted to the oral exam, together with the score reported in the written test and the time of convocation to the test, as well as any changes with respect to what has already been announced, will be communicated to the candidates **on MONDAY 20 NOVEMBER 2023**, by publication of a further notice, having the value of notification, on the University institutional website, in the section dedicated to the procedure, reachable by connecting to the following link <http://www.unipr.it/node/17504>

Each candidate, in order to ensure compliance with the legislation on the processing of personal data, will be identified with the unique Personal Identification Code that will have been attributed by the Pica application to the relative application submitted.

Candidates who do not show up on the days and times established for the tests, will be considered to renounce the selection, even if the non-presentation was due to force majeure.

### - ART. 9 - EVALUABLE QUALIFICATIONS

The evaluable qualifications, which will be assigned an overall score not exceeding 40 points (of which up to 20 points for qualifications and up to 20 points for the particular cultural and professional qualification), provided that they relate to the activities of the place selected, are the following:

CATEGORIES	MAXIMUM SCORE
<b>QUALIFICATIONS</b>	
PhD, preferably on topics mainly related to the <i>ERC primary panels "Social Sciences and Humanities" or "Physical Sciences and Engineering"</i>	10 points
Other higher education qualifications related to the research programme and the functions to be performed	10 points
<b>PARTICULAR CULTURAL AND PROFESSIONAL QUALIFICATION</b>	
Previous research experience preferably in areas related to the <i>ERC primary panels "Social Sciences and Humanities" or "Physical Sciences and Engineering"</i>	4 points
Participation in international research projects preferably in areas related to the <i>ERC primary panels "Social Sciences and Humanities" or "Physical Sciences and Engineering"</i>	4 points
Work experience in public or private bodies or agencies dedicated to research support	12 points

Qualifications invoked as an entry requirement are not eligible securities.

#### Assessment

The Examining Commission will determine the criteria for the evaluation of the qualifications, provided for in this article, before having read the declaration, made by the candidates, relating to the qualifications themselves and / or the related documentation and, in any case, before the oral exam.

The evaluation and attribution of the score to the qualifications presented by the candidates will be carried out by the same Examining Commission after the completion of the oral exam and, in any case, within 30 days from the last session dedicated to the conduct of the same.

#### Presentation mode

The qualifications that can be evaluated must be specified in a special list, attached to the application form, and may be:

- presented in photocopy with a substitutive declaration of affidavit certifying its conformity to the original, pursuant to art. 47 of D.P.R. 28.12.2000, n. 445, together with the photocopy of the front and back of an identification document;



- declared in lieu of certification, pursuant to art. 46 of D.P.R. 28.12.2000, n. 445, together with a photocopy of the front and back of an identification document;
- indicated in the *curriculum vitae*, having the value of self-certification pursuant to Presidential Decree 28.12.2000 n. 445<sup>2</sup>, drawn up according to the European format, duly dated and signed, also containing the explicit and articulated enunciation of the professional activities and experiences carried out, as well as the role played.

The documents drawn up in a foreign language must be accompanied by a translation into Italian in accordance with the foreign text, drawn up by the competent diplomatic or consular representation, or by an official translator.

It is understood that the qualifications not expressly declared and / or attached in the application for admission to the insolvency procedure will not be taken into consideration and that the Examining Board will evaluate only the titles complete with all the necessary information.

In addition, the titles, self-certifications and substitute declarations that will be received by this Administration after the deadline for submitting applications for participation in the competition will not be taken into consideration.

## - ART. 10 -

### APPLICATION OF PREFERENCES AND RESERVATIONS

Pursuant to art. 5 and 16 of Presidential Decree 487/1994, as amended by Presidential Decree no. 82 of 16 June 2023, candidates who pass the oral exam must send to the administration itself, by sending an email to the address [protocollo@unipr.it](mailto:protocollo@unipr.it), indicating as subject "**Selection 2023tecT009 - preference/reserve titles**", the digital documentation certifying the possession of reserve and preference titles, already indicated in the application for participation in the insolvency procedure, within the peremptory deadline that will be indicated by the Administration with a specific notice published, together with the results of the oral exam, on the University website, in the section dedicated to the procedure, as well as on the recruitment portal InPA – Department of Public Administration.

This documentation is not required in cases where the University of Parma is already in possession of it or can dispose of it by requesting it from other public administrations.

The express mention of these qualifications in the application is a necessary condition for their evaluation: failing this, the candidate is excluded from the benefits. Therefore, the candidate must declare, for the purposes of applying the right of reservation or preference, the title that entitles him to this benefit, providing precise indication of the indispensable elements for finding the information or data requested, as required by art. 43 of D.P.R. 445/2000.

With the same qualifications and merit, and in the absence of further benefits provided for by special laws, the order of preference of the securities is as follows:

1. those awarded the medal for military valor and civil valor, if they have ceased service;
2. mutilated and disabled for service in the public and private sectors;
3. orphans of the fallen and children of the maimed, invalids and permanently unable to work for reasons of service in the public and private sectors, including the children of health professionals, social workers and social and health workers who died as a result of SarsCov-2 infection contracted in the exercise of their activity;
4. those who have rendered commendable service in any <sup>3</sup> capacity, for not less than one year, in the administration that announced the competition, where they do not benefit from any other title of preference by reason of the service provided;
5. more dependent children;<sup>4</sup>

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<sup>2</sup> In this case, the curriculum vitae *must bear the following wording*: "Pursuant to and for the purposes of articles 46 and 47 and aware of the criminal sanctions provided for in Article 76 of Presidential Decree 28 December 2000, n. 445 in the event of falsity in false deeds and declarations, I declare that the information contained in this curriculum vitae, drawn up in European format, are true."

<sup>3</sup> Commendable service: not having reported disciplinary sanctions higher than the verbal reprimand in the two years prior to the expiry date of the notice.

<sup>4</sup> Dependent children. Children (including adopted, foster or affiliated children) are considered (fiscally) dependent, regardless of whether or not they exceed certain age limits and whether or not they are dedicated to studies or free internships, who in the previous year have possessed a total income, equal to or less than € 2,840.51 gross of deductible expenses. The limit is raised to € 4,000.00 for children under the age of 24. The income referred



6. invalids and civilian mutilated persons who do not fall within the scope of point (b);
7. volunteer soldiers of the Armed Forces discharged without demerit at the end of the detention or reaffirmation;
8. athletes who have maintained sports working relationships with military sports groups and civil bodies of the State;
9. have successfully completed the further period of improvement at the Office for the Process pursuant to Article 50, paragraph 1-quarter, of Decree-Law no. 90 of 24 June 2014, converted, with amendments, by Law no. 114 of 11 August 2014;
1. have successfully completed the training internship at the judicial offices pursuant to Article 37, paragraph 11, of Decree-Law no. 98 of 6 July 2011, converted, with amendments, by Law no. 111 of 15 July 2011, although not part of the office for the trial, pursuant to Article 50, paragraph 1-quinques, of Decree-Law 24 June 2014, n. 90, converted, with amendments, by Law no. 114 of 11 August 2014;
2. have successfully completed the internship at the judicial offices pursuant to Article 73, paragraph 14, of Decree-Law no. 69 of 21 June 2013, converted, with amendments, by Law no. 98 of 9 August 2013;
3. be the owner or have carried out collaboration assignments conferred by ANPAL Servizi S.p.A., in implementation of the provisions of Article 12, paragraph 3, of Decree-Law no. 4 of 28 January 2019, converted, with amendments, by Law no. 26 of 28 March 2019;
4. belonging to the least represented gender, at the University of Parma, in relation to the qualification covered by this call, in the event that the differential of representativeness between genders, calculated at 31.12.2022, is higher than 30% (art. 6 of Presidential Decree 487/1994);
5. Minor age.

## - ART. 11 -

### FORMULATION AND APPROVAL OF THE RANKING

The final ranking of the candidates will be elaborated, taking into account the timing dictated by Presidential Decree 487/1994, by the Examining Commission according to the descending order of the overall vote reported by each candidate who has passed all the tests, with the observance of any reservations provided for and, with the same score, of the preferences referred to in art. 5 of Presidential Decree no. 487/1994 and subsequent amendments and additions.

The overall grade is determined by adding the mark obtained in the evaluation of the qualifications referred to in Article 9 of this call to the overall mark reported, respectively, in the written test and in the oral test.

The administration, with directorial determination, will order the publication of the final ranking, as elaborated by the Examining Commission, on the online Register, on the website of the University of Parma in the section dedicated to the procedure, reachable by link to the address <http://www.unipr.it/node/17504>, and, at the same time, on the [portale del reclutamento InPA – Dipartimento della Funzione Pubblica](#) and will declare the winner(s) under the suspensive condition of ascertaining the requirements for admission to employment. From the day of publication of that notice, the time limit for any appeal shall run.

The ranking takes effect within the terms of the law. There are no declarations of suitability for selection.

## - ART. 12 -

### ESTABLISHMENT OF EMPLOYMENT RELATIONSHIP

The University of Parma will stipulate with the winners a fixed-term contract of subordinate private law, with a full-time hourly commitment lasting 24 months, possibly renewable, and remuneration corresponding to Cat. D economic position D3, of the current CCNL of the Sub-Fund, based on the research project referred to in art. 1 of this announcement, equal to an all-inclusive fundamental economic treatment of € 98,279.44 (gross administration).

There is also an ancillary economic treatment equal to 15%. The amount will actually be quantified on the basis of the evaluation carried out annually in relation to the objectives achieved, taking into account the resources available.

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to is that of the children and not of the parent and the children are to be considered dependent if they are part of the family unit regardless of the fact that, from a tax point of view, they have been charged to one, the other or both parents.



Furthermore, at the time of taking up service, the employee is required to prove, pursuant to art. 46 of Presidential Decree 28.12.2000, n. 445, by means of a substitutive declaration of certifications, the possession of the requisites for admission to employment, as specified in this announcement. The declaration relating to the requirement of nationality and enjoyment of political rights must indicate the possession of the requirement on the date of expiry of the notice. Failure or incomplete delivery of the required documentation or failure to regularize the documentation within the prescribed term, involves the immediate termination of the employment relationship.

He / she who without justified reason does not take up service within the established term loses the right to conclude the individual employment contract. If the same is authorized to take up service, for justified reasons, with delay on the deadline set, the economic effects shall run from the day of taking up service.

## - ART. 13 - TAKING INTO SERVICE

Pursuant to the combined provisions of art. 1, paragraph 10, of the current CCNL 2016-2018 and art. 20 of the CCNL 2006-2009, there is a trial period lasting three months with the exception of those who are already employees of the University of Parma for a fixed term for at least two years.

The employee is governed by the rules on holidays, permits, leave, leave and other absences from service and the other provisions provided for by the CCNL for technical administrative staff with a full-time employment relationship, according to the needs highlighted in the individual contract.

Failure to hire the service within the term established by the contract, without justified reason, unquestionably assessed by the University, will result in the immediate termination of the contract.

## - ART. 14 - PERSON RESPONSIBLE FOR THE PROCEEDINGS AND RIGHT OF ACCESS TO DOCUMENTS

Pursuant to Law 7.08.1990, n. 241 and subsequent amendments and additions:

<b>Competent administration</b>	University of Parma
<b>Subject-matter of the proceedings</b>	Public selection for the recruitment of Technologist
<b>Office, digital domicile and Responsible for the procedure</b>	Personnel and Organization Area / (U.O.) Administration of Technical-Administrative Personnel and Organization PEC: <a href="mailto:protocollo@pec.unipr.it">protocollo@pec.unipr.it</a> Dr. Stefano Ollari (Head of U.O.)
<b>How to view the documents and exercise the rights provided for by Law 241/1990 and subsequent amendments.</b>	To exercise the right of access to procedural documents, it is necessary to send a request to the University protocol using the form available on the website (link: <a href="https://www.unipr.it/node/12548">https://www.unipr.it/node/12548</a> )

Pursuant to the current art. 12, paragraph 3, of Presidential Decree 9.05.1994, n. 487, the obligations of communication to counterparties referred to in Article 3, paragraph 1, of Presidential Decree 12.04.2006, n. 184 and art. 5, paragraph 5, of Legislative Decree 14.03.2013, n. 33, will be considered fulfilled by publication of a specific notice on the InPA Portal by this Administration, to which the request for access to documents and generalized civic access will be addressed.

## - ART. 15 - PROCESSING OF PERSONAL DATA

The personal data of the candidates, communicated to the University of Parma, will be processed, in paper or electronic form, for the sole purposes related to the conduct of the selection and management of any employment relationship, in compliance with the provisions in force. Candidates are invited to read the specification, made pursuant to art. 13 of the Regulation [UE 2016/679](#) – General Data Protection Regulation, published on the University website.



## - ART. 16 -

### SAFEGUARD OR REFERRAL RULES

This Call constitutes "*lex specialis*" of the Selection, therefore, participation in the same implicitly implies the acceptance, without any reservation, of all the provisions contained therein.

For anything not covered by this announcement, the current provisions on the conduct of competitions apply, as well as those contained in the National Collective Labour Agreement of the "*Education and Research*" Sector, in force from time to time.

The University of Parma will carry out appropriate checks on the veracity of the substitute declarations made as a candidate or winner, pursuant to art. 71 of D.P.R. 28.12.2000, n. 445. If the check should reveal the untruthfulness of the content of the declaration, the declarant will forfeit the benefits obtained on the basis of the untruthful declaration and, if the case occurs, the termination of the contract stipulated will be determined, without prejudice to the provisions of art. 76 of D.P.R. 28.12.2000, n. 445, on criminal sanctions.

The Administration reserves the right, at its sole discretion, to extend or reopen the terms of this announcement, to make changes or additions to this announcement that may be necessary, as well as to revoke or suspend it for reasons of public interest.

Against this provision it is proposable, administratively, within 120 days from the date of publication, extraordinary appeal to the Head of State, or, in jurisdiction, appeal to the Regional Administrative Court, within 60 days from the same date.

## - ART. 17 -

### INFORMATION

For any information, interested parties can contact the Organizational Unit (O.U.) Administration of Technical Administrative Staff and Organization of the University of Parma, Via Università 12, 43121 Parma – Telephone numbers: 0521.034382 / 0521.034386 / 0521.034321 - E-mail address: [concorsipta@unipr.it](mailto:concorsipta@unipr.it)

The staff receives the public by appointment only and answers phone calls from Monday to Friday from 9:00 to 11:00.

This selection notice, written in Italian and English, will be made public through:

1. publication on the recruitment portal InPA - Department of Public Function,
2. publication on the website of MIUR – European Union;
- ✓ publication on the online Register and on the website of this University at <http://www.unipr.it/node/17504>

Communications to candidates, unless otherwise specified, are provided only by publication of the same on the University website, in the section dedicated to the procedure, accessible at the address indicated above. Such publications shall have the value of notification for all purposes. Candidates, in order to acquire all the necessary information, are therefore required, for the entire duration of the competition procedure, to consult the University's institutional website.

Avv. Candeloro Bellantoni

*Digitally signed pursuant to Legislative Decree no.  
82/2005*

U.O.R. Unità Organizzativa Responsabile	Area Personale e Organizzazione	Avv. Riccardo Marini
R.P.A. Responsabile del Procedimento Amministrativo	U.O. Amministrazione Personale Tecnico Amministrativo e Organizzazione	Dott. Stefano Ollari