

Cod. Rif. 2025tecT001

PUBLIC SELECTION, BASED ON QUALIFICATIONS AND EXAMS, FOR THE RECRUITMENT OF N. 1 LEVEL I TECHNOLOGIST, PURSUANT TO ART. 24 BIS LAW NO. 240/2010, WITH A FULL-TIME AND FIXED-TERM EMPLOYMENT CONTRACT, WITH A TOTAL DURATION OF 18 MONTHS, FOR TECHNICAL AND ADMINISTRATIVE SUPPORT ACTIVITIES AT THE RESEARCH AND ENHANCEMENT AREA OF THE UNIVERSITY OF PARMA, AS PART OF THE FOLLOWING PROJECTS:

- **PROJECT PNRR "ECOSYSTEM FOR SUSTAINABLE TRANSITION IN EMILIA-ROMAGNA" (ECOSISTER) - CUP: D93C22000460001 - FOR N. 8 MONTHS**
- **PROJECT "PIAO – OBIETTIVI STRATEGICI ANNO 2025 - CLINICAL RESEARCH OFFICE CRO" - CUP: D99B24000180005 - FOR N. 10 MONTHS**

THE GENERAL MANAGER

having regard to the Statute and the General Regulations of the University of Parma;
having regard to the Constitution of the Italian Republic and, in particular, art. 3 and 97;
having regard to Presidential Decree no. 3 of 10 January 1957 on the "*Consolidated text of the provisions concerning the status of civil servants of the State*" and the related implementing regulation, approved by Presidential Decree no. 686 of 3 May 1957;
having regard to Law no. 241 of 7 August 1990, as amended, on "*New rules on administrative procedure and the right of access to administrative documents*";
having regard to Law no. 104 of 5 February 1992, as amended, on the "*Framework Law for assistance, social integration and the rights of disabled people*" and, in particular, art. 20;
having regard to the Prime Ministerial Decree no. 174 of 7 February 1994, "*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 far as applicable, to Presidential Decree no. 487 of 9 May 1994, as amended, containing "*Regulations laying down rules on access to employment in public administrations and the procedures for conducting competitions, single competitions and other forms of recruitment in public employment*";
having regard to Law no. 127 of 15 May 1997 on "*Urgent measures for the streamlining of administrative activity and decision-making and control procedures*";
having regard to Law no. 68 of 12 March 1999 and subsequent amendments, containing "*Regulations for the right to work of the disabled*";
having regard to Presidential Decree no. 445 of 28 December 2000, as amended, containing the "*Consolidated text of legislative and regulatory provisions on administrative documentation*";
having regard to Legislative Decree no. 165 of 30 March 2001, containing "*General rules on the organisation of employment in public administrations*", in particular art. 35-bis, entitled "*Prevention of the phenomenon of corruption in the formation of commissions and in the assignment to offices*", as introduced by art. 1, paragraph 46 of Law no. 190 of 6.11.2012 "*Provisions for the prevention and repression of corruption and illegality in the public administration*";
having regard to Legislative Decree no. 196 of 30 June 2003 "*Personal Data Protection Code*", 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*";
having regard to Legislative Decree no. 198 of 11 April 2006, which issued the "*Code of equal opportunities between men and women, pursuant to art. 6 of Law no. 246 of 28.11.2005*";
having regard to Legislative Decree no. 150 of 27 October 2009, as amended, on "*Implementation of Law no. 15 of 4 March 2009 on the optimisation of the productivity of public work and the efficiency and transparency of public administrations*";
having regard to Legislative Decree no. 66 of 15 March 2010, "*Code of Military Regulations*" and, in particular, arts. 1014, paragraphs 3 and 4, and 678, paragraph 9, as well as Legislative Decree no. 8 of 28 January 2014, "*Provisions on*

military and civilian personnel of the Ministry of Defence, 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 no. 240 of 30 December 2010 on "Regulations on the organisation of universities, academic staff and recruitment, as well as delegation to the Government to encourage the quality and efficiency of the university system" and, in particular, art. 24 bis "Fixed-term technologists", introduced by Legislative Decree no. 5 of 09.02.2012, converted, with amendments, into Law no. 35 of 04.04.2013;

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 and subsequent amendments, on the "Reorganisation of the regulations concerning the obligations of publicity, transparency and dissemination of information by Public Administrations";

having regard to Law no. 97 of 6 August 2013 on "Provisions for the fulfilment of the obligations deriving 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 no. 124 of 7 August 2015 "Delegations to the Government on the reorganisation of public administrations.";

having regard to Legislative Decree no. 40 of 6 March 2017, as amended, on "Establishment and regulation of universal civil service, pursuant to Article 8 of Law no. 106 of 6 June 2016";

having regard to Directive no. 3 of 24 April 2018 of the Minister for Simplification and Public Administration with which the "Guidelines on insolvency procedures" were defined;

having regard to Law no. 56 of 19 June 2019, as amended, on "Interventions for the concreteness of the actions of public administrations and the prevention of absenteeism";

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. of 9 November 2021, relating to the "Procedures for participation in public competitions for individuals with specific learning disabilities";

having regard to Legislative Decree no. 36 of 30 April 2022, converted, with amendments, by Law no. 79 of 29 June 2022, so-called "Legislative Decree no. PNRR Decree 2, containing "Further urgent measures for the implementation of the National Recovery and Resilience Plan (PNRR)";

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;

having regard to Legislative Decree No. 75 of 22 June 2023 on "Urgent provisions on the organisation of public administrations, agriculture, sport, work and for the organisation of the Jubilee of the Catholic Church for the year 2025" converted, with amendments, by Law No. 112 of 10 August 2023 and, in particular, Article 28 thereof;

having regard to Law No. 207 of 30 December 2024 "State budget for the financial year 2025 and multi-year budget for the three-year period 2025/2027";

having regard to the decrees of the Minister of Education, University and Research issued in agreement with the Minister for Public Administration and Innovation, on the equivalence of qualifications for the purposes of participation in public competitions;

having regard to the current C.C.N.L. relating to the staff of the "Education and Research" Sector, relating to the period 2019-2021, signed on 18.01.2024, and, as far as still in force, the previous CC.CC.NN. LL. of the same sector;

having regard to the Interministerial Decree of 9 July 2009, concerning the equivalence between the diplomas of degrees under the old system, specialist degrees (LS) pursuant to Ministerial Decree 509/99 and master's degrees (LM) pursuant to Ministerial Decree 270/2004, for the purposes of participation in public competitions;

recalled the current University Regulations on "Recruitment and discipline of fixed-term Technologists pursuant to art. 24 bis of Law no. 240 of 30.12.2010", issued by Rector's Decree Rep. DRD no. 758/2022, prot. no. 109475 of 06.05.2022;

having regard to the National Recovery and Resilience Plan (PNRR), officially submitted to the European Commission on 30 April 2021 pursuant to art. 18 of Regulation (EU) No. 2021/241 and positively assessed by Decision of the ECOFIN Council of 13 July 2021 and notified to Italy by the General Secretariat of the Council with note LT161/21, of 14 July 2021;

having regard to the Decree of the Ministry of Economy and Finance of 6 August 2021, amended on 23 November 2021, on "Allocation of financial resources provided for the implementation of the interventions of the National Recovery and Resilience Plan (PNRR) and distribution of milestones and targets for six-monthly reporting deadlines";

acknowledging that:

1. with Rector's Decree no. 1202 of 14.07.2022, ratified by Resolution CDA/28-07-2022/296, the participation of the University of Parma in the project initiative "Ecosystem for Sustainable Transition in Emilia-Romagna" (CUP D93C22000460001) was approved;
 - the University of Parma carries out activities within the above-mentioned Project with the role of leader of Spoke 4 and Spoke 6 and affiliated to the other Spokes 1,2,3 and 5;
 - on the project "Ecosystem for Sustainable Transition in Emilia-Romagna" (Ecosister), funded by the European Union NextGenerationEU (PNRR) - Mission 4 Component 2 Investment 1.5, referred to in Notice no. 3277 of 30.12.2021 of the MUR (project data: protocol of the application ECS00000033, decree granting funding no. 1052 of 23/06/2022, CUP D93C22000460001), activities related to the TTIP are planned;
 - in the ECS project, through five areas of intervention – Acceleration, Training, Incubation, Technology Transfer and Public Engagement – the TTIP involves universities, startups, SMEs, businesses and the Public Administration in the dissemination of innovative solutions for a more sustainable and attractive region;

considering that the activities related to the project "Ecosystem for Sustainable Transition in Emilia-Romagna" (Ecosister) will end on 31 December 2025;

recalled the Integrated Plan of Activities and Organization (PIAO) 2025-2027, year 2025, in compliance with art. 6 of Legislative Decree 80/2021, converted by Law no. 113 of 6 August 2021, and approved by resolution CDA/17-12-2024/539 of 17.12.2024, with the favourable opinion of the Academic Senate expressed by resolution SA/17-12-2024/151 of 17.12.2024;

considering that the operational objectives for the year 2025 include objective S4_02_2025 - Establishment of the Clinical Research Office and that this objective is aimed at establishing a non-profit clinical research support structure, in collaboration with the University Hospital of Parma;

Acknowledging that the project "PIAO - STRATEGIC OBJECTIVES YEAR 2025 - Clinical Research Office" CRO - CUP Code: D99B24000180005 - provides for the development of activities oriented towards Study Planning, Pharmacovigilance, Statistical Activities, Centralized Data Management, Regulatory Activities, Data Collection, Monitoring and Project Management;

recalled the Resolution of the Director of the Research and Enhancement Area no. 465/2025, prot. no. 44878 of 12.02.2025, concerning the approval of the activation of a recruitment procedure for no. 1 Level I Technologist, with gross annual salary corresponding to that provided for by the current CCNL "Education and Research" Sector for the former EP category, economic position EP1, of the roles of the technical-administrative staff of the Universities, within the following projects, which are synergistic and converge on the creation and development of a regional knowledge ecosystem:

Project Title	"Ecosystem for Sustainable Transition in Emilia-Romagna" (Ecosister)
Technical Manager	Dott. Michele Nicolosi
CUP Code	ECS D93C22000460001
Period of activity	May to December 2025

Project Title	"PIAO – OBIETTIVI STRATEGICI ANNO 2025 - Clinical Research Office" CRO
Technical Manager	Dott. Michele Nicolosi
CUP Code	D99B24000180005
Period of activity	January to October 2026

recalled the Rector's Decree no. 389/2025 Prot. 50390 of 14.02.2025, issued as a matter of urgency, subject to subsequent ratification by the Board of Directors, with which the aforementioned proposal of the Director of the Research and Enhancement Area was implemented and, at the same time, the start of the recruitment procedure was authorized, pursuant to art. 24 bis of Law no. 240 of 30.12.2010, of no. 1 Level I Technologist, with a full-time and fixed-term employment contract, lasting 18 months, as part of the aforementioned projects;

Acknowledging that the total cost for the recruitment of the aforementioned professional figure amounts to € 89,978.00 taking into account the following:

- the total gross annual cost (including IRAP) is € 52,533.00;
- the gross annual cost (including charges), relating to the variable ancillary salary, the amount of which will be effectively quantified on the basis of the assessment carried out annually in relation to the objectives achieved, corresponding to 15% of the total gross annual salary, is equal to € 7,452.39;

and that the related expense will be borne by the two projects described above, as indicated below, which have the necessary availability:

PROJECT Code	CUP	ANALYTICAL UNIT	AMOUNT
PNRR_ECS_2022_ATTREZZATURE_ALTRO Months from May to December 2025 of the contract (8 months)	D93C22000460001	UA.PR.AC.AR06.RICNAZ U.O. Supporto alla Ricerca Nazionale e Industriale	€ 39.991,00
RIC_S4_01_2025_CRO Months from January to October 2026 of the contract (10 months)	D99B24000180005	UA.PR.AC.AR06.INNOV U.O. Valorizzazione della Ricerca e Promozione dell'Innovazione	€ 49.987,00

Considering, therefore, to proceed with the issuance of a public selection notice for the recruitment of no. 1 technologist pursuant to Article 24bis of Law no. 240/2010, of first level, with a full-time and fixed-term employment contract, lasting 18 months, with remuneration corresponding to that provided for by the CCNL Education and Research for the *former* EP Category, economic position EP1, for activities within the above-mentioned projects;

considering that both the reservation of places in favor of the volunteers of the Armed Forces referred to in art. 11 of Legislative Decree 8/2014 and art. 678, paragraph 9, of Legislative Decree 66/2010, that the reservation of places in favor of volunteer operators who have completed the universal civil service without demerit, referred to in art. 18, paragraph 4, of Legislative Decree no. 40 of 6 March 2017 and subsequent amendments, will apply to the scrolling of the ranking list in which those entitled are included;

Whereas, finally, this notice should also be published on the InPA portal, the 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;

D E T E R M I N A

- ART. 1 -

ANNOUNCEMENT OF THE PUBLIC SELECTION

A public selection is announced, pursuant to art. 24 bis of Law no. 240 of 30.12.2010, for the recruitment of no. 1 Level I Technologist, with a full-time and fixed-term employment contract, with a total duration of 18 months, and gross annual salary corresponding to that provided for by the current CCNL "Education and Research" Sector for the *former* EP Category, economic position EP1, of the roles of the technical-administrative staff of the Universities, for activities within the following projects:

Project Name	Progetto PNRR "Ecosystem for Sustainable Transition in Emilia-Romagna" (Ecosister) - CUP: ECS D93C22000460001 - PER N. 8 MESI
Project Name	Progetto "PIAO – OBIETTIVI STRATEGICI ANNO 2025 - Clinical Research Office" CRO – CUP: D99B24000180005 - PER N. 10 MESI
Technical Manager	Dott. Michele Nicolosi

at the Research and Enhancement Area of the University of Parma.

The locations of the University of Parma are located in Parma and in Piacenza.

- ART. 2 -

RESERVES, EQUAL OPPORTUNITIES AND GENDER BALANCE

Reserve in favour of volunteers of the Armed Forces.

Pursuant to art. 11 of Legislative Decree no. 8 of 28.01.2014 and art. 678, paragraph 9, of Legislative Decree no. 66 of 15.03.2010, the reservation of places in favor of volunteers of the FF. AA will be applied by scrolling down the ranking, possibly arranged on the basis of current legislation, in which those entitled are included. Candidates in possession of the necessary qualifications, in order to take advantage of this reserve, must produce a specific declaration when applying for participation.

Reserve in favour of volunteer operators who have completed the universal civil service without demerit

The reservation of places in favour of volunteer operators who have completed the universal civil service without demerit, referred to in art. 18, paragraph 4, of Legislative Decree no. 40 of 6 March 2017, will apply to the scrolling of the ranking, possibly arranged on the basis of current legislation, in which those entitled are included. Candidates in possession of the necessary qualifications, in order to take advantage of this reserve, must produce a specific declaration when applying for participation.

Equal opportunities and gender balance

Equality and equal opportunities between men and women are guaranteed 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 Area and sector of the position covered by this call, the representativeness of genders in the University of Parma, as of 31.12.2024, is as follows:

uomini	28,48 %
donne	71,52 %

with a differential of more than 30% and the consequent applicability of the preference title referred to in art. 6 of Presidential Decree 487/1994 and subsequent amendments, also referred to in art. 9, letter o) of this announcement, for the male gender.

- ART. 3 -

PROFILE AND SKILLS REQUIRED

The professional figure required, within the framework of the directives and coordination of the Technical Manager, as well as in compliance with the levels of responsibility and autonomy provided for by the current CCNL, will be in charge, as part of the **PNRR project "Ecosystem for Sustainable Transition in Emilia-Romagna" (Ecosister)**, to which he will be assigned for n. 8 months, as well as as within the project "**PIAO – STRATEGIC OBJECTIVES YEAR 2025 - Clinical Research Office CRO**", which will be assigned for 10 months, mainly, the **following functions and activities** with a high technical and administrative content:

- *research project management*: support for the management of project research activities, support for resource management and compliance with project timelines; interaction with project stakeholders; monitoring with respect to the achievement of project scientific objectives; budget management; support for communication and dissemination of results;
- *IP Management*: support for the enhancement of the University's intellectual property; IP mapping (e.g. patents, know-how, software, etc.) and analysis of the reference market, support in identifying possible investments and funding related to IP;
- support in the protection, protection and exploitation of IP;
- *Business Innovation and Development*: support in *scouting* for new strategic business, networking and innovation opportunities; planning of activities related to the development of innovation and development initiatives; support

for training activities on issues related to entrepreneurship and new opportunities for business-university collaboration;

- support for the design of clinical trials: objective of the study, type of study, sample estimates, planning of data analyses and expected results;
- generation of the dataset for CRFs;
- drafting of the epidemiological and statistical section within the documents for the ethics committee and in any contracts in multicenter studies; analysis of data and reporting, and subsequent revisions of the study (for amendments or *peer review*), analysis and reporting;
- training and information activities aimed at researchers on the subjects of competence;
- drafting and submission of research protocols to the Ethics Committee;
- preparation, collection and storage of all study documentation (source documents and Investigator Study File);
- management of relations with the Ethics Committee;
- data management (collection, processing, processing and transfer to the Data Collection Form or Case Report Form (CRF), conception and processing of the CRF;
- collection of biological samples and management of relations with Biobank;
- support for the drafting of research agreements and contracts;
- management of relationships with CRA and support during clinical monitoring;
- drafting of monthly, biannual and final reports [EFSA];

for the performance of which it is required to possess **skills** in the following subjects and processes:

Knowledge	<ul style="list-style-type: none"> • Knowledge of intellectual property and technology transfer • knowledge of clinical trials gained through participation in observational and experimental studies with particular reference to: <ul style="list-style-type: none"> – Biostatistics (study planning, statistical analysis, interpretation and presentation of data) – management of research and experimentation in the clinical field – Knowledge of the Standards of Good Clinical Practice (GCP)
Capacity or Ability	<ul style="list-style-type: none"> • know how to operate according to deadlines and priorities, working both independently and in a group with colleagues and relating to the reference manager • good knowledge of the English language corresponding to level C1 of the Common Framework of Reference for Languages (CEFR) • excellent knowledge and ability to use the Microsoft Excel application
Soft Skills	<ul style="list-style-type: none"> • know how to orient oneself in the analysis of problems and be proactive in identifying suitable solutions • be equipped with good interpersonal skills towards colleagues, users and University structures

- ART. 4 -

ADMISSION REQUIREMENTS FOR SELECTION

To be admitted to the selection, the following specific requirement must be met on the date of expiry of the deadline established for the submission of the application for admission:

1) Qualifications:

Master's degree (LM) obtained pursuant to Ministerial Decree 270/2004 or Specialist Degree (LS) obtained pursuant to Ministerial Decree 509/1999 or Bachelor's Degree Diploma (DL) obtained before Ministerial Decree 509/1999, or qualification equivalent by current legislation.

Candidates in possession of a qualification obtained abroad can participate in the selection:

- declaring in the application the data relating to the provision of academic recognition (*former equivalence*),¹ issued by a university or other Italian higher education institution, with which the foreign qualification in Italy has been conferred, assimilating it *on a one-off basis* to the Italian qualification required by the call for applications and allowing all the uses related to it;

or

- attaching to the application a copy of the receipt of the start of the recognition procedure aimed at ² the declaration of equivalence of the foreign qualification to the Italian qualification required by this call, for non-academic purposes, according to the procedure referred to in art. 38 of Legislative Decree 30.03.2001 n. 165³. This procedure must be started by the deadline of the call: in this case, the candidate is admitted to the selection with reservations, it being understood that the provision with which the Department of Public Administration declares the equivalence of the qualification must be possessed at the time of recruitment. Pursuant to art. 1, paragraph 28-quinquies, point 3, of Law no. 15 of 25.02.2022 converting Legislative Decree no. 228 of 30.12.2021, the Department of Public Administration will conclude the recognition procedure only with regard to the winners of the selection, who have the burden, within 15 days and under penalty of forfeiture, of notifying the Ministry of University and Research - MUR of the publication of the ranking.

2) particular professional experience, which can be obtained from documented work experience relevant to the required profile, lasting at least 3 years, in research and experimentation in the clinical field and/or in Research Management.

The particular professional experience and its relevance to the profile sought must:

- be explicitly specified through a specific self-certification made pursuant to Presidential Decree 445/2000, if accrued with Italian public bodies,

or

- be proven by employment contracts and/or other suitable documentation in the residual cases.

For these purposes, it is not possible to attach the *curriculum vitae*.

It should also be noted that the period indicated for the purposes of admission to this selection procedure cannot be taken into consideration as a qualification that can be assessed pursuant to Article 9 below.

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 as amended, the following may also participate in the selection procedure:
- 2) family members of citizens of Member States of the European Union, who are not citizens of a Member State, who hold the right of residence or the right of permanent residence;
- 3) third-country nationals who hold an EC long-term residence permit (*former residence card*);
- 4) third-country nationals who hold refugee status;
- 5) third-country nationals of subsidiary protection status.
- 6) age not less than 18 years;

¹ For more information on the academic recognition procedure (*formerly equivalence*), please see:
<https://www.cimea.it/pagina-riconoscimento-accademico>

² For more information on the finalised recognition procedure (*formerly equivalence*), please see:
<https://www.mur.gov.it/it/aree-tematiche/universita/equipollenze-equivalenza-ed-equiparazioni-tra-titoli-di-studio/titoli>
<https://www.cimea.it/pagina-riconoscimento-non-accademico>

³ The application must be submitted on a special form, attaching the required documents, to the Presidency of the Council of Ministers (Department of Public Administration – P.P.A. Office – Recruitment Service) and, at the same time, to the Ministry of University and Research (MUR) (link: <https://www.funzionepubblica.gov.it/articolo/dipartimento/22-02-2016/modulo-la-richiesta-dellequivalenza-del-titolo-di-studio-stranieri>)

- 7) enjoyment of civil and political rights; for candidates who are not Italian citizens and do not hold refugee or subsidiary protection status, the enjoyment of civil and political rights refers to the country of citizenship;
- 8) physical fitness for employment; the University has the right to subject the winner of the selection and suitable candidates hired by virtue of any scrolling, according to current legislation, to a medical check-up;
- 9) be in compliance with the rules concerning military service (declaration reserved only for Italian citizens born within the year 1985);
- 10) not to be excluded from the active political electorate;
- 11) not have been dismissed or dispensed from employment with a public administration for persistent insufficient performance, pursuant to sector regulations, or dismissed for the same reasons or for disciplinary reasons pursuant to current legal or contractual regulations, or declared forfeited for having obtained the appointment or recruitment through the production of false documents or vitiated by irremediable nullity, or licensed in accordance with current legal or contractual regulations;
- 12) not to have been convicted of any criminal offences with a final judgment and not to have any criminal proceedings or administrative proceedings for the application of security or prevention measures, as well as a criminal record against them that can be entered in the criminal record, pursuant to Article 3 of Presidential Decree no. 313 of 14 November 2002. Otherwise, the convictions, the proceedings against them and any criminal record must be indicated, specifying the date of the measure and the judicial authority that issued it or the one in which any criminal proceedings are pending.

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

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

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

- ART. 5 -

APPLICATION AND TERMS OF ADMISSION TO THE 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 the following address::

<https://pica.cineca.it/unipr/2025tect001>

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

The procedure for filling in and sending the application electronically (including any required documentation) must be completed no later than 11.59 p.m. (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>) If the deadline indicated falls on a public holiday, the deadline is 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 **2025tecT001**.

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 deactivated strictly at the end of the deadline and the computer system will no longer allow access to the *form*, nor the submission of the application.

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

The online application form must be completed in all its parts, as indicated in the procedure; The required documents can only be attached in PDF format.

Under penalty of exclusion, the application must be signed by the candidate in one of the ways specified in the guidelines.

Within the deadline of the call, the candidate can withdraw his/her application using the PICA system; the receipt of the withdrawal application and its registration will be notified to the candidate by means of two separate e-mail messages. After the deadline of the call, any waiver to participate in the selection, signed and dated, must be promptly communicated to protocollo@unipr.it or 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 <https://pica.cineca.it/unipr.page>.

In the application, the candidate must indicate the domicile elected for the purposes of the 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

Furthermore, the Administration does not assume responsibility for the failure to receive communications, due to inaccurate indications from the competitor or from failure or late communication of the change of addresses and contact details indicated in the application, nor for any computer errors, in any case attributable to third parties, fortuitous events or force majeure.

After the expiry of the deadline of this call, no documentary integration will be admitted.

In the application form, the candidate must declare, under his/her own personal responsibility and pursuant to Presidential Decree no. 445 of 28.12.2000, the following:

- a) surname and first name (married women must indicate their maiden name);
- b) place and date of birth;
- c) possession of Italian citizenship or citizenship of one of the Member States of the European Union, or of being a family member of a citizen of one of the Member States of the European Union holding the right of residence or the right of permanent residence, or of being a third-country national holding an EU residence permit for long-term residents or of being a holder of refugee status or subsidiary protection status;
- d) if an Italian citizen, the municipality in which he/she is registered, or the reasons for non-registration or cancellation from the same lists, if a foreign citizen, to enjoy civil and political rights also in the countries of origin or provenance or the reasons for not enjoying them. Candidates with citizenship other than Italian must also declare that they have adequate knowledge of the Italian language;
- e) possession of the qualification required for participation in the selection procedure;
- f) possession of the particular professional qualification required;
- g) that he/she has not been convicted of any criminal offences with a final judgment and that he/she has no criminal proceedings or administrative proceedings for the application of security or prevention measures, as well as a criminal record against him/her that can be entered in the criminal record, pursuant to Article 3 of Presidential Decree no. 313 of 14 November 2002. Otherwise, the convictions, the proceedings against them 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;
- h) not to have been dismissed or dispensed from employment in a public administration for persistent insufficient performance, pursuant to industry regulations, or dismissed for the same reasons or for disciplinary reasons pursuant to current legal or contractual regulations;
- i) that he/she has not been declared forfeited for having obtained the appointment or recruitment through the production of false documents or vitiated by irremediable nullity;
- j) that they have not been convicted with a final sentence for crimes that constitute an impediment to employment in a public administration;

- k) possession of the qualification required for participation in the selection;
- l) its position with regard to military obligations;
- m) any services provided in Public Administrations and any causes for termination of previous public employment relationships;
- n) any reserve qualifications required by law and/or preference, referred to in Article 10 below, held on the date of expiry of the deadline for submitting applications for admission to the selection;
- o) physical fitness for employment, to be ascertained by the administration at the time of any hiring;
- p) 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 domicile elected for the purposes of the selection. Any change in residence/domicile must be promptly communicated to the address concorsipta@unipr.it

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

- states, facts and qualities that can be certified or attested by Italian public entities;
- states, facts and qualities that can be certified or attested in application of international conventions between Italy and the country of origin of the declarant, indicating the Convention invoked and the act by which it was transposed into Italian law.

Apart from the above cases, candidates will have to make a simple declaration relating to the states, facts and qualities required. At the time of any assumption of 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 credited to a 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 no. 104 of 5 February 1992 and Law no. 68 of 12 March 1999**, in the application form, must explicitly request the necessary aid, in relation to their disability, as well as the possible need for additional time for the completion of the tests to be documented, both, by means of a suitable certificate issued by the medical-legal commission of the ASL of reference or equivalent public structure.

Candidates **diagnosed with specific learning disorders (SLD)**, in application of art. 2, paragraph 1, of the D.P.C.M. of 9.11.2021, will have the opportunity to request the following dispensatory measures or the following compensatory tools and/or additional time for the completion of the written test, as follows:

- oral interview instead of the written test for candidates with severe and documented dysgraphia and dysorthography;
- word processing programs with spell checker or voice dictator instead of the written test, in cases of dysgraphia and dysorthography that do not fall under the previous point;
- speech reading programs, for candidates with dyslexia;
- use of the calculator, for candidates with dyscalculia;
- any other technological aid deemed suitable;
- additional time not exceeding 50% of the time allotted for the test;

the granting and assignment of which is determined at the sole discretion of the Selection Committee, on the basis of the documentation presented and the objective examination of each specific case. To this end, candidates, in the application form, are required to document this condition by explicitly requesting the dispensatory 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 medical-legal commission of the ASL of reference or by an equivalent public structure, to be attached to the application for admission to the selection.

In both of the aforementioned cases, failure to indicate in the application the request for compensatory aids and tools and/or additional time and/or, in permitted cases, to replace the written test with an interview, as well as the failure to submit the required documentation, exempt the Administration from any obligation in this regard. The request must be drawn up following the instructions available in the *online* application procedure for participation in the competition procedure.

The University ensures participation in the tests, without prejudice, to **candidates who are unable to comply with the calendar set out in the call for applications 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, at least 7 days before the date set for the test, a specific request in order to allow the Administration to adopt adequate organizational measures.

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

- ART. 6 -

ATTACHMENTS TO THE APPLICATION FORM

The application must be accompanied by the following attachments:

- a) copy of the bank transfer relating to the participation fee;
- b) documentation certifying the possession of any particular professional experience referred to in art. 3 of this announcement;
- c) *curriculum vitae*, having the value of self-certification, pursuant to Presidential Decree 445/2000⁴, drawn up according to the European format, duly dated and signed, containing the explicit and articulated statement of the activities and professional experience carried out, as well as the role held;
- d) list and documentation relating to the possession of any qualifications referred to in art. 9 of this announcement, subject to evaluation;
- e) *(if applicable)* receipt of the start of the procedure for the equivalence of one's qualification to that required by the call, according to the procedure referred to in art. 38 of Legislative Decree 30.03.2001 n. 165;
- f) *(if applicable)* for candidates who, pursuant to Article 16 of Law No. 68 of 12.03.1999, Art. 20 of Law No. 104 of 5.02.1992 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, suitable certification issued by the appropriate medical-legal commission of the ASL of reference or by an equivalent public structure;
- g) copy of a valid identity document (front and back) with visible signature, even for those signed with a digital signature.

- ART. 7 -

EVALUATION COMMISSION

The evaluation Commission will be appointed by subsequent provision of the Director General, in compliance with the provisions in force on the subject and will be composed of three members, chosen from among professors or experts with proven competence in the subjects subject to selection, including those external to the University, on the proposal of the structure proposing the recruitment of the Technologist.

- ART. 8 -

PROGRAMMA D'ESAME

This selection is based on qualifications and exams. The Selection Committee will have a total of **100 points**, divided as follows:

⁴ In this case, the *curriculum vitae* must contain the following wording: "Pursuant to and for the purposes of articles 46 and 47 and aware of the criminal sanctions provided for by article 76 of Presidential Decree no. 445 of 28 December 2000 in the event of falsity in deeds and false declarations, I declare that the information contained in this curriculum vitae, drawn up in European format, correspond to the truth."

written test	punteggio massimo attribuibile: 30
oral exam	punteggio massimo attribuibile: 30
Evaluation of qualifications	punteggio massimo attribuibile: 40

The exams will consist of a written test (also with theoretical-practical content) and an oral test.

WRITTEN TEST

The written test, the duration of which will be set by the Selection Committee, will be carried out in presence. 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.

It will consist of a series of open-ended questions or the development of a paper, also with theoretical-practical content, and will focus on topics related to the areas of skills required of the professional figure, specified in art. 3 of this announcement. This test will also ascertain the candidates' aptitude to analyze and provide technical, operational, organizational and managerial solutions to problems related to the advertised profile.

The maximum score that can be attributed to the written test is 30 points. **Candidates who have obtained a mark of at least 21 points in the written test will be admitted to the oral test.**

During the written test, candidates may not bring books, periodicals, daily newspapers and other publications of any kind, nor may they carry bags or the like, capable of containing such publications, which must in any case be delivered before the start of the tests to the supervisory staff, who will return them at the end of the same, without, however, assuming any responsibility for their content. The use of electronic equipment (computers, mobile phones or PDAs and other) will also not be allowed, except for those provided by the Administration, under penalty of immediate exclusion from the competition. 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 test is held.

Furthermore, during the test, candidates are not allowed, under penalty of immediate exclusion from the competition, to communicate with each other verbally or in writing, or to relate to others, except with the supervisors or with the members of the Selection Committee.

ORAL EXAM

The oral test will take place in presence, will consist of an interview aimed at deepening the knowledge, skills and professional skills, as well as the transversal attitudes and competencies defined in relation to the profile to be filled, specified in art. 3 of this call.

During the oral examination, pursuant to art. 37 of Legislative Decree no. 165 of 30.03.2001, the following will also be ascertained:

1. the knowledge and ability to use the most commonly used computer applications.

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

At the end of the session dedicated to the oral test, the Selection Committee 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, which can be reached via a link at [the http://www.unipr.it/node/17504](http://www.unipr.it/node/17504) address, as well as on the recruitment portal InPA – Department of Public Administration.

CALENDAR AND METHODS OF CARRYING OUT THE TESTS

WRITTEN TEST	<p>The written test will take place on:</p> <p>APRIL 8, 2025 AT 10:00</p> <p>at Room "A" - CARISSIMI Complex - Borgo Carissimi, number 10 and 12 - PARMA</p> <p>The list of candidates admitted to the written test, as well as any changes to what has already been communicated, will be made known to candidates on 1 APRIL 2025, by publication of a notice, having the value of notification, on the University institutional website, in the section dedicated to the procedure, which can be reached via the link at the following link http://www.unipr.it/node/17504</p>
ORAL EXAM	<p>The oral test will take place on the day:</p> <p>APRIL 9, 2025 AT 10:00</p> <p>at Room "A" - CARISSIMI Complex - Borgo Carissimi, number 10 and 12 - PARMA</p> <p>The list of candidates admitted to the oral exam, as well as any changes to what has already been announced, will be communicated to candidates on 8 APRIL 2025, by publication of a further notice, having the value of notification, on the University's institutional website, in the section dedicated to the procedure, which can be reached via a link at the following link http://www.unipr.it/node/17504</p>

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 assigned by the Pica application to the relevant application submitted.

The absence of the candidate from the tests will be considered as a waiver of the procedure, whatever the cause.

- ART. 9 -

EVALUATION OF QUALIFICATIONS

The qualifications that can be assessed, which will be awarded an **overall score not exceeding 40 points** (of which up to 20 points for educational qualifications and up to 20 points for the particular cultural and professional qualification), provided that they are related to the activities of the post put up for selection, are the following:

CATEGORY ⁵		Maximum score
A	QUALIFICATIONS:	
	Score of the qualification claimed as an entry requirement	Until 15 punti
	Other qualifications (e.g. master's degree, PhD, graduate school)	Until 5 punti
B	PARTICULAR CULTURAL AND PROFESSIONAL QUALIFICATION:	
	Work and research experience	Until 10 punti
	Participation in courses and conferences related to the advertised profile	Until 5 punti
	Further professional experience relevant to the advertised profile	Until 5 punti

Qualifications relied on as an access requirement are not among the qualifications that can be assessed, except for the reference to the score of the qualification relied on as an access requirement.

⁵ Pursuant to art. 3, paragraph 5, of Presidential Decree 487/1994 as amended, in the assessment relating to the service provided, absences due to maternity, breastfeeding and paternity are equated with the service actually provided.

Evaluation

The Selection Committee will determine the criteria for the evaluation of 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 test is held.

The evaluation and attribution of the score to the qualifications presented by the candidates will be carried out by the Selection Committee itself after the completion of the oral test, only for the candidates who have passed it, and, in any case, within 30 days from the last session dedicated to carrying it out.

The outcome of the evaluation will be published at the same time as the publication of the final ranking at link <http://www.unipr.it/node/17504>.

Presentation methods

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

- presented in photocopy with a declaration in lieu of affidavit certifying its conformity to the original, pursuant to art. 47 of Presidential Decree no. 445 of 28.12.2000, together with a photocopy of the front and back of an identification document;
- declared in lieu of certification, pursuant to art. 46 of Presidential Decree no. 445 of 28.12.2000, 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 no. 445 bis of 28.12.2000⁶, drawn up according to the European format, duly dated and signed, also containing the explicit and articulated statement of the activities and professional experience carried out, as well as the role held.

Acts and documents drawn up in a foreign language must be accompanied by an Italian translation that conforms to the foreign text, drawn up by the competent diplomatic or consular representation, or by an official translator.

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

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

- ART. 10 -

APPLYING PREFERENCES AND RESERVATIONS

Pursuant to art. 5, 6 and 16 of Presidential Decree 487/1994, as amended by Presidential Decree no. 82 of 16 June 2023, candidates who pass the oral test must send the administration itself, by sending an e-mail to the protocollo@unipr.it address, indicating as subject "**Selection 2025tecT001 - qualifications of preference and/or reserve**", the digital documentation certifying the possession of the qualifications of preference and/or reserve, already indicated in the application for participation in the selection procedure, within the peremptory deadline that will be indicated by the Administration with a specific notice published, at the same time as the results of the oral test, 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 making a request to other public administrations.

The express mention of these qualifications in the application for participation in the competition procedure, with the precise indication of the elements essential for the retrieval of the information or data requested, as provided for by art. 43 of Presidential Decree no. 445 of 28.12.2000, is a necessary condition for their evaluation: in the absence of these, the candidate is excluded from the benefits.

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

⁶ In this case, the *curriculum vitae* must contain the following wording: "*Pursuant to and for the purposes of articles 46 and 47 and aware of the criminal sanctions provided for by article 76 of Presidential Decree no. 445 of 28 December 2000 in the event of falsity in deeds and false declarations, I declare that the information contained in this curriculum vitae, drawn up in European format, correspond to the truth.*"

- a) those awarded the medal for military valor and civil valor, if they have ceased service;
- b) the maimed and disabled for service in the public and private sectors;
- c) orphans of the fallen and children of the mutilated, disabled 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;
- d) those who have rendered commendable service⁷ in any capacity, for not less than one year, in the administration that announced the competition, where they do not benefit from another title of preference due to the service rendered;
- e) greater number of dependent children;⁸
- f) disabled and mutilated civilians who do not fall within the case referred to in letter b);
- g) volunteer soldiers of the Armed Forces discharged without demerit at the end of the stop or re-enlistment;
- h) athletes who have had sports employment relationships with military sports groups and civil corps of the State;
- i) have successfully completed the additional period of completion at the trial office 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;
- j) 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, even if they are not part of the trial office, pursuant to Article 50, paragraph 1-quinques, of Decree-Law 24 June 2014, 90, converted, with amendments, by Law No. 114 of 11 August 2014;
- k) have successfully completed an 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;
- l) be the holder 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;
- m) belonging to the less represented gender, at the University of Parma, in relation to the qualification covered by this call, in the event that the differential in representativeness between genders, calculated as of 31.12.2023, is greater than 30% (art. 6 of Presidential Decree 487/1994);
- n) minor.

- ART. 11 -

FORMULATION AND APPROVAL OF THE RANKING LIST

The final ranking of the candidates will be drawn up, taking into account the timing dictated by Presidential Decree 487/1994, by the Selection Committee according to the descending order of the overall mark obtained by each candidate who has passed all the tests, with the observance of any reservations provided for and, in the event of a tie, of the preferences referred to in art. 5 of Presidential Decree no. 487/1994 and subsequent amendments and additions.

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

The Administration, with a Directorial Determination, will arrange for the publication of the final ranking, as drawn up by the Selection Committee, on the online Register, on the website of the University of Parma in the section dedicated

⁷ Commendable service: not having reported disciplinary sanctions greater than the verbal reprimand in the two years prior to the deadline of the call.

⁸ Dependent children. Children (including adopted, foster or affiliated children) are considered (fiscally) dependent, regardless of whether or not they have exceeded certain age limits and whether or not they are dedicated to studies or free internships, who in the previous year have had a total income equal to or less than € 2,840.51 gross of deductible charges. The limit is raised to € 4,000.00 for children under the age of 24. The income referred 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 circumstance that, from a tax point of view, they have been placed at the expense of one, the other or both parents.

to the procedure, which can be reached by connecting to the <http://www.unipr.it/node/17504> address, as well as, at the same time, on [the recruitment portal InPA – Department of Public Administration](#) and will declare the winners under a condition precedent of the verification of the requirements for admission to employment. The deadline for any appeals runs from the day of publication of this notice.

The ranking list will take effect within the terms of the law. No declarations of eligibility for selection will be made.

ART. 12 -

ESTABLISHMENT OF THE EMPLOYMENT RELATIONSHIP

The candidate declared the winner, subject to ascertaining the possession of the requirements set out in this announcement, will be invited, for the purpose of recruitment at the University of Parma as a Technologist, to enter into an individual full-time and fixed-term employment contract, lasting 18 months, with a total gross annual salary corresponding to that provided for by the current CCNL, "Education and Research" sector for the *former* EP category, economic position EP1, of the roles of technical-administrative staff, equal to € 36,313.00, to which is added the annual ancillary economic treatment, provided for by art. 2 bis of the current "Regulation and discipline of fixed-term technologists pursuant to art. 24 bis of Law no. 240 of 30.12.2010", corresponding to 15% of the same salary.

Under no circumstances can the fixed-term employment relationship automatically be converted into an open-ended employment relationship, pursuant to art. 36, paragraph 5, of Legislative Decree no. 165 of 30.03.2001.

At the time of taking up the service, the employee is required to prove, pursuant to art. 46 of Presidential Decree no. 445 of 28.12.2000, by means of a declaration in lieu of certifications, the possession of the requirements for admission to employment, as specified in this notice. The declaration relating to the requirement of citizenship and the enjoyment of political rights must indicate the possession of the requirement on the date of expiry of the call. Failure to deliver or incomplete delivery of the required documentation or failure to regularise the documentation within the prescribed deadline will result in the immediate termination of the employment relationship.

Failure to deliver or incomplete delivery of the required documentation or failure to regularise the documentation within the prescribed deadline will result in the immediate termination of the employment relationship.

- ART. 13 -

RECRUITMENT INTO SERVICE

In compliance with the provisions of art. 105 of the current CCNL 2019/2021 - Education and Research Sector, the probationary period will last four weeks.

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

Failure to take on the service, within the term established by the contract, without justified reason, assessed unquestionably by the Administration, will result in the immediate termination of the employment contract. If the winner is authorised to take up service, for justified reasons, with a delay on the deadline set, the economic effects will start from the day of taking up service.

- ART. 14 -

PERSON IN CHARGE OF THE PROCEDURE AND RIGHT OF ACCESS TO DOCUMENTS

Pursuant to Law no. 241 of 7.08.1990 and subsequent amendments and additions:

Responsible administration	University of Parma
Subject-matter of the proceedings	Public selection for the recruitment of n. 1 Fixed-term Technologist
Office, digital domicile and Responsible for the procedure	Area Personale e Organizzazione / U.O. Reclutamento PEC: protocollo@pec.unipr.it Avv. Anna Maria Perta

How to view the documents and exercise the rights provided for by Law 241/1990 and subsequent amendments	To exercise the right of access to procedural documents, a request must be sent to the University protocol using the form available on the website (link: https://www.unipr.it/node/12548)
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Pursuant to the current Article 12, paragraph 3, of Presidential Decree No. 487 of 9.05.1994, the obligations to communicate to the counterparties referred to in Article 3, paragraph 1, of Presidential Decree No. 184 of 12.04.2006 and Article 5, paragraph 5, of Legislative Decree No. 33 of 14.03.2013, will be deemed fulfilled by publication of a specific notice on the InPA Portal by this Administration, to which the request for access to the 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 of carrying out the selection and managing any employment relationship, in compliance with the provisions in force. Candidates are invited to read the specific [information, provided pursuant to Article 13 of EU Regulation 2016/679](#) – General Data Protection Regulation, published on the University website.

- ART. 16 -

SAFEGUARD OR POSTPONEMENT RULES

This announcement constitutes the "*lex specialis*" of the competition procedure and participation in the same implicitly implies the acceptance, without any reservation, of all the provisions contained therein.

For anything not provided for in this announcement, the provisions in force regarding the conduct of competitions, as well as those contained in the National Collective Labour Agreement of the "Education and Research" Sector, in force from time to time, shall apply.

The University of Parma will carry out checks on the veracity of the substitute declarations made in respect of the candidates declared winners or eligible candidates, pursuant to art. 71 of Presidential Decree no. 445 of 28.12.2000. Should the check 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 necessary, the termination of the contract stipulated will be determined, without prejudice to the provisions of art. 76 of Presidential Decree no. 445 of 28.12.2000 on criminal sanctions.

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

An extraordinary appeal to the Head of State may be lodged against this measure within 120 days from the date of publication, or, in judicial proceedings, an appeal to the Regional Administrative Court, within 60 days from the same date.

- ART. 17 -

INFORMAZIONI

For any information, interested parties can contact the Organizational Unit (O.U.) Recruitment, Via Università 12, 43121 Parma – Telephone numbers: 0521.034382 / 0521.034384 / 0521.034386 / 0521.034108 - E-mail address: concorsipta@unipr.it

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

This call for applications, drawn up in Italian and English, will be made public by:

- ✓ publication on the recruitment portal InPA - Department of Public Administration;

- ✓ publication on the website of the MUR – European Union, at the address <https://bandi.mur.gov.it/> ;
- ✓ publication on the online Register and on the website of this University at <http://www.unipr.it/node/17504>.

Unless otherwise specified, communications to candidates will be provided only by publication of the same on the University website, in the section dedicated to the procedure, which can be reached at the address indicated above. Such publications will be deemed to be notification to all intents and purposes. Candidates, in order to acquire all the necessary information, are therefore required, for the entire duration of the competition procedure, to consult the institutional website of the University.

Avv. Candeloro Bellantoni

Digitally signed pursuant to Legislative Decree no. 82/2005

U.O.R. Unità Organizzativa Responsabile	Area Personale e Organizzazione	Avv. Anna Maria Perta
R.P.A. Responsabile del Procedimento Amministrativo	U.O. Reclutamento	