



# UNIVERSITÀ DEGLI STUDI DI PARMA

Provision of the University Rector – Index n. 1454/2016

Register. N. 70657

Ref. code: T0116

## THE UNIVERSITY RECTOR

**considering** law n. 241 dated 07.08.1990, containing rules concerning administrative procedures;

**considering** law n. 104 dated 05.02.1992, regarding assistance, social integration and rights for disabled people;

**considering** the President of Council Ministers decree n. 174 dated 07.02.1994, regarding access of citizens belonging to the European Union member states to jobs in the Public Administration;

**considering** the Presidential Decree n. 487 dated 09.05.1994, containing norms on access to jobs in the public administration and competition procedures;

**considering** law n. 68 dated 12.03.1999 concerning rules for the right to work for disabled people;

**considering** the Presidential Decree n. 445 dated 28.12.2000, containing the consolidation act on legislative and regulatory provisions regarding administrative documents;

**considering** Legislative Decree n. 165 dated 30.3.2001, containing general rules regarding the system of employment in the public administration and in particular artt. 35 and 36;

**considering** the Legislative Decree n. 196 dated 30.06.2003, personal data protection code;

**considering** the Legislative Decree n. 198 dated 11.04.2006, governing the code of equal opportunities for men and women, in accordance to law n.246 dated 28.11.2005;

**considering** the current national contract for technical and administrative personnel in the university sector (C.C.N.L. del personale Tecnico Amministrativo – Comparto Università);

**considering** the Inter-Ministerial Decree dated 09.07.2009, on leveling University degrees obtained under the education system prior to Ministerial Decree n. 509 dated 03.11.1999, with laurea specialistiche (LS) ex D.M. n. 509/99 and laurea magistrali (LM) ex D.M. n. 270/04, with regards to participation in public competitive examinations;

**considering** the Legislative Decree n. 66 dated 15.03.2010, concerning the Code of Military Law, and in particular artt. 678, paragraph 9, and 1014, paragraphs 1 and 3;

**considering** law n. 190 dated 06.11.2012, indicating the *“Provisions of law for preventing and fighting corruption and illegal conduct within the Public Administration”*;

**considering** law n. 97 of 06.08.2013, concerning *“Provisions of law for complying to the obligations deriving from Italy’s membership of the European Union – Europea Law 2013”*, art. 7 amending the regulations of access to Public-Sector positions;

**considering** law n. 240 dated 30.12.2010, and in particular art. 24 bis *“Fixed-term Technologist”*, introduced with Law Decree n. 5 dated 09.02.2012, converted, with amendments, into Law n. 35 dated 04.04.2013;

**considering** the sentence of the Council of State n. 1270 dated 04.03.2013 which also includes the state of marriage (coniugio) as a genetic situation regarding a degree of relationship or affinity upto and including the fourth degree;

**considering** the three-year Prevention of Corruption Plan 2015/2017 of the University of Parma;

**considering** the Rector’s Decree n. 502/2016 dated 02.03.2016 regarding the Regulation on *“Recruitment and regulation of fixed-term Technologists”* in accordance with art. 24 bis of the law n. 240 dated 30.12.2010;

**considering** the decision of the Board of the Department of Chemistry n. 547/31613 dated 28.04.2016, authorizing the recruitment procedure for a fixed-term Technologist, ex art. 24 bis Law n. 240/2010, in the Department itself, the Project Nano2Fun the Specific program PEOPLE Marie



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Curie Actions - Initial Training Network (ITN), the 7th Framework Programme for Research and Technological Development of the European Union (EU);

**considering** the necessity to enact the related public call for selection;

**considering** deed dated 22.12.2015 (Rep. n. 69, racc. n. 47), registered in Parma c/o Dott. Attilio Tajani on the 12.01.2016 n. 335 granting special power to Prof. Ovidio Bussolati, Pro Rettore with responsibility for the Organization and Personnel Department;

## ORDERS AS FOLLOWS

### ART. 1 – Subject of the call

A public selection procedure is hereby announced for the recruitment of no. 1 fixed-term Technologist – pursuant to art. 24/bis Law n. 240/2010 – with a 18-month part time contract in the measure of 66,66% and salary corresponding to category D – salary scale D3, of the current national contract “CCNL” for University, for technical and administrative activity in the management and implementation of WP7 (management) in the context of the Project Nano2Fun, of the specific Program PEOPLE Marie Curie Actions – Initial Training Network (ITN) of the 7<sup>th</sup> Framework Program research and development of European Union, at the Department of Chemistry. The technologist, following the guidelines of the Scientific Coordinator,

- will support the management and operational activities of Nano2Fun in collaboration with the researchers;
- he/she will support the administrative and financial activities of the project and in particular will be in charge of the following tasks:
- management and organization of the secondments of the researchers among the partners;
- financial management and reporting of budgets; organization of conferences and meetings;
- management of project agreements and reporting of costs, including financial statements.

Pursuant to art. 1014, paragraphs 1 and 3 and art.678, paragraph 9 Legislative Decree n. 66/2010, it is provided the reserve of places for the volunteers of the armed forces. The role object to this selection, therefore, is primarily intended for the benefit of all the volunteers in fixed conscription who have completed without demerit the contracted conscription, namely:

- a) VFP1, volunteers in fixed conscription of one year;
- b) VFP4, volunteers in fixed conscription of four years;
- c) VFB, volunteers in three years conscription;
- d) Reserve force officials in two-year conscription or in fixed conscription.

If there is no suitable candidate entitled to the above-mentioned reserve, the administration will proceed to recruitment, in terms and within the limits of current legislation, according to the order of the general merit ranking.

### ART. 2 – Admission requirements

The selection is open to candidates in possession of the following requirements within the application deadline:

- 1) Italian citizenship or nationality of a EU Member State. Applications are also open to family members of European Union citizens, who are not nationals of a Member State, holding the right of residence or the right of permanent residence and to third-country Nationals who are either holders of EU residence permit for long-term residents, or refugee status, or subsidiary protection status;
- 2) Qualification: Degree in Law, or equivalent qualification, of the old University system or second cycle /master degree in Law, or equivalent qualification (D.M. 509/99; D.M. 270/2004).



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Candidates who gained their academic qualifications abroad must, unless a different EU-level regulation has been introduced, provide details of the declaration of equivalence (issued in compliance with art. 38, Legislative Decree no. 165/2001) or details of academic recognition in their application.

In the absence of a declaration of equivalence or academic recognition, candidates can specify in the application that such documents have been applied for. In this case, candidates will be admitted to the selection procedure conditionally, it being understood that the declaration of equivalence or recognition of the academic qualification must be possessed at the time of employment.

3) 18 years of age or over;

4) at least 18 months documented professional experience in the last two years of technical, administrative and financial management of European projects.

Access to the selection is not permitted to anyone who has been deprived of his right to vote, or anyone who has been dismissed or removed from a public service or anyone who has been removed from public sector jobs, pursuant to the D.P.R. 10.01.1957 no. 3, Art. no 127, paragraph 1, letter d).

Italian citizens subject to the required military service, must prove to be in a position of compliance in respect of this obligation.

Citizens of a Member State of the EU, for the access to the public administration, should also meet the following requirements:

a) enjoy full civil and political rights in the State of origin;

b) adequate knowledge of the Italian language.

Candidates are conditionally admitted to the selection procedure for the purpose of the verification of the requirements.

Moreover, anyone with a marriage relationship (*coniugio*) or a degree of relationship or affinity up to and including the fourth degree with a professor belonging to the Department proposing the activation of the contract, or with the Rector, or the General Manager or a member of the University Administration Council, are also barred from applying.

Candidates must be in possession of the above-mentioned requirements, including the declaration of the equivalence of the qualification gained abroad, within the deadline for applications for the selection procedure.

If candidates do not meet the admission requirements, the administration can, at any time, by reasoned order, decide to exclude them from the selection procedure.

## ART. 3 – Application form

In the application form, candidates should declare:

a) surname and name (married women shall indicate their maiden surname);

b) place and date of birth;

c) tax identification code (*codice fiscale*);

d) nationality;

e) the municipality in which they are enrolled on the electoral register, or the reason why they are not registered on, or have been removed from, the electoral register; if not Italian, that they enjoy civil and political rights in their country of origin or residency, or the reason why they do not enjoy such rights;

f) any convictions they have received (also in the case of amnesty, remission, pardon or judicial pardon) or any pending criminal proceedings;

g) that they are in possession of the qualification as in Art. 2 of the present Call, with the indication of the year in which it was awarded and the institution which issued it. If the qualification was gained abroad, candidates should indicate the competent authority, as well as the details of the declaration of equivalence or those on the request of the declaration of equivalence;

h) that they are in possession of at least 18 months documented professional experience in the last two years of technical, administrative and financial management of European projects;



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- i) their position in respect of any obligation on military service and any service provided as volunteer in fixed conscription having completed without demerit the conscription and that is volunteer in fixed conscription of one year, volunteer in fixed conscription of four years, volunteer in three-year conscription as well as reserve force official in two-year conscription or in fixed conscription;
- j) that they have neither been dismissed/removed from the public service for consistently inadequate performance, nor have they been removed from the public sector jobs, pursuant to the D.P.R. 10.01.1957 no. 3, Art. 127, paragraph 1, letter d);
- k) that they have/have not worked in the public service and if applicable the reason for terminating the employment;
- l) if any, the certified degree of disability and request for any necessary assistance and/or for extra time according to Art. 20 Law 104/1992
- m) if any, the qualifications determining preference according to art. 9 of the present call for applications to be held at the deadline for application to the present call. The above-mentioned qualifications will be taken into account only in case they are declared in the application form for the selection and they are owned by the deadline for applications for the selection procedure;
- n) qualifications, subject to evaluation, deemed useful for the purposes of the selection;
- o) residence with full address (indicate municipality, street, civic number, province, postal code) to which any communication related to the present selection from University Administration should be sent, also include phone number, email address and eventually the special residence;
- p) that they don't have a relationship of marriage (*coniugio*) or a degree of relationship or affinity up to and including the fourth degree with a professor belonging to the Department proposing the activation of the contract, or with the Rector, the General Manager or a member of the University Administrative Council.

Non Italian candidates should also declare to be in possession of an adequate knowledge of the Italian language.

Candidates are required to pay the amount of € 25,00 within the deadline for the application to the present call, otherwise will not be considered for the procedure. The participation fee must be paid through bank transfer on the current account in the name of Università degli Studi di Parma, held in Banca Popolare di Sondrio – Agenzia di Parma – Via Emilia Est 3/B – 43121 Parma – IBAN Code: IT47 N 05696 12700 000025300X38.

The Administration ensures equal rights and opportunities both to men and women for employment access and treatment at work.

## **ART. 4 – Deadline and application procedure**

Deadline for submission of the application: 30 (thirty) days from the day following the date of publication of the public selection on the Official Gazette "Gazzetta Ufficiale della Repubblica Italiana – 4<sup>a</sup> Serie Speciale – Concorsi ed Esami"

The application form, on plain paper and addressed to *Magnifico Rettore dell'Università degli Studi di Parma*, must be signed and can be delivered by hand to Università degli Studi di Parma – Area Dirigenziale Affari Generali e Legale – Staff d'Area – Via Università, 12 – Parma (Italy), on Monday, Wednesday and Friday from 9am to 1pm; or on Tuesday and Thursday from 9am to 1pm and from 3pm to 5pm, within the compulsory deadline of 30 (thirty) days, otherwise late applications will not be considered, from the day following the date of publication of the public selection on the "Gazzetta Ufficiale della Repubblica Italiana – 4<sup>a</sup> Serie Speciale – Concorsi ed Esami"

If the deadline corresponds to a holiday day, it is postponed to the next working day.



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The application form can also be submitted by Certified Email (PEC) to [protocollo@pec.unipr.it](mailto:protocollo@pec.unipr.it) with the following modality:

- through Certified Email (PEC) with the digital signature on the application and on the other documents that would require the hand signature of the candidate
- through Certified Email (PEC) with the following enclosed: filled out application form undersigned by the candidate with front and back copy of valid ID, copy of any other required document undersigned. The copies of all the documents will have to be acquired through scanner.

Alternatively, the aforementioned application form, can be sent by e-mail, without certified mail (PEC), at [protocollo@unipr.it](mailto:protocollo@unipr.it) or by registered mail with acknowledgment of receipt to the following address: Via University, 12 - 43121 Parma (Italy). In this case proof of receipt will be considered the dated stamp of the accepting Post Office.

For the electronic transmission of documentation will have to be used static formats and not directly editable, without macros and executable code, preferably in "PDF" format.

The application must indicate the address, if different from the residence, that the candidate elects for the purposes of this selection procedure, indicating the telephone numbers and e-mail for communications from the university administration. Any variation thereof shall be immediately reported to the office where the request for participation has been addressed.

The University Administration is not liable for misdirected communication due to incorrect residence or domicile information provided by candidates, or to absent or late notification of any changes thereof. The University Administration is not responsible for any postal or communications delays or third party delays due to fortuitous events or force majeure.

The Administration will carry out appropriate checks, including sample checks, on the truthfulness of the instances of participation and of the declarations and certificates produced by the candidates during the procedure, according to the provisions of D.P.R. n. 445/2000.

For any information concerning the selection procedure, it is possible to contact the Unità Organizzativa Specialistica U.O.S. – Amministrazione del Personale Tecnico Amministrativo, email: [perstecamm@unipr.it](mailto:perstecamm@unipr.it) or at the following telephone numbers: 0521-034136-4382-3449, Responsible of the Administrative Procedure.

## **ART. 5 – Attachments to the application**

The application form must enclose:

- a) qualifications, subject to assessment in accordance with Art. 7 of the present call;
- b) copy of the identity document according to the above-mentioned art. n. 4;
- c) copy of the bank transfer of the participation fee;
- d) Curriculum Vitae (European format);
- e) Certification proving at least 18 months of professional experience in the last two years of technical, administrative and financial management of European projects

## **ART. 6 – Evaluation Commission**

The evaluation commission is appointed by decree of the Rector.

The Commission will preliminarily determine, as established in Art. n. 7 of the applicable University Regulation on "Recruitment and regulation of fixed-term Technologists in accordance with art. n. 24bis of Law 30.12.2010, n. 240 ", the criteria for the evaluation of the candidates that will be published and accessible on the University website at <http://www.unipr.it/CONCORSI> for five days.



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## ART. 7 – Qualification assessment

The assessable qualifications will be given an overall score up to 50 points (of which upto a total of 25 points for qualifications and upto a total of 25 points for the particular cultural and professional qualification), as long as they are relevant to the activities of this selection and are the following:

- Master degree grade (or equivalent qualification): max 20 points
- Post graduate qualification: max 5 points
- Professional experience in the public administration: max 15 points
- Attendance of training events focused on the technical, administrative and financial management of European projects: max 5 points
- Other professional experience in administrative and financial activities: max 5 points

Qualifications enlisted as mandatory for accessing the call for application will not be taken into account and therefore no points will be assigned.

Qualifications can be submitted in original or in one of the following ways:

- a) certified copy in accordance with art. 18 of Presidential Decree n. 445/2000;
- b) a photocopy with joined declaration in lieu of an affidavit attesting their conformity to the original, in accordance with art. n. 47 of Presidential Decree 28.12.2000, n. 445, together with a photocopy of an identity document;
- c) declared in lieu of certification, in accordance with art. n. 46 of Presidential Decree n. 445/2000, together with a photocopy of an identity document.

Qualifications, self-certifications and affidavits that will come to this university after the deadline for submission of applications for participation in the selection will not be taken into account.

Documents written in a foreign language must be accompanied by a translation into Italian legally validated and certified by the competent Italian diplomatic representative or an official translator.

In accordance with the Presidential Decree 28.12.2000 n. 445, subject to the provisions of Law 15.5.1997 n. 127, where from the check of the affidavits it is revealed the not veracity of the content of the declaration, the declarant shall forfeit any benefits resulting from the provisions made on the basis of the false declarations.

Candidates are asked to retrieve the qualifications presented in original within two months after the deadline for submission of any disputes concerning the final provision of approval of the deeds of the selection. After that date the administration is not responsible for any impossibility of return.

Candidates who have gained, in the examination of qualifications, a minimum score of 25/50 will be admitted to the interview.

## ART. 8 – Interview

Candidates who are admitted to the interview will have, in the assessment of qualifications, a minimum score of 25/50 points, will be suitable to verify, through direct comparison with the candidate, the possession of the particular requested cultural and professional qualification related to the research support activity to be carried out, as well as an excellent knowledge of the English language.

The interview will take place on **Monday 25th JULY 2016**.

The list of candidates admitted to the interview, the location and time of the interview itself, as well as any changes in the date of the interview, will be communicated through notice published on the University web site: <http://www.unipr.it/CONCORSI> on **Wednesday 20th JULY 2016**.

Such notice will constitute notification to all legal effects.

The score of the qualifications' evaluation will be made known to the candidates before the interview at the email address indicated by the candidates in the application form.



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Candidates must bring their identity document to the interview.

EU citizens must bring their passport or identity document issued by their country of origin. Candidates from non-EU countries are required to bring only their passport.

The absence of the candidate at the interview is considered renunciation of selection, whatever its cause.

The interview will take place in a room open to the public.

## **ART. 9 – Preference in case of ex-equo**

The candidates who have passed the oral examination should submit to this University, within the peremptory terms of 15 days from the day following the oral examination, a statement in lieu of affidavit to attest the possession of preferential titles, to be considered in case of equal score, already declared in the application which shows the possession of the above mentioned requirement by the deadline for applications of the selection procedure. Such documentation is not required if it is in possession of public administrations or if the administration can ask other public offices upon indication of the candidate.

The preferential titles indicated only in the application form and not later with the modalities above-mentioned, will not be considered for the purpose of the ranking.

In case of parity, precedence is given to the following categories of citizens:

- 1) the awarded the medal for military bravery;
- 2) the maimed and disabled war veterans;
- 3) the maimed and disabled for war events;
- 4) the maimed and disabled for service in the public and private sectors;
- 5) war orphans;
- 6) the orphans of war events;
- 7) the orphans of persons who died during service in the private and public sectors;
- 8) the wounded in combat;
- 9) the awarded of the Military Cross or other special certificate of merit of war and the head of large families;
- 10) sons/daughters of amputees and war invalid veterans;
- 11) sons/daughters of amputees and invalids for war events;
- 12) sons/daughters of amputees and invalids during service in the private and public sectors;
- 13) widowed parents who have not remarried, spouses who have not remarried, widowed or unmarried siblings of persons who died in war;
- 14) widowed parents who have not remarried, spouses who have not remarried, widowed or unmarried siblings of persons who died for war events;
- 15) widowed parents who have not remarried, spouses who have not remarried, widowed or unmarried siblings of persons who died during service in the private and public sectors;
- 16) anyone who has served in the army as combat;
- 17) anyone who has rendered commendable service in any capacity, for not less than one year, in the administration that has issued this notice of competition;
- 18) married and unmarried with regard to the number of dependent children;
- 19) disabled and maimed civilians;
- 20) military volunteers of the army, dismissed without demerit at the end of their military conscription.

In case of merits and titles parity, preference is given considering:

- a) the number of dependent children, regardless of whether the candidate is married or not;
- b) in case of commendable service rendered in public administration;
- c) younger candidate.



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## **ART. 10 – Formulation and approval of the ranking**

Once the Commission has assessed the qualifications and carried out the interview, it draws up the ranking of the winner. The overall score is the result of the marks obtained in the evaluation of qualifications and the interview. The acts of the selection are approved by Rector Decree.

The final ranking is approved with the observance, in case of ex equo, of the rules on the preferences resulting from Art. 9.

The ranking will be published on the website of the University of Parma, as well as on the MIUR website. The date of publication of this notice determines the time for any appeal.

It does not give rise to suitability for the selection.

## **ART. 11 – Stipulation of the contract and salary**

The University of Parma will conclude with the winner a private law contract of fixed-term dependent employment, with part-time working hours to the extent of 66.66%, for a duration of 18 months effective from the signing of the same contract, with comprehensive salary equal to D3 economic position of the current national labor contract - University Branch, out of the research project indicated in art. n. 1 of this call for application, equivalent to an amount of € 39,676.36 (gross administration).

At the employment take up, the candidate is required to prove the possession of the requirements established in art. n. 2 of the present notice of competition, by means of a statutory declaration of certification as provided for by art. n. 46 of Presidential Decree n. 445/2000. The statement related to citizenship and political rights must indicate the possession of the requirements within the competition deadline.

The University of Parma will verify the truthfulness of the self-certifications, pursuant to art. n. 71 of Presidential Decree, n. 445/2000. In case the verification shows that the content of the declaration does not correspond to the truth, the applicant shall forfeit any benefit resulting from the provisions made on the basis of a false declaration, without prejudice to the provisions of art. n.76 of Presidential Decree n. 445/2000 on criminal penalties.

## **ART. 12 – Termination of the contract**

The termination of the employment contract is determined by the date of expiry or by the withdrawal of one of the parties. Each of the parties may terminate the contract before the due date if there is a reason that, pursuant to art. n. 2119 of the Civil Code, does not allow the continuation, albeit provisional, of the contract.

## **ART. 13 – Safeguarding or referring provisions**

For anything not expressly covered in the present notice of competition, they shall be applied the rules of the above-mentioned Regulation and the existing provisions in respect of conducting competitions, as well as those contained in the CCNL University, currently in force.

This notice of selection, written in Italian and English, will be made public by means of:

- ✓ publication in *the Gazzetta Ufficiale*
- ✓ publication on the website of the Ministry of Education (MIUR) – European Union
- ✓ publication on the website of this University at <http://www.unipr.it/CONCORSI>

## **ART. 14 – Personal data handling**

Personal data provided by candidates collected by University of Parma will be handled, in paper or electronic form, for the sole purposes of managing the selection procedure and eventually manage the employment contract, in accordance with applicable provisions.





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The assignment and data collection is required for initiate the selection procedure and, in the case of sensitive data, it is conducted in accordance with Law 68/1999 and Law 104/1992. The provision of data specified in the notice is required and necessary for the evaluation of the admission requirements; failure to provide such details will result in exclusion from the selection.

The data contained and collected under this administrative procedure may be communicated to other offices of the University of Parma and to other parties only in the amount and in the extent strictly necessary to fulfill the purposes within their competence, in accordance with current provisions of laws and regulations.

## **ART. 15 – Head of Procedures**

Pursuant to Law n. 241 dated August 7, 1990 as amended by Law n. 15 dated February 11, 2005, the head of procedures contained in this notice of competition is Dott. Stefano Ollari, Responsible for the Unità Organizzativa Specialistica (U.O.S). – Amministrazione del Personale Tecnico Amministrativo.

Parma, May 31<sup>st</sup>, 2016

*signed* THE GENERAL MANAGER

Silvana Ablondi

*signed* THE PRORETTORE

Ovidio Bussolati

U.O.R. Area Dirigenziale Personale e Organizzazione	<i>signed</i> Dott. Gianluigi Michelini
R.P.A. U.O.S. Amministrazione del personale tecnico amministrativo	<i>signed</i> Dott. Stefano Ollari



# UNIVERSITÀ DEGLI STUDI DI PARMA

## APPLICATION FORM

To the  
MAGNIFICO RETTORE  
Università degli Studi  
P A R M A

=====

The undersigned\* \_\_\_\_\_ born in \_\_\_\_\_ on  
\_\_\_\_\_, resident in \_\_\_\_\_ Street \_\_\_\_\_ house no. \_\_\_\_\_

### ASKS

To be admitted to participate in an open selection for the recruitment of no. 1 technologist pursuant to art. 24 bis of Law no. 240/2010 with a 18-month part time contract in the measure of 66,66% and salary corresponding to category D salary scale D3, of the current national contract *CCNL* for University, for technical and administrative activity in the management and implementation of WP7 (management) in the context of the Project Nano2Fun, of the specific Program PEOPLE Marie Curie Actions – Initial Training Network (ITN) of the 7<sup>th</sup> Framework Program research and development of European Union, at the Department of Chemistry. Cod. Ref. T0116

For this purpose, in full awareness that in case of false statement will be applied the sanction provided by the Penal Code, pursuant to Law no. 127/1997 and Presidential Decree no. 445/2000, the undersigned,

### **declares:**

**SURNAME**

**NAME**

**TAX IDENTIFICATION NUMBER (codice fiscale)**

**DATE OF BIRTH**

**PLACE OF BIRTH**

**PROVINCE**

**ADDRESS**



# UNIVERSITÀ DEGLI STUDI DI PARMA

CITY

PROVINCE

POSTCODE

TO HAVE ITALIAN CITIZENSHIP

or

TO HAVE THE FOLLOWING CITIZENSHIP (a)

---

TO BE REGISTERED ON THE MUNICIPALITY ELECTORAL LIST OF

---

or

NOT TO BE REGISTERED FOR THE FOLLOWING REASONS

---

NOT TO HAVE PENDING CRIMINAL CASES OR BEEN CRIMINALLY CONVICTED;

or

TO HAVE RECEIVED THE FOLLOWING CRIMINAL SENTENCES OR TO HAVE PENDING THE FOLLOWING CRIMINAL PROCEEDINGS (c)

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TO HAVE THE FOLLOWING EDUCATIONAL QUALIFICATION

Degree (Old University System):

or

Second Cycle/Master Degree:

Awarded on \_\_\_\_\_

Final decree mark \_\_\_\_\_

At the University of \_\_\_\_\_

(for foreign educational qualifications) equivalent to the following italian qualification (b):



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- TO HAVE AT LEAST 18 MONTHS DOCUMENTED PROFESSIONAL EXPERIENCE IN THE LAST TWO YEARS OF TECHNICAL, ADMINISTRATIVE AND FINANCIAL MANAGEMENT OF EUROPEAN PROJECTS, AS PROVED BY THE ATTACHED CERTIFICATION PURSUANT ART. 5 OF THIS NOTICE
  
- NOT TO HAVE A RELATIONSHIP OF MARRIAGE (CONIUGIO) OR A DEGREE OF RELATIONSHIP OR AFFINITY UP TO AND INCLUDING THE FOURTH GRADE WITH A PROFESSOR BELONGING TO THE DEPARTMENT PROPOSING THE ACTIVATION OF THE CONTRACT, OR WITH THE RECTOR, THE GENERAL MANAGER OR A MEMBER OF THE UNIVERSITY ADMINISTRATIVE COUNCIL
  
- NOT TO HAVE BEEN DISPENSED OR DISMISSED FROM EMPLOYMENT BY A PUBLIC ADMINISTRATION FOR PERSISTENT INSUFFICIENT PERFORMANCE, NOT TO HAVE BEEN DECLARED LOST FROM OTHER PUBLIC EMPLOYMENT ACCORDING TO ART. 127, PARAGRAPH 1, LETTER d) OF THE PRESIDENTIAL DECREE NO. 3/1957 AND NOT TO HAVE BEEN DISMISSED FOR HAVING GAINED THE EMPLOYMENT THROUGH THE PRODUCTION OF FAKE DOCUMENTS OR OTHER FRAUDULENT MEANS;
  
- TO HAVE WORKED FOR THE FOLLOWING PUBLIC ADMINISTRATION, INDICATING THE CAUSES FOR THE TERMINATION OF THE PREVIOUS PUBLIC SERVICES:

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or

- NOT TO HAVE SERVED ANY PUBLIC ADMINISTRATION;
  
  - TO BE IN THE FOLLOWING CONDITION IN RELATION TO MILITARY CONSCRIPTION OBLIGATIONS (if born before 1985)
- \_\_\_\_\_
- (ex: postponed ; exempt; completed; waiting to be called; other)

- TO HAVE TITLE TO THE RISERVE PURSUANT THE LEGISLATIVE DECREE NO 66/2010 (VOLUNTEER IN FIXED CONSCRIPTION HAVING COMPLETED WITHOUT DEMERIT THE CONSCRIPTION AND THAT IS VOLUNTEER IN FIRMED CONSCRIPTION OF ONE YEAR, VOLUNTEER IN FIXED CONSCRIPTION OF FOUR YEARS, VOLUNTEER IN THREE-YEAR CONSCRIPTION AS WELL AS RESERVE FORCE OFFICIAL IN TWO-YEAR CONSCRIPTION OR IN FIXED CONSCRIPTION) AS:

\_\_\_\_\_;

- TO HAVE THE FOLLOWING CERTIFIED DEGREE OF INVALIDITY:

\_\_\_\_\_;



# UNIVERSITÀ DEGLI STUDI DI PARMA

TO REQUIRE THE FOLLOWING ASSISTANCE AND/OR EXTRA TIME FOR THE INTERVIEW IN RELATION TO A DISABILITY PURSUANT THE LAW NO. 104/1992:

\_\_\_\_\_

\_\_\_\_\_

**RESERVED FOR EU CITIZENS OR NON-EU CITIZENS:**

To be in possession of civil and politica rights in the country of origin;

**or**

(if not, specify the reasons)

.....  
.....

To have a good knowledge of the italian language

**TO BE IN POSSESSION OF THE FOLLOWING PREFERENTIAL TITLES IN CASE OF EX-EQUO:**

NONE

YES – commendable service in the public administrations

YES – n. \_\_\_\_\_ of dependant children (not fiscally)

YES – civil invalidity

YES– other \_\_\_\_\_

to be certified with the modalities as per Art. 9 of the present notice of competition

TO BE IN POSSESSION OF THE FOLLOWING ASSESSABLE QUALIFICATIONS PROVIDED IN ATTACHEMENT TO THIS NOTICE OF COMPETITION PURSUANT ART. 7 OF THIS CALL:

1) \_\_\_\_\_

2) \_\_\_\_\_

..) \_\_\_\_\_

**For the purpose of any communication from University of Parma concerning this selection, the undersigned declares:**

EMAIL and/or CERTIFIED EMAIL (PEC) \_\_\_\_\_

TELEPHONE \_\_\_\_\_

IF ANY, SPECIAL DOMICILE \_\_\_\_\_

**ATTACHMENTS:**

- Copy of payment receipt of Euro 25,00 via bank transfer on the current account in the name of Università degli Studi di Parma
- Fotocopy of the Identity Document
- Curriculum Vitae (european format)



# UNIVERSITÀ DEGLI STUDI DI PARMA

- Documentation proving the professional experience of at least 18 months in the last two years of technical, administrative and financial management of European projects

The above is declared in full awareness of the provisions of art. 76 Presidential Decree n. 445/2000 on the criminal liability

The undersigned gives his/her consent to his/her personal data being processed, even with informatics tools, within the limits of Legislative Decree n. 196/2003, for formalities connected with the present procedure.

Date \_\_\_\_\_

Signature (d)

\_\_\_\_\_

\*) married female candidates must indicate their maiden surname.

(a) specify:

- if the applicant, has not an EU Member State citizenship, is relative to a citizen of an EU Member State and holds a temporary or permanent residence permit;
- if the applicant, non-EU citizen, holds a long-term permit to stay, or is beneficiary of refugee status or subsidiary protection status;

(b) in case of foreign degree a declaration of equivalence must be attached, including the name of the competent authority and the details of the related provision;

(c) indicate the date of the decision and the judicial authority that issued it;

(d) the signature is mandatory, if there is no signature the application will be null.