



Determina n. 3417/2023, prot. n. 304373 del 05.12.2023

PUBLIC SELECTION, BASED ON QUALIFICATIONS AND EXAMS, FOR THE RECRUITMENT OF NO. 1 TECHNOLOGIST PURSUANT TO ART. 24 BIS LAW NO. 240/2010, LEVEL II, FIXED-TERM, FOR A DURATION OF 24 MONTHS, AT THE U.O. SUPPORT TO EUROPEAN AND INTERNATIONAL RESEARCH IN THE RESEARCH AREA WITHIN THE "MUR_DM737_HORIZON_EUROPE" PROJECT - "RESEARCH MANAGER" PROFILE

IL DIRETTORE GENERALE

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

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

having regard to Presidential Decree no. 3 of 10.1.1957 "*Consolidated text of the provisions concerning the status of civil servants of the State*", as well as the relevant implementing rules;

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

having regard to Law no. 168 of 9.5.1989 "*Establishment of the Ministry of Universities and Scientific and Technological Research*" and, in particular, Article 6 thereof laying down rules on the autonomy of universities;

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

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

having regard to Presidential 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, "*Regulation 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*", as amended, most recently, by Presidential Decree No. 82 of 16 June 2023;

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

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

having regard to Presidential Decree no. 445 of 28 December 2000, containing the "*Consolidated Law on Legislative and Regulatory Provisions on Administrative Documentation*" and subsequent amendments and additions;

having regard to Legislative Decree no. 165 of 30 March 2001 on "*General rules on the organisation of employment in public administrations*" and subsequent amendments and additions;

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 Data Protection Regulation";

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

having regard to Legislative Decree no. 66 of 15 March 2010, "*Code of Military Regulations*" and, in particular, art. 1014, paragraphs 3 and 4 and art. 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 30.12.2010, 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;

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

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

having regard to Law no. 97 of 6 August 2013, "Provisions for the fulfilment of obligations arising from Italy's membership of the European Union – European Law 2013", and in particular art. Amendment No 7 amends the rules on access to employment in public administrations;

having regard to Law no. 124 of 07.08.2015 "Delegations to the Government on the reorganization of public administrations."

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

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

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

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

having regard to Legislative Decree no. 36 of 30 April 2022, converted into law, with amendments, by art. 1, paragraph 1, Law no. 79 of 29.06.2022, so-called. PNRR Decree 2, containing "Further urgent measures for the implementation of the National Recovery and Resilience Plan (NRRP)", which, among other things, reforms recruitment procedures;

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

having regard to Legislative Decree No. 44 of 22 April 2023, converted, with amendments, by Law No. 74 of 21 June 2023, containing "Urgent provisions for the strengthening of the administrative capacity of public administrations";

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

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

recalled the resolution of the Board of Directors no. CDA/30-07-2020/314 of 30 July 2020, concerning "Revision of the *general guidelines for the Organisation of the University*", and subsequent amendments and additions;

having taken note of the new Organizational and Functional Structure of the University, referred to in the relative function chart, approved by Directorial Resolution Rep. no. 1613/2020, prot. no. 226878 of 09.11.2020, amended by subsequent Directorial Determinations Rep. n. 2078/2021, prot. no. 205477 of 02.08.2021, Rep. no. 2565/2022, prot. no. 252444 of 07.10.2022 and Rep. no. 3120/2022, prot. no. 287950 of 01.12.2022;

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

having taken note of its Resolution Rep. no. 2811/2022, prot. no. 269134 of 12.10.2023, by which a public selection was announced for the recruitment of no. 1 technologist pursuant to art. 24bis Law no. 240/2010, level II, with a fixed-term employment contract, with a full-time hourly commitment, lasting 24 months, with remuneration corresponding to Cat. D, economic position D3, of the current CCNL of the Sub-Fund, for activities within the Project



"MUR_DM737_HORIZON_EUROPE" Research Manager profile, at the U.O. Support to European and International Research of the Research Area - Ref. Code 2023tecT009 (CUP code D91B21005370003);

having taken note of its subsequent Resolution Rep. no. 3142/2023, prot. 290137 of 14.11.2023 with which the aforementioned selection was declared deserted as no application for participation was received by the deadline for submission of applications, scheduled for 02.11.2023;

Resolved, therefore, to proceed with issuing a new public selection notice for the recruitment of no. 1 technologist pursuant to Article 24bis of Law no. 240/2010, level II, with a fixed-term employment contract, with a full-time hourly commitment, lasting 24 months, with remuneration corresponding to Cat. D, economic position D3, of the current CCNL of the Sub-Fund, for activities within the Project "MUR_DM737_HORIZON_EUROPE" Research Manager profile, at the U.O. Support to European and International Research of the Research Area, CUP Code D91B21005370003;

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, as amended, will apply to the ranking list in which those entitled are included;

Finally, it is decided to proceed with the publication of this announcement also 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;

DETERMINA

- ART. 1 -

ANNOUNCEMENT OF THE PUBLIC SELECTION

A public selection is announced for the recruitment of no. 1 technologist pursuant to Article 24bis of Law no. 240/2010, level II, with a full-time and fixed-term employment contract, lasting 24 months, with remuneration corresponding to Cat. D, economic position D3, of the current CCNL of the Sub-Fund, for activities within the Project "MUR_DM737_HORIZON_EUROPE" Research Manager profile, at the U.O. Support to European and International Research of the Research Area CUP Code D91B21005370003 - **Ref. Code 2023tecT011.**

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

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

- ART. 2 -

RESERVES, EQUAL OPPORTUNITIES AND GENDER BALANCE

Reserve for volunteers of the Armed Forces

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

Reserve in favour of volunteer workers who have completed their universal civil service without demerit

Pursuant to Article 18, paragraph 4, of Legislative Decree No. 40 of 6 March 2017, as amended and supplemented by Legislative Decree No. 44 of 22 April 2023, converted, with amendments, by Law No. 74 of 21 June 2023, the reserve of place in favour of FF.AA. volunteers applies to the sliding of the ranking, within the limits provided for by law.

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

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

Equal opportunities and gender balance

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

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



men	40%
women	60%

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

- ART. 3 -

PROFILE AND SKILLS REQUIRED

The technologist, within the framework of the directives and coordination of the Project Manager – Dr. Michele Nicolosi, in compliance with the levels of responsibility and autonomy provided for by the current CCNL for the category to which he belongs, will have to carry out Research Manager *activities* with the aim of assisting the research teams of the University of Parma:

1. in preliminary research and scouting activities,
2. in the preparation of project proposals and subsequent project management in the ERC or MSCA area;

In order to carry it out, it is required, in particular, to possess **specific skills** in the following areas and processes:

Knowledge	<ol style="list-style-type: none">1. good knowledge of the main international funding instruments and related regulatory frameworks, with particular reference to the first pillar of the EU Horizon Europe framework programme;2. good knowledge of project design, project writing and project management;3. excellent knowledge of English, both spoken and written (European Framework of Reference for Languages: level C1);4. knowledge of anti-corruption and transparency legislation, privacy, health and safety in the workplace;5. knowledge and ability to use the most commonly used computer applications, such as Microsoft Office (Word, Excel and Power Point), e-mail, browsers for browsing the Internet.
Skills or abilities	<p>The figure will have the task of implementing a program divided into three main lines of activity:</p> <ol style="list-style-type: none">1. Activities aimed at scouting, through the mapping, monitoring and analysis of funding opportunities at international level.2. Information and consultancy activities for University staff and potential project partners on funding opportunities, participation rules and synergies between first pillar programmes and other actions within Horizon Europe or directly funded by the European Union.3. Support activities to researchers in the pre-award phase, specifically for the evaluation of the project idea, the verification of the compliance of the proposal with the specific requirements and themes indicated in the call; the construction of the project partnership and, in particular, the drafting of project proposals.
Soft skills (c.d. <i>Soft Skills</i>):	<ol style="list-style-type: none">1. ability to propose within the assigned activities;2. analytical and <i>problem-solving skills</i>;3. team working <i>skills</i>;4. social/relational/communication skills as well as the ability to carry out the task in the specific organizational and work context.

- ART. 4 -

ADMISSION REQUIREMENTS

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

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

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



1. copy of the measure of equivalence of the qualification with the qualification required by the call for applications in accordance with current legislation on the subject;

or

2. copy of the receipt of the start of [the procedure for the equivalence](#) of his/her qualification to that required by this announcement, according to the procedure referred to in Article 38 of Legislative Decree 165/2001.

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

2) particular professional qualification: experience in research and/or research management.

In order to be admitted, the following general requirements must also be met, 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 :

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

1. family members of citizens of Member States of the European Union, who are not nationals of a Member State, who have the right of residence or the right of permanent residence;
2. third-country nationals who hold an EC long-term residence permit (*formerly* a residence card);
3. third-country nationals who have refugee status;
4. third-country nationals of subsidiary protection status.
5. at least 18 years of age;
6. enjoyment of civil and political rights;
7. physical fitness for the job to be ascertained by the Administration at the time of any recruitment;
8. be in compliance with the rules concerning military service obligations (declaration reserved only for Italian citizens born within the year 1985);
9. not be excluded from the active political electorate;
10. not to have been dismissed or dispensed from employment in a public administration for persistent insufficient performance, by virtue of sector regulations, or dismissed for the same reasons or for disciplinary reasons pursuant to current 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, as well as those who have been convicted with a final sentence for offences that constitute an impediment to employment in a public administration;

1. not to have been convicted of a criminal offence with a final sentence and not to have any criminal proceedings in progress, nor administrative proceedings for the application of security or prevention measures, as well as criminal records against them that can be entered in the criminal record, pursuant to Article 3 of Presidential Decree no. 313 of 14 November 2002. If this is not the case, the convictions, the proceedings against him and any criminal record must be indicated, specifying the date of the order and the judicial authority that issued it or the one before which any criminal proceedings are pending.

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

1. 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;
2. be in possession, with the exception of the possession of Italian citizenship, of all the other requirements provided for citizens of the Republic;
3. have adequate knowledge of the Italian language.

Candidates are admitted to 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 failure to meet the prescribed requirements.



- ART. 5 -

APPLICATION AND DEADLINES FOR 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:

<https://pica.cineca.it/unipr/2023ptat011>

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 the day of publication on the InPA recruitment portal – Department of Public Administration (<https://www.inpa.gov.it>) Where the time limit indicated falls on a public holiday, the time limit shall be extended to the first working day available.

The date of electronic submission of the application for participation in the selection will be certified by the PICA system; Upon receipt of the application and its subsequent registration, the candidate will be notified 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 **2023tecT011**.

No other forms of submission of applications or documentation useful for participation in the selection process are permitted.

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

In the event of partial or total malfunctioning of the digital platform, ascertained by this administration, which prevents the use of the same for the submission of the application or its attachments, the deadline for the submission of the application will be ordered, by means of a notice published on the institutional website and on the Single Recruitment Portal - Inpa, the extension of the deadline for the submission of the application, corresponding to that of the duration of the malfunction. 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 may withdraw his/her application using the PICA system; the receipt of the withdrawal request and its registration will be notified to the candidate by means of two separate e-mail messages. After the deadline of the call, any renunciation 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 technical issues only, 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 address chosen for the purpose of selection, as well as a telephone number and e-mail address for communications from the University Administration.

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

Furthermore, the Administration assumes no responsibility for the failure to receive communications, due to inaccurate indications from the competitor or failure or late communication of the change of addresses and contact details indicated in the application, nor for any computer or postal errors, in any case attributable to third parties, fortuitous events or force majeure.

After the deadline of this call, no additional documentation will be allowed.

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

1. surname and first name (married women must indicate their maiden name);
2. place and date of birth;
3. possession of Italian citizenship or citizenship of one of the Member States of the European Union, or of being a family member of a citizen of one of the Member States of the European Union holding a right of residence or the right of permanent residence, or 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;



1. if you are an Italian citizen, the municipality on whose electoral roll you are registered, or the reasons for your non-registration or removal from the electoral rolls, if you are a foreign citizen, to enjoy civil and political rights also in your countries of origin or origin, or the reasons for your non-enjoyment of the same. Candidates with citizenship other than Italian must also declare that they have adequate knowledge of the Italian language;
2. possession of the qualification required for participation in the selection procedure;
3. the possession of the particular professional qualification required;
4. that they have not been convicted of a criminal offence with a final sentence and that they do not have any criminal proceedings in progress, nor administrative proceedings for the application of security or prevention measures, as well as criminal records against them that can be entered in the criminal record, pursuant to Article 3 of Presidential Decree no. 313 of 14 November 2002. If this is not the case, the convictions, the proceedings against the case and any criminal record must be indicated, specifying the date of the order and the judicial authority that issued it or the one before which any criminal proceedings are pending;
5. that he/she has not been dismissed or dispensed from employment in a public administration for persistent insufficient performance, by virtue of sector regulations, or dismissed for the same reasons or for disciplinary reasons pursuant to current legal or contractual regulations;
6. 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;
7. that they have not been convicted by a final judgment for offences that constitute an impediment to employment in a public administration;
8. possession of the qualification required for participation in the selection;
9. its position with regard to military obligations;
10. any services provided to Public Administrations and any causes for the termination of previous public employment relationships;
 1. any reserve securities required by law and/or preferential qualifications, referred to in Article 10 below, held on the date of expiry of the deadline for the submission of applications for admission to the selection;
 2. physical fitness for employment, to be ascertained by the administration at the time of any recruitment;
 3. the residence with the indication of the municipality, street, house number, province and postal code and, for the purposes of communications by the University Administration in relation to this selection, a telephone number and an e-mail address and the address elected for the purposes of the selection. Any change in residence/domicile must be promptly communicated to the address concorsipta@unipr.it

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

1. states, facts and qualities that can be certified or attested by Italian public bodies;
2. 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-mentioned cases, candidates will have to make a simple declaration regarding the required states, facts and qualities. At the time of any assumption of service, these declarations must be substantiated by means of 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 a fee of € 25.00 by the deadline for submitting the application, under penalty of exclusion from the procedure. This contribution must be paid by bank transfer 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 make an explicit request for 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 disabilities (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 dispensation measures or the following compensatory tools and/or additional time for the completion of the written test, as follows:

1. oral interview instead of the written test for candidates with severe and documented dysgraphia and dysorthography;
1. word processors 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;
2. speech reading programs, for candidates with dyslexia;
3. use of the calculator, for candidates with dyscalculia;
4. any other technological aid deemed suitable;
5. additional time not exceeding 50% percent of the time allotted for the test;

the granting and assignment of which is determined at the sole discretion of the Examining 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 making an explicit request for the dispensation measure, the compensatory instrument and/or the additional time necessary according to their needs, which must be documented with a specific declaration made by the Medico-Legal Commission of the ASL of reference or by an equivalent public structure, to be attached to the application for admission to the competition.

In both of the above cases, the 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 task 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 schedule 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, in 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, at any stage of the selection procedure, with a reasoned decision of the Director General, order the exclusion of the candidate from the selection.

- ART. 6 -

ATTACHMENTS TO THE APPLICATION FORM

The application must be accompanied by the following attachments:

1. copy of the bank transfer relating to the participation fee;
 2. *curriculum vitae*, having the value of self-certification pursuant to Presidential Decree 445/2000¹, 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;
 3. list and documentation relating to the possession of any qualifications referred to in art. 10 of this call, subject to evaluation;
 4. *(if applicable)* receipt of the start of the procedure for the equivalence of his/her qualification to that required by the call for applications, according to the procedure referred to in Article 38 of Legislative Decree no. 165 of 30.03.2001;
 5. *(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 an interview, appropriate certification issued by the appropriate Medico-Legal Commission of the ASL of reference or by an equivalent public structure;
- a) copia di un documento di identità in corso di validità (fronte e retro) con firma visibile, anche per quelle sottoscritte con firma digitale.

¹ In this case, *the curriculum vitae must bear the following wording*: "Pursuant to and for the purposes of articles 46 and 47 and aware of the criminal sanctions provided for 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, corresponds to truth."



- ART. 7 - EXAMINATION COMMITTEE

The Examining Committee will be appointed by order 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 of proven competence in the subjects covered by the research project, including those external to the University, on the proposal of the structure proposing the recruitment of the technologist.

- ART. 8 - EXAM SYLLABUS

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

written test	Maximum score awarded: 30
Oral exam	Maximum score awarded: 30
Valuation of qualifications	Maximum score awarded: 40

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

Written test (to be held in English)

The written test, the duration of which will be set by the Examining Committee, will be carried out in presence, unless there are justified circumstances, assessed by the Administration, which should not allow it, so in which case, the test will be carried out, for all candidates, remotely. The test will be carried out through the use of IT and digital tools, in compliance with the legislation on the protection of personal data, traceability and security. The Administration reserves the right to avail itself of the technical support of specialized companies, both for the preparation of the questions and for the organization of the test itself.

The test, with a theoretical-practical content, will consist of a series of open-ended questions and will have as its object the assessment of the skills specified in article 3 of this announcement. **The maximum score for the test is 30 points. Candidates who have obtained a score of at least 21 points in the written test will be admitted to the oral test.**

During the written test, if carried out in presence, candidates will not be able to bring with them books, periodicals, daily newspapers and other publications of any kind, nor will they be able to bring bags or the like, capable of containing such publications, which must in any case be delivered before the beginning of the tests to the supervisory staff, who will return them at the end of the same, without assuming any responsibility for their content. The use of electronic equipment (computers, mobile phones or PDAs and others) will also not be allowed, except those provided by the Administration, under penalty of immediate exclusion from the selection. The consultation of uncommented normative 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 takes place.

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

Oral exam (to be held also in English)

The oral test will take place in presence, unless there are justified circumstances, evaluated by the Administration, which do not allow it, in which case, the test will be carried out, for all candidates, in remote videoconference. The test will consist of an interview aimed at deepening knowledge and professional skills related to the subjects of the written test, attitudes and transversal skills in relation to the profile to be covered as well as knowledge of the English language.



During the oral exam, pursuant to art. 37 of Legislative Decree no. 30.03.2001 n. 165, the knowledge and ability to use the most commonly used computer applications will also be ascertained.

The maximum score for the oral exam is 30 points. **The oral exam 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 examination, the Examining 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 by connecting to the address <http://www.unipr.it/node/17504>, as well as on [the recruitment portal InPA – Department of Public Administration](#).

Calendar and methods of carrying out the tests

The calendar, location and procedures for carrying out the competitive examinations, together with the list of admitted candidates and, for the oral test, with an indication of the score obtained in the written test, **will be announced through the publication of specific notices**, which have the value of notification for all legal purposes, on the University's institutional web portal, in the section dedicated to the procedure in progress, reachable by connecting to the address <https://www.unipr.it/node/17504>, no earlier than **MONDAY 15 JANUARY 2024** and, in any case, in compliance with the **notice terms established by current legislation**. Candidates are, therefore, required to constantly consult the aforementioned portal.

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.

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

- ART. 9 - ASSESSABLE SECURITIES

The qualifications that can be assessed, to which an overall score of no more than 40 points will be attributed (of which up to 20 points for qualifications and up to 20 points for the particular cultural and professional qualification), provided that they are relevant to the activities of the position selected, are the following:

CATEGORIES	MAXIMUM SCORE
QUALIFICATIONS	
Higher education qualifications relevant to the research programme and the functions to be performed	20 points
PARTICOLARE QUALIFICAZIONE CULTURALE E PROFESSIONALE	
Previous research experience ²	4 points
Participation in international research projects ²	4 points
Work experience at public or private bodies or agencies dedicated to research support ²	12 points

Qualifications invoked as an entry requirement are not among the qualifications that can be assessed.

Evaluation

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

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

Presentation Modes

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



1. submitted in photocopy with a declaration in lieu of an affidavit certifying its conformity to the original, pursuant to art. 47 of D.P.R. 28.12.2000, n. 445, together with a photocopy of the front and back of an identification document;
2. declared in lieu of certification, pursuant to art. 46 of D.P.R. 28.12.2000, n. 445, together with the photocopy of the front and back of an identification document;
3. indicated in the *curriculum vitae*, having the value of self-certification pursuant to Presidential Decree no. 445 bis of 28.12.2000², 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.

Deeds and documents drawn up in a foreign language must be accompanied by a translation into Italian in conformity with 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 competition procedure will not be taken into consideration and that the Examining Committee will only evaluate qualifications complete with all the necessary information.

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

- ART. 10 -

APPLICATION OF PREFERENCES AND RESERVATIONS

Pursuant to Articles 5 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 an email to the administration itself, by sending an email to the address protocollo@unipr.it, indicating as the subject "Selection 2023tecT011 - **preferential qualifications/reserve**", the digital documentation certifying the possession of the reserve and preference qualifications, already indicated in the application for participation in the competition procedure, within the peremptory deadline that will be indicated by the Administration with a special 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 Function.

This documentation is not required in cases where the University of Parma is already in possession of it or can have it available 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: failing this, the candidate is excluded from the benefits.

In the case of equal qualifications and merit, and in the absence of additional benefits provided for by special laws, the order of preference of qualifications is as follows:

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

² Pursuant to Article 3, paragraph 5, of Presidential Decree 487/1994 as amended, in the evaluation of the service provided, absences due to maternity, breastfeeding and paternity are equated to the service actually provided.

² bis In this case, the curriculum vitae *must bear the following wording*: "Pursuant to and for the purposes of articles 46 and 47 and aware of the criminal sanctions provided for in article 76 of Presidential Decree 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, *written in a European format, correspond to the truth.*"

³ Commendable service: not having reported disciplinary sanctions higher than a verbal reprimand in the two years prior to the deadline of the call.

⁴ Dependent children. Children (including adopted, fostered or affiliated children) are considered (fiscally) dependent, regardless of whether or not they exceed certain age limits and whether or not they are dedicated to studies or free internships, who in the previous year have had a total income



1. invalid and mutilated civilians who do not fall within the case referred to in point (b);
2. volunteer soldiers of the Armed Forces discharged without demerit at the end of the term of service or resignation;
3. athletes who have had sports work relationships with military sports groups and civil bodies of the State;
4. have successfully completed the additional period of specialization 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;
1. have successfully completed the traineeship 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 though they are not part of the trial office, pursuant to Article 50, paragraph 1-quinques, of Decree-Law of 24 June 2014, No. 90, converted, with amendments, by Law No. 114 of 11 August 2014;
2. 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;
3. 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;
4. belonging to the least represented gender, at the University of Parma, in relation to the qualification covered by this call, in the event that the differential in representativeness between genders, calculated as of 31.12.2022, is greater than 30% (art. 6 of Presidential Decree 487/1994);
5. 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 Examining Committee according to the descending order of the overall mark reported by each candidate who has passed all the tests, with the observance of any reservations provided for and, in the event of equal scores, 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 mark obtained in the evaluation of the qualifications referred to in Article 9 of this announcement to the overall mark reported in the written and oral tests, respectively.

The administration, with a directorial determination, will arrange for the publication of the final ranking, as elaborated by the Examining Commission, on the online Register, on the website of the University of Parma in the section dedicated to the procedure, which can be reached by connecting to the address <http://www.unipr.it/node/17504>, as well as, at the same time, on [the recruitment portal InPA – Department of Public Administration](#) and will declare the winner(s) subject to the condition precedent of ascertaining the requirements for admission to employment. From the date of publication of that notice, the time limit for any appeal shall run.

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

- ART. 12 -

ESTABLISHMENT OF AN EMPLOYMENT RELATIONSHIP

The candidate declared successful, subject to verification of 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 stipulate an individual full-time and fixed-term employment contract, lasting 24 months, possibly renewable within the terms of the law, and remuneration corresponding to Cat. D economic position D3, of the current CCNL of the Sub-Fund, based on the research project referred to in art. 1 of this call, equal to an all-inclusive basic salary of € 98,279.44 (gross administration).

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

equal to or less than € 2,840.51 gross of deductible expenses. The limit is raised to € 4,000.00 for children under the age of 24. The income referred 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.



Under no circumstances may the fixed-term employment relationship be automatically 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 Article 46 of Presidential Decree no. 445 of 28.12.2000, by means of a declaration in lieu of certifications, that he or she meets the requirements for admission to employment, as specified in this announcement. 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 the deadline of the call. Failure or incomplete delivery of the required documentation or failure to regularize the documentation within the prescribed deadline will result in the immediate termination of the employment relationship.

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

- ART. 13 -

ASSUMPTION OF SERVICE

Pursuant to the combined provisions of art. 54, paragraph 2, of the current CCNL 2016-2018, a trial period of four weeks will be provided.

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

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

- ART. 14 -

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

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

Competent administration	University of Parma
Subject-matter of the proceedings	Public selection for the recruitment of Technologist
Office, digital domicile and Person in charge of the procedure	Personnel and Organization Area / (U.O.) Administration, Technical, Administrative and Organizational Personnel PEC: protocollo@pec.unipr.it Dott. Stefano Ollari (Responsabile U.O.)
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, it is necessary to send a request to the University protocol using the form available on the website (link: https://www.unipr.it/node/12548)

Pursuant to the current Article 12, paragraph 3, of Presidential Decree no. 487 of 9.05.1994, the obligations of communication to the counterparties referred to in Article 3, paragraph 1, of Presidential Decree no. 184 of 12.04.2006 and art. 5, paragraph 5, of Legislative Decree no. 33 of 14.03.2013, shall be deemed to have been fulfilled through the publication of a special notice on the InPA Portal by this Administration, to which the request for access to documents and generalized civic access will be addressed.

- ART. 15 -

PROCESSING OF PERSONAL DATA

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



- ART. 16 -

SAFEGUARDS OR POSTPONEMENT RULES

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

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

The University of Parma will carry out appropriate checks on the truthfulness of the self-declarations made as a candidate or winner, pursuant to art. 71 of D.P.R. 28.12.2000, n. 445. If the check reveals the untruthfulness of the content of the declaration, the declarant will forfeit the benefits obtained on the basis of the untruthful declaration and, if the case occurs, the termination of the contract stipulated will be determined, without prejudice to the provisions of art. 76 of D.P.R. 28.12.2000, n. 445, on the subject of 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 reasons of public interest.

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

- ART. 17 -

INFORMATION

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

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

This call for applications, written in Italian and English, will be made public through:

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

Unless otherwise specified, communications to candidates are provided only by publishing them on the University website, in the section dedicated to the procedure, which can be reached at the address indicated above. Such publications shall have the value of notification in all respects. Candidates, in order to acquire all the necessary information, are therefore required, for the entire duration of the competition procedure, to consult the University's institutional website.

Avv. Candeloro Bellantoni

Firmato digitalmente ai sensi del D.Lgs. n. 82/2005

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