



UNIVERSITÀ DEGLI STUDI DI PARMA

Provision of the University Rector n. 2131/2016

Register. N. 126767

Codice Rif. T0316

THE UNIVERSITY RECTOR

considering law n. 241 dated 07.08.1990, containing the 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 levelling University degrees obtained under the education system prior to Ministerial Decree n. 509 dated 03.11.1999, with lauree specialistiche (LS) ex D.M. n. 509/99 and lauree magistrali (LM) ex D.M. n. 270/04, with regards to participation in public competitive procedures;

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 – European 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 up to 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 Director’s Decree Rep. n. 35/2016 Prot.109285 of the Area Ricerca, Internazionalizzazione, Biblioteche e Musei;

considering the decision of the Board of Administration of the University of Parma n. 550/31764 in date 28/07/2016, approving the recruitment procedure for a fixed-term Technologist, according to art.



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24 bis Law n. 240/2010, deliberated by the Area Ricerca, Internazionalizzazione, Biblioteche e Musei of the University of Parma for the Project *Visiting Professors*, in the framework of the agreement between the University of Parma and the Fondazione Cariparma undersigned in date 23/05/2016;

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

considering the 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;

ORDERS AS FOLLOWS

ART. 1 – Object 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 24-month full time contract with the possibility of renewal up to a maximum of further 36 months, and salary corresponding to category D – salary scale D3, of the current national contract “CCNL” for University, for technical and administrative activities in the management and implementation of the Project *Visiting Professors*, undersigned in date 23/05/2016 in the framework of the agreement with *Fondazione CARIPARMA*, at the “*Area VI Ricerca, Internazionalizzazione, Biblioteche e Musei*” of the Central Administration of the University of Parma. The technologist, following the guidelines of the scientific coordinator:

- Will participate to the management of all operative activities related to the implementation of the project, in collaboration to the offices of the “*Area VI Ricerca, Internazionalizzazione, Biblioteche e Musei*” of the Central Administration of the University of Parma
- Will participate to the administrative and accounting activities related to the project;
- Will organize and manage the secondment periods in Parma of the recruited Visiting Professors;
- Will provide the organization, management and financial reporting of the project budget, including the related audit activities and those related to project dissemination (e.g. conferences);
- Will provide technical support for the management of the contracts to be signed by the recruited Visiting Professors, including the related audit activities and budget balance;
- Will support the activities of the offices in the participation to EU calls (e.g. Marie Skłodowska Curie) for mobility of researchers and PhD students;
- Will assist the Parma University offices and the Visiting Professor’s University offices in writing and finalizing agreements related to Double Degrees / Joint Doctorates between the University of Parma and the Host Institutions.

Pursuant 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 holding the following requirements at the time of the application deadline:



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- 1) Italian citizenship or citizenship 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) University Degree, or equivalent qualification of the old University system or second cycle /master degree, or equivalent qualification (D.M. 509/99; D.M. 270/2004).

Candidates who obtained their academic qualifications abroad must, unless a different EU-level regulation had 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) At least 12 months of documented professional experience in the last two years on technical, administrative and financial management activities in Agencies, Institutions, or other public or private Italian or EU organizations.
- 4) Mother tongue or certification of excellent knowledge (level C1 or C2) of written and spoken English and of at least a second EU language, in addition to Italian.

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 country of origin;
- b) adequate knowledge of the Italian language.

Candidates are conditionally admitted to the selection procedure with the purpose of 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 the Rector or the General Manager or a member of the University Administration Board, is barred from applying.

Candidates must be in possession of the above-mentioned requirements, including the declaration of the equivalence of the academic 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 must 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;



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- g) that they are in possession of the academic 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; further information regarding the procedure for obtaining such declaration of equivalence may be found at the following link: <http://www.funzionepubblica.gov.it/articolo/dipartimento/22-02-2016/modulo-la-richiesta-dellequivalenza-del-titolo-di-studio-stranieri> or may be obtained by the Internationalization Offices of the University Central Administration;
- h) that they are in possession of at least 12 months of documented professional experience in the last two years on technical, administrative and financial management activities in Agencies, Institutions, or other public or private Italian or EU organizations;
- 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 jobs in the public sector, 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 any Italian public services and, if applicable, the reason for terminating the employment;
- l) 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;
- m) qualifications, subject to evaluation, deemed useful for the purposes of the selection;
- n) 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;
- o) 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 the Rector, the General Manager or a member of the University Administrative Board.

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

If any, the candidate with disability should also request for any necessary assistance and/or for extra time according to Art. 20 Law 104/1992.

Candidates are required to pay the amount of € 25,00 within the deadline for the application to the present call, otherwise they 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 gender rights and opportunities for employment access and work treatment.



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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° 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 from the day following the date of publication of the public selection on the “Gazzetta Ufficiale della Repubblica Italiana – 4^a Serie Speciale – Concorsi ed Esami”. Late applications will not be considered.

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

The application form can also be submitted by Certified Email (PEC) to 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 attachments: filled application form undersigned by the candidate with front and back copy of a valid ID, copy of any other required document undersigned.

The copies of all the above documents should be acquired using a scanner.

Alternatively, the aforementioned application form, can be sent by non-certified e-mail, at protocollo@unipr.it or, in hard copy, by registered mail with acknowledgment of receipt to the following address: Via Università, 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 documents, static and not directly editable formats, without macros and executable code, preferably in "PDF" format, must be used.

The application must indicate the address, if different from the residence, which the candidate elects for the purposes of this selection procedure, indicating the telephone numbers and e-mail address 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 delay 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 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 include:

- 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 12 months professional experience in the last two years on



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- technical, administrative and financial management activities in Agencies, Institutions, or other public or private Italian or EU organizations;
- f) certification of language skill at C1 or C2 level for the English language and for at least a second European language, or, for non-Italian candidates, self-declaration of mother-tongue competency relative to the prevalent language spoken in the country of origin.

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 the address <http://www.unipr.it/CONCORSI> for five days.

ART. 7 – Qualification assessment

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

- Master degree grade (or equivalent qualification): max 20 points
- Further post-graduate qualifications: max 5 points
- Professional experience in the public administration or public and private agencies: 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) 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 produced 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.



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ART. 8 – Interview

Candidates reaching a minimum score of 25/50 points in the assessment of qualifications will be admitted to a face-to-face interview aimed to verify, through direct discussion with the candidate, the possession of the requested cultural and professional qualification related to the research support activity to be carried out, as well as the excellent knowledge of the required languages.

The interview will take place on **Tuesday 27th SEPTEMBER 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 **Tuesday 20th SEPTEMBER 2016**.

Such notice will constitute notification with 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. 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 requested to bring only their passport.

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

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

ART. 9 - Preference in case of ex-aequo

The candidates who have passed the oral examination should submit to this University, within the peremptory terms of the following 15 days from the day of the interview, 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 ex-aequo, 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;



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- 16) anyone who has served in the army as combattant;
- 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 ex-aequo for merits and titles, 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) the younger candidate.

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 participants indicating the winner. The overall score is the sum of the marks obtained in the evaluation of qualifications and in the interview. A Rector Decree approves the selection acts.

The final ranking is approved with the observance, in case of ex-aequo, 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 full-time working hours for a duration of 24 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 all inclusive of € 39.680,11 /year (gross administration).

At the enlistment, 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 expiration or by the withdrawal of one of the parties. Each party may terminate the contract before the due date if there is a reason that, pursuant art. n. 2119 of the Civil Code, does not allow the continuation, albeit provisional, of the contract.



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ART. 13 - Safeguarding or referring provisions

For anything not expressly covered in the present notice of competition, there 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. The assignment and data collection is required for initiate the selection procedure and, in the case of sensitive data, it is conducted in accordance to 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, August 2nd, 2016

signed THE GENERAL MANAGER

Silvana Ablondi

signed THE PRORETTORE

Ovidio Bussolati

.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



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APPLICATION FORM

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

=====

The undersigned* _____ born in _____ on
_____, resident in _____ street _____ n° _____

ASKS

To be admitted to the open selection for the recruitment of no. 1 technologist pursuant art. 24 bis of Law no. 240/2010, with a 24—month full time contract and salary corresponding to category D salary scale D3, of the current national contract CCNL for University, for technical and administrative activities in the management and implementation of the Project *Visiting Professors*, undersigned in date 23/05/201 in the framework of the agreement with *Fondazione CARIPARMA*, at the Area Dirigenziale Ricerca, Internazionalizzazione, Biblioteche e Musei” of the Central Administration of the University of Parma.
Cod. Rif. T0316

For this purpose, in full awareness that in case of false statement it will be applied the sanction provided by the Penal Code, pursuant 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

PROV.

STATE



UNIVERSITÀ DEGLI STUDI DI PARMA

ADDRESS

CITY

PROV.

POSTCODE

TO HAVE ITALIAN CITIZENSHIP

or

TO HAVE THE FOLLOWING CITIZENSHIP (a)

TO BE REGISTERED ON THE MUNICIPALITY ELECTORAL LIST OF (City)

or

NOT TO BE REGISTERED FOR THE FOLLOWING REASONS

NOT TO HAVE PENDING CRIMINAL PROCEDURES OR TO HAVE BEEN CONVICTED OF A FELONY;

or

TO HAVE BEEN CONVICTED OF THE FOLLOWING FELONY OR TO HAVE THE FOLLOWING PENDING CRIMINAL PROCEDURES (c)

TO BE HOLDER OF THE FOLLOWING UNIVERSITY DEGREE

Degree (Old University System - 4 / 5 years) in:

or

M.A / M.Sc. Degree in:



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Awarded on (date) _____

Final mark _____

By the University of _____

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

TO HAVE GAINED DURING THE LAST TWO YEARS AT LEAST 12 MONTHS OF DOCUMENTED PROFESSIONAL EXPERIENCE ON TECHNICAL, ADMINISTRATIVE AND FINANCIAL MANAGEMENT ACTIVITIES IN AGENCIES, INSTITUTIONS, PUBLIC OR PRIVATE ITALIAN OR EU ENTITIES, AS PROVED BY THE ATTACHED CERTIFICATION PURSUANT ART. 5 OF THIS NOTICE

LANGUAGE SKILL AT C1 OR C2 LEVEL FOR THE ENGLISH LANGUAGE AND FOR AT LEAST A SECOND EUROPEAN LANGUAGE, OR, FOR NON-ITALIAN CANDIDATES, SELF-DECLARATION OF MOTHER-TONGUE COMPETENCY RELATIVE TO THE PREVALENT LANGUAGE SPOKEN IN THE COUNTRY OF ORIGIN, 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 DEGREE WITH THE RECTOR, THE GENERAL MANAGER OR A MEMBER OF THE UNIVERSITY ADMINISTRATION BOARD

NOT TO HAVE BEEN DISPENSED OR DISMISSED FROM EMPLOYMENT BY A PUBLIC ADMINISTRATION FOR REPEATED INSUFFICIENT PERFORMANCE, NOT TO HAVE BEEN REVOKED 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 FRAUDOLENT MEANS;

TO HAVE WORKED FOR THE FOLLOWING ITALIAN PUBLIC ADMINISTRATION, INDICATING THE CAUSES FOR THE TERMINATION OF THE PREVIOUS PUBLIC SERVICES:

or

NOT TO HAVE SERVED ANY ITALIAN 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)



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- TO BE ENTITLED 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:

_____;

RESERVED CANDIDATES WITH DISABILITY:

according to Art. 20 Law 104/1992 declares:

- To be candidate with disability and requests for any necessary assistance and/or for extra time

RESERVED FOR FOREIGN EU OR NON-EU CITIZENS :

- To be entitled to his full right as a citizen 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 dependent children (not fiscally)
- YES – legal disability
- 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 QUALIFICATIONS PROVIDED IN ATTACHEMENT TO THIS NOTICE OF COMPETITION PURSUANT ART. 7 OF THIS CALL:

- 1) _____
- 2) _____



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n..) _____

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 account in the name of Università degli Studi di Parma
- Photocopy of the Identity Document
- Curriculum Vitae (European format)
- Documentation proving the professional experience of at least 12 months in the last two years on technical, administrative and financial management activities in Agencies, Institutions, or other public or private Italian or EU organizations.

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 all needs 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.