



HUMAN RESOURCES AREA

RECRUITMENT OFFICE

D.D.G. n. 38 del 31/01/2024

selection procedure on the basis of qualifications and exams for the recruitment of no. 1 category d research technologist, economic position d3, (profile 1 - management of research projects) as part of the project ecosystem of innovation entitled "INNOVATION, DIGITALISATION AND SUSTAINABILITY FOR THE DIFFUSED ECONOMY IN CENTRAL ITALY" - identification code ECS - VITALITY (CUP – Single Project Code C43C22000380007), to be hired by means of a full-time fixed-term contract for 12 months, pursuant to art. 24 bis of law no. 240/2010.

COMPETITION CODE: 2023- 1DTECVIT-PROFILO.1

THE DIRECTOR GENERAL

HAVING REGARD TO Law no. 241 dated 07.08.1990, 'New rules on administrative procedures and the right of access to administrative documents';

HAVING REGARD TO Law no. 104 dated 05.12.1992 relating to assistance, social integration and the rights of disabled persons;

HAVING REGARD TO Law no. 68 dated 12.03.1999 concerning rules for the right to work of disabled persons;

HAVING REGARD TO the Decree of the President of the Council of Ministers no. 174 dated 07.12.1994, on the access of citizens of the member states of the European Union to jobs with public administrations;

HAVING REGARD TO the Decree of the President of the Republic no. 487 dated 09.05.1994 concerning rules for obtaining jobs in public administrations and the procedures for carrying out competitions and other form of employment, as amended;

HAVING REGARD TO the Decree of the President of the Republic no. 445 dated 28.12.2000 concerning legislative and regulatory provisions relating to administrative documentation, as amended;

HAVING REGARD TO Leg. Decree no. 165 dated 30.03.2001, 'General rules on the organisation of employment in public administrations', as amended;

HAVING REGARD TO Leg. Decree no. 196 dated 30.06.2003, 'Personal Data Protection Code', as amended by Legislative Decree no. 101 dated 10 August 2018, containing provisions for the adaptation of the national system to Regulation (EU) no. 2016/679 of the European Parliament and of the Council dated 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC;

HAVING REGARD TO the Decree of the President of the Republic no. 68 dated 11/2/2005, containing provisions on the use of certified electronic mail, according to art. 27 of Law no. 3 dated 16 January 2003;

HAVING REGARD TO Leg. Decree no. 82 dated 7.03.2005, 'Code of digital administration', as amended;

HAVING REGARD TO Leg. Decree no. 198 dated 11.04.2006, 'Code on equal opportunities for men and women', as amended;

HAVING REGARD TO the Decree of the President of the Republic no. 189 dated 30.07.2009, and in particular art.2, 'Recognition of foreign qualifications for access to public competitions';

HAVING REGARD TO the Inter-ministerial Decree dated 09/07/2009 on the equivalence between 'lauree vecchio ordinamento' (5-year degree), 'lauree specialistiche' (specialised degrees) (LS) pursuant to Ministerial Decree 509/99 and 'lauree magistrali' (master's degrees) (LM) pursuant to Ministerial Decree 270/04 for the purposes of participation in public competitions;

HAVING REGARD TO Law no. 190 dated 06.11.2012, containing provisions for the prevention and repression of bribery and illegality in the public administration;



HAVING REGARD TO Leg. Decree no. 33 dated 14.03.2013 on 'Reorganisation of the regulations on the obligations of publicity, transparency and dissemination of information by Public Administrations' as amended;
HAVING REGARD TO Law no. 240 dated 30 December 2010 concerning "Regulations on the organisation of universities, academic staff and recruitment, as well as delegation to the Government to boost the quality and efficiency of the university system" and, in particular, art. 24-bis, which regulates the role of the fixed-term technologist;

HAVING REGARD TO the National Collective Labour Agreement in force for technical administrative University staff;

HAVING REGARD TO the applicable University Statute;

HAVING REGARD TO Leg. Decree no. 77 dated 31.05.2021, converted, with amendments, by law no. 108 dated 29.7.2021, on '*Governance of the National Recovery and Resilience Plan and initial measures to strengthen administrative structures and speed up and streamline procedures*';

HAVING REGARD TO Leg. Decree no. 80 dated 09.06.2021, converted with amendments by Law no. 113 dated 6.8.2021, concerning '*Urgent measures to strengthen the administrative capacity of public administrations instrumental to the implementation of the National Recovery and Resilience Plan (NRRP) and for the efficiency of justice*';

HAVING REGARD TO the Decree of the President of the Council of Ministers dated 09.07.2021 on the *identification of the central administrations in charge of interventions envisaged in the NRRP, pursuant to article 8(1) of Leg. Decree no. 77 dated 31.5.2021*;

HAVING REGARD TO Leg. Decree no. 152 dated 6.11.2021, converted, with amendments, by Law no. 233 dated 29.12.2021, containing "*Urgent provisions for the implementation of the National Recovery and Resilience Plan (NRRP) and for the prevention of mafia infiltration*";

HAVING REGARD TO the Circular of the Ministry of Economy and Finance no. 4 dated 18.1.2022, concerning "*National Recovery and Resilience Plan (NRRP) - article 1, paragraph 1 of Leg. Decree no. 80 dated 2021-implementing indications*";

HAVING REGARD TO the Inter-ministerial Decree dated 07.12.2021 adopting the guidelines aimed at fostering equal gender and generational opportunities and the employment inclusion of persons with disabilities in public contracts financed by NRRP and NCP (Complementary National Plan) resources;

HAVING REGARD TO the decree of the Ministry of Economy and Finance dated 06.08.2021, entitled '*Allocation of the financial resources provided for the implementation of the interventions of the National Recovery and Resilience Plan (NRRP) and allocation of targets and objectives for six-monthly reporting deadlines*' and subsequent amendment dated 23.11. 2021, on the basis of which the Ministry of Universities and Research is the assignee of resources provided for the implementation of the interventions of the National Recovery and Resilience Plan (NRRP), in order to implement the initiatives envisaged under the two components Mission 4 Component 1 (M4C1) "*Strengthening the supply of education services: from kindergartens to universities*" and Mission 4 Component 2 (M4C2) "*From Research to Enterprise*";

HAVING REGARD TO the Ministry of University and Research notice n. 3277 dated 30.12.2021 for the creation and strengthening of "Ecosystems of Innovation", under the NRRP - Mission 4 Education and Research - Component 2 From research to enterprise - Investment 1.5, financed by the European Union - NextGenerationEU and admitted for funding by Ministry of Education and Research concession decree no. 1057 dated 23.06.2022;

HAVING REGARD TO Funding from the European Union-NextGenerationEU - National Recovery and Resilience Plan (NRRP) of the project entitled "Innovation, digitalisation and sustainability for the diffused economy in central Italy"- VITALITY- identification code ECS000041 and CUP C43C22000380007;

HAVING REGARD TO the resolutions of the Academic Senate dated 27/09/2022 and of the Administration Council dated 28/09/2022, whereby the realization of the above-mentioned project was approved;

HAVING REGARD TO the note of the Scientific Director of the VITALITY project, Prof. Dario Compagnone, dated 19/06/2023, formalising the need to issue a notice for the recruitment of 2 technologists;

HAVING REGARD TO the resolution of the Board of Directors dated 31/10/2023, approving the issuance of the notice of selection of 2 Technologists corresponding to category D, economic position 3, with the profiles identified by the scientific officer, with a relative total cost of € **42.240,26**;

This amount will be charged to the VITALITY project funds;



HAVING RECALLED the note ref. no. 39061 dated 15/11/2023, sent to the Department of the Civil Service, with which this University, pursuant to art. 34-bis, Legislative Decree no. 165/2001, communicated its intention to initiate a procedure for the sought profile;

HAVING TAKEN NOTE of the negative outcome of the above-mentioned mobility procedure;

PROVIDES AS FOLLOWS

Art. 1

Announcement of competition procedure

The University of Teramo is announcing a selection procedure, based on qualifications and exams, for 1 Research Technologist of category D, economic position D3, (Profile 1 - management of research projects) to support the research project entitled "Innovation, digitalisation and sustainability for the diffused economy in central Italy"- VITALITY - (expert in the management, monitoring and valorisation of complex research projects), for the needs of the University of Teramo, to be employed by means of a fixed-term employment contract, full time, for 1 months, pursuant to art. 24 bis of Law no. 240/2010 (Vitality -Cup C43C2200038000). bis of Law no. 240/2010, (Vitality -Cup C43C22000380007).

This person will be hired by means of a fixed-term, full-time employment contract for 12 months, extendable until the end of the project.

The workers will serve at the University of Teramo, with application of the legal and economic conditions laid down by law, in the National Collective Labour Agreement and in the supplementary collective agreements of the University currently in force.

Art. 2

Duties to be performed and knowledge required

The professional person will be required to carry out the following duties:

- ✓ Management of nationally and internationally funded research projects, including in partnership;
- ✓ Timely acquisition and management of lecturers' needs related to project implementation and valorisation of results
- ✓ Support in the preparation of project reporting for periodic and final reporting, with particular attention to the verification and alignment of results
- ✓ Management of relations with national and international partners in the framework of research projects
- ✓ Support in budget management and allocation of resources according to deliverables and milestones;
- ✓ Collaboration with other staff resources and with other Structures of the University for the realisation of projects financed with NRRP funds and paths of protection, development and valorisation of results;
- ✓ Management of cascade funds.

The following knowledge is further required:

Knowledge of the public sector of reference, with special regard for the following subjects:

- knowledge of Horizon Europe programming
- knowledge of the National Research Programme (PNR)
- working knowledge of NRRP action and in particular:
 - Guidelines for system initiatives - Mission 4: Education and Research Component 2: From research to enterprise (MD 1141 dated 07.10.2021);



- Monitoring Guidelines for implementing subjects (MUR- Ministry of University and Research prot. 7146 dated 26.09.2022);
- Guidelines for reporting intended for the implementing entities of the Mission 4 Component system initiatives 2 (MUR – Ministry of University and Research 7554 dated 10.10.2022);
- Guidelines for information and communication actions by implementing entities, version 1.0 dated 10 October 2022;
- Knowledge of the English language;

Transversal skills in the following areas:

- ability to work on projects;
- communication skills;
- ability to exploit research results by means of on and off-line tools
- team-working skills and institutional networking.

Art. 3

Admission requirements and grounds for exclusion

1. In order to take part in the competition, the following are required:

- Qualification:

Laurea Specialistica (LS) – Specialist Degree [M.D no. 509/1999], or Laurea Magistrale – Master’s Degree (LM) [M.D. n. 270/2004], Laurea Magistrale (Master’s Degree) five-year single-cycle, Laurea Vecchio Ordinamento (Five-Year Degree) (DL), or equivalent degrees based on Ministerial Decree no. 509/1999 or on the previous and equivalent regulations (for equivalences, please refer to the Inter-ministerial Decree dated 9 July 2009, published in the Official Journal no. 233 dated 07/10/2009).

In the case of qualifications obtained abroad, a declaration of equivalence to the qualification envisaged in the announcement of competition is required, or a declaration that a request for equivalence has been made in accordance with the procedure laid down in art. 38, legislative decree no. 165/2001. In the latter case, candidates will be admitted to the competition subject to a reservation, it being understood that the equivalence of the qualification must be possessed at the time of recruitment.

Candidates must also meet the following general entry requirements:

- age not less than 18 years
- Italian citizenship or citizenship of another member state of the European Union; citizens of one of the member states of the European Union or their family members who are not nationals of a member state and who hold the right of residence or the right of permanent residence, as well as citizens of third countries who hold an EU residence permit for long-term residents or who hold refugee status or subsidiary protection status, are also eligible for selection, in accordance with the provisions of art. 38 of Legislative Decree no. 165/2001
- entitlement to political rights;
- physical fitness for employment;
- fulfilment of any military obligations;

The admission requirements must be met both on the date of the deadline for submitting applications for admission to the selection procedure and on the date the employment contract is signed.

Candidates with citizenship other than Italian must meet the following requirements:

- entitlement to civil and political rights also in the states of origin or provenance
- possession, with the exception of Italian citizenship, of all other requirements for citizens of the Republic;
- adequate knowledge of the Italian language.



The following are not eligible for admittance to the selection:

- persons who are excluded from entitlement to civil and political rights
- persons who have been dismissed/suspended from employment with a public administration;
- persons who have been declared debarred from a state job, pursuant to art. 127, letter d) of Presidential Decree no. 3/1957.

Candidates are admitted to the competition subject to conditions. Exclusion from the selection for failure to meet the prescribed requirements may be ordered at any time, including after the exams have been held, by motivated decision of the Director General. This decision will be communicated to the interested party by certified email (PEC).

The Administration guarantees equality and equal opportunities for men and women as regards access to employment and the related legal and economic conditions.

Art. 4

Procedures and deadlines for filing an application

The application to participate, as well as the documents deemed useful for the competition, must be submitted, under penalty of exclusion, electronically, using the dedicated computer application at <https://pica.cineca.it/unite/>. The application must be completed and sent electronically no later than 30 days after the date of publication of the notice of announcement of competition in the Official Journal, 4th Special Series - Competitions and Examinations. The computer application will necessarily require an email address in order to be able to self-register with the system. The candidate must enter all the data required to produce the application and attach the documents in electronic PDF format. The application must be completed in all its parts, as indicated in the telematic procedure, and necessarily include a copy of a valid identity document. Once the payment has been made, the candidate must submit the application and check its status, which will change from "draft" to "submitted" mode; the telematic submission of the application is certified by the computer system by means of a receipt that will be automatically sent by email. To each application will be assigned an identification number which, together with the competition code indicated in the computer application, **must be specified for any subsequent communication**. Once the deadline for submission has expired, the system will no longer allow access and submission of the electronic form. No other form of submission of applications or documentation required for participation in the procedure is permitted.

In the case of access to the platform by SPID (Public Digital Identity System), the procedure will not require a signature; in all other cases the application must be signed

- **by digital signature**, using smart card, USB token or remote signature, enabling the holder to sign generic documents using PC-based signature software or a web portal for Remote Signature made available by the Certification Authority. Whoever has a smart card or a Digital Signature USB token can check its compatibility with the Digital Signature system integrated in the server system. If the result is positive, the holder may sign the application directly on the server (e.g. ConFirma);

- **whoever is not in possession of compatible digital signature devices and Holders of Remote Digital Signatures** who have access to a portal for the signing of generic documents, must save the PDF file generated by the system on their own PC and, without modifying it in any way, digitally sign it in CADES format: a file with a.p7m extension will be generated and must be uploaded to the system again. Any modification made to the file before the Digital Signature is affixed will prevent the automatic verification of the correspondence between the content of this document and the original, and this will result in the exclusion of the application;

- **in case it is not possible to use one of the above-mentioned options** the candidate must save the PDF file generated by the system on his or her PC and, without modifying it in any way, print it out and affix his or her full handwritten signature on the last page of the printout. This complete document must be produced in PDF format by scanning and the resulting file must be uploaded to the system.

Participation in the competition entails the payment of a fee of €20.00 to cover the costs of stationery, organisation of the test and postal charges, which is non-refundable, considering its application in any eventuality.

Candidates must pay the fee by clicking on the "Pay with Pago PA" button and choose one of the following online payment methods:



- Credit/debit card: for payment with cards;
- Current account: for direct charging to personal account;
- Other methods of payment: for example PayPal or Satispay.

Payment of the registration fee by the deadline and in the manner indicated above is necessary for this Administration for the purposes of preparing and organising the subsequent phases of the selection procedure and, therefore, is not refundable for any reason whatsoever (e.g. exclusion, waiver, absence, etc.), pending its allocation. The administration disclaims any liability in the event of the dispersion of communications due to inaccurate information on the candidate's address or failure or delay in communicating a change of address indicated in the application, or for any postal errors or in any errors case attributable to third parties, fortuitous events or force majeure. Once the application has been submitted and the confirmation email has been received, it will no longer be possible to make any changes; however, the applicant may withdraw the application by clicking on the "Withdraw" button on the home page (dashboard) and filling in the appropriate form; if the application has not yet expired, it will be possible to submit a new application. In that case the payment made for the withdrawn application can be transferred to the new application. The IT procedure may be temporarily suspended for technical reasons; in the event of technical problems, please contact dedicated support by sending a request to the following link: <https://pica.cineca.it/unite/>. Candidates who require additional aids and/or time to complete the tests must produce appropriate certification issued by the competent public health facility in accordance with articles 4 and 20 of Law 104/92.

Art. 5

Contents of the application

In the application, the candidate must declare

- 1) last name and first name;
- 2) place and date of birth;
- 3) taxpayer's code (if Italian citizen);
- 4) place of residence;
- 5) Italian citizenship (or indicate the foreign State of citizenship);
- 6) being in possession of the educational qualification referred to in art. 3 of this call for applications;
- 7) not having been convicted of any criminal offence and not having pending criminal proceedings, or any previous convictions or pending criminal proceedings;
- 8) that he/she has not been dismissed from employment with a public administration for persistent inadequate performance and that he/she has not been declared debarred from a state job, pursuant to art. 127, letter d) of Presidential Decree no. 3/1957;
- 9) if an Italian citizen, that he/she is entitled to civil and political rights and is registered in the electoral roll, specifying the municipality of registration and any reasons for non-registration or cancellation;
- 10) if a foreign citizen, that he/she is entitled to civil and political rights in the state of nationality or country of origin or the reasons for his/her non-entitlement;
- 11) his/her position with regard to military service;
- 12) if a foreign national, having adequate knowledge of the Italian language;
- 13) the list of the preferential qualifications referred to in art. 12 below possessed on the date of expiry of the deadline for submitting the application for admission to the selection procedure;
- 14) that he/she is aware that the Commission will be appointed by decree of the Director General, published on the official University notice board as well as in the section "Announcements of competition" (https://www.unite.it/UniTE/Bandi_di_concorso), on the web page dedicated to this procedure;
- 15) being aware that the acts of the competition will be approved by a decree of the Director General published on the official notice board of the University, as well as in the section "Announcements of competition" (https://www.unite.it/UniTE/Bandi_di_concorso) on the appropriate web page dedicated to this procedure;
- 16) that he/she is aware that failure to pay the mandatory non-refundable contribution of € 20.00 (twenty/00) will result in exclusion from the procedure;
- 17) the possible need for aids (specifying the type of aid) or additional time in the event of a disability recognised under Law no. 104/1992 or Law no. 68/1999; for this purpose candidates must produce appropriate certification attesting to the declared disability, in order to allow the administration to provide the required aids in good time.



The application must also indicate the domicile elected by the candidate for the purposes of this procedure as well as a telephone number, an email address (if applicable) and a certified email address for the purposes of communications. Any change in the aforementioned addresses and domicile must be promptly communicated to the office to which the application was addressed.

The declarations made in the application are deemed to have been made in accordance with Presidential Decree no. 445/2000, by candidates entitled to use the forms of simplification of administrative certifications permitted by the aforementioned decree.

Failure to provide the declaration referred to in section 7) will result in exclusion from the procedure.

The administration will carry out appropriate checks on the truthfulness of the declarations in lieu. Should the aforementioned check reveal that the content of the declaration is not true, the declarant shall forfeit any benefits deriving from the measure issued on the basis of the untruthful declaration, without prejudice to the provisions of the Italian Criminal Code and the special laws on the subject.

Art. 6

Annexes to the application

The candidate is required to attach the following to the application (in pdf format):

- a) any declaration of equivalence of the foreign qualification used to access the procedure;
- b) any appropriate certification of disability for the purpose of requesting additional aids or time to complete the tests;
- (c) a valid identity document.

Art. 7

Selection board

The board consists of three members chosen from among full professors, associates and researchers, including from outside the University.

The board may be joined by additional members as experts for the evaluation of IT and English language.

Art. 8

Assessable qualifications

The examination board, at its first meeting, determines the criteria for assessing the qualifications and the examination tests. These criteria will be published on the University website in the "Announcements of Competition" section (https://www.unite.it/UniTE/Bandi_di_concorso), on the specific web page dedicated to this procedure.

The assessment of the qualifications, in the light of the identified criteria, is carried out after the oral test.

In determining the criteria, the Board will take into account the provisions of article 47 of Leg. Decree 77/2021, providing for ways to support the participation of women and the participation, promotion and protection of young people or to ensure a quota of at least 40% of the new recruitments - if any - necessary to carry out the research activities both for the employment of young people and for the employment of women, for the promotion of gender equality and the protection and promotion of young people.

A total of 90 points will be allocated for the qualifications and the examination test as follows:

- 30 points for the qualifications;
- 60 points for the examination tests.

The scores for the examination tests are divided up as follows:

- 30 points to the mark achieved in the written test;
- 30 points to the mark achieved in the interview.



Each test shall be deemed passed only if the candidate obtains a mark of 21/30 or higher.

Assessable qualifications:

- University qualifications in addition to the entry qualification, up to a maximum of 10 points

- a) Laurea Specialistica (Specialist Degree), Laurea Magistrale (Master's Degree), five-year single-cycle Laurea Magistrale (Master's Degree), Laurea Vecchio Ordinamento (5-year Degree): up to 2 points
- b) Second level master: 1 point
- c) School of Specialisation: 1 point
- d) Research doctorate: up to 3 points
- e) Training, including non-university up to 3

- Professional qualifications: up to a maximum of 20 points:

- a) Work experience in the management, monitoring and promotion of complex research projects in public administrations or public or private entities, up to a maximum of 10 points
- b) Further work experience related to the profiles to be selected up to a maximum of 10 points

The candidate must submit declarations in lieu, pursuant to Presidential Decree no. 445/2000, concerning the possession of qualifications, with an analytical and precise indication of all the elements necessary for their assessment.

Mere reference to qualifications and documents submitted in any capacity with this or another Administration is not permitted.

In the event that the qualification cannot be documented by means of certification/declaration in lieu, the presentation of a copy declared to be a true copy of the original will be required.

The Administration will carry out appropriate checks on the truthfulness of the content of the declarations.

Should such a check reveal that the content of the declarations is not true, the declarant shall forfeit any benefits deriving from the measure issued on the basis of the untrue declaration, without prejudice to criminal liability and the provisions of art. 76 of Presidential Decree no. 445/2000.

Finally

**Art. 9
Any pre-selection**

If the number of candidates exceeds fifty, in order to ensure that the selection procedure is carried out economically and rapidly, the University reserves the right to hold a pre-selection test by means of tests or multiple-choice questions on the subjects covered by the competition, also with the help of qualified companies and external bodies specialising in staff selection.

The marks obtained in the pre-selection test shall not be taken into account in calculating the final mark of merit.

The list of names of those admitted to the written test and of those not admitted will be published on the University website, in the 'Announcements of Competition' section (https://www.unite.it/UniTE/Bandi_di_concorso), in the special web page dedicated to this procedure. Such publication shall be considered as notification for all purposes in respect of the candidates.

Pursuant to art. 20, paragraph 2-bis, L. 104/1992, supplemented by art. 25, paragraph 9, Leg. Decree no. 90 dated 24 June 2014, converted, with amendments, by Law no. 114 dated 11 August 2014, candidates with a disability amounting to 80% or higher are not required to sit any pre-selection test. Therefore, candidates who intend to avail themselves of the aforementioned rule are required to communicate, when submitting their application, the percentage of disability they possess on the date of the deadline for submitting their application.



The date, time and place of the pre-selection test, if held, will be communicated only after the deadline for submitting applications by means of publication on the University website, in the 'Announcements of Competition' section (https://www.unite.it/UniTE/Bandi_di_concorso). This communication shall be deemed to be an official convocation for all candidates admitted to the selection.

Absence for whatever reason from the pre-selection test will result in exclusion from the competition.

Art. 10 **Examination tests**

The examination tests will be aimed at ascertaining the candidates' knowledge and professionalism in relation to the activities they are called upon to perform, as provided for in art. 2 of this notice.

In particular, there will be:

- no. 1 written test
- no. 1 interview.

The tests will cover the following subjects:

- knowledge of Horizon Europe programming
- knowledge of PNR (National Research) programme
- working knowledge of NRRP action and in particular:
 - Guidelines for system initiatives - Mission 4: Education and Research Component 2: From research to enterprise (MD 1141 dated 07.10.2021);
 - Guidelines for monitoring intended for implementing entities (MUR – Ministry of University and Research protocol 7146 dated 26.09.2022);
 - Guidelines for reporting intended for the implementing entities of the system initiatives Mission 4 Component 2 (MUR – Ministry of University and Research protocol 7554 dated 10.10.2022);
 - Guidelines for information and communication actions by implementing entities, version 1.0 dated 10 October 2022;
- Knowledge of the English language.

Transversal skills in the following areas:

- project working ability;
- communication skills;
- ability to enhance research results by means of on and off-line tools;
- team-working and institutional networking skills.

Candidates who have not been disqualified are required to appear for the tests with a valid identification document at the examination venue where the test is to be held.

Written test: There is only one written test, which may be of a theoretical-practical nature or may consist of questions with short answers on the subjects relating to the skills sought, and will be aimed at ascertaining the level of knowledge of the above-mentioned subjects. Candidates who have obtained a mark of at least 21/30 in the written test will be admitted to the following interview.

Interview: the purpose of the interview will be to ascertain the candidates' knowledge and professionalism in relation to the activities they are called upon to perform. The test will consist of ascertaining knowledge of the topics covered in the written test and the subjects listed above. The interview will also include an English language test.

The written test and the interview are deemed to have been passed with a score of no less than 21/30 each.

Art. 11 **Examination schedule and proceedings**

The list of those admitted to take the written test and the schedule of the test itself will be published on the University website, in the 'Announcements of Competition' section (https://www.unite.it/UniTE/Bandi_di_concorso), on the special web page dedicated to this procedure, as notification in all respects, at least fifteen days before the start of the written test.



After the written test has been held, the traces of the test itself will be published in good time on the website, in the section relating to announcements of competition, where required by current legislation on transparency.

The list of those admitted to the interview, with an indication of the marks obtained, will be published, as notification in all respects, at least twenty days before the start of the interview, in the 'Announcements of Competition' section (https://www.unite.it/UniTE/Bandi_di_concorso), on the special web page dedicated to this procedure.

The interview will be held in public sessions.

In order to be admitted to the tests, candidates must be in possession of a valid identity document, failing which they will not be admitted to the tests.

A candidate's absence from the tests will be considered as withdrawal from the competition for whatever reason, even if it is due to force majeure.

At the end of each session devoted to the oral test, the selection board will draw up a list of the candidates examined with an indication of the marks obtained by each, which will be posted on the entrance door of the examination venue.

The overall mark is determined by the sum of the marks in the written test, interview and assessment of qualifications.

Art. 12 Qualifications of preference

Candidates who have passed the interview must send the documents or declarations in lieu of affidavit certifying that they possess the qualifications referred to in this article to the University of Teramo – Area Risorse Umane – Ufficio Reclutamento, Via Renato Balzarini n. 1 - 64100 - Teramo by certified email (PEC), within fifteen days from the day after that on which they were interviewed.

These documents or declarations in lieu must prove that the candidate possesses the above-mentioned qualifications on the date of expiry of the deadline for submitting the application to take part in the competition.

The administration reserves the right to carry out appropriate checks on the truthfulness of the declarations in lieu. Should such checks reveal that the content of the declarations is not true, the declarant shall forfeit any benefits deriving from the measure issued on the basis of the untruthful declaration, without prejudice to the provisions of art. 76 of Presidential Decree no. 445/2000.

The categories of citizens who have preference on the basis of equal merit pursuant to art. 5 of Presidential Decree no. 487 dated 9 May 1994 as amended are:

- a) recipients of medals for military valour and civil valour, if they have left the service;
- b) mutilated and disabled persons for service in the public and private sectors
- c) orphans of the fallen and children of the mutilated, disabled and permanently incapacitated for work, for reasons of service in the public and private sectors, including children of health professionals, social workers and socio-medical workers who died as a result of the SarsCov-2 infection contracted in the exercise of their duties
- d) those who have performed meritorious service in any capacity whatsoever, for not less than one year, in the administration holding the competition, where they are not entitled to any other preferential qualification by reason of the service they have provided;
- e) higher number of dependent children;
- f) invalids and civilian amputees who are not covered by subparagraph (b);
- g) military volunteers of the Armed Forces who have been discharged without demerit at the end of their military service or probation;
- h) athletes who have had sporting employment relationships with military sports groups and the civil corps of the State;
- i) those who have successfully completed the additional period of further training at the 'ufficio per il processo' pursuant to article 50, paragraph 1-quater, of Decree-Law no. 90 dated 24 June 2014, converted, with amendments, by Law no. 114 dated 11 August 2014
- l) those who have successfully completed the training apprenticeship at the judicial offices pursuant to article 37, paragraph 11, of Legislative Decree no. 98 dated 6 July 2011, converted, with amendments, by



Law no. 111 dated 15 July 2011, despite not being part of the 'ufficio per il processo', pursuant to article 50, paragraph 1-quinques, of Legislative Decree no. 90 dated 24 June 2014, converted, with amendments, by Law no. 114 dated 11 August 2014;

m) those who have successfully completed the internship at judicial offices pursuant to article 73, paragraph 14, of Legislative Decree no. 69 dated 21 June 2013, converted, with amendments, by Law no. 98 dated 9 August 2013;

n) those who hold or have held collaboration appointments conferred by ANPAL Servizi S.p.A., in implementation of the provisions of article 12, paragraph 3, of Legislative Decree no. 4 dated 28 January 2019, converted, with amendments, by Law no. 26 dated 28 March 2019;

(o) those who belong to the least represented gender in the administration announcing the procedure in relation to the qualification for which the candidate is competing, in accordance with the provisions of article 6;

(p) younger age.

Merit and qualifications being equal, preference is determined by:

- a) the number of dependent children, regardless of whether the applicant is married or not;
- b) having served in the public service;
- c) the younger age of the candidate.

Pursuant to article 6 of Presidential Decree no. 487 dated 9 May 1994, as amended by Presidential Decree no. 82 dated 16 June 2023, it should be noted that as at 31 December 2023, the percentage of women falling within the announced category was 64.58%, that of men was 35.42%. Considering that the gender difference is less than thirty per cent, the preference of letter o) does not apply.

Pursuant to article 12(3) of Legislative Decree no. 468/1997, periods of use in socially useful work constitute qualifications for preference in public competitions if, for the latter, the same type of professionalism as that for which the person was employed in the aforementioned jobs.

Art. 13 Merit ranking

Once the tests have been completed, the selection board will draw up a merit list of candidates in descending order according to the total number of marks obtained by each candidate, subject to any reservations. The overall mark is the sum of the mark obtained in the written test, the mark obtained in the interview and the mark obtained in the assessment of qualifications.

The general merit ranking, with observance, in the case of equal merit, of the rules on preferences referred to in the previous article, subject to the condition precedent of verification of the requirements for admission to the post, is approved by order of the Director General and published in the Official university bulletin (Albo online) and on the University website in the section on announcements of competition.

From the date of publication in the Official university bulletin (Albo online), the deadline for any appeals begins.

For the validity of the general merit ranking, please refer to the regulatory framework in force at the time.

The University reserves the right to scroll the merit ranking in the event of further allocations of funds for research projects.

The merit ranking, subject to the University's needs and taking into account the financial resources available and the staff resources allocated to technical-administrative staff, may also be used for fixed-term recruitment (art. 53 of the National Collective Labour Agreement for the Education and Research Sector signed on 19/04/2018).

Art. 14 Stipulation of employment contract



Following the approval of the merit ranking, the winner shall be invited to enter into an open-ended individual employment contract, with classification in category D, economic position D3, in accordance with the current National Collective Labour Agreement for the University sector, with full-time working hours.

At the time of recruitment, the candidate must not be employed in any other public or private sector and must not be in any of the situations of incompatibility contemplated in art. 53 of Legislative Decree no. 165/2001.

The trial period will be three months. Once this period has elapsed without the employment contract being terminated by either party, the employee shall be deemed confirmed in service.

Failure to take up service within the term established in the contract, without a justified reason, will result in the immediate termination of the employment contract.

Should the successful candidate, for a justified reason, take up his/her duties late, the economic and legal effects shall run from the time he or she takes up his or her duties.

Art. 15

Privacy policy relating to the processing and protection of personal data

The Data Controller is the University of Teramo.

Pursuant to EU Regulation 2016/679, the data provided by participants in the procedure, will be processed, for this purpose, by Teramo University, also with regard to transparency and publicity requirements, in such a way as to ensure their security, integrity and confidentiality and in compliance with the provisions provided for by the regulations in force and in particular by EU Regulation 2016/679.

In order to exercise the rights provided for by EU Regulation 2016/679, the candidate may contact the Data Protection Officer at the University of Teramo, who can be contacted at the email address rpd@unite.it or by sending a registered letter with acknowledgement of receipt to the following address: *Università degli Studi di Teramo – Ufficio GDPR, Via R. Balzarini, 1 – 64100 Teramo.*

The provision of personal data is mandatory for the completion of this procedure. At the time of data collection, the data subject shall be provided with the privacy policy and shall also be asked for authorisation to process the data. Should the provision of the data requested from the data subject in the application and the relevant authorisation to process it not be provided, the procedure cannot be completed.

Art. 16

Procedure Manager

Pursuant to art. 5, law no. 241/1990, the manager of the procedure is Ms Giorgia Bergamante, head of the Recruitment Office (tel. 0861.266207 - email: gbergamante@unite.it).

Art. 17

Publication

Announcement of the competition will be published in the Official Journal 4th Special Series - Competitions and Examinations.

The full text of the announcement is published on the University website in the section on announcements of competition, as well as on the Official university bulletin (Albo online).

Art. 18

Final and referral provisions

For all matters not expressly provided for in this announcement of competition, the laws, regulations and statutory provisions mentioned in the preamble shall apply, as well as the laws in force on the recruitment of university staff.

THE DIRECTOR GENERAL
f.to Prof. Salvatore Cimini

Area Manager: Dr. Sabrina Saccomandi
Office Manager: Dr. Giorgia Bergamante
Collaborators: Dr. Gian Piero Di Bartolomeo
Ms. Tiziana Tullii