



# UNIVERSITÀ DEGLI STUDI DI PALERMO

AREA RISORSE UMANE  
SETTORE RECLUTAMENTO E SELEZIONI

## THE RECTOR

- Given** the Law n. 168 dated 9.05.1989 establishing the establishing the Ministry of University and Technological and Scientific Research;
- Given** the Law n. 241 dated 7.08.1990, related to the new rules for the administrative procedures and the right of access to the administrative documents, as amended and revised;
- Given** the Law 05.02.1992, n. 104 on the assistance, social integration and the rights of persons with disabilities including general rules on socio-economic inclusion of persons with disabilities;
- Given** the D.P.C.M n. 174 dated 7<sup>th</sup> Feb. 1994 laying down rules addressed to EU citizens on how to access jobs in public administrations;
- Given** the D.P.R. (Decree of the President of the Italian Republic) 09.05.1994, n. 487, concerning the rules on access to the employment in the public administrations and on the procedures for managing competitions, unique competitions and other forms of recruitment in the Public employment as amended and revised by the Presidential Decree 30.10.1996 n. 693;
- Given** the Law n. 68 dated 12<sup>th</sup> March 1999, regulating the right to work of the disabled people and the related Implementing Regulations, in particular the Article 7 paragraph 2 providing a special reserve for the aforementioned subjects, in joining the competitions within the overall quota and up to fifty percent of the available vacancies;
- Given** the D.P.R. (Decree of the President of the Italian Republic) 28.12.2000, n. 445, Consolidated Act of the regulations and legislative provisions regarding the administrative documents as subsequently amended;
- Given** the D.Lgs.(Legislative Decree) 30.03.2001, n. 165 and following revisions and amendments, namely art.35 and art. 36;
- Given** the D.Lgs.(Legislative Decree) 30.06.2003, n. 196, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data;
- Given** the D.P.R. (Decree of the President of the Italian Republic) 11.02.2005, n. 68 Regulation containing provisions for the use of certified electronic mail, pursuant to art. 27 of the Law of 16 January 2003, n. 3;
- Given the D.Lgs.(Legislative Decree) 07.03.2005, n. 82, Digital Administration Code as amended;
- Given the D.Lgs.(Legislative Decree) n. 198, 11.04.2006, Code of equal opportunities between men and Women
- Given** the Legislative Decree n. 150 dated 27<sup>th</sup> October 2009, "Implementation of the law 4 March 2009, n. 15, aimed at improving the productivity of public work and the efficiency and transparency of public administrations, and in particular articles 2 and 62;
- Given** the Legislative Decree n. 66 dated 15<sup>th</sup> march 2010, and following revisions and amendments, namely art.10-14 par.3-4 and art 678 par. 9;
- Given** the Law of 30.12.2010, n. 240, relating to "Regulations on the organization of Universities, academic staff and recruitment, as well as the mandate to the Government to support and sustain the quality and efficiency of the university's system and in particular the art. 24 as amended and updated;
- Given** the Regulation related to the fixed-term Technologist as issued by D.R. n. 4053, dated 15<sup>th</sup> Oct. 2012;
- Given** the Law 02.11.2011, n. 183 and in particular the article 15 identifying rules and procedures on the certificates and substitutive declarations and the banning of introducing additional requirements, in the reception of EU Directives, compared to those already foreseen in the Directives;
- Given** the art. 8 - Law Decree (D.L.) n. 5, dated 9 Feb. 2012 confirmed in Law n. 35 dated 4 April 2012, laying down urgent provisions to foster procedures facilitation, development and economy;
- Given** the resolution n. 26 issued by the Boards of Directors on the 2<sup>nd</sup> August 2012 revising taxes and contribution for *post-lauream* activities and public selections for vacancies at the University of Palermo A.Y 2012-2013, and establishing also the position of technologist with a fixed term employment, as peer the R.D. n. 4053;



# UNIVERSITÀ DEGLI STUDI DI PALERMO

## AREA RISORSE UMANE SETTORE RECLUTAMENTO E SELEZIONI

- Given** the law n. 190 dated 6<sup>th</sup> November 2012, n. 190, "Provisions for the prevention and repression of corruption and illegality in the Public Administration";
- Given** the D.Lgs.(Legislative decree) 14.03.2013, n. 33 "Restructuring of regulations concerning the duties of publicity, transparency and information's dissemination in charge of the Public administrations, as subsequently amended;
- Given** the current National Labour Contract discipline, addressed to the Technical and Administrative Staff in the University Sector;
- Given** the Ethics Code issued by the University of Palermo with the D.R (Rector's Decree) n. 2741, dated 18.07.2014, as emended with the D.R. 1693-dated 13.05.2019;
- Given** the D.L. n. 34 dated 19<sup>th</sup> may 2020, establishing "Urgent measures in the field of health, support for work and the economy, as well as social policies related to the epidemiological emergency from COVID-19" and in particular Articles. 247, 248 and 249, converted into Law no. 77 dated 17<sup>th</sup> July 2020;
- Given** the resolution dated 3<sup>rd</sup> March 2021 - Minutes n. 3 section 07, issued by the Department of Earth and Marine Sciences (DiSTeM), approving the request for launching a public selection for (one) 1 Technologist - Position D3, with a 24 (forty -four) months contract, whose cost will be covered by the Research Deal, entitled as per the original Italian language *Implementazione delle camere UV nella rete di monitoraggio vulcanico del laboratorio di geofisica sperimentale* (voce COAN CON-0189) EURO 68.367,69; *Prestazione conto terzi avente per oggetto: la "Fornitura di 2 MultiGAS - IGP Perù", codice progetto CON-0169 - EURO 18.403,45;*
- Having** considered that the Department of Earth and Marine Sciences (DiSTeM) stated to cover this vacancy, (budget allocation statement dated 9th March 2021) under the UGOV-PJ scheme – Real Costs - Code Project CON-0189 € 68.367,69 and CON-0169 - € 18.403,45;
- Given** the resolution, n.05.04 dated 15<sup>th</sup> April 2021 issued by the Board of Directors approving the above-mentioned public selection.

## DECREES

### Art. 1

#### Scope of the public selection

A public selection, by qualifications and public interview, has been launched for recruiting 1 (one) technologist in order to carry out activities of technical and administrative support for research activities, with a temporary 24-months contract - Ctg. D - Economic Position D3 at the Department of Earth and Marine Sciences, under the project *"Implementazione delle camere UV nella rete di monitoraggio vulcanico del laboratorio di geofisica sperimentale"*.

The work program is focused on technical and administrative support as follows:

- Gathering of MultiGAS analysers and UV CHAMBERS for monitoring volcanic gases;
- Development / updating / implementation of new prototypes of MultiGAS instrumentation and UV CAMERAS;
- Fitting and management of MultiGAS and UV CAMERAS monitoring networks on active volcanoes, in particular Stromboli;
- Design, fitting and management of data transfer networks from remote stations (MultiGAS and UV CAMERAS), in particular in Stromboli;
- Databases management, NAS and servers for data storage of MultiGAS networks and UV CAMERAS;
- Support in the administrative project management, accordingly to the procurement procedures for supplies and services on MEPA system.

The economic treatment is that foreseen for a contract Ctg. D - Economic Position D3, equal to € 86.771,14 (2 years salary), including all the legal charges but except for the additional payment, in compliance with art. 24 bis - 4th paragraph, of the Law 240/2010.



# UNIVERSITÀ DEGLI STUDI DI PALERMO

AREA RISORSE UMANE  
SETTORE RECLUTAMENTO E SELEZIONI

This amount will be covered as follows:

- Deal named "*Implementazione delle camere UV nella rete di monitoraggio vulcanico del laboratorio di geofisica sperimentale*" (voce COAN CON-0189) € 68.367,69;
- Third parties services contract focused on "*Fornitura di 2 MultiGAS - IGP Perù*", codice progetto CON-0169 - € 18.403,45.

Place of work: Department of Earth and Marine Sciences. Contract duration: 24 months.

## **Art. 2** **Admission requirements**

The selection is open to:

- a) Applicants graduated in Geological Sciences and Technologies - Degree code LM/74 and/or Degree code S/86 and/or equivalent degrees;
- b) At least one year professional qualification in the following fields: assembly and installation of MultiGAS and UV CAMERA instrumentation; electronics and electrical engineering, with particular reference to plant engineering and the development and management of electronic, electrical and IT instrumentation;

with the following requirements:

Italian citizenship or citizenship of another Member State of the European Union or their family members who do not have the citizenship of a Member State, provided that they are holders of the right of residence or the right of permanent residence, as well as citizens of third countries who are holders of the residence permit. EC residence for long-term residents or holders of refugee status or subsidiary protection status;  
enjoyment of political rights;  
fitness for this vacancy;  
being in compliance with the regulations concerning military service obligations for those born by 1985;  
being not less than 18 years old.

For qualifications obtained abroad, applicants have to submit the needed certifications, stating the equivalence to the Italian qualifications, pursuant to Legislative Decree. N.165/2001 and/or the statement starting the request for the equivalence to the qualifications, according to the procedure in the art. 38 of Legislative Decree 165/2001 (<http://www.funzionepubblica.gov.it/strumenti-e-controlli/modulistica>).

Candidates who have received criminal convictions must indicate the date of the sentence, the authority that issued it, the nature of the offense, even if a pardon, amnesty, etc. have been released and even if nothing appears from the criminal personal record. Pending criminal procedures must also be indicated, whatever their nature.

The selection is not open to and otherwise shall be excluded:

- 1) those who have been excluded from the enjoyment of civil and political rights;
- 2) those who have been dismissed or exempted from an employment in a Public Administration's office because of insufficient performance, and/or dismissed from any other public engagement, according to the article 127 subsection 1 lett. d) of D.P.R. 10.1.1957, no. 3;
- 3) those who have criminal convictions, or any criminal convictions reported, and any pending criminal proceedings against him/her.

According to the article 18 subsection 1) lett. B and C - Law 240/2010, as amended and updated, and according to article 7, subsection 1 and 2 of the Ethics code, the selection is not open to any person who is related by marriage or by blood up to the fourth degree, to a professor working in the Department in charge of the vacancy, or the structure proposing the activation of the contract, or to the Rector, General Director, or a member of the Board of Governors of the University.



# UNIVERSITÀ DEGLI STUDI DI PALERMO

## AREA RISORSE UMANE SETTORE RECLUTAMENTO E SELEZIONI

Foreign citizens must also hold the following requirements:

- 1) enjoyment of civil and political rights even in the States of belonging or origin;
- 2) all the other requirements envisaged for citizens of the Italian Republic, with the exception of the Italian citizenship;
- 3) Italian proper knowledge.

The admission requirements, as defined in this public notice, must be held at the submission deadline.

The Administration guarantees equal opportunities between women and men for accessing to work and treatment in the workplace.

### Art. 3

#### How to apply

Applicants must submit their application form, online, via <https://servizisia.unipa.it/concorsi>, filling in the foreseen template.

The deadline for the submission of the application form is the thirtieth (30<sup>th</sup>) day after the official publication of the call on the **Gazzetta Ufficiale della Repubblica Italiana, Quarta Serie Speciale Concorsi ed Esami**, at 14.00 (2pm) (Italian local time), otherwise shall be excluded.

In order to complete the application form, applicants must hold a personal certified email account (PEC) where all the information will be sent. Third parties certified email (PEC) accounts, companies or legal entities email PEC accounts are not allowed.

For foreign candidates, the personal certified email account PEC is not mandatory. Ordinary personal email account is allowed.

After having filled in the application form, the applicants will receive a confirmation email proving the submission. This receipt must be kept and showed, if requested.

As soon as applicants complete the submission, the system will release a code automatically: the code must be used for any subsequent communication.

The date of electronic submission of the application form to participate in the selection is certified by the computer system which will no longer allow access and sending of the electronic form, upon expiry of the deadline for its submission.

Within the deadline, applicants can modify the application. Certifications and other documents can be attached in the system

Candidates are requested to pay a contribution equal to **€10,00**, otherwise shall be excluded.

This amount must be paid by a bank transfer, as follows:

Account number: 000300004577

Bank holder: University of Palermo

Bank information: - Agenzia A - Via Roma, Palermo - **UniCredit S.p.A**

**IBAN code: IT09A0200804682000300004577.**

Swift/code: **UNCRITMMXXX.**

For UniCredit bank account holders **only**, if the transfer cannot be done, the contribution must be paid by cash payment at the counter, mentioning the ID code **treasury 9150300** of the University of Palermo.

**Copy of the bank transfer must be attached to the application form.**

Under their own responsibility, the applicants must declare, filling in the online application form:

- name and surname;
- place and date of birth;
- social security number – fiscal code number (only for Italian citizens);
- residence and domicile;
- certified email address PEC - only for the Italian citizens;
- email address (for foreign citizens);
- telephone number;
- degree certificate and/or master's degree;
- equivalent degree or equivalent qualification obtained abroad and recognized in accordance with the relevant provisions in force;
- Specific working and professional experience (at least 1 year);



# UNIVERSITÀ DEGLI STUDI DI PALERMO

## AREA RISORSE UMANE SETTORE RECLUTAMENTO E SELEZIONI

- English knowledge;
- Citizenship (Italians not belonging to the Republic are equivalent to citizens of the Italian State);
- for Italian nationals: the electoral lists where enrolled or otherwise the reasons for the cancellation or the failure to register;
- if foreign citizens: the full enjoyment of civil and politics rights otherwise the reason for the failure of enjoyment;
- only for Italian citizens: the current position regarding military obligations – applicants born by 1985;
- to have no criminal convictions, or any criminal convictions reported, indicating the details of the relative sentences (even if amnesty, amnesty, pardon or court pardon was released) and any pending criminal proceedings against him/her;
- not to have been dismissed or exempted from an employment in a Public Administration's office because of insufficient performance, and/or dismissed from any other public engagement, according to the article 127 subsection 1 lett. d) of D.P.R. 10.1.1957, no. 3;
- only for foreign citizens: proper knowledge of the Italian language
- to have possible preferential qualifications as set forth in art. 10 of this public notice, if placed in the merit ranking with the same score of another candidate;
- not to have a degree of kinship or affinity, up to and including the fourth degree, with a professor belonging to the department or structure that carries out the call or with the Rector, the General Director or a member of the Board of the University.

The Administration reserves the right to carry out checks on the truthfulness of the declarations, self-certifications and substitute declarations, according to the DPR 445/2000 and following amendments.

Candidates certified as disable pursuant to the Law 104/1992, as amended and modified and to the Law 68/1999, may ask for the benefits as foreseen in the laws, mentioning it in the application form. Namely, it must be specified the needed support for attending the tests in relation to one's own condition, as well as the possible need for additional time for carrying out the examination tests. In such situations, they will have to produce suitable medical-health certification that specifies the essential elements relating to their condition, in order to allow the Administration to prepare tools and instruments to guarantee all they need in time.

Failure to indicate in the application of the necessary aids automatically make the Administration free of any obligations.

The Administration is not responsible for any transmission / reception problems, PECs or emails for foreign candidates, not due/ attributable to University responsibility.

Along with the application form, the candidates must attach, signed, scanned and saved in pdf file,

- only for the Italians: copy of the health insurance card and/or fiscal code card;
- copy of a valid ID document;
- certifications proving the specific working/professional experience;
- curriculum vitae duly signed;
- Copy of the bank transfer equal to **€ 10,00**, as proof of the participation's contribution reporting CRO/TRN codes
- Additional qualifications to be submitted to the assessment procedure;
- Any other useful documents and/or certification required by this public notice.

According to the Italian Law, the possess of the qualifications can be certified with a self-statement as per the art. 46 or per the art. 47 of the D.P.R. 445/2000, mentioning all the detailed information required and needed for the assessment procedure.

It is strictly forbidden to mention publications and/or copy of qualifications already submitted to this University or to other Public Administrations/Institutions.

Documents can be scanned by an original, a certified copy or by a copy declared in compliance with the original one by a substitutive declaration, pursuant to art. 47 of the D.P.R. n. 445/2000.

Only the data and documents in the possession of the University of Palermo can be acquired automatically if the candidate indicates the indispensable elements for finding the information or data requested.



# UNIVERSITÀ DEGLI STUDI DI PALERMO

## AREA RISORSE UMANE SETTORE RECLUTAMENTO E SELEZIONI

All the above-mentioned documents must be scanned and sent along with a separate statement, certifying the documents are equal to the original ones and are in compliance with the original copies, according to the art. 47 -- D.P.R. n. 445/2000.

As stated in the art. 15 of the law 12.11.2011 n. 183, the certifications issued by the Public Administration regarding status, personal qualities and facts, are valid only in relations between private individuals, starting from 01.01.2012.

In the relations with Public administration bodies and Public services providers, certificates are always replaced by statements, released according to the articles 46 and 47 of the D.P.R. n. 445/2000.

In relation to administrative documentations, citizens of a non-EU country must comply with the requirements foreseen in art. 3, subsections 2, 3 and 4 of the D.P.R. n. 445/2000.

Owned qualifications and statements, written in another foreign language than English, French, German and Spanish, must be translated in Italian, and certified as conforming by the competent Italian diplomatic either by consular offices or by a sworn translator.

The Administration reserves the right to carry out checks on the truthfulness of the declarations, self-certifications and substitute declarations. In the event of fake statements, the provisions in articles 483, 485 and 486 of the penal code will be applied.

### **Art. 4**

#### **Exclusion from the selection procedure**

Candidates will be excluded for:

- lack of admission requirements pursuant to art. 2 of this announcement;
- failure to submit the online application form;
- transmission of the application beyond the deadline, set by the notice;
- failure to pay the contribution equal to € 10,00;
- sending the application by a not personal email and/or not personal certified email (PEC).

Candidates are admitted to the selection on a conditional basis.

The exclusion, due to the lack of one of the requirements can be decided at any time during the procedure, by a duly motivated Decree, and notified to the interested party, by registered letter with return receipt for foreign candidates.

### **Art. 5**

#### **Pre-selection Test**

In relation to the number of candidates, the Administration reserves the right to proceed with a possible pre-selection test. Date and place of the preselection test will be published on the official Register of the University (see art. 18), no less than 7 days before the test. No other communication will be given.

Pursuant to Article 2 - bis of Law 104/1992 and to Law no. 114/2014, the disadvantaged candidate, suffering from a disability equal to or greater than 80%, is not required to participate in the preselection test.

Candidates will be excluded if they do not participate in the preselection tests.

The score obtained in the preselected test does not contribute to the final mark. The results will be published as detailed in the following art. 18, anonymously and with the code produced by the system during the submission form's procedures.

Candidates placed in the first 10 places and any *ex aequo* in the last position will be admitted to the following selection tests.

The Administration will verify the possession of the requirements for access to the procedure only for those who have passed the pre-selection test.

During the pre-selection test, candidates will not be able neither to bring books, periodicals, newspapers, newspapers and publications nor bags for containing the above material, which must in any case be delivered, before the test, to the surveillance staff, who will return them at the end of the test, without assuming any responsibility for their content.

The use of electronic equipment (computers, mobile phones, smartphones, smartwatches or tablets) will also not be allowed, otherwise excluded.



# UNIVERSITÀ DEGLI STUDI DI PALERMO

## AREA RISORSE UMANE SETTORE RECLUTAMENTO E SELEZIONI

During the pre-selection test, candidates will not be able to communicate with each other or outside in any way, under penalty of immediate exclusion from the competition.

In the event that the aforementioned preselection is not carried out or in the case of postponement of the same, notice will be given, at least 2 days before the scheduled date, by means of a notice published in the Official Register of the University and at the address given in the following art 18.

This communication will be valid as an official notification.

### Art. 6

#### Assessment general criteria

Pursuant to article 8 of the Regulations for the Fixed-Term Technologist; a score of 30 points is reserved for the qualification evaluation. If relevant for the activities (technical and administrative support activity to the research activities), the qualifications are evaluated as follows:

Working experience in a Public Administration offices / Private Organizations	Until 15 points
ECDL (European Computer Driving License), MOS (Master Microsoft Office Specialist), Eipass (European Informatics Passport) and /or equivalent	Until 5 points
Other academic qualifications: other degrees different from those used for accessing the public selection, post-graduate specializations, research grants, scholarships, PhD	Until 10 points

The selection committee will proceed with the qualifications assessment, only for the candidates admitted to the written test and only before evaluating the papers, produced by the candidates.

The results will be published on the Official University Register and on <http://www.unipa.it/amministrazione/arearisorseumane/settorereclutamentoeselezioni/PersonaleTA/tecnologi> For each candidate, the Commission draws up a summary document report, integral part of the minutes where the qualifications relating to the various categories and the corresponding scores will be mentioned.

The assessment qualifications results will be published before the oral test /interview, with restricted access, on the website as per the following art. 18.

### Art. 7

#### Selection Committee

The selection committee is appointed with a Decree issued by the Rector. It's made up of 3 members chosen from *First Level* University Professors, *Second Level* University Professors and researchers, also not belonging to the University of Palermo, upon proposal of the Department.

The designation decree is published on the Official University Register.

Within thirty days from the publication of the Rector Decree appointing the committee, candidates may submit to the Rector of the University petitions/complaints against the member of the selection committees, when there are the circumstances foreseen by the art. 51 and 52 of the Italian Civil Code of Civil Procedure. If the cause for the objection has arisen, as long as it is prior to the date on which the commission is established, the term starts from its onset. The petitioner's procedure is not allowed anymore, when the mentioned deadline has passed and, in any case, after the setting-up of the selection commission.

### Art. 8

#### Selection committee's fulfilments

The first meeting of the selection committee is requested and asked by the President, after 30 days from the date of publication of the appointment's decree on the University's Official Register.

The Committee in the above-mentioned meeting will:



# UNIVERSITÀ DEGLI STUDI DI PALERMO

## AREA RISORSE UMANE SETTORE RECLUTAMENTO E SELEZIONI

- enter in the minutes a declaration released by each member and stating the nonexistence of the causes of abstention pursuant to arts. 51 and 52 of the Italian Code of civil procedure;
- establish the criteria for the preliminary evaluation of the candidates (Ministerial Decree 05/25/2011 n. 243);
- establish the criteria to be used for the acknowledgment of a score to the qualifications and to each publication sent by the candidates, admitted to the discussion;
- view the list of candidates and enter in the minutes a statement affirming that there are no abstentions pursuant to Articles 51 and 52 of the code of civil procedure between candidates and committees' members.

At the end of the first meeting, the minutes is sent to the Officer in charge of the procedure, in order to ensure the required publicity on the University's Official Register and on <http://www.unipa.it/amministrazione/arearisorseumane/settorereclutamentoeselezioni/PersonaleTA/tecnologi> at least for seven days, before the next and coming selection step.

After the possible pre-selection test and however before the written tests, according to the art. 2 of this announcement, the selection committee will have to evaluate the accessing requirements of candidates who have passed the preselection test, whose applications will be transmitted in electronic format by the Officer in charge of the procedures. In the event that the aforementioned preselection test is not carried out, the accessing requirements will be checked before the written tests.

The proceedings of the selection procedure consist of the selection Committee minutes. The Commission must conclude all the selection phases within three (3) months from the date of the Rector's appointment decree. In the event that the works are not finalised within the previously mentioned terms, with a motivated decision, the Rector can launch the procedure to replace the whole Commission or the members of the committee, to which the causes of the delay are due, establishing at the same time a new deadline for the conclusion of the procedures.

### **Art. 9 Selection Tests**

The procedure includes the following recruitment process: two written tests and a public discussion/interview (oral test).

The first and second written or practical tests, for candidates passing any possible pre-selection phase, will focus on the topics as indicated in the art. 1 of this public notice. The oral test will focus on the same topics as the written or practical tests.

During the public discussion/interview, knowledge of the University Statute will also be ascertained, as well as an excellent English knowledge, as well as computer programs related to the activities envisaged by the work program.

The selection committee will provide a total score equal to 120 points shared as follows:

- 30 points to first written test
- 30 points to second practical test
- 30 points to public discussion/interview (oral test).
- 30 points to the provided qualifications.

The written tests will be considered passed, if the candidate has reported a score of at least 21/30 in each of them. The interview is considered passed with a vote of at least 21/30.

Date and venue of the selections tests will be published on the Official University Registry and on the websites reported in the following art.18. No other communication will be given.

Any communication about dates' modifications will be published, on the Official Register of the University and at the website reported in art. 18.

If a candidate will not join the tests sections, she/he will be excluded, regardless the reason.

The list of candidates, reporting the obtained scores and the probable admission to the oral test will be published on the University online register and on the website [http://www.unipa.it/istruzione/arearisorseumane / settorereclutamentoeselezioni / PersonaleTA / tecnologi](http://www.unipa.it/istruzione/arearisorseumane/settorereclutamentoeselezioni/PersonaleTA/tecnologi).

The oral exam will take place in a classroom open to the public with a suitable capacity to ensure maximum participation or, with an authorization, in a blended modality.





# UNIVERSITÀ DEGLI STUDI DI PALERMO

## AREA RISORSE UMANE SETTORE RECLUTAMENTO E SELEZIONI

At the end of each session dedicated to the oral test, the Commission will report the list of evaluated candidates mentioning marks obtained by each of them.

Candidates must show only one of the following valid identification documents, for joining the evaluation sections:

- ID card;
- firearms license;
- driving license;
- boat license;
- passport;
- identification cards issued by a State Administration.

The final score is given by the sum of the scores of the aforesaid tests and by qualifications assessment results.

At the end of the works, the selection committee will formulate the merit ranking of the candidates.

With the Rector's provision, the competition deeds/proceedings will be approved, along with the merit ranking and the winner's candidate.

### **Art. 10 Priorities and Preferences**

Within 15 days from the interview/public discussion, candidates, passing the oral test must send the documents certifying the possession of any qualifications, including priorities and/or preferences qualifications, as reported in the application form, by certified email (PEC) to the following email address [pec@cert.unipa.it](mailto:pec@cert.unipa.it) (for Nationals) and to [mail-protocollo@unipa.it](mailto:mail-protocollo@unipa.it) (for foreign candidates), mentioning the code released by the system during the application form procedure.

They also has to duly certify to hold those qualifications, at the deadline foreseen for submitting the application forms.

Documents, certifying to hold preferential qualifications, if candidates with the same evaluation can be scanned by an original, a certified copy or by a copy declared in compliance with the original one by a substitutive declaration, pursuant to art. 47 of the D.P.R. n. 445/2000.

In some circumstances, the scan may also refer to the substitutive declaration of certification pursuant to art. 46 or to art. 47 of the aforementioned decree.

False declarations are punishable under the Penal Code and under the related special laws on the matter. In some most serious events, they can cause temporary disqualification from public offices cases, without prejudice to the forfeiture of any benefits resulting from the provision issued on the basis of the untruthful declaration.

As far as candidates, with the same scores are concerned, propriety and preference will be given to:

1. military value awarded people;
2. ex-combatants mutilated and war disabled;
3. the disabled and disabled due to war;
4. the disabled and disabled for service in the public and private sector;
5. war orphans;
6. the orphans of the fallen due to war;
7. the orphans of the fallen for service in the public and private sector;
8. the wounded in combat;
9. the winners of war cross or other special attestation of merit of war, as well as the heads of numerous families;
10. the children of the mutilated and war-fighting ex-combatants;
11. the children of the maimed and disabled by war;
12. the children of disabled and disabled for service in the public and private sector;
13. widowed parents who have not remarried, spouses who have not remarried and widowed or unmarried brothers and sisters of war dead;



# UNIVERSITÀ DEGLI STUDI DI PALERMO

## AREA RISORSE UMANE SETTORE RECLUTAMENTO E SELEZIONI

14. widowed parents who have not remarried, spouses who have not remarried and widowed or unmarried brothers and sisters of those who died because of war;
15. widowed parents who have not remarried, spouses who have not remarried and widowed or unmarried brothers and sisters of those who died for service in the public and private sector;
16. those who have performed commendable military service as combatants;
17. those who have given praiseworthy service for any reason, for not less than a year in the administration that has announced the competition;
18. married and unmarried with regard to the number of dependent children;
19. invalids and civilian mutilated;
20. military volunteers of the Armed Forces dismissed without demerit at the end of their service.

With equal merit and qualifications, priority will be given:

- according to the number of dependent children, regardless of whether the candidate is married or not;
- for having given praiseworthy service in public administrations;
- for being the younger candidates.
- 

### **Art. 11**

#### **Documents conformity and regularity checks**

With his own decree, The Rector verifies the formal regularity of the documents, approves the proceedings and declares the name of the most qualified candidate to cover the vacancy, in relation to this call for recruitment along with the merit's ranking. Statements, facts and personal qualities self-certified by the winning candidate are subject to the University, checks.

The Decree will be published on the official University website and on [www.unipa.it/amministrazione/arearisorseumane/settorereclutamentoeselezioni/PersonaleTA/tecnologi/](http://www.unipa.it/amministrazione/arearisorseumane/settorereclutamentoeselezioni/PersonaleTA/tecnologi/).

Terms for any appeals will run from the date of publishing in the Official Register of the University. The merit ranking will be effective for the period foreseen by the current legislation.

### **Art. 12**

#### **Contract's signature**

The declared winner candidate will be invited to sign a 24 months contract, by receiving a PEC or other communication, within ten days from the date of receipt of the communication sent by the Administration, otherwise excluded. In the event of failure to comply with the aforementioned deadline, the forthcoming candidate in the ranking will be invited to sign the contract.

The winner must submit the relevant documentation within thirty days from having been hired.

The winner will sign a temporary private-law contract -- subordinate employment - category D - economic position D3 with the University Administration and will receive a gross annual pay as foreseen under the current National Collective Labour Contract of the University's sector, in addition to the indemnity University and any other accessory fees if due.

The delay in sending/submitting the required documents or other documents different from those provided or irregularly completed, will entail the forfeiture of the relative benefits, without notice.

The envisaged trial period cannot be renewed or extended upon expiry. After having passing an half trial period, in the remaining period each party may withdraw from the contract, at any time without prior notice or indemnity in lieu of notice. The withdrawal operates when communicated to the counterpart. The administration's withdrawal must be justified.

Pursuant to art. 24 bis paragraph V, the contracts, ruled by the University Regulations for the establishment of the fixed-term Technologist, do not give the right to access the roles of the academic or technical - administrative staff of the Universities.

### **Art. 13**

#### **Termination of the contract**



# UNIVERSITÀ DEGLI STUDI DI PALERMO

## AREA RISORSE UMANE SETTORE RECLUTAMENTO E SELEZIONI

The contract shall be ended at the expiration date as foreseen in the contract or by right, by giving notice to the other party. Each of the contractors may terminate the contract, before the deadline, when a circumstance does not allow the prosecution of the contract, pursuant to art. 2119 of the civil code.

### **Art. 14 Economic terms**

Pursuant to article 24 bis of the Law 240 dated 30.12.2010, the economic conditions, reserved to the technologist employed under this public notice, are equal to those foreseen for the staff employed under the contractual Economic Category D3.

### **Art. 15 Data Protection**

The personal data, communicated by the candidates throughout the application, will be collected and processed by the University of Palermo in compliance with the EU Regulation n. 679/2016. The data communication is mandatory, otherwise excluded. The interested parties enjoy the rights as detailed in the abovementioned EU Regulation, including the right to access the data concerning him/her. These rights may be acted against the University of Palermo as the data controller. By the way, interested parties can find more information on data processing at the following link:

<http://www.unipa.it/amministrazione/arearisorseumane/settorereclutamentoeselezioni/informativa-privacy>.

### **Art. 16 Officer in charge of the Procedure**

According to the Art.5 of Law n. 241 07/08/1990, the Officer in charge of the procedure is Mrs Doctor Alessandra Fallica – Piazza Marina n. 61, 90133 – Palermo – Telephone: 091.23893876 - 091.23893779 – Fax: 091.23860781 – email: concorsi@unipa.it.

### **Art. 17 Final rules**

For all the issues, not explicitly mentioned in the present competition announcement, please refer to the regulations and laws as detailed in the premise, the Ethics Code issued by the University of Palermo with the D.R (Rector Decree) n. 2741 dated 18.07.2014 as emended with the D.R. 1693 - art. 7 issued on the 13<sup>th</sup> May 2019 and the other rules in force.

### **Art. 18 Publicity and information**

After the publication on the **Official Journal of the Italian Republic 4<sup>th</sup> Special Section for Selections and exams** (*Gazzetta Ufficiale della Repubblica Italiana, quarta serie speciale concorsi ed esami*), this call for selection issued by a Rector Decree will be published on:

- <https://www.unipa.it/albo.html>;
- unipa.it;
- [http://www.unipa.it/amministrazione/arearisorseumane/settorereclutamentoeselezioni/Personale TA/tecnologi](http://www.unipa.it/amministrazione/arearisorseumane/settorereclutamentoeselezioni/PersonaleTA/tecnologi);
- <http://bandi.miur.it/index.php>
- <http://www.euraxess.it/>.

**The Rector  
Prof. Fabrizio Micari**



# UNIVERSITÀ DEGLI STUDI DI PALERMO

AREA RISORSE UMANE  
SETTORE RECLUTAMENTO E SELEZIONI

*This document is the English version of the call for applicants, issued by D.R. (Rector Decree) n. 2249/2021 and dated 18<sup>th</sup> May 2021, written in Italian. In case of doubts or misunderstandings, the Italian version is prevalent.*