



# UNIVERSITÀ DI PAVIA

Director General's resolution

VII/1

*English version*

[Italian official document](#)

*The official text is in Italian, which will prevail over the English translation in cases of conflict or omission.*

**Subject:** Public selection, based on qualifications and an interview, for the fixed-term employment of a **category D3 - second level technologist - for a period of 18 months**, which may be extended, at the **Department of Earth Sciences & the Environment of the University of Pavia** in support of the LIFE RESQUE ALPYR project - REStoration of aQUatic Ecosystems of protected areas from the ALps and PYRenees and of the 'Regenerative agriculture in paddy fields - Monitoring of bio diversity' research projects.  
(code 29-2022-tec.alphyr-scienze-terra)

## THE DIRECTOR GENERAL

**Considering** Legislative Decree dated March 30, 2001, no. 165, including "General rules on the organisation of work employed by public administrations";  
**Considering** Presidential Decree dated 10 January 1957, n. 3, including "Consolidated text of the provisions concerning the statute of state civil servants", as well as the related implementing rules;  
**Considering** Law dated 7 August 1990, n. 241, including "New rules on administrative procedures and the right of access to administrative documents";  
**Considering** Presidential Decree dated 9 May 1994, n. 487, including "Regulation establishing rules on access to employment in public administrations and the methods of conducting public competitions, single competitions and other forms of recruitment to public office";  
**Considering** Law dated 15 May 1997, n. 127, including "Urgent measures for streamlining administrative activities and decision-making and control procedures";  
**Considering** Presidential Decree dated 28 December 2000, n. 445, including "Consolidated text on legislative and regulatory provisions concerning administrative documentation";  
**Considering** Law dated 30 December 2010, n. 240, including "Rules on the organisation of universities, academic staff and recruitment, as well as a delegation to government to encourage improve the quality and efficiency of the university system";  
**Considering** Legislative Decree dated 11 April 2006, n. 198, including "Equal opportunities code, pursuant to Article 6 of Law dated 28 November 2005, n. 246";  
**Considering** Law dated 6 August 2013, n. 97, including "Provisions for the fulfilment of the obligations deriving from Italy's membership of the European Union - European law 2013", in particular Article 7, which modified the rules on foreigners' access to public administration employment;  
**Considering** Law dated 5 February 1992, n. 104, including "Framework law for assistance, social integration and the rights of disabled people";  
**Considering** Law dated 12 March 1999, n. 68, including "Norms governing employment rights for the disabled";  
**Considering** General Regulations on data protection – EU Regulation 2016/679, including rules on the handling of personal data;  
**Considering** Legislative Decree dated 7 March 2005, n. 82, including "Code on digital administration" and subsequent amendments;

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**Considering** Law dated 6 September 2012, n. 190, including "Provisions on the prevention and repression of corruption and illegality in public administration" and the related three-year Corruption Prevention Plan 2022-2024 adopted by the University of Pavia;

**Considering** Legislative Decree dated 14.3.2013, n. 33, and modified by Legislative Decree dated 25.5.2016 n. 97, including "Reorganisation of the regulations concerning the obligations of publicity, transparency and dissemination of information by public bodies";

**Considering** the Decree-Law dated 9 June 2021, n. 80, coordinated with Conversion Law no. 113, containing: "Urgent measures to strengthen the administrative capacity of public bodies regarding the implementation of the National Recovery and Resilience Plan (PNRR) and for the efficiency of justice";

**Considering** Inter-Ministerial Decree dated 9 July 2009, including the equalisation between old system degree diplomas and specialist degrees (LS) pursuant to Ministerial Decree 509/99 and Master's degrees (LM) ex Ministerial Decree 270/04 for the purposes of participation in public competitions, and subsequent amendments;

**Considering** Law dated 30 December 2021, n. 234, including "Projected state budget for the financial year 2022 and multi-year budget for the three-year period 2022-2024";

**Considering** the collective employment contract for the technical-administrative staff of the Education and Research sector signed on 19.04.2018;

**Considering** the University of Pavia Statute;

**Considering** the University of Pavia Code of Ethics and staff Code of Conduct;

**Considering** "University Regulations for the recruitment of fixed-term technologists pursuant to art. 24 bis of Law no. 240/2010";

**Considering** resolution n. 238 dated 4 July 2022, with which the Department Board of Earth & Environmental Sciences approves the request and features for one Technologist staff member for a fixed period of 18 months, of category D, economic position D3, to provide technical and administrative support for the research programs "LIFE RESQUE ALPYR project - REStoration of aQUatic Ecosystems of protected areas from the ALps and PYRenees and of the 'Regenerative agriculture in paddy fields - Monitoring of bio diversity' research projects;

**Considering** the "Protocol for the conduct of public competitions" referred to in Minister of Health Ordinance dated 25 May 2022, issued in implementation of Decree-Law no. 36 of 2022 and published in the Official Gazette no. 126 dated May 31;

**Considering** the new "Protocol for the conduct of public competitions" of the University of Pavia dated 13/06/2022 which outlined provisions related to the implementation of the aforementioned Ordinance;

**Having ascertained** that the costs of the aforementioned employment contract will be borne by the "Life Resque Alpyr Life20 NAT/ES/000369" and "Parboriz Risasia 2022 Pellitteri Rosa Commerciale" projects and that these resources do not come from the Ordinary Fund;

**Deemed it necessary** to proceed to call for a public selection, based on qualifications and interview;

## PROVIDES

### ART. 1 – Public selection

In compliance with the principle of equality and equal opportunities between men and women for access to employment and workplace treatment, a public selection is hereby announced, **based on qualifications and an interview**, for the temporary hiring of **no. 1 unit of second level**



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**technologist, category D, economic position D3. The contract duration is 18 months**, which may be extended, and with full-time working hours at the **Department of Earth & Environmental Sciences**. The role provides support for the research and administrative activities of the **LIFE RESQUE ALPYR project - REStoration of aQUatic Ecosystems of protected areas from the ALps and PYRenees and of the "Regenerative agriculture in paddy fields - Monitoring of biodiversity" research programme, commissioned by Parboriz S.p.A.**

The technologist, supervised and coordinated by the scientific manager of the project, will provide technical and administrative support.

**A selection process is deemed necessary for the following activities to be carried out:**

- support for the accounting management of the projects cited above;
- administrative support related to project management, with particular regard to the communication needs between lead and partner units;
- project reporting support activities, in coordination with the Research and Third Mission Service research manager;
- support for the management of web platforms, newsletters and social media networks;
- communications support (e.g., Actions E) provided for within the projects
- support for the organisation of educational, professional and scientific training events forming part of the projects
- support in the coordination and tutoring of project collaborators (volunteers, trainees and undergraduates)
- support for the project's technical-scientific activities with particular reference to laboratory activities, management and data analysis in the context of the monitoring actions (Actions D) of the LIFE RESQUE ALPYR project and monitoring of the effects of the management of embankments and water in paddy fields on insects, birds and flora.

**The public competition winner should also:**

- have excellent knowledge of English;
- have experience in the use of web platforms, newsletters and social media networks;
- possess good interpersonal skills;
- be able to teamwork with a collaborative, dynamic approach;
- have the capacity to mediate and problem solve;
- have the capacity to multitask and to autonomously define work priorities;
- have good time management skills;
- be results oriented.

The holder of the position will operate enjoy the autonomy and responsibility of his/her contractual category, as foreseen in the current Education and Research Division contract, that is:

- a) *Autonomy level*: carrying out of functions with a range of non-preestablished solutions;
- b) *Responsibility level*: relative to the technical and/or managerial correctness of the solutions adopted.

## **ART. 2 – Admission requisites**

For admission to selection, candidates must possess the following requisites, which must be held at the deadline date for the presentation of the admission application and when they take up service:

1. **Qualification**: a degree in *Scienze e tecnologie per l'ambiente e la natura* (L-32) or an equivalent qualification, pursuant to current legislation.



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**For qualifications awarded abroad, for the purposes of admission to the selection procedure, it is necessary to produce:**

- a) the equivalence/recognition of the qualification obtained abroad, awarded/or pursuant to the provisions of the relevant and current legislation;
- b) equivalence of the qualification obtained abroad, obtained/or in accordance with the provisions of the relevant and current legislation;
- c) a copy of the request for equivalence of the qualification awarded abroad sent to the competent authorities by the deadline date of this call. The candidate is conditionally admitted for participation in the selection procedure.

**Candidates must be in possession of the equivalence of the academic qualification at the time of recruitment.**

The winner of the call must, within 15 days and under penalty of forfeiture, notify the *Ministero dell'Università e della Ricerca (MUR)* or the *Ministero dell'istruzione* of the publication of the ranking list. **A negative outcome of the equivalence procedure will make it impossible to stipulate the employment contract and result in the immediate forfeiture of the ranking list place.**

**Further information on the equivalence** of foreign qualifications is available at the following internet sites:

<https://www.funzionepubblica.gov.it/strumenti-e-controlli/modulistica>

<https://www.mur.gov.it/it/aree-tematiche/universita/equipollenze-equivalenza-ed-equiparazioni-tra-titoli-di-studio>

<https://www.cimea.it/pagina-riconoscimento-non-accademico>

**2. In order to be admitted to the selection process, candidates must demonstrate that they possess the qualification required for the position through documented training experiences and/or work experience related to:**

- participation, management and co-ordination of monitoring and research projects;
- reporting and administrative management of projects;
- public communications activities;
- scientific dissemination activities demonstrated by participation in and/or organisation of scientific conferences;
- scientific production activities demonstrated by a solid background of publications in international indexed journals;
- activities in habitat management and/or study of ecological recovery processes and restoration of habitats and/or alien species and/or aquatic invertebrates and soil and/or aquatic environments and/or laboratory work
- knowledge of English (level requested: excellent);
- experience in the use of web platforms, newsletters and social media networks.

**3. Italian citizenship** Italians not from the Republic (San Marino, Vatican City) or a citizen of one of the states of the European Union or their family members who are not citizens of a Member State are equated to citizens provided they possess a residency permit or have the right of permanent residence, as well as citizens of third countries who are holders of an EU long-term residency permit or who are holders of refugee status or subsidiary protection status.



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4. **Citizens of EU Member States or their family members or third country citizens referred to in preceding point 3) must:**
  - a) enjoy civil and political rights also in their home State of belonging or State of origin;
  - b) possess, with the exception of Italian citizens, all the other requisites envisaged for citizens of the Republic;
  - c) have adequate knowledge of the Italian language;
5. Be older than 18 years of age;
6. Be physically able to do the job. The Administration Office reserves the right to request that winning candidates undertake a medical examination, pursuant to legislation currently in force;
7. To have complied, for those born up to 1985, with the rules on military recruitment;
8. To have not been excluded from the electoral roll and to enjoy full civil and political rights;
9. To have not been dismissed or released from employment by a public body for persistent unsatisfactory performance, not having been declared 'forfeited' from public employment for having obtained the position through the presentation of falsified documents or suffer from an invalidity that cannot be treated and not having been dismissed from the date the first C.C.N.L. came into force (21/05/1996);
10. Not have any convictions that would lead to disqualification from public office.

Candidates are conditionally admitted to selection.

The Administration Office may, at any time and via written correspondence from the Director General, exclude candidates who do not possess these requisites.

## **Art. 3 – Presentation of the application – Terms and methods**

The application for participation in the competition, as well as the requested attachments, must be submitted within 20 days from the day following that of the date of publication of this announcement on the University's official online noticeboard. Applications must be made **electronically using the 'Pica' (Integrated Platform for University Competitions) platform**. This procedure is available, by the end of the working day following the date of publication on the noticeboard.

The online application can be accessed via **SPID**, by selecting the *University of Pavia* from the page of the available bodies; alternatively, the application requires a valid email address to be held in order to register with the system.

The application form must be fully completed, as indicated in the online procedure. Candidates must also attach, in electronic format, the documents referred to in this call.

**No signature will be required when submitting the application if the system is accessed via SPID.**

**If the system is accessed using other means, the application should be completed by:**

- **digital signature**, using a smart card, USB token or remote signature that allows the holder to digitally sign documents:
  - **candidates who have** a smart card, USB token or remote signature can check its compatibility with the Digital Signature system incorporated into the *ConcorsiOnLine* system. If there is compatibility, the candidate may sign the application on the server itself;





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- **candidates who do not have** digital signature devices compatible with the *ConcorsiOnLine* system, as well as Remote Digital Signature Holders who have access to a portal for the signing of **generic** documents, should save the .pdf file generated by the system on their computer and, without modifying it in any way, digitally sign it in CAdES format: a file with a .p7m extension will be generated that candidates will have to upload to the system. Any changes made to the file before a Digital Signature is applied will prevent the automatic verification of the correspondence between the content of this document and the original, leading to the application being excluded from selection.

**If neither of the two options above is possible:**

- **by signing the application:** candidates must save the .pdf file generated by the system to their computer and, without making any changes, print it and sign the last page.

This document should then be uploaded to the system.

By the deadline set for the submission of applications, the system allows a draft of the application to be saved in order for it to be modified.

If necessary, within the submission deadline date, applications already sent may be withdrawn and a new one submitted.

The service may, occasionally, be temporarily suspended for technical reasons.

The time and date of the electronic submission of the application is certified by the computer system via a receipt automatically sent by e-mail. Each application will be assigned an identification number which, together with the competition code indicated in the online application, must be provided during any subsequent correspondence.

The compilation and electronic submission of applications **must be completed no later than 12:00 on the deadline day.**

Upon the passing of the submission deadline, the system will no longer be accessible and electronic submission will no longer be possible.

*Non-Italian citizens* who intend to make an application must follow the procedure outlined above, without prejudice to the provisions of art. 4 of this announcement.

For the electronic submission of the documentation, static and non-directly modifiable formats must be used. These should be without macro-instructions or executable codes and in .pdf format. The documents must not exceed 30 MB in size.

The Administration Office assumes no responsibility for the failure to receive correspondence due to inaccurate information being provided by candidates or from non-occurrence or late notification of a change of address provided in the application, nor for any misunderstandings attributable to third parties, unforeseeable circumstances or *force majeure*.

Further information or clarification regarding the means of submitting applications may be requested from: Servizio Carriere e Concorsi del Personale di Ateneo e Rapporti con il Servizio Sanitario Nazionale - UOC Carriere e concorsi del personale tecnico amministrativo e CEL e rapporti con il Servizio Sanitario Nazionale office on: 0382 986943-4485-4979-4988 from 09:00 to 12:00 and from 14:00 to 15:00.



To report purely technical problems, please contact, via e-mail: [unipv@ Cineca.it](mailto:unipv@ Cineca.it)

## Art. 4 – Content of the application

Candidates, in the application, should include:

- a). name and surname;
- b). fiscal code;
- c). place and date of birth, residence, telephone number and e-mail address;
- d). the holding of Italian citizenship or citizenship of one of the states of the European Union or to be related to a citizen of a Member State provided they possess a residency permit or have the right of permanent residence, or be a citizen of a third country who holds an EU long-term residency permit or who holds refugee status or subsidiary protection status (Italians who are not from the Republic are treated as citizens);
- e). the council where the candidate is registered on the electoral roll, or the reason for non-registration or cancellation from the roll;
- f). (if a citizen of one of the Member States of the European Union or family member of a citizen of one of the Member States of the European Union or if a citizen of third countries): to also enjoy civil and political rights in the home State or State of origin, or the reasons for non-enjoyment of such rights, and to have adequate knowledge of the Italian language;
- g). that they have never received a criminal conviction and that they have no pending criminal proceedings. If this is not the case, any convictions should be reported, specifying the date of the sentence and the judicial authority that issued it, even if an amnesty, judicial pardon, pardon, non-mention, etc. was granted and even if nothing appears on the candidate's criminal record. Any pending criminal proceedings must be reported, whatever their nature;
- h). to possess the qualification stated in art. 2 of this call.

**For qualifications awarded abroad, candidates should declare:**

- a) **that they have presented their equivalence request** art. 38 of Legislative Decree 165/2001 to the *Dipartimento Funzione Pubblica* and *MUR*. Candidates must submit the documentation proving that the equivalence request has been sent to the competent authorities. If this is the case, candidates will be conditionally admitted for selection. **It should be understood that the equivalence of the qualification must be possessed at the time of recruitment;**
- or
- b) **that they possess the equivalence decree** of their qualification pursuant to art.38 of Legislative Decree.165/2001;
- or
- c) **that they possess the equivalence decree** issued by the *Ministero dell'Università e della Ricerca (MUR)*.
- i). their status regarding compulsory military service;
- j). any services provided to public bodies and the causes for termination of previous employment;
- k). to have not been dismissed or released from employment in a public body for persistent unsatisfactory performance, not having been declared 'forfeited' from public employment for having obtained the position through the presentation of falsified documents or suffering from an invalidity that cannot be treated and not having been dismissed from the date the first C.C.N.L. came into force (21/05/1996).



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- l). be physically able to do the job;
- m). the possession of any eventual qualifications for the preferences, with equal merit, provided for by art. 10 of this call to be taken advantage of.

In the application for admission to the call, **Italian citizens or citizens of one of the states of the European Union** must self-certify, in the cases and within the limits established by current legislation, the qualification required by the call for participation in the competition and all the qualifications they deem appropriate to be submitted for assessment.

In the self-certification, candidates must specify, analytically and precisely, everything that may be useful in assessing the qualifications and to enable the verification of the self-certified data.

In the application for admission to the call, **citizens of states outside the European Union** can self-certify only states, facts and qualities that appear in Italian public registers. However, they must attach the certifications relating to states, facts and qualities in all cases in which these have been certified by authorities of countries not belonging to the European Union. All certifications must be accompanied by an Italian translation authenticated by the Italian consular authority which certifies to their conformity to the original.

Candidates must also attach a curriculum vitae, preferably in European format, to the application for participation in the competition. The curriculum must be attached as a .pdf file. Scientific qualifications, such as publications and original works relevant to the competition places available, must be produced in a .pdf format that cannot be edited.

Pursuant to art. 40, paragraph 1 of Presidential Decree 445/2000, we invite you **NOT to attach** certificates to the application for admission. **Any certifications attached to the application will not be taken into consideration.**

Candidates with disabilities or with specific learning disabilities may request the use of special equipment/support as well as additional time to sit the exam.

In the application of Law 170/2010, candidates with specific learning disabilities will be granted 30% additional time in written tests as well as provided with any additional equipment/support requested.

**This request must be made exclusively when completing the online application** following the instructions provided in the procedure. The relevant certificate issued by the competent public health facility must be attached.

Candidates are required to pay €7.00 as a fee for participating in the competition. This fee is non-refundable and must be made exclusively through the PagoPA electronic payment system, following the methods stated at:

<http://wcm-3.unipv.it/site/home/ateneo/amministrazione/amministrazione-trasparente/articolo14007.html> indicating the motive as: "Competition fee– code 29-2022-tec.alphyr-scienze-terra).

No other forms of payment will be accepted.

**Candidates excluded from the competition will not have their fee reimbursed.**

The application must be accompanied by:

1. a valid form of personal identification, even for those bearing a digital signature;





## 2. a curriculum vitae

### **ART. 5 – Selection commission**

The selection commission is nominated by the Director General, in compliance with current legislation and composed pursuant to “University regulations for the recruitment of fixed-term technologists pursuant to art. 24 bis of Law n. 240/2010”. The Commission may also meet remotely.

### **ART. 6 – Evaluation of qualifications**

Before the evaluation of qualifications takes place, the selection commission establishes the objective and pre-determined criteria for their evaluation. The evaluation procedure will precede the candidate interview.

The following qualifications will be evaluated:

- possession of Masters degree (LM) ex Ministerial Decree 270/2004 or ex Ministerial Decree 509/99 in Scienze della Natura LM-60 (or other equivalent qualifications, pursuant to current legislation);
- possession of a research doctorate in the natural science, zoology or ecology fields;
- university or extra-university educational and training courses in the zoology, ecology and biostatistics fields;
- documented work experience inherent to the places available in the competition undertaken at public bodies or private companies;
- documented experience of participation and/or management of national and international scientific research projects;
- articles published on international scientific journals;
- contribution to national and international scientific conferences;
- documented tutoring activities for students/interns.

The evaluation of qualifications will be carried out and candidates notified before the interview stage.

### **ART. 7 - Examination**

The selection exam will consist of an interview based on the subjects inherent to the role to be filled. In particular, knowledge of the following topics will be verified:

- University of Pavia statute;
- University of Pavia regulations regarding administration, finance and accounting;
- University of Pavia accounting and management manual;
- LIFE project guidelines and accounting;
- Communication strategies;
- Issues facing the conservation of endangered species and aquatic environments;
- Issues regarding the diffusion of alien species;

The following will then be verified:

- a) Knowledge of English, through one or more questions in English on one of the topics mentioned above and/or in conversation form);
- b) the most commonly used web applications as well as newsletter and social media platforms.



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**The oral test may be conducted remotely** using teleconference audio and video equipment via Zoom and/or a similar application.

**The oral test will be public in order to ensure maximum participation.**

## **ART. 8 – Dates and sitting of the examination**

Candidates who have submitted an application correctly and who have not received the notification of exclusion from the selection process should be considered admitted to the examination.

Candidates not admitted to the selection process will receive official correspondence motivating the reason/s for exclusion. This will be sent to the e-mail address as supplied during the application for admission to the selection.

Candidates are therefore requested to periodically consult the page: <http://wcm-3.unipv.it/site/home/ateneo/amministrazione/amministrazione-trasparente/articolo14007.html> as it contains all the correspondence regarding the selection procedure and its various stages.

**The aforementioned correspondence will have notification value for all purposes and, therefore, the candidates called for interview will be required to attend, without further notification, in the place, on the day and at the time indicated.**

**Candidates who fail to attend the interview will be considered as having withdrawn from the competition procedure.**

Candidates admitted to the exam must present one of the following forms of personal identification:

- driving or sailing licence;
- passport;
- identity card.

**All of these forms of identification must be valid.**

The competition procedure will be completed within six months from the date of the call for the evaluation of qualifications.

Candidates not admitted to the selection process will receive official correspondence motivating the reason/s for exclusion.

## **ART. 9 – Attribution of points**

The mark for the formulation of the ranking list is arrived at by summing the score obtained in the evaluation of qualifications and the interview score.

The commission will assign a score not exceeding 15 for qualifications.

The interview will be considered passed if the candidate has obtained a mark between 21 and 30.

The interview score will be communicated to candidates through the publication on the University's dedicated website at: <http://wcm-3.unipv.it/site/home/ateneo/amministrazione/amministrazione-trasparente/articolo14007.html> Access can be gained using the password provided at the exam session.

The overall mark is determined by adding the score from the evaluation of qualifications to the mark in the oral test.

## **ART. 10 – Preferences in cases of equal ranking**

If two or more candidates achieve the same overall mark, pursuant to art. 5 of Presidential Decree 487/94 and subsequent modifications and integrations, preference will be given to the following categories:



- 1) those awarded a military medal for valour;
- 2) mutilated or disabled ex-war combatants;
- 3) the mutilated or disabled due to war;
- 4) mutilated or disabled workers from the public or private sector;
- 5) war orphans;
- 6) orphans of individuals who have died owing to war;
- 7) orphans of those killed working in the public or private sectors;
- 8) those wounded in combat;
- 9) those awarded a military cross or other special medal, as well as heads of large families;
- 10) children of disabled and injured ex-combatants;
- 11) children of the mutilated and disabled at war;
- 12) children of the maimed and disabled during public or private sector service;
- 13) widowed parents who have not remarried, spouses who have not remarried and widowed or unmarried siblings of the war dead;
- 14) widowed parents who have not remarried, spouses who have not remarried and the widowed or unmarried siblings of the war fallen;
- 15) widowed parents who have not remarried, spouses who have not remarried and the widowed or unmarried siblings of those who have died during public or private sector service;
- 16) those who have fought in the military;
- 17) those who have provided admirable service, in any role and for not less than one year, in the administration that launched the public call;
- 18) the married and unmarried, taking into consideration the number of dependent children;
- 19) disabled and injured civilians;
- 20) volunteer combatants from the Armed Forces discharged without demerit at the end of the recruitment or re-recruitment term.

In cases of equal merit and qualifications, preference is determined by:

- a) the number of dependent children, regardless of whether the candidate is married or not;
- b) from having rendered admirable service in public bodies;
- c) from the youngest age (Article 2 paragraph 9 of Law 191/1998).

## **ART. 11 – Approval of the ranking list**

The candidate ranking list is defined according to the points order of the overall mark obtained by each candidate, with the observance, in instances of equal points, of the preferences provided for by art.10.

The candidate at the top of the ranking list, formed on the basis of the overall score, is declared the winner, within the limits of the overall places available for the competition.

The ranking list is approved by the Director General and published on the University of Pavia's official online Register (<http://www-5.unipv.it/alboufficiale/>), as well as made available on the University of Pavia website:

<http://wcm-3.unipv.it/site/home/ateneo/amministrazione/amministrazione-trasparente/articolo14007.html>.

The period for filing any appeals begins on the day following the publication date of the aforementioned ranking list on the University of Pavia's official online Register.

The ranking list is valid only if the winner forfeits his place or fails to take up service and may be used within the deadline date to allow for an employment contract to be stipulated with a suitable



candidate. The ranking list will, in any case, have a maximum validity of two years, in accordance with current legislation.

## **ART.12 – Establishment of a working relationship**

The employment of the winning candidate or, in the event of his/her withdrawal, of a candidate suitably placed on the ranking list, may occur subject to there being no supervening regulatory and financial limitations.

The winner will be invited to stipulate an individual fixed-term employment contract for a trial period, in accordance with the provisions of the current National Collective Contract for employees in the university sector.

The winner will have to begin service by the date indicated in the contract.

Within 30 days of the stipulation of the contract, the winner must present a personal sworn declaration, pursuant to art. 46 of Presidential Decree 445/2000, that includes:

- a. date and place of birth;
- b. citizenship;
- c. enjoyment of civil and political rights;
- d. status regarding military service;
- e. not having pending criminal cases or a criminal record;
- f. fiscal code;
- g. composition of nuclear family unit;
- h. qualifications;
- i. previous work experience;
- j. whether the candidate holds other public sector paid employment, is employed at public bodies or private companies and whether he/she receives, in any case, income from subordinate work and, if so, to not exercise trade, industry, or any profession and not to hold a position in companies established for profit. This declaration must contain any information concerning the causes for termination of previous employment relationships (art. 53 of Legislative Decree 30/03/2001 n. 165).
- k. qualifications that allow the candidate to benefit from preferences in cases of equal merit and qualifications.

Pursuant to articles 46 and 47 of Presidential Decree 445/2000 and under their own responsibility, Italian citizens or citizens of European Union states must self-certify, when required and within the limits established by current legislation, the qualifications required by the call for participation in the competition, including all the qualifications they deem appropriate to be submitted for assessment. The self-certification must specify, analytically and precisely, every element useful for the purpose of assessing candidates' qualifications and for carrying out the necessary checks on the veracity of the self-certified data.

In the application for admission to the call, citizens of states not part of the European Union can self-certify only states, facts and qualities that appear in Italian public registers. However, they must attach the certifications relating to states, facts and qualities in all cases in which these have been certified by authorities of countries not belonging to the European Union. All certifications must be accompanied by an Italian translation authenticated by the Italian consular authority which certifies to their conformity to the original.



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Scientific qualifications including publications and original works related to the competition must be presented in .pdf format that cannot be modified.

Candidates' physical capacity to perform work-related tasks will be ascertained by University of Pavia medical personnel.

The winner will be recruited with an individual fixed-term contract in category D, economic position **D3 - second level technologist**. The contract duration is **18 months**, which may be extended, and with **full-time working hours** with the right to an initial salary established in accordance with the provisions of the current National Collective Contract for employees in the university sector.

The trial period lasts four weeks and cannot be renewed or extended.

When half of the trial period has elapsed, in the remaining trial period, either party may terminate the employment relationship at any time and without any obligation to provide notice or indemnity *in lieu* of notice.

Withdrawal takes effect from the moment the counterparty is informed.

Withdrawal on the part of the administration must be motivated.

In the event of withdrawal, the salary is paid up to the final day of effective service, including accruals of thirteenth month year-end bonus; the employee is also entitled to any remuneration corresponding to holidays accrued and not enjoyed.

Once the trial period has elapsed without the employment relationship being terminated by either of the parties, the employee is deemed to be confirmed in service. Seniority of service is recognised from the first day of employment, in all respects.

## **Art. 13 – Information on personal data handling** (Pursuant to article 13 of EU (UE) Regulation 2016/679).

Pursuant to article 13 of EU (UE) Regulation 2016/679, the University of Pavia, as Data Handler, informs candidates that any personal data provided for the competition and acquired for the completion of competition activities will be carried out by the personnel overseeing the competition procedures, including the examining commission. Computerised processes may be used, using methods and within the limits necessary to achieve the aforementioned objectives, even in the event of communication involving third parties, in compliance with the conditions provided for by Regulation (EU) 2016/679. Conferring personal data is necessary in order for the possession of the required qualifications to be verified. Failing to do so will result in exclusion from the admission procedure, in accordance with existing legislation.

The data will be handled for the whole duration of the procedure, in accordance with the principle of the need for data handling. Data will be stored in accordance with the rules on the conservation of administrative documentation. The interested parties have the right to obtain from the University, in the cases provided for, access to personal data and the correction or cancellation of the data, they may limit the handling that concerns them or may oppose data handling (articles 15 and sub. of the Regulations). Any such application should be made to the Data Handler via the Data Protection Officer (C.so Strada Nuova n.65, 27100 Pavia, PEC [amministrazione-centrale@certunipv.it](mailto:amministrazione-centrale@certunipv.it), email: [privacy@unipv.it](mailto:privacy@unipv.it)) or the internal data handling manager.

Further information is available at: <http://privacy.unipv.it>

For this procedure, the internal personal data-handling manager is the Manager of the Human Resources and Financial Area.





# UNIVERSITÀ DI PAVIA

## **Art. 14 – Head of Procedure**

Pursuant to art. 5 of Law dated 7 August 1990, n. 241 and subsequent modifications and integrations, the Head of Procedure for this competition is Dott.ssa Patrizia Marazza (Servizio Carriere e Concorsi del Personale di Ateneo e Rapporti con il Servizio Sanitario Nazionale - UOC Carriere e concorsi del personale tecnico amministrativo e CEL e rapporti con il Servizio Sanitario Nazionale - Via Mentana n.4, 27100 Pavia, telephone 0382/986943-4485-4979-4988 mail: [concorsipta@unipv.it](mailto:concorsipta@unipv.it) ).

## **Art. 15 – Reference legislation**

For any matter not explicitly expressed in this document, reference should be made to the provisions established in the “University Regulations for the recruitment of fixed-term technologists pursuant to art. 24 bis of Law no. 240/2010” and the provisions on the running of public competitions contained in Presidential Decree n. 3/1957, Presidential Decree n. 686/1957, Presidential Decree n.487/1994, Law n. 127/1997, Legislative Decree 165/2001, Legislative Decree 18/2020 and in Presidential Decree n. 445/2000.

## **Art. 16 – Publicity**

These measures will be published on the University of Pavia’s official online noticeboard at: <http://www-5.unipv.it/alboufficiale/> and on the webpage dedicated to public selections for the University:

<http://wcm-3.unipv.it/site/home/ateneo/amministrazione/amministrazione-trasparente/articolo14007.html>

Pavia, protocol date

**DIRECTOR GENERAL**  
**DOTT.SSA EMMA VARASIO**  
*(Document signed digitally)*