

COMPETITIVE EXAMS OFFICE
(*Ufficio Concorsi*)
Provision of the Director General
Classification VII/1
No. of attachments: 2

**PUBLIC SELECTION NOTICE FOR THE RECRUITMENT OF NO. 11 (ELEVEN) FIXED-TERM TECHNOLOGISTS
PERSUANT TO ART. 24-BIS, LAW NO. 240 OF 30 DECEMBER 2010, IMPLEMENTING THE MEASURES SET FORTH
BY THE NATIONAL RECOVERY AND RESILIENCE PLAN (NRRP), MISSION 4 COMPONENT 2 – M4C2 FUNDED BY
THE EUROPEAN UNION – NEXTGENERATIONEU**

THE DIRECTOR GENERAL

- Having regard to Law no. 168 of 9 May 1989 on university autonomy;
- having regard to the current Statute of the University of Siena as subsequently amended;
- having regard to Law no. 241 of 7 August 1990, as subsequently amended, setting out the rules on administrative procedures, and the relevant Siena University implementing regulations adopted by Rector's Decree no. 1037 of 30 May 2007;
- having regard to the Decree of the President of the Council of Ministers no. 174 of 7 February 1994, setting out rules on the access of European Union (EU) nationals to jobs in the public administration;
- having regard to the Decree of the President of the Republic no. 487 of 9 May 1994 as subsequently amended, setting out the rules on access to public administration jobs and the procedures for conducting competitions, single competitions, and other forms of recruitment in public administrations;
- having regard to Decree of the President of the Republic no. 445 of 28 December 2000, containing the "Consolidated text of the legislative and regulatory provisions on administrative documentation" as subsequently amended;
- having regard to Legislative Decree No 165 of 30 March 2001 setting out the general rules on the organisation of employment in public administrations, as amended and supplemented
- having regard to Legislative Decree no. 198 of 11 April 2006, which issued the Code of Equal Opportunities for Men and Women, pursuant to Article 6 of Law no. 246 of 28 November 2005;
- having regard to Legislative Decree no. 150 of 27 October 2009 "Implementation of Law no. 15 of 4 March 2009 on optimization of public-sector productivity, and effectiveness and transparency of public administrations;
- having regard to Law no. 104 of 5 February 1992 as subsequently amended, on assistance, social integration and the rights of persons with disabilities, as well as Law no. 68 of 12 March 1999 on "Rules for the right to work of the disabled";
- having regard to Decree of the President of the Republic no. 184 of 12 April 2006 as subsequently amended, concerning "Regulations governing access to administrative documents";
- having regard to Legislative Decree no. 82 of 7 March 2005, "Digital Administration Code" as subsequently amended;
- having regard to Law no. 240 of 30 December 2010 on "Rules for the organization of Universities, academic staff and recruitment as well as delegation to Government to boost the quality and effectiveness of the University system" and in particular art. 24-bis on "Fixed-term technologists";

- having regard to Legislative Decree no. 5 of 9 February 2012 “Urgent provisions on simplification and development” converted into Law no. 35 of 4 April 2012, and in particular, art. 8 on simplification of procedures for taking part in competitive exams and selections;
- having regard to Legislative Decree no. 33 of 14 March 2013 on “Reorganization of rules and regulations concerning obligations of publicity, transparency and dissemination of information by public administrations”;
- having regard to Interministerial Decree of 9 July 2009 on the equivalence between degrees (*diplomi di laurea*) under the University system prior to Ministerial Decree 509/99), master's degrees (*laurea specialistica*, LS) pursuant to Ministerial Decree 509/99 and master's degrees (*laurea magistrale*, LM) pursuant to Ministerial Decree 270/04 for the purposes of participation in public competitions;
- having regard to Decree of the President of the Republic no. 189 of 30 July 2009, "Regulations concerning the recognition of academic qualifications";
- having regard to Directive no. 3 of 24 April 2018 of the Ministry of Simplification and Public Administration on the “Guidelines for public competitions”;
- having regard to Legislative Decree no. 39 of 8 April 2013, “Provisions on the non-transferability and incompatibility of assignments at public administrations and private bodies under public control, pursuant to Article 1, paragraphs 49 and 50, Law no. 190 of 6 November 2012”;
- having regard to Law no. 190 of 6 November 2012 as subsequently amended, on “Provisions to prevent and curb corruption and illegality in the public administration”;
- having regard to Legislative Decree No. 97 of 25 May 2016 'Revision and simplification of the provisions on the prevention of corruption, publicity and transparency, corrective to Law No. 190 of 6 November 2012 and Legislative Decree No. 33 of 14 March 2013, pursuant to Article 7 of Law No. 124 of 7 August 2015 on the reorganisation of public administrations';
- having regard to the National Collective Labour Contract of technical-administrative staff in the Education and Research sector in force, signed on 19 April 2018 and referring to the period 2016/2018, and for the economic part, signed on 6 December 2022 and referring to the period 2019/2021;
- having regard to the Code of Ethics of the Siena University Community, issued by Rector's Decree no. 1381 of 28 July 2011;
- having regard to the University Regulations on fixed-term technologists, pursuant to art. 24-bis of Law no. 240/2010 issued by Rector's Decree no. 915 of 27 June 2013, as subsequently amended, as far as compatible with the regulations in force;
- having regard to the University Regulations governing the procedures for the recruitment of technical and administrative staff with open-ended and fixed-term contracts, issued by Rector's Decree no. 1903/2021 of 12 October 2021 as far as compatible;
- having regard to the “Regulations on processing of personal data implementing Regulation (EU) 2016/679 and Legislative Decree 196/2003” issued by Rector's Decree no. 56/2022 prot. no. 13/01/2022;
- having regard to the resolution of the Board of Directors no. 221 prot. no. 128923 of 04.07.2023 and the opinion expressed by the Academic Senate (no. 151 prot. no. 137215 of 12.07.2023) which raised to € 20.00 (€ twenty/00) the financial contribution of candidates participating in competitions announced by the University of Siena for the recruitment of teaching and technical-administrative staff on permanent contracts and researchers, researchers on fixed-term contracts ex art. 24 of Law 240 /2010, fixed-term technologists and fixed-term collaborators and linguistic experts (CEL), to cover the costs related to the organization and completion of the competition procedure;

- having regard to the National Recovery and Resilience Plan (NRRP), officially submitted to the European Commission on 30 April 2021 pursuant to art. 18, Regulation (EU) no. 2021/241 and approved by Decision of ECOFIN Council of 13 July 2021 notified to Italy by the Council's Secretary General with notice LT161/21 of 14 July 2021;
- having regard to Legislative Decree no. 59 of 6 May 2021, converted with amendments by Law no. 101 of 1 July 2021 setting out "Urgent measures for the fund Complementary to the National recovery and resilience plan, and other urgent measures for investments";
- having regard to Legislative Decree No. 80 of 9 June 2021, converted with amendments by Law No. 113 of 6 August 2021, on Urgent Measures to Strengthen the administrative capacity of public administrations functional to the implementation of the National Recovery and Resilience Plan (NRRP) and for the efficiency of justice, and in particular article 1 thereof;
- having regard to the Prime Ministerial Decree of 9 July 2021 on the identification of the central administrations responsible for interventions provided for in the NRRP, pursuant to article 8, paragraph 1, of Legislative Decree No. 77 of 31 May 2021;
- having regard to the Legislative Decree no. 152 of 6 November 2021 laying down "Urgent rules and regulations to implement the National Recovery and Resilience Plan (NRRP) and prevent mafia infiltrations";
- having regard to Legislative Decree no. 36 of 30 April 2022 on "Additional urgent measures to implement the National Recovery and Resilience Plan" converted with amendments by Law no. 79 of 29 June 2022;
- having regard to the Decree of the Ministry of Economics and Finance of 6 August 2021 on "Allocation of financial resources envisaged to implement interventions of the National Recovery and Resilience Plan and assignment of milestones and goals for six-month budgets" as amended on 23 November 2021;
- having regard to the Interministerial Decree of 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 funded with NRRP and PNC resources
- having regard to Law No. 197 of 29 December 2022 'State Budget for Financial Year 2023 and Multiannual Budget for the Three-Year Period 2023-2025';
- having regard to Presidential Decree no. 82/2023 amending Presidential Decree no. 487/1994, the rules of which govern access to public employment in the public administration and competitive procedures;
- given that the procedures for the recruitment of technologists on fixed-term contracts within the framework of the resources deriving from the National Recovery and Resilience Plan (NRRP) must ensure the utmost transparency, impartiality and publicity among potential recipients and are characterised by particular urgency, owing to the timeframes imposed for the implementation of the Plans by European and national legislation and the consequent need to ensure that all or most of the costs are covered by public funding;
- considering that Article 1(1) of the aforementioned Decree of the Ministry of Economy and Finance of 6 August 2021 provides for the creation of 12 Ecosystems of Innovation on the national territory in the six main areas of intervention of the NRRP 2021 - 2027: 1. Health, 2. Culture, creativity and social inclusion, 3. Civil security for society, 4. Digital, industry and space, 5. Climate, energy and mobility, 6. Food, bio-economy, natural resources, agriculture and environment;
- Considering that the Technologists with a fixed-term contract pursuant to Article 24-bis of Law 240/2010 will be funded by the European Union - NextGenerationEU - within the framework of the National Recovery and Resilience Plan as follows:

- NRRP-M4C2 - Investment 1.4 – Strengthening research structures and creating R&D “national champions” on some Key Enabling Technologies,
- NRRP-M4C2 - Investment 1.5 - Creating and strengthening “innovation ecosystems”, building “local R&D leaders”,
- NRRP-M4C2 - Investment 3.1 – Fund for creating an integrated ecosystem of research and innovation infrastructures;
- having regard to decrees of approval of the Ministry for University and Research:
- Directorial Decree of 21 June 2022 on funding the project PNRR MISSION 4 - METROFOOD-IT Prof. Angelo Riccaboni - Project String 2429-2022-RA-PROFCMUR_PNRR_PC-METROFOOD_001 - CUP I83C2200104000 to be funded under Mission 4 Component 2 (M4C2) - Investment Line 3. 1, "Fund for the realisation of an integrated system of research and innovation infrastructures", financed by the European Union - NextGenerationEU, reference action 3.1.1 "Creation of new RIs or enhancement of existing ones that contribute to the objectives of Scientific Excellence of Horizon Europe and networking" under Ministerial Decree no. 1141 of 7 October 2021 of the NRRP on some key enabling technologies;
- Directorial Decree no. 1032 of 17 June 2022 on Funding for the implementation of the NRRP Research Programme entitled "National Research Centre for Agricultural Technologies" - AGRITECH through which funding is assigned to the Implementing Party - Project String 2429-2022-RA-PROFCMUR_PNRR_PC-AGRITECH_001 - CUP: B63C22000640005;
- Directorial Decree no. 1050 of 23 June 2022 with which the project "THE - Tuscany Health Ecosystem - Ecosystems of Innovation" CUP B63C22000680007 has been funded from the Mission 4 Component 2 (M4C2) - investment 1.5 Innovation Ecosystems of the NRRP; Project String 2151-2022-BP-PROFCMUR_PNRR_PC_AFF.SPOKE5THE_001;
- Directorial Decree no. 125 of 21 June 2022 by which the project "Cherenkov Telescope Array Plus (CTA+)" was funded CUP C53C22000430006 under Mission 4 Component 2 (M4C2) - Investment Line 3.1 "Fund for the realisation of an integrated system of research and innovation infrastructures" of the NRRP on some key enabling technologies - Project String 2263-2022-PR-PROFCMUR_PNRR_PC_INFRASTRUCTURE_001, sub-project 2263-2022-PR-PROFCMUR_PNRR_PC_INFRASTRUCTURE_003;
- having regard to the decisions made by the Departments and Santa Chiara Lab Service Centre of the University of Siena containing the proposals to recruit no. 11 (eleven) fixed-term technologists pursuant art. 24-bis, Law no. 240/2010;
- having regard to the resolution of the Council of 30.06.2023 prot. no. 127568 of 03.07.2023, which authorises the start of the procedure for the recruitment of no. 7 (seven) Technologists on fixed-term contracts, pursuant to art. 24-bis of L. 240/2010, from the resources related to the Funding PNRR AGRITECH 2429-2022-RA-PROFCMUR_PNRR_PC-AGRITECH_001 CUP: B63C22000640005 and from those related to the NRRP METROFOOD Funding - 2429-2022-RA-PROFCMUR_PNRR_PC-METROFOOD_002 - CUP I83C22001040006 - Funded by the European Union - NextGenerationEU - within the National Recovery and Resilience Plan (NRRP) - Mission 4 economically equated to category D3, defined as follows:
- no. 3 (three) research technologist positions in sustainability - NRRP Agritech Spoke 9 WP2 project, duration 24 months;
- no. 2 (two) research technologist positions in the implementation of new technologies and methodologies for traceability, quality, safety of agri-food chains - NRRP Agritech Spoke 9 WP2 project, duration 24 months;

- no. 1 (one) expert technologist position in the promotion of Living Lab activities and projects - NRRP Metrofood project, duration 18 months;
- no. 1 (one) research technologist position for managing an e-platform providing a virtual space for the interaction between different stakeholders of the agrifood system - NRRP Metrofood project, duration 18 months;
- having regard to the resolution of the Council of 30.06.2023, prot. no. 127562 of 03.07.2023, which authorises the start of the procedure for the recruitment of no. 2 (two) fixed-term Technologists, ex art. 24-bis of L. 240/2010, at ARBI - Funded by the European Union - NextGenerationEU - in the framework of the National Recovery and Resilience Plan (NRRP) - Mission 4 - Project THE - Tuscany Health Ecosystem - Ecosystems of Innovation - Investment - Spoke 5 "Implementing innovation for healthcare and wellbeing" - Investment 1. 5 Innovation Ecosystems - Component 2 - M4C2, economically equivalent to category D5, under a 24-month full-time contract, project CUP B63C22000680007;
- having regard to the resolution of the Council of 30.06.2023, prot. no. 127559 of 03.07.2023, which authorises the start of the procedure for the recruitment of no. 2 (two) fixed-term Technologists, ex art. 24 bis of L. 240/2010, at the Department of Physical Sciences, Earth and Environment - funded by the European Union - NextGenerationEU - within the framework of the National Recovery and Resilience Plan (PNRR) - Mission 4 - Research Project: "Cherenkov Telescope Array Plus (CTA+), economically equivalent to category D3, under an 18-month full-time contract, project CUP 53C22000430006;
- having verified that there are no useful ranking lists from which to draw for filling the advertised positions;
- the relevant structures having ascertained that there is financial coverage for the contracts;

HEREBY ANNOUNCES

ART. 1 – SUBJECT OF THE NOTICE

1. Selection procedures are hereby announced for the recruitment of **eleven (11)** fixed-term **Technologists**, pursuant to art. 24-bis of Law no. 240 of 30.12.2010, in implementation of the measures envisaged by the National Recovery and Resilience Plan (NRRP).

Ref.	Cat.	Places	Duration	Structure	Project	CUP
1	D3	3	24 months	Santa Chiara Lab	Agritech Spoke 9 WP2	B63C2200064005
2	D3	2	24 months	Santa Chiara Lab	Agritech Spoke 9 WP2	B63C2200064005
3	D3	1	18 months	Santa Chiara Lab	METROFOOD	I83C2200104000
4	D3	1	18 months	Santa Chiara Lab	METROFOOD	I83C2200104000
5	D5	2	24 months	ARBI	THE – Tuscany Health Ecosystem – Innovation Ecosystems	B63C22000680007
6	D3	2	18 months	DSFTA	Cherenkov Telescope Array Plus (CTA+)	C53C22000430006

For each position under this selection notice, detailed information regarding the project, specific requirements and anything else regarding the selection are set out in **Annex A**, which is an integral of this notice.

The percentage of gender representation in the University's roles for technologists in category D, calculated as of 31 December 2010, is 76.92 for the female gender and 23.08 for the male gender. Therefore, since the difference between the genders is greater than 30%, in the case of equal

qualifications and merit, preference under Article 5, paragraph 4, letter o) of Presidential Decree 487/94 will be accorded to the less represented gender.

2. In order to verify the qualifications and curriculum vitae declared in the application, the candidate(s) to whom the contract referred to in Article 7 below is addressed must produce the documents requested by the Administration, within 15 (fifteen) days of the request by the competent Office. Should they fail to do so, the Administration will automatically move onto the next candidate in the ranking.

ART. 2 – REQUIREMENTS

1. For admission to the selection procedure, in addition to the requirements provided for in the relevant fact sheet in **Annex A**, an integral part of this notice, applicants must:

- a. hold a degree and particular professional qualifications, as specified in Annex A for each post.

If the required degree was awarded abroad, in the absence of academic recognition of equivalence to the corresponding Italian qualification (*equipollenza*), participation in the selection is permitted conditionally. Interested parties must initiate the equivalency procedure by the deadline of the call for applications and attach to the application, under penalty of exclusion, a copy of the PEC attesting to the request for recognition for a specific purpose (non-academic).

For further information please see the MUR pages <https://www.mur.gov.it/it/aree-tematiche/universita/equipollenze-equivalenza-ed-equiparazioni-tra-titoli-di-studio/titoli> and the webpage <https://www.cimea.it>.

The documentation proving the equivalence or *equipollenza* of the foreign qualification must be presented at the time of recruitment or the contract will not be stipulated.

- b. be at least 18 years old;
- c. hold Italian citizenship. Italians who do not reside in Italy or citizens of another EU Member State have the same status as Italian citizens. Pursuant to art 7 of Law 97/2013, participation is also open to family members of EU citizens who are not citizens of a EU Member State provided that they hold a residence permit or permanent residence permit as well as nationals of non-EU countries who hold a EU long-term residence permit or have refugee status or subsidiary protection status.

Citizens of EU Member States or their family members or nationals of non-EU countries, for the purposes of access to public administration positions, must meet the following requirements:

- i. enjoy civil and political rights also in the states of nationality or origin;
- ii. meet, with the exception of Italian citizenship, all other requirements provided for Italian citizens;
- iii. have adequate knowledge of Italian.

- d. enjoy civil and political rights
- e. be physically fit for the job (the Administration has the right to require that successful candidates undergo a medical check-up in accordance with the regulations in force);

The following individuals cannot take part in the selection procedure:

- f. those who have been dismissed or discharged from their employment with a public administration for persistent inadequate performance or must not have been declared disqualified from a state job, pursuant to Article 127, first paragraph, letter d), of the Consolidated Text of the provisions concerning the status of civil employees of the State, approved by D.P.R no. 3 of 10.1.1957, pursuant to the corresponding provisions of the law and

the national collective labour agreements relating to the personnel of the various sectors; and those who have been dismissed for having obtained employment by producing false documents or in any case by fraudulent means;

- g. those who have been excluded from the active political electorate;
 - h. those who have been convicted of any criminal offence, no longer subject to appeal, involving disqualification from holding public office;
 - i. those who have a degree of kinship or affinity up to and including the fourth degree with a professor from the proposing Department, with the Rector, the Director General, a member of the Council of the University, or with a member of the Board referred to in Article 4. Also excluded are those who have ongoing and significant business ties with any of these persons.
2. The prescribed requirements must be met on the date of expiry of the deadline for submitting the application and at the time of recruitment.
 3. The procedure is also open to technical-administrative personnel employed by the University of Siena who, in the event of successful placement in the ranking list, will be placed on unpaid leave without seniority accrual for the entire duration of the contract.
 4. Candidates are admitted to the competition conditionally. The Administration may at any time, by reasoned notice, exclude candidates from the competition for failure to meet the requirements, even after the selection has been completed. The applicant will be notified of this decision by means of the PEC or email address provided in the application.

ART. 3 –APPLICATIONS AND DEADLINES FOR SUBMISSION

1. The application for admission to the selection procedure must be submitted online through the PICA platform <https://pica.cineca.it/unisi>, no later than 15 (fifteen) days starting from the day following that of publication of the notice in the Siena University online register. If the submission deadline falls on a public holiday, it shall be extended to the next working day.
2. Other methods of presentation/submission of the application are not permitted, under penalty of exclusion from the selection. Additions/modifications to the application are not permitted after the deadline of the call for applications.
3. Applicants are advised to consult the "Guidelines" on the dedicated pages of the University portal (<https://www.unisi.it/ateneo/concorsi-gare-e-appalti/concorsi-personale/concorsi-personale-tecnico-amministrativo>). They should also access the PICA platform well in advance in order to avoid system overloads that may not allow the procedure to be completed in due time.
4. Applicants may access the PICA platform in one of the following ways:
 - a) via digital identity (SPID level 2), selecting the University of Siena among the available federations. Information on the Public Digital Identity System (SPID) can be found at <https://www.spid.gov.it/> and <https://www.agid.gov.it/it/piattaforme/spid>
 - b) using the credentials issued by the PICA platform itself
 - c) via one's own LOGINMIUR account.

For both (b) and (c), applicants must complete the application by affixing their electronic or handwritten signature on the last page of the printout generated by PICA. They must save the PDF file generated by the system on their PC and sign the document without modifying it in any way. This completed document must be uploaded to the system. For information on electronic signatures, please consult the page <https://www.agid.gov.it/it/piattaforme/firma-elettronica-qualificata> of the Agency for Digital Italy (AGID)

5. The application form must be completed in full. The application and attachments must be in pdf format, and each document must be no larger than **30 MB**. Before the application deadline, the system allows the application to be saved in draft mode for possible changes before submission.
6. The date of submission of the application is certified by the computer system, which automatically sends an e-mail containing the application ID that will identify the candidate throughout the competition procedure.

Once the submission deadline has expired, the system will no longer allow access and submission of the electronic form.

7. A competition fee of €20.00 (twenty/00 euros) must be paid to cover the costs of organizing and carrying out the competition procedure. The payment must be made following the indications on the platform. There is no refund of the fee paid following withdrawal or exclusion from the competition procedure. Should candidates - within the deadline set by the competition notice - wish to resubmit their application, the payment already made may be associated with the last application submitted. The PICA platform allows you to transfer the payment present in the withdrawn application by attaching the receipt of the same to the new application.
8. For any technical problems applicants can contact the CINECA team using the 'support' button at the bottom of each page. Should the system not allow the final draft to be saved and/or the submission of the application, candidates must promptly:

- contact CINECA support via the link at the bottom of the application page: <https://pica.cineca.it/unisi>
- send a report to the appropriate office using the address concorsi@unisi.it

prior to the deadline for submission of applications.

Should CINECA support ascertain an actual partial or total malfunction of the digital platform - which prevents its use - an extension of the deadline corresponding to the duration of the malfunction will be granted. Notice of the ascertained malfunction and of the corresponding extension period will be given by means of a specific notice published on the University noticeboard and on the page dedicated to the competition procedure.

9. The following must be attached to the application:
 - a) **curriculum vitae, dated and signed**, clearly indicating that the candidate holds the qualifications for admission to the procedure and reporting any additional qualifications for the purposes of their assessment, ensuring that the statements contained in the CV and in the application contain all the elements necessary for evaluation. Applicants are advised to provide detailed information, specifying - for work experience - the type of contract, the organisation and/or company where the work was carried out, details of the activities carried out and the date of commencement and end of employment (in the form dd/mm/yyyy) - for cultural qualifications - the name, organisation and date of completion (in the form dd/mm/yyyy). In the absence of the relevant details and necessary clarifications, the qualifications - indicated in the CV and/or application - will not be assessed.
 - b) **acts and documents** that the candidates intend to submit for the Board's evaluation, including any publications. Note that the career and service titles pertaining to the profile requested, pursuant to Presidential Decree 445/2000 and subsequent amendments and additions, may be self-certified if they were issued by a public administration, while for those awarded by private institutions, a document proving the truthfulness of the declarations must be attached;
 - c) copy of a valid **identity document**.
10. When filling in the application form, candidates with disabilities, in order to determine the adoption of compensatory measures, must enclose, in the appropriate section, the medical certificate showing the

type and percentage of disability they have. They must make an explicit request, in relation to their disability, regarding the aid they require and the possible need for additional time to complete the tests. Candidates with specific learning disabilities (SLD) may request the replacement of the written test with an interview or the use of compensatory aids for reading, writing and calculation difficulties, as well as extra time to complete the tests. Failure to indicate the necessary aids in the application shall exempt the University Administration from any obligation in this regard.

11. Pursuant to Article 7 of Presidential Decree No. 487, candidates who are pregnant or breastfeeding must indicate this condition in their application in order to allow the appropriate organisational measures to be taken and prior notification to be made. In the event that candidates find themselves in the aforementioned conditions after the deadline for submitting applications, they must promptly notify their new condition to the address **concorsi@unisi.it**.
12. Candidates who hold any preferential qualifications on the closing date for the submission of applications for admission to the competition must explicitly mention them in their applications. Failure to expressly state the title of preference when submitting the application will not allow the title to be used even if possessed. The titles of preference provided for by Article 5 of Presidential Decree no. 487/94 and subsequent amendments and additions are specified in **Annex B**, which forms an integral part of this document.
13. The acts and documents attached to the application and drafted in languages other than Italian, English, French, German or Spanish must be accompanied by an Italian translation, certified as conforming to the foreign text, drafted by the competent diplomatic or consular representation or by an official translator.
14. For works printed abroad, the date and place of publication must be indicated. For works printed in Italy, proof of legal deposit must be provided pursuant to Law 106/2004 and the relevant regulation issued by Presidential Decree 252/2006.
15. Publications must be submitted in the language of origin which, if different from Italian, English, French, German or Spanish, requires translation into one of these languages. Translated texts must be submitted as true copies of the original in accordance with the regulations in force.
16. The Administration accepts no responsibility for dispersion of communication due to the inaccurate indication of the address on the part of the candidates or due to failure or delay in communicating any change in the email/pec address indicated in the application, nor for any misunderstandings through no fault of the Administration itself.
17. The Administration reserves the right to carry out appropriate checks on the truthfulness of the content of self-certifications and affidavits. Should the above-mentioned check reveal untrue declarations, the declarant shall forfeit any benefits deriving from the measure issued based on the false declaration (without prejudice to the provisions of art. 76 of Presidential Decree no. 445/2000 concerning the sanctions provided for by the Criminal Code and the special laws on the subject).

ART. 4 –BOARD OF EXAMINERS

1. For each of the selection procedures, the Board of Examiners (hereinafter the “Board”) will be appointed, if possible, in compliance with the principle of equal opportunities, by provision of the Director General, upon proposal of the structure that requested the stipulation of the contract. This provision will be published on the University’s online register- and serve as a notification in all respects – as well as on the competitive exams web pages. The Board is responsible for completing all the steps in the selection procedure, including drawing up the final ranking of merit or suitability.
2. Pursuant to art. 35/bis of Legislative Decree 195/2001, those who “... *have been convicted, even with a sentence that has not become final, for the crimes provided for in chapter I of title II of book two of the Criminal Code...*” cannot be members of the Board.

3. Within fifteen days of the day following the publication date of the provision for appointing the Board on the University's on-line noticeboard, candidates may send a PEC (rettore@pec.unisipec.it) addressed to the Director General, to object to the members of the Board. The decision of the Director General shall be promptly communicated to the interested party.
4. No later than 5 (five) days after the appointment of the Board, all candidates, pursuant to art. 7 of the Code of Ethics of the University Community, are required to submit the declaration that is available at the page <https://www.unisi.it/ateneo/concorsi-gare-e-appalti/concorsi-personale/concorsi-personale-tecnico-amministrativo-0>. The declaration must be sent to the Ufficio Concorsi (Competitive Exams Office) together with a copy of a valid identity document (concorsi@unisi.it) or else digitally signed.
5. During its first meeting the Board declares not to find themselves in situations of incompatibility as per art. 51 and 52 of the Code of Civil Procedure and in particular that they do not to have a relationship of kinship or affinity, until the fourth degree included, among them, appointing the President and the Secretary and, in order to ensure administrative transparency, determine the general assessment criteria and the end date of selection procedures, which must be within six months of the date of publication of the nominated Board.
6. Having seen the list of participants, the Board subsequently declares not to find itself in situations of incompatibility as per art. 51 and 52 of the Code of Civil Procedure and in particular in relationships of kinship or affinity, up to and including the fourth degree, with the candidates. As per art. 7 of the Code of Ethics of the university community, members of competitive exam boards, even those outside the University, shall step down from the board, as soon as they discover that their spouse or cohabiting individual, relatives or next of kin up to the fourth degree, or people with whom they have business relations are among the candidates.
7. The Board of examiners will check that the qualifications submitted by candidates correspond to the professional qualification required for the specific profile advertised.
8. At the end of each day's meeting, the Board shall draw up a special report on all the examination operations and the decisions taken, which shall be signed by all members.
9. The work of the Board shall be carried out collectively, even by electronic means or other forms of remote communication.

ART. 5 – EXAMS

1. The selection procedure includes a written test, an interview conducted partly in English and assessment of the curriculum vitae and qualifications, according to criteria predetermined by the Board. The subjects of the tests, for each profile, are indicated in the fact sheets contained in Annex A.
2. Those who have not received personal communication of exclusion from the selection must present at the location, on the indicated date and time, with a valid identity document. European Union citizens must present their passport or an identity document issued by their country of origin. Those from countries outside the European Union must present their passport.
3. Whatever the cause, candidates who fail to present for the tests will be considered to have withdrawn from the selection.
4. Candidates will be given at least 15 (fifteen) days' notice of the invitation to sit the tests, which will be published on the University's online register and shall serve as notification for all purposes. This notice period may be waived if all the candidates admitted expressly agree to waive it in writing. Any postponement due to organisational reasons will be published on the University's online noticeboard, serving as notification for all purposes.
5. The **written test**, with a theoretical-practical content, will focus on topics related to the activities to be carried out within the framework of the Project. The maximum score for the written test is 30 points. The test is considered passed with a mark of at least 21/30.

For the written test the board prepares three possible essay topics. These topics are secret, drawn up digitally, and their disclosure is prohibited. The essay topics are entrusted to the chairman and secretary, who guarantee their integrity and confidentiality, including by means of IT security tools.

At least two candidates at a time select essay topics by drawing lots.

For the written test, candidates are not permitted to bring into the examination room any writing paper, publications, collections of regulations, vocabularies, texts, notes of any kind or mobile telephones or other mobile devices capable of storing or transmitting data or carrying out mathematical calculations. During the test candidates may not communicate with each other or with the outside world in any way, on pain of immediate exclusion from the competition. The same provisions, with appropriate adaptations, also apply if the test is conducted electronically. In the event of any breach of these provisions, the selection board will order immediate exclusion from the selection procedure.

6. The **interview** is public and will be conducted, in accordance with the procedure established by the Board of Examiners, online or in a classroom open to the public with a capacity suitable to ensure maximum participation of those interested in attending the exam. In the case of online interview, appropriate arrangements will be made to ensure the identification of participants, the regularity and integrity of the exam, the security of communications and their traceability.

The interview, conducted partly in English, will focus on topics related to the activities to be carried out within the Project. The maximum mark for the interview is 30 points; the pass mark is 21/30.

At the end of each session devoted to the interview, the Board draws up a list of the candidates examined, identified by their application ID, with the evaluation of the interview. This list is published on the web page of the competition procedure and - in the case of an in-person interview - also posted on the door of the examination venue.

Candidates admitted to interview and identified by their application ID will be notified of the results of their written test scores by means of a notice published on the University's on-line register, which will constitute notification for all purposes.

7. The evaluation of **qualifications** is carried out after the interviews, within thirty days of the last session of interviews. The total value of the qualifications is set at a maximum of 18 points. For each profile, the qualifications that can be assessed are indicated in the attached form (Annex A).

Only the qualifications presented in accordance with the procedures indicated in art. 3 of this notice will be assessed. It is the duty of the Board of Examiners to identify the initial eligibility of the qualifications presented by candidates and the marks to be awarded to the various types.

For each applicant, the Board of Examiners draws up a summary sheet, which is an integral part of the minutes, in which the qualifications for the specific categories are mentioned analytically with the corresponding marks awarded and the final score. Should the sum of the marks attributable to an individual category of qualifications be higher than the maximum, the maximum mark for the specific category is awarded.

ART. 6 – EXAMS CALENDAR

1. The calendar of exams, or a possible notice of their postponement, will be published on the online register and on the page dedicated to the competition procedure on the University website in the section "*Concorsi, selezioni e gare*" ("Competitions, selections and bids") under <https://www.unisi.it/ateneo/concorsi-gare-e-appalti/concorsi-personale/concorsi-personale-tecnico-amministrativo/concorsi>. Candidates are requested to consult the page dedicated to the competition procedure for all updates regarding this selection procedure.
2. The University guarantees exams participation to candidates who, due to pregnancy or breastfeeding, are unable to respect the planned calendar. To allow specific organisational measures to be taken, interested candidates must email the Competitions Office in advance at concorsi@unisi.it.

ART. 7 – RANKING

1. Within 15 days of the conclusion of the evaluation of qualifications, the Board shall draw up the final ranking of applicants, in descending order of the total score made up of the sum of the marks for the exams and the evaluation of qualifications.
2. In the case of equal score, the Competition office will contact the interested parties to receive, strictly within 5 days, documents proving the preferential qualifications indicated in the application. Should a candidate fail to do so, the preferential qualifications will not be considered.
3. The documents are approved by Rectoral Decree after verifying the correctness of the procedure. The ranking is published on the online register and serves as official notification. The ranking will be effective from the day after the date of publication; the terms for any appeal will run from this same day.

ART. 7 – RECRUITMENT

1. Based on the order of the ranking, the winner will be offered the stipulation of an employment contract as indicated in art. 1. The contract indicates, under penalty of nullity, the NRRP project to which the work relates and may be extended, pursuant to Article 24-bis of Law No. 240/2010.
2. Within thirty days of the effective date of employment or formal request, to verify the requirements for employment, the recruited staff is required, under penalty of invalidation of their employment, to prove, as provided for under the regulations in force, that they meet the requirements for employment.
3. In the case of third-country nationals, it is compulsory for them to submit, before recruitment, documents proving all the declarations they have made, as set out in Article 3(4) of the Consolidated Text of the President of the Republic's Decree No. 445 of 28 December 2000, without prejudice to the protection granted to refugees and persons accorded subsidiary protection.
4. The employment relationship is regulated by the provisions in force regarding subordinate work, also with regard to tax, welfare, and social security treatment, provided for employees' salaries.
5. The employment contract does not entitle candidates to access to permanent positions of the academic or technical-administrative staff of the University of Siena.
6. The total remuneration is defined pursuant to the current National Collective and Supplementary Contracts in force.
7. The holder of the contract is subject to the evaluation procedures provided for by the current National Collective and Supplementary Contracts.
8. Should the employee fail, without a valid reason, to start working within the term provided for by this Administration, the employment contract will immediately come to an end.
9. In the event that selected candidates start working, for a valid reason, after the expected start date, the legal and economic effects will run from the day the employee begins working.
10. The contract will in any case be terminated, without need for prior notice, if the selection procedure is annulled, being the selection procedure the prerequisite for stipulating the contract.

ART. 8 – PERSONAL DATA PROCESSING, HEAD OF THE SELECTION PROCEDURE

1. The processing of personal data, present in the request to participate in this call or communicated with additional documents of the request, will take place in compliance with EU Regulation (EU) 2016/679 on data protection, Legislative Decree no. 196/2003 as subsequently amended on "General Data Protection Regulation" according to the principles of lawfulness, correctness, transparency, adequacy, relevance, accuracy, minimisation of processing, limitation of storage, etc. referred to in art. 5, paragraph 1 of the GDPR.
2. The Data Controller is the University of Siena, legally represented by the Rector; pursuant to the University Regulation on the processing of personal data, the Data Designated person is the manager of

the Personnel Area. The personal data provided by applicants will be processed for the management of the procedure, for the possible conferral of the assignment or hiring, for the management of the rankings (where provided for in the notice) exclusively for the purpose of fulfilling the legal requirements, including the publication obligations provided for by current legislation in force.

3. The provision of personal data is to be considered mandatory. Any refusal of providing them will result in the impossibility to take part in the selection procedure.
4. The information relating to the processing of data, in the management of competitive examinations proceedings, drawn up in accordance with the provisions of art. 13 of EU Regulation (EU) 2016/679, is published on the University portal at the web page <https://www.unisi.it/ateneo/adempimenti/privacy>
5. For the purposes envisaged by Law 241/1990 and subsequent amendments and additions thereto, the procedure manager for this selection is the Head of the Competitive Exams Office of this University (concorsi@unisi.it).

ART. 9 – PUBLICATION

1. This notice, and the documents for which publication is envisaged in this notice, are published on the University's online register and on the University's portal at: <https://www.unisi.it/ateneo/concorsi-e-gare/concorsi-personale>.
2. This call for applications is also published in Italian and English on the website of the Ministry of Universities and Research at <https://bandi.miur.it/> and on the portal of the European Union at: <https://euraxess.ec.europa.eu/>.

ART. 10 – FINAL PROVISIONS

1. For all matters not covered by this call, applicants should refer to the provisions of applicable laws mentioned in the premise and other applicable laws and regulations.

Siena, date of the digital signature

The Director General

Emanuele Fidora

Approved

The Procedure Manager

Rossana Cimato

Attachments:

n. 1 – Annex A - Fact sheets

n. 2- Annex B - Preferential qualifications