

COMPETITIVE EXAMS OFFICE
(*Ufficio Concorsi*)

Provision of the Director General

Classification VII/1

No. of attachments: 1

PUBLIC SELECTION NOTICE FOR THE RECRUITMENT OF NO. 4 (FOUR) FIXED-TERM TECHNOLOGISTS PURSUANT 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, and in particular art. 6;
- 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, laying down 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 n. 174 of 7 February 1994, laying down rules on access to public administration jobs for the European Union (EU) nationals;
- having regard to the Decree of the President of the Republic no. 487 of 9 May 1994 as subsequently amended, laying down 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. 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. 190 of 6 November 2012 as subsequently amended, on "Provisions to prevent and curb corruption and illegality in public administration";

- 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 quality and effectiveness of 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 for participation procedure 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 the resolution of the Board of Directors of 25 October 2019, no. 265 prot. no. 183344 of 28.10.2019 which provides, in order to participate in the competitions held by the University of Siena for teaching and technical-administrative staff and researchers, Technologists and CELs for a fixed period, the payment, by the candidates, of a financial contribution of € 10.00 (€ ten/00) to cover the costs associated with the organization and conduct of the public competitions procedure;
- having regard to Interministerial Decree of 9 July 2009 on the equivalence between diplomi di laurea (degrees of University system prior to Ministerial Decree 509/99), specialist degrees (LS) pursuant to Ministerial Decree 509/99 and master's degrees (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 of 30 July 2009, no. 189 "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 on 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 the National Collective Labour Contract of technical-administrative staff, Education and Research sector in force, signed on 19 April 2018 and referring to the time period 2016/2018, and for the economic part, signed on 6 December 2022 and referring to the time period 2019/2021;
- having regard to the Code of Ethics of the University Community of the University of Siena, 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 consistent 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 consistent;
- 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 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 the Decree-law no. 59 of 6 May 2021, converted with amendments by Law no. 101 of 1 July 2021 laying down “Urgent measures for Complementary fund to National recovery and resilience plan, and other urgent measures for investments”;
- having regard to the Decree of the President of the Council of Ministers of 9 July 2021 identifying central administrations entitled to carry out interventions provided for in the NRRP, pursuant to art. 8, par. 1 of Decree-law no. 77 of 31 May 2021;
- having regard to the Decree-law 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 the Interministerial Decree of 7 December 2021 adopting guide-lines to foster gender and generational equal opportunities, as well job inclusion of people with disabilities in public contracts funded with NRRP and National Plan of Complementary Investments resources;
- having regard too Decree-law no. 80 of 9 June 2021, converted with amendments by Law no. 113 of 6 August 2021, laying down Urgent measures to strengthen administrative capacity of Public administrations necessary to implement the National Recovery and Resilience Plan (NRRP) and for the effectiveness of justice system and, in particular, art. 1;
- having regard to Decree-law 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 (NRRP) and assignment of milestones and goals for six-month budgets” as amended on 23 November 2021;
- considering that art. 1 par. 1 of the abovementioned Selection notice envisages the creation in Italy of 12 Innovation ecosystems in the six research and innovation areas of the National Research Plan 2021-2027: 1. Health; 2. Culture, creativity and inclusive society; 3. Civil safety for society; 4. Digital, industry and space; 5. Climate, energy and mobility; 6. Food, bioeconomy, natural resources, agriculture and environment;
- considering that fixed-term Technologists, under art. 24-bis, Law 240/2010 will be funded by the European Union – NextGenerationEU – in the framework of the National Recovery and Resilience Plan according to the following types:
 - 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”,
 - PNRR-M4C2 - Investment 3.1 – Fund to create an integrated ecosystem of research and innovation infrastructures;
- having regard to decrees of approval of the Ministry for University and Research:
 - Directorial Decree no. 1034 of 17 June 2022 to fund NRRP-Mission 4 Component 2 – “National Biodiversity Future Center” - NBFC Spoke 3 – Project Code B63C22000650007 – Investment line 1.4 “Strengthening research structures and creating “R&D national champions” on some Key Enabling Technologies”;
 - Directorial Decree no. 120 of 21 June 2022 to fund NRRP-Mission 4 Component 2 – METROFOOD-IT – Project Code I83C22001040006 – Investment line 3.1, “Fund to create an

integrated ecosystem of research and innovation infrastructures, reference action 3.3.1 “Creation of new Research Infrastructures or strengthening of the existing ones that contribute to the objectives of Horizon Europe scientific excellence and to establishing networks” under Ministerial Decree no. 1141 of 7 October 2021, of NRRP on some key enabling technologies;

- Directorial Decree no. 1050 of 23 June 2022 to fund NRRP project Mission 4 Component 2 “THE Tuscany Health Ecosystem” Project Code B63C22000680007 – investment 1.5. Innovation Ecosystems of NRRP;
- 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. 4 (four) fixed-term technologists pursuant art. 24-bis, Law no. 240/2010;
- having regard to the Provision of the Head of Department no. 8967 of 23 January 2023 taken by the Department of Life Sciences, that amends the Council decision of 27 October 2022 prot. no. 223392 of 03.11.2022;
- having regard to the resolution of the Board of Directors of 21 October 2022 prot. no. 217678 of 25.10.2022, with which a public selection procedure for the recruitment of a full-time fixed-term technologist was authorized, pursuant to art. 24 bis of Law 240/2010, economically equivalent to category EP1, for a duration of 24 (twenty-four) months, to provide support to the following research project: NRRP- METROFOOD-IT – Project Code I83C22001040006 on Mission 4 Component 2 (M4C2) — Investment line 3.1, “Fund to create an integrated ecosystem of research and innovation infrastructures”;
- having regard to the resolution of the Board of Directors of 21 October 2022 prot. no. 217682 of 25.10.2022, with which a public selection procedure for the recruitment of a full-time fixed-term technologist was authorized, pursuant to art. 24 bis of Law 240/2010, economically equivalent to category D3, for a duration of 24 (twenty-four) months, to provide support to the following research project: NRRP- METROFOOD-IT – Project Code I83C22001040006 on Mission 4 Component 2 (M4C2) — Investment line 3.1, “Fund to create an integrated ecosystem of research and innovation infrastructures”;
- having regard to the resolution of the Board of Directors of 25 November 2022 prot. no. 239651 of 28.11.2022, with which a public selection procedure for the recruitment of a full-time fixed-term technologist was authorized, pursuant to art. 24 bis of Law 240/2010, economically equivalent to category D3, for a duration of 36 (thirty-six) months, to provide support to the following research project: NRRP National Biodiversity Future Center NBFC Spoke 3 – Project Code B63C22000650007 on Mission 4 Component 2 – Investment line 1.4 “Strengthening research structures and creation of “R&D national champions” on some Key Enabling Technologies”;
- having regard to the resolution of the Board of Directors of 25 November 2022 prot. no. 239636 of 28 November 2022, with which a public selection procedure for the recruitment of a full-time fixed-term technologist was authorized, pursuant to art. 24 bis of Law 240/2010, economically equivalent to category D3, for a duration of 24 (twenty-four) months, to provide support to the following research project: NRRP – “THE - Tuscany Health Ecosystem – Innovation Ecosystem” - Project Code B63C22000680007 on Mission 4 Component 2 – Investment line 1.5 “Innovation Ecosystems of NRRP”;
- having regard to the note prot. no. 4016 of 13.01.2023 of the University’s Santa Chiara Lab Service Centre ascertaining the financial coverage for any additional salary costs resulting from the application of the new National Collective Labour Contract, for the recruitment of two full-time fixed-term Technologists pursuant to art. 24 bis of Law 240/2010 (Category D Economic position

3 – Duration: 24 months, and Category EP Economic position 3 – Duration: 24 months) in the framework of METROFOOD-IT NRRP project;

- having regard to the note prot. no. 4484 of 16.01.2023 of the Dept. of Information Engineering and Mathematics, ascertaining the financial coverage for any additional salary costs resulting from the application of the new National Collective Labour Contract, for the recruitment of one full-time fixed-term Technologist pursuant to art. 24 bis of Law 240/2010 (Category D Economic position 3 – Duration: 24 months), in the framework of NRRP project – “THE - Tuscany Health Ecosystem – Innovation Ecosystems”;
- having regard to the note prot. no. 6214 of 17.01.2023 of the Dept. of Life Sciences, ascertaining the financial coverage for any additional salary costs resulting from the application of the new National Collective Labour Contract, for the recruitment of one full-time fixed-term Technologist pursuant to art. 24 bis of Law 240/2010 (Category D Economic position 3 – Duration: 24 months), in the framework of PNRR project – “NBFC National Biodiversity Future Center - Spoke 3”;
- having regard to the Provisions of the Head 2023 of the University’s Santa Chiara Lab Service Centre, prot. no. 38303 of 21.02.2023 regarding the degree integration for the admission to the selection of two technologists, one for an economically equivalent D3 position and one for an economically equivalent EP1 economic position, respectively;
- having regard to the Provision of the Head 2023 of the Dept. of Life Sciences, no. 13/2023 prot. no. 32954 of 17.02.2023 regarding the degree integration and work experiences for the admission to the selection of one technologist for an economically equivalent D3 position;
- having regard to the Rector’s Decree no. 461/2023, prot. no. 41147 of 23.02.2023 transposing the abovementioned Provisions;
- having regard to the communication sent out on 24 February 2023 by prof. Massimo Nepi indicating the degree classes required for the admission to the position under the selection notice of the Project – “NBFC National Biodiversity Future Center”;

PROVIDES

ART. 1 – SUBJECT OF THE NOTICE

1. The selective procedures for the recruitment of **4 (four) fixed-term Technologists** pursuant to art. 24-bis of Law no. 240 of 30.12.2010, implementing the measures provided for by the National Plan of Recovery and Resilience (NRRP) are announced.

Ref.	Cat.	No. of posts	Duration	Structure	Project	ID Rapporto	Project Code (CUP)
1	EP1	1	24 months	Santa Chiara Lab	METROFOOD-IT	100404	I83C22001040006
2	D3	1	24 months	Santa Chiara Lab	METROFOOD-IT	100405	I83C22001040006
3	D3	1	36 months	DSV	NBFC National Biodiversity Future Center	100451	B63C22000650007
4	D3	1	24 months	DIISM	THE - Tuscany Health Ecosystem – Innovation Ecosystems	100453	B63C22000680007

For each position under this selection notice, detailed information regarding the project, specific requirements and anything else regarding the selection are set out **in the Attachment A**, that is part and parcel of this Provision.

2. As for contract appointments set out in art. 7 below, successful candidates must produce, within 30 (thirty) days of the request of the appropriate office/office in charge what is required by the

Administration in order verify the qualifications and curriculum declared at the time of application. Otherwise, the Administration will move on with the following candidate on the ranking list.

ART. 2 – REQUIREMENTS

1. In order to be admitted to the selection process, in addition to what provided for in the relevant form in **Attachment A**, the following requirements must be fulfilled:
 - a. educational qualification. For qualifications obtained abroad, in the event an equivalence decree is not available, candidates are required to produce a copy of the PEC (certified email) certifying their application to get their degree recognised for a specific purpose (non-academic recognition). For further information, please see <https://www.cimea.it> as well as the web site of the Ministry of University and Research <https://www.mur.gov.it/it/aree-tematiche/universita/equipollenze-equivalenza-ed-equiparazioni-tra-titoli-di-studio/titoli> . In order to sign the contract, candidates are under the obligation to produce the equivalence decree or determination of the equivalence, under penalty of exclusion from the selection.
 - b. 18 years of age or over;
 - c. 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 della Legge 97/2013 di cui in premessa, participation is also open to family members of EU citizens who are not citizens of a EU Member State provided that they are in possession of a residence permit or permanent residence permit as well as nationals of non-EU countries who are in possession of EU long-term residence permit or holder of refugee status or subsidiary protection status.

Citizens of the Member States of the European Union 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. exercise of civil and political rights in their countries of citizenship or where they come from;
 - ii. meeting, Italian citizenship exempted, all the other requirements provided for citizens of the Republic;
 - iii. an adequate knowledge of Italian.
 - d. enjoyment of civil and political rights;
 - e. physical fitness for employment (the Administration is entitled to get the competition winners undergo a medical examination according to the rules and regulations in force);
 - f. having complied with military obligations, for those born until 1985.

The following persons cannot take part in the selection:

- g. people who have been dismissed for disciplinary reasons, dismissed, or dispensed from employment in a public administration for persistent insufficient performance, or who have been declared forfeited from a state job, pursuant to art. 127, par. 1, letter d) of the Consolidated law on rules and regulations regarding the Statute of State's civil employees, approved by Decree of the President of the Republic no. 3 of 10 January 1957, under corresponding rules and regulations and National Collective Labour Contracts for employees of various sectors; and those who have been dismissed for having achieved the job through the production of false documents or with fraud.
- h. people who have been convicted of crimes, with sentences that have become final, that result in disqualification from a public office;

- i. people who have a degree of kinship or affinity up to the fourth degree included with a professor belonging to the department or structure that makes the proposal for activation of the contract, or with the Rector, the Director General, or a member of the Board of Directors of the University, or a member of the Commission set out in art. 4. Those who have continuous and considerable business relations with any of the mentioned people will also be excluded.
2. Candidates must be in possession of the abovementioned requirements within the application period as well as at the date of the recruitment.
3. Preference qualifications are those provided for by art. 5 of the Decree of the President of the Republic no. 487/94 as subsequently amended. Any preference qualifications possessed by candidates within the application period must be mentioned in the application form. Should candidates fail to do so, their preference qualification/s shall not be usable, even if possessed.
4. The technical administrative staff employed by the University of Siena are also admitted to this procedure. In case they reach a useful position in the ranking, they will be placed on leave without paychecks and seniority for the entire duration of the contract.
5. Candidates are admitted to the competition with reserve. If the requirements are not met, the Administration may order at any time, even after the tests have been conducted, with a motivated provision, the exclusion of the candidate from the competition. Such measure will be communicated to the interested part through pec or email indicated in the application form.
6. The Administration ensures equality and equal opportunities between men and women for the access to jobs and treatment on working place.

ART. 3 – APPLICATIONS AND DEADLINES FOR SUBMISSION

1. The application for admission to the selection must be only submitted telematically through the PICA platform <https://pica.cineca.it/unisi>, no later than thirty (30) days starting from the day following that of publication of the notice in the Siena University online Gazette. If the submission deadline falls on a public holiday, it shall be extended to the next working day.
2. Any other ways of submitting/sending the application forms are not allowed, under penalty of exclusion from the selection. No additions/modifications to the application are allowed after the expiry of the call.
3. It is recommended to consult the relevant "Guidelines" on the University portal (<https://www.unisi.it/ateneo/concorsi-gare-e-appalti/concorsi-personale/concorsi-personale-tecnico-amministrativo>). It is recommended to access the PICA platform well in advance to consult the "Guidelines for completing the application" and avoid system overloads that may not allow the procedure to be concluded in due time.
4. Candidates will be able to access the PICA platform using one of the following modes:
 - a) access via digital identity (SPID level 2), selecting the University of Siena among the available federations. Information on the Public Digital Identity System can be found at www.spid.gov.it, <https://www.agid.gov.it/it/piattaforme/spid>
 - b) access via the credentials issued by the same PICA platform
 - c) access via one's own LOGINMIUR account.

For both modes b) and c), it is necessary to complete the participation application by attaching a copy of a valid identity document and by affixing your electronic or handwritten signature. For information on the electronic signature, please, consult the dedicated page at the Agency for Digital Italy (AGID) <https://www.agid.gov.it/it/piattaforme/firma-elettronica-qualificata> .

5. The application must be filled in completely. By the deadline for submitting the application, the system allows saving it in draft mode so as to let candidates make changes before submitting it. The date of electronic submission of the application for participation in the competition is certified by the computer system by means of a receipt that will be automatically sent by e-mail. The receipt contains the application ID that will identify the candidate for the entire call procedure. Once the deadline for submission has expired, the system will no longer allow access to and submission of the electronic form.
6. It should be noted that, in order to conclude the application procedure, payment of the competition fee must be made in the amount of € 10.00 (ten euros), as a non-refundable contribution to cover the costs related to the organization and development of the competition proceedings. The payment must be made, following the instructions of the PICA platform. Candidates - within the deadline set by the call - can withdraw their application and submit a new one. In this case, the platform transfers the payment to the new application.
7. The application and attachments must be in pdf format, the allowed maximum size for each document being 30 MB. For any technical issue related to the compilation of the application you can contact the CINECA technical support by clicking on the button “supporto” at the end of each page.

Together with the application the following must be attached in pdf format:

- a) **curriculum vitae dated and signed** that shows that the candidate is in possession of the qualifications for the admission to the procedure and any additional qualifications for the purposes of their assessment, making sure that the statements contained in the CV and in the application contain all the elements necessary for the evaluation (e.g. duration of the employment relationship, dd/mm/yy of beginning and end of the relationship, employer, training institution, duration of the training course, possible evaluation or final test of the training course, etc.), otherwise the degree will not be assessed.
 - b) **acts and documents**, including any scientific publications (up to a maximum of ten) the candidate means to submit for the Board to assess them. It should be noted that the career and service qualifications related to the required profile, pursuant to Decree of the President of the Republic n. 445/2000 as subsequently amended, may be self-certified if awarded by a public administration, while for those awarded by private institutions a document must be attached proving the truthfulness of what has been declared.
 - c) copy of a **valid identity document**.
8. The documentation attached to the application and drawn up in a foreign language, other than Italian, English, French, German, and Spanish, must be accompanied by a translation into Italian, certified to be a true copy, drawn up by the appropriate diplomatic or consular representation, or by an official translator.
 9. For works printed abroad, the date and place of publication must be shown. For works printed in Italy, it is necessary to certify the legal deposit in the forms provided for by law 106/2004 and the related regulations issued by decree of the President of the Republic n. 252/2006.
 10. Publications must be presented in the language of origin which, if different from Italian, English, French, German, and Spanish, requires translation into one of the mentioned languages. The translated texts must be submitted, together with the copies in the original language, in a typewritten certified copy in accordance with current legislation in force.

11. Candidates with disabilities, pursuant to Law no. 104 of 5.2.1992, must make an explicit request in relation to their disability, regarding the necessary help, as well as the possible need for additional time to be able to take the tests. To this end, a medical certificate attesting the percentage and type of disability must be attached/uploaded in the appropriate section when compiling the application.
12. The Administration assumes no responsibility for the unavailability of the recipient or for the dispersion of communications due to incorrect indications given by the candidate, for failure or late communication of the change of pec/email address indicated in the application, or for any mistake the Administration is not responsible for.
13. The Administration reserves the right to conduct appropriate checks on the veracity of the content of the declarations in lieu of certifications and notoriety deeds. If the control indicated above reveals the untruthfulness of the content of the declarations, the declarant loses any benefits resulting from the measure issued on the basis of the untruthful declaration (without prejudice to the provisions of Article 76 of decree of the President of the Republic no. 445/2000, regarding the sanctions provided for by the Criminal Code and the special laws on the matter).

ART. 4 – EXAMINATION BOARD

1. For each of the selection procedures, the Examination Board (hereinafter “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 required the activation of the contract. This provision will be published on the University’s online Gazette - and serve as a notification in all respects – as well as on the competitive exams web pages. The Board is responsible for conducting all the stages of the selection, 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 part of the Board.
3. Candidates, in order to challenge the members of the Board, can send a PEC (rettore@pec.unisipec.it) addressed to the Director general within thirty days from the date of publication of the appointment measure in the Online Gazette of the University. The Director general shall decide on the challenge. The decision shall be communicated to the interested party without delay.
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 send 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 together with a copy of a valid identity document, to the Ufficio Concorsi (Competitive Exams Office) (concorsi@unisi.it) or digitally signed.
5. The Board, during its first meeting, 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 specific manner of qualifications and the tests to be formalized in the corresponding verbalization records and the date of termination of the selection, that is to finish within six months of the date of publication of the Board appointment.
6. After that, the Board, having seen the list of participants, 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 relationship of kinship or affinity, until the fourth degree included, with the candidates. As per art. 7 of the Code of Conduct of the university community, members of competitive examinations boards, also when external to the University, as soon as it is known to them that among the candidates are the spouse,

or cohabitant, relatives or next of kin until the fourth degree, or people with whom they have business relations, shall resign from the Board for incompatibility reasons.

7. 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 the members.
8. The work of the Board shall be conducted collectively, even if by electronic means or other means of distance communication.

ART. 5 - EXAMS

1. The selection of candidates, conducted by the Board referred to in Article 4, includes a written test, evaluation of the curriculum and qualifications, according to criteria predetermined by the Board itself, and an oral test conducted partially in English.
2. The absence of the candidate at the tests will be considered as a renunciation of the selection, whatever the cause.
3. The acts are approved by provision of the Director general after verification of their regularity. The ranking list is published on the Online Gazette of the University, and will serve as notification in all respects. The terms for any appeal will run from the day immediately following that of the abovementioned publication.
4. In relation to the number of applications that will be received and on the basis of the curricula submitted, the Board may conduct a pre-selection by identifying the candidates to be admitted to the interview according to previously identified criteria.
5. The call to take the tests will be communicated to the candidates at least twenty (20) days before they take place through publication on the University's online Gazette, and will serve as a notification for all purposes. It is possible to derogate said notice period if all the candidates admitted express their explicit written consent to renounce it.
6. Any postponements due to organizational reasons will be published on the online Gazette of the University and will serve as a notification in all respects.
7. The **written test**, of a theoretical-practical nature, will focus on the topics related to the activity to be conducted within the scope of the Project subject of this notice.
8. For the written test, candidates will not be allowed to introduce writing papers, publications, regulatory collections, dictionaries, texts, notes of any nature and mobile phones or other mobile devices suitable for storing or transmitting data or performing mathematical calculations. During the course of the test, candidates will not be allowed to communicate with each other or with the outside world in any way, under penalty of immediate exclusion from the competition. The same requirements, with the appropriate adaptations, also apply in the case the test is taking telematically. In the event of a breach of these provisions, the Examination Board or the Supervisory Committee shall order the immediate exclusion of the candidate from the selection procedure.
9. The **assessment of the curriculum and qualifications** is conducted only for candidates who have come to the written test, after the test itself and before proceeding to the correction of the related papers.
10. The Board draws up for each candidate a summary sheet, which will be part and parcel of the minutes, in which the qualifications - traced back to the specific categories - are analytically mentioned with the corresponding scores assigned and the final score. In the event that the sum of the score attributable to the individual category of qualifications is higher than the maximum expected, the maximum score for the specific category will be assigned.
11. For each position, qualifications that can be assessed are indicated in the attached form (Attachment A).

12. The result of the assessment of the curriculum and score of written test, with identification of the candidates by application ID, will be made known to candidates admitted to the oral exam, by publication in the University's online Gazette, and will serve as a notification for all purposes.
13. The **oral test**, partially in English, will focus on the topics related to the activity to be conducted within the scope of the Project subject of this notice.
14. Candidates must present themselves at the interview with a suitable valid identification document. Citizens of the European Union must present a passport, or an identity document issued by the country of origin. Those who come from countries outside the European Union will only have to present their passport.
15. At the end of every sitting for the interviews, the Board draws up the list of the candidates who have been examined, identified by their application ID, with the exam score. This list is published on the web page of the public selection procedure and – in the event of an in-person test– posted on the door of the examination site.

ART. 6 - RANKING

1. At the end of the tests, the Board draws up the merit ranking of the candidates according to the descending order of the total score consisting of the sum of the scores obtained in the preliminary assessment of the curriculum and in the tests.
2. In case of equal score, the Competition office will contact the interested parties to receive, within 5 days, documents proving the preference qualifications indicated in the application. Should a candidate fail to do so, the preference qualifications will not be considered.
3. The selection acts will be approved by provision of the Director general.
4. The ranking list will be published on the Online Gazette of the University, and will serve as a notification to all effects as well as on the web page of the public selection procedure. It will be effective from the day after the date of publication. The terms for any appeal will run from the day immediately following that of the abovementioned publication.

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 is to indicate, under penalty of voidness, the NRRP project the work is referred to and can be extended, as set out in art. 24-bis of Law no. 240/2010.
2. The employment relationship is regulated by the provisions in force regarding subordinate work, also with regard to the tax, welfare, and social security treatment, provided for employees' salaries.
3. The employment contract does not entitle candidates to access to permanent positions of the academic or technical-administrative staff of the University of Siena.
4. The total remuneration is defined pursuant to the current National Collective and Supplementary Contracts in force.
5. The holder of the contract is subject to the evaluation procedures provided for by the current National Collective and Supplementary Contracts, as well as by the current Performance Measurement and Evaluation System in force.
6. Within thirty days of the effective date of employment or formal request, for the requirements for the admission to employment to be ascertained, the recruited staff is required, under penalty of invalidation of their employment, to prove they are in possession of the requirements for admission to employment.

7. 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.
8. In the event that selected candidates start working, for a valid reason, later than the expected start date, the legal and economic effects will run from the day the employee begins working.
9. The contract will in any case be terminated, without any prior notice, if the selection procedure is cancelled, being the selection procedure the prerequisite of contract.

ART. 8 – PERSONAL DATA PROCESSING, HEAD OF 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 the candidates 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 provided for by Law no. 241 of 1990 and subsequent amendments, the Head of the procedure inherent to the selection referred to in this notice is identified in the Head of the Competitive Examinations Office.

ART. 9 - ADVERTISING

1. This announcement and the acts for which publication of this announcement is expected are published in the Online Gazette of the University (<http://www.unisi.it>) and on the University portal at: <https://www.unisi.it/ateneo/concorsi-gare-e-appalti>
2. This announcement, in Italian and English, is also published on the website of the Ministry of University and Research (Ministero dell'Università e della Ricerca) at <https://bandi.miur.it/>, and on the European Union portal at: <http://ec.europa.eu/euraxess/>

ART. 10 – FINAL RULES

1. For what is not provided for in this notice, reference is made, to the rules and regulations cited in the preamble and to the relevant laws and regulations in force, if applicable.

Siena, date of the digital signature

The Director general

Emanuele Fidora

Seen by

Head of the procedure

Rossana Cimato

Allegati:

Encls:

n. 1 – All. A - Schede informative

no. 1 – Att. A – Information sheets