



SELECTION ANNOUNCEMENT NO. 2024S4

BY EXAMINATIONS, TO RECRUIT NO. 2 LEVEL I RESEARCH TECHNOLOGISTS (FINANCIAL POSITION “EP1”) ON A FULL-TIME FIXED-TERM CONTRACT, FOR NO. 24 MONTHS, PURSUANT TO ART. 24-BIS OF LAW NO. 240 OF 30.12.2010, AND TO THE NATIONAL COLLECTIVE BARGAINING AGREEMENT OF 19.04.2018, AT THE INTERNATIONAL RESEARCH OFFICE OF THE UNIVERSITY OF PADOVA.

By implementing Art. 24-bis of Law no. 240 of 30.12.2010 and the National Collective Bargaining Agreement of 19.04.2018, the University of Padova plans to recruit 2 Level I research Technologists (financial position “EP1”) by examinations, on a full-time fixed-term contract, for no. 24 months, to provide scientific and managerial support in the framework of the research projects promoted by the International Research Office, in collaboration with the University Departments and in response to international competitive calls for proposals in the scientific areas of interest of the University of Padova, included in the Scientific Macro-area of Engineering (ERC domain: PE – *Physical Sciences and Engineering*).

The Technologists will be called to carry out the following **activities**:

- Planning, implementation and management of international research projects;
- Fostering researchers’ participation in international networks;
- Analysis, mapping and monitoring of funding opportunities, promotion of such opportunities among researchers and research groups;
- Supporting scientific coordinators in the evaluation of their project ideas;
- Targeted counselling aimed at identifying the most appropriate funding tools supporting research activities of researchers and research groups according to their specific scientific domain;
- Joint writing of project proposals, with particular reference to their structure, management, impact, dissemination and consistency with the specific requirements and topics of the call;
- Organization of educational workshops and training events on the design and implementation of research projects to be submitted within European calls for applications, organization of info days on other international funding opportunities;
- Support in building, strengthening and managing projects consortia;
- Assistance in the various steps of the research projects’ evaluation process and follow up activities;
- Support in the kick-off of project activities.

The aforementioned activities require the following **professional skills, knowledge and competences**:

- Knowledge of the main European and international funding opportunities supporting research in the ERC Domain PE – *Physical Sciences and Engineering* (Scientific Macro-area of Mathematics, Physics, and Communications, Engineering, especially within *Horizon Europe*, the European Framework Programme for research and innovation 2021 - 2027, and knowledge of their respective regulatory frameworks;
- In depth knowledge of EU-project proposal development practices;
- Knowledge of the regulatory framework governing the organization of the Italian University system (Law 240/2010), knowledge of the main Regulations governing the University of Padova in the Research Area;
- Computer skills appropriate to the role and the activities to be implemented;
- Very good command of the English language (Common European Framework of Reference for Languages: C1 level);

- Very good ability in building and managing relationships within complex organizational environments;
- Attitude to team working;
- Very good problem solving skills;
- Very good communication skills;
- Strong motivation.

Admission requirements

Candidates must have the following requirements by the selection announcement deadline:

1. Academic qualifications:

A second-cycle degree (*Laurea Magistrale*) as per D.M. 270/2004, or a second-cycle degree (*Laurea Specialistica*) as per D.M. 509/1999 recognised as equivalent by D.I. 09.07.2009, or a degree (*Diploma di Laurea Vecchio Ordinamento*) prior to D.M. 509/1999, recognised as equivalent by D.I. 09.07.2009.

2. Specific professional qualification pertinent to the type of activity to carry out:

The candidate must be in possession of a **PhD Degree**.

With reference to both the academic qualification and the PhD Degree, it is specified that:

Candidates **holding a foreign degree** may take part in the selection only:

- if they hold a **declaration of equivalence issued by an Italian University**
- or after completing a degree-equivalency process pursuant to Art. 38, paragraph 3 of Legislative Decree 165/2001. Candidates are conditionally admitted to the selection procedure if the equivalency process is underway, but no final decision has been reached. They must have had their degree recognised as equivalent to an Italian degree by the time they are recruited.

The degree-equivalency process must be started before the selection-announcement deadline, otherwise the candidate will be excluded from the selection procedure. Candidates must inform the procedure manager that they have applied for degree equivalency.

Pursuant to the *Decreto-Legge* (decree-law) no. 228 of 30 December 2021, **the Public Function Department will conclude the recognition procedure only with regard to the successful candidates, who have the obligation, under penalty of forfeiture, to notify the Italian Ministry for Universities and Research (MUR) of the publication of the ranking list within 15 days.**

The degree-equivalency application form is available at:

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

3. Italian citizenship (Italians who are not citizens of the Republic of Italy have the same rights as Italian nationals), or citizenship of an EU Member State. Following implementation of Art. 7 of Law 97/2013, the following may also apply for the selection procedure: family of citizens from an EU Member State who do not have citizenship of an EU Member State, but do have the right of residence, or the permanent right of residence; and third-country nationals with a long-term EU permit of stay, with refugee status, or with subsidiary protection status;
4. Have full political rights;
5. Be physically suitable for the position.

Non-Italian nationals are required to:

- Have full civil and political rights in their country of origin;

- Fulfil the same requirements as Italian nationals, but do not need Italian citizenship;
- Have a good knowledge of Italian language.

Those who have been excluded from the exercise of active electoral rights, as well as those who have been dismissed or excluded from employment with a Public Administration due to persistent inadequate performance, pursuant to Article 2, Paragraph 7 of D.P.R. (Presidential Decree) no. 487/1994, in accordance with sectoral regulations, or removed for the same reasons or for disciplinary reasons pursuant to legal or contractual regulations in force, or declared disqualified for having obtained the appointment or employment by producing false documents or documents affected by irremediable nullity, as well as those who have been convicted of offences constituting an impediment to employment in a Public Administration, are not eligible for selection.

Application form

The application form and attachments for this selection announcement **must be submitted online** with the *Pica* platform at: <https://pica.cineca.it/unipd/tipologia/pta>.

To apply online, candidates must have a valid email address so that they can register within the system. They must also provide all of the information needed to complete the application and attach the required documents in electronic form.

The system allows the application to be saved in draft form until the submission deadline. The online application procedure and submission must be completed by **2 pm of the 15th day from the publication of the Selection announcement (publication deadline: 15 days after the publication of the announcement)**.

The system will certify the date that the online application form is submitted by emailing candidates an automatic receipt. Once the submission deadline has expired, the system will shut down access and applications can no longer be sent.

If necessary, a submitted application form can be withdrawn and another one submitted **before the application deadline (2:00 p.m. of the 15th day)**.

Each application will be given an identification number which must be included in any correspondence, along with the selection announcement code stated in the online procedure. Candidates must complete each and every part of the application form in accordance with the online instructions.

In case of access through SPID, no signature will be required when submitting the application.

In case of accessing the system by another method, the application is to be completed as follows:

- with a digital signature using a smart card, USB token or remote signature that enables the user to sign documents with signature software. Alternatively, a web portal may be used to provide a certified remote signature. Candidates with a smart card or USB token for digital signing can check for compatibility with the server's digital-signing system. If compatible, the user may sign the application on the server;
- candidates who do not have compatible digital-signing devices and users of remote digital signatures without web portal access for signing documents will have to save a system-generated pdf file on their computer. Thereafter, they must not edit the file and e-sign it in CADES format. A file with a p7m extension will be generated and uploaded into the system. If the file is edited before the e-signature is applied, the system will be unable to verify whether the content of this document matches the original. If this occurs, the application will be rejected;
- If none of the aforementioned options are available:

print and hand-sign the application form, then upload **a scanned copy along with a scanned form of identification. Candidates not providing identification may be excluded from the selection procedure.**

The system may be temporarily offline for technical reasons.

Non-Italian candidates are to submit their application form as per the methods and deadlines stated in this application procedure.

Documents must be in a static, non-editable format and must not contain executable codes or macro-instructions. PDF is the preferred format. Documents must not exceed 30 MB.

The University of Padova is not liable for undelivered correspondence should candidates not provide a complete address, or when late or no notification is provided should the address on the application form change. Nor is it liable for problems caused by third parties, misfortune or force majeure.

For technical problems only, contact the following link at PICA CINECA home page: [supporto](#).

Candidates must state under their own responsibility their surname and first name, their date and place of birth, their permanent address, any telephone number and e-mail, any criminal convictions and pending criminal procedures, that they enjoy full political rights, a detailed statement they meet the aforementioned requirements, and the exact contact address for any correspondence.

Pursuant to Article 16 of *Legge* (Law) no. 68/1999 and Article 20 of *Legge* (Law) no. 104/1992, applicants must make an explicit request concerning the assistance they require and the possible need for additional time to complete the tests. To this end, candidates must enclose with their application to participate in the selection procedure a suitable certification issued by the appropriate Public Medical Board, to enable the Administration to prepare in good time the means and tools needed to ensure regular participation in the selection procedure.

Pursuant to *Legge* (Law) no. 170/2010, as amended and supplemented, candidates with specific learning disorders (SLD) may ask the Committee to have the written test replaced either by an interview, or to make use of any technical aids to compensate for reading, writing and calculation difficulties. In order to take the aforementioned tests, they may also ask for additional time, not exceeding 50% of the time allocated for the test.

The request must be prepared following the instructions available in the online application procedure.

The adoption of the above measures will be determined at the sole discretion of the Selection Committee, based on the documentation provided by the candidate in the application.

Candidates are admitted to the selection procedure conditionally. Should any of the requirements not be met, candidates may be excluded from the selection procedure at any moment, even after they have taken the tests.

Selection

Candidates are selected by examinations.

A total of 60 points are awarded for examinations. They are divided as follows:

- 30 points for the written test;
- 30 points for the interview.

Examinations

Examinations will include a written test and an interview.

- **The written test** will be held in English and will focus on one or more of the following topics:
 - Main funding opportunities supporting research in the ERC Domain PE – Physical Sciences and Engineering especially within European programmes (i.e. Horizon Europe) and their respective regulatory frameworks;
 - EU-project proposal development practices;
 - Regulatory framework governing the organization of the Italian University system (law 240/2010) and main regulations governing the University of Padova in the area of research.
- **The interview** will be held partly in English and partly in Italian and will focus on one or more of the following topics:
 - Main funding opportunities supporting research in the ERC Domain PE – Physical Sciences and Engineering especially within European programmes (i.e. Horizon Europe) and their respective regulatory frameworks;
 - EU-project proposal development practices;
 - Regulatory framework governing the organization of the Italian University system (law 240/2010) and main regulations governing the University of Padova in the area of research.

The possession of computer skills will be testing during the interview.

A motivational interview will follow.

Examinations will take place at the following times and venues. No further notice will be given:

- **The written test:** on **18th March 2024, at 2.30 p.m.**, in the “Aula Didattica” at Palazzo Storione – Galleria Storione, n. 13, Padova;
- **The interview:** on **20th March 2024, at 10:00 a.m.**, in the “Sala Riunioni” of the *Area Ricerca e Rapporti con le Imprese*, at 1° floor, in Via Martiri della Libertà n. 8 - Padova.

Publication of this calendar is considered to be official notification.

Candidates who are unable to comply with the aforementioned schedule due to pregnancy or breastfeeding will be entitled to participate in the examinations, also by holding asynchronous tests and, in any case, appropriate spaces will be made available to allow for breastfeeding.

Wherever possible, the candidates concerned will promptly notify the Selection Procedure Manager, so that the Administration can plan in good time how and when to ensure regular participation in the examinations.

Approved candidates must come on the date and at the time communicated. No further notice will be given.

Candidates must show a valid ID document before being admitted to the examinations.

Any candidates not coming to the examinations will be deemed to have waived their place, regardless of the reason.

Candidates should obtain a minimum score of 21/30 (7/10) in each examination in order to pass.

The list of candidates admitted to interview will be published, with their scores for the written test, on the noticeboard of the International Research Office, Via Martiri della Libertà, 8 - Padova and posted on the University of Padova website at <https://www.unipd.it/selezione-2024S4>.

All Commission sessions during the interviews are public. At the end of each daily examination session, the Commission will draw up a list of the candidates assessed with a score for those who have passed the examination. This list will be posted on the noticeboard of the International Research Office, Via Martiri della Libertà, 8 - Padova, and on the University of Padova website at <https://www.unipd.it/selezione-2024S4>.

Candidates can access the list with a personal password provided to all selection participants.

Overall ranking

The final score is calculated by adding up the score for the written test and the score for the interview.

The categories of citizens who have a preference, score being equal, are:

- a) recipients of military and civil valour medals, if they have left the service;
- b) amputees and invalids for service in the public and private sectors;
- c) orphans of the fallen and children of the mutilated, disabled and permanently incapacitated for work due to service in the public and private sectors, including the children of health professionals, social workers and socio-medical workers who died as a result of the Cov-2 Sars infection contracted when exercising their activity;
- d) those who have performed meritorious service in any capacity whatsoever for not less than one year in the administration holding the competition, where they have no other preferential qualification by reason of their service;
- e) higher number of dependent children;
- f) invalids and civilian amputees who do not fall under (b);
- g) military volunteers of the Armed Forces who were not dishonourably discharged at the end of the regular or extended period of military service
- h) athletes who have sporting employment relationships with military sports groups and the civil corps of the State;
- i) people who have successfully completed the further improvement period at the process office pursuant to Article 50, paragraph 1-quater, of decreto-legge (Decree-Law) no. 90 of 24 June 2014, converted, with amendments, by legge (Law) no. 114 of 11 August 2014;
- l) people who have successfully completed the traineeship at the judicial offices pursuant to Article 37, paragraph 11, of decreto-legge (Decree-Law) no. 98 of 6 July 2011, converted, with amendments, by legge (Law) no. 111 of 15 July 2011, while not being part of the process office, pursuant to Article 50, paragraph 1-quinques, of decreto-legge (Decree-Law) no. 90 of 24 June 2014, converted, with amendments, by legge (Law) no. 114 of 11 August 2014;
- m) people who have successfully completed the internship at judicial offices pursuant to Article 73, paragraph 14, of decreto-legge (Decree-Law) no. 69 of 21 June 2013, converted, with amendments, by legge (Law) no. 98 of 9 August 2013;
- n) people who hold or have held collaboration assignments given by *ANPAL Servizi S.p.A.*, in implementation of the provisions of Article 12, paragraph 3, of decreto-legge (Decree-Law) no. 4 of 28 January 2019, converted, with amendments, by legge (Law) no. 26 of 28 March 2019;
- o) younger age.

Pursuant to Article 3, paragraph 4, of DPR (Presidential Decree) no. 487/1994, as amended by DPR (Presidential Decree) no. 82/2023, which states that notices of competition shall take into account the gender representativeness referred to in Article 6, as at 31.12.2023, the percentage of representativeness of the male gender is 52.9%, while that of the female gender is 47.1%, and therefore the gender differential is 5,9%, i.e. not more than 30%.

The overall ranking will be published in the University of Padova Official Register. Any appeals may be filed the day after the ranking is published.

The overall ranking is effective immediately.

The winner is entitled to the gross annual salary for the EP category, financial position EP1, as per the University section of the current National Collective Bargaining Agreement (C.C.N.L. *Comparto "Istruzione e Ricerca"*), as well as to an additional quota as specified in the "University Regulations for Recruiting and Regulating 'Fixed-term Research Technologists', in accordance with Art. 24-*bis* of Law no. 240 of 30 December 2010." The salary will be paid into a bank or post-office account only.

The administration may decide not to draw up the agreement should there cease to be the need, opportunity or resources to proceed.

The ranking is valid for three years from its publication date and may be used to recruit additional fixed-term technologists with the same profile and level. All other aspects of employment will depend on the University's specific needs.

Anything not stated above is covered by the "University Regulations for Recruiting and Regulating 'Fixed-term Research Technologists', in accordance with Art. 24-*bis* of Law no. 240 of 30 December 2010", available at: <http://www.unipd.it> (see "*Statuto e Regolamenti*").

Pursuant to Law no. 241 of 7th August 1990, the selection-procedure manager is Dr. Cristian Poletti - *Ufficio Personale Tecnico Amministrativo*, Riviera Tito Livio, 6, Padova, Italy.

The Technical-Administrative Staff Office (*Ufficio Personale Tecnico Amministrativo*) is open to the public at the following times:

From Monday to Friday from 10:00 a.m. to 1 p.m., and on Tuesday and Thursday from 3:00 p.m. to 4:30 p.m..

Tel. 049/827 3183 – 3155

e-mail: reclutamento.pta@unipd.it

NB: This selection announcement has been translated into English for publication purposes only. The Italian version is valid for all legal purposes and for the resolution of any disputes.

The Director-General
Alberto Scuttari
digital signature (ex Legislative Decree 82/2005)

Selection-procedure Manager	Department Manager
Dr. Cristian Poletti	Dr. Tommaso Meacci