

CENTRAL ADMINISTRATION  
HUMAN RESOURCES AREA  
TECHNICAL AND ADMINISTRATIVE STAFF OFFICE



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

*This English version of the Notice is provided for informational purposes only. The official and legally binding text is solely the Italian-language version. In case of any inconsistencies or discrepancies between the two versions, the Italian text shall prevail.*

## UNIVERSITY OF PADUA

### PUBLIC COMPETITION NOTICE NO. 2026S2

*FIRST-LEVEL RESEARCH TECHNOLOGIST AT THE  
COMPENSATION AND WELFARE OFFICE (HR-AREA)*

DEADLINE: 11 FEBRUARY 2026

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### Article 1 – Working Environment

The University of Padua offers a dynamic working environment in a large institution, with over 70,000 students, 2,700 academic staff members and 2,800 technical and administrative staff members. Its organisational structure is divided into Central Administration, Departments, Schools and Centres. It operates across a multi-site campus: in addition to the main campus in Padua, the University is present at numerous sites across the region (for example, Legnaro, Treviso, Vicenza).

The University has a strong international and interdisciplinary focus, reflected in its excellence in teaching and research. It offers courses in multiple languages and academic collaborations worldwide. The university community also promotes fundamental values such as inclusion, environmental sustainability and innovation. It fosters an open culture based on universal principles of respect, freedom and shared growth, in line with its historic motto “*Universa universis patavina libertas*”.

### Article 2 – Job Profile, Duties and Competencies

The University of Padua, pursuant to Article 24-bis of Law 30 December 2010, no. 240, and the National Collective Bargaining Agreement of 19 April 2018, insofar as applicable, hereby announces the Public Competition No. 2026S2, based on examinations. The competition is intended to recruit No. 1 First-level Research Technologist (“EP1” pay grade), who will be hired under a fixed-term, full-time employment contract for 36 months at the Welfare Sector of the Compensation and Welfare Office, within the Human Resources Area, with particular reference to the management of, and technical-administrative support for, the University Nursery School “Milla Baldo Ceolin”. It is further specified that the activity will be carried out mainly at the Department of Philosophy, Sociology, Education and Applied Psychology (FISPPA), with the possibility of ongoing activities at the premises of the University Nursery School “Milla Baldo Ceolin”.

This Public Competition Notice is available online on the following page of the University website: <https://www.unipd.it/selezione-2026S2>.

The position involves the following **duties**:

- organising and coordinating, in collaboration with the scientific committee of the “Milla Baldo Ceolin” Crèche, research activities related to:
  - innovations in the field of educational practices of excellence in “zero-three” services based on the most recent national and international regulatory references,
  - factors that constitute the quality of an educational service of excellence and related education-training-evaluation processes that support the development thereof,
  - educational conditions and processes that encourage the harmonious development of children from zero to three years of age, helping their learning and unlocking their potential in different areas of development,
  - conditions and processes that constitute the core competence of high-quality theoretical-practical university education, for the “zero-three” educator’s profile;
- ensuring the consistency and sustainability of the above-mentioned research actions with respect to the pedagogical project of the Crèche, in collaboration with the research groups of the Departments involved by the Scientific Committee;
- planning, coordinating and evaluating the training actions of the educational staff, linking these to the ongoing survey of the needs of families and enrolled children and the research actions mentioned in the previous point;

- contributing to the implementation and monitoring of the pedagogical and educational quality of all the different action areas of the Crèche and the educational projects of each child;
- guaranteeing the implementation and the continuous updating of the Pedagogical Project through constant attention to educational programming;
- supervising the functioning of the educational team, providing guidance and professional support to the individual and team work of educators and auxiliary staff, helping to enrich their professionalism and increasing their motivation to educational commitment;
- organising, monitoring and managing student internships, also with respect to any research projects launched and promoted by the Scientific Committee;
- assisting in ensuring that the organisational and management divisions under the responsibility of SPES comply with the educational offer of the Crèche;
- guaranteeing coordination between SPES and the University Scientific Committee, in order to promote and protect the identity of the “Milla Baldo Ceolin” University Crèche and the consistency of the implementation of the Pedagogical Project in educational practice.

To perform these duties, the following **professional abilities, knowledge and competencies** are required:

- specific knowledge, also through experience, of “zero-three” children’s education, and of organisation and coordination of “zero-three” services;
- ability to coordinate and manage the educational team and organise training activities;
- knowing how to monitor, coordinate and manage student trainees in an early childhood service, also through experience;
- ability, also through experience, of working in multidisciplinary research teams;
- knowledge of the English language (reference level “B2”);
- computer skills (Office package and processing of graphs as from a data matrix);
- willingness to travel to Italian and European educational facilities of excellence.

### Article 3 – Admission Requirements

To be admitted to the Public Competition, candidates must meet the following requirements by the deadline for submitting applications.

a) Educational qualification:

- Master’s degree pursuant to Ministerial Decree no. 270/2004, classes: LM-50 - Planning and management of educational services, LM-85 - Pedagogical sciences, LM-85 bis - Science of Primary Education, LM-92 - Theories of communication, LM-93 - Theories and methodologies relating to e-learning and media education,  
or Master’s degree pursuant to Ministerial Decree no. 509/1999, equivalent pursuant to Inter-Ministerial Decree 9 July 2009, classes: 56/S - Planning and management of educational and training services, 87/S - Pedagogical sciences, 101/S - Theories of communication,  
or 5-year Degree prior to Ministerial Decree 509/1999, treated as equivalent pursuant to I.D. of 9 July 2009, in: Pedagogy, Public Relations, Communication Sciences, Education Sciences, Science of Primary Education.  
A Degree awarded prior to Ministerial Decree no. 509/1999 in “Pedagogy” should be treated as equivalent, by the University which awards said degree, to a Master’s Degree in class LM-85 - Pedagogical Sciences.

A Degree awarded prior to Ministerial Decree no. 509/1999 in “Public Relations” should be treated as equivalent, by the University which awards said degree, to a Master's Degree in class LM-92 - Theories of Communication or LM-93 - Theories and Methodologies of E-learning and Media Education.

A Degree awarded prior to Ministerial Decree no. 509/1999 in “Communication Sciences” should be treated as equivalent, by the University which awards said degree, to a Master's Degree in class LM-92 - Theories of Communication or LM-93 - Theories and Methodologies of E-Learning and Media Education.

A Degree awarded prior to Ministerial Decree no. 509/1999 in “Education Sciences” should be treated as equivalent, by the University which awards said degree, to a Master's Degree in class LM-50 - Planning and management of education services or LM-85 - Pedagogical sciences or LM-93 - Theories and methodologies of E-learning and Media Education.

Candidates holding an educational qualification obtained abroad may take part in this competitive examination under the following conditions:

- if they hold a declaration of formal academic equivalence (“*equipollenza*”) issued by an Italian university, they must attach it to the application;
- otherwise, such candidates shall be admitted conditionally, pursuant to Article 38, paragraph 3, of Legislative Decree no. 165/2001, as amended and supplemented, and the legislation in force on the recognition of foreign educational qualifications. Therefore, they must state in the application that they hold a foreign educational qualification that has official validity in the State in which it was awarded. At the same time, should they be ranked as successful candidates, they must undertake to submit, within 15 days from the publication of the final ranking list, an application for qualification equivalence (“*equivalenza*”) of that qualification to the Ministry of University and Research.

The forms for requesting qualification equivalence of that qualification are available on the dedicated ministerial [webpage](#).

b) Specific professional and/or cultural qualification related to the type of activity to be performed:

- **PhD in the field of Education and Training Sciences.**

Candidates holding an educational qualification obtained abroad may take part in this competitive examination under the following conditions:

- if they hold a declaration of formal academic equivalence (“*equipollenza*”) issued by an Italian university, they must attach it to the application;
- otherwise, such candidates shall be admitted conditionally, pursuant to Article 38, paragraph 3, of Legislative Decree no. 165/2001, as amended and supplemented, and the legislation in force on the recognition of foreign educational qualifications. Therefore, they must state in the application that they hold a foreign educational qualification that has official validity in the State in which it was awarded. At the same time, should they be ranked as successful candidates, they must undertake to submit, within 15 days from the publication of the final ranking list, an application for qualification equivalence (“*equivalenza*”) of that qualification to the Ministry of University and Research.

The forms for requesting qualification equivalence of that qualification are available on the dedicated ministerial [webpage](#).

c) At least 18 years of age.

d) Italian citizenship (Italians not belonging to the Republic are treated as Italian citizens) or citizenship of a Member State of the European Union. Family members of citizens of Member States of the European Union who are not themselves citizens of a Member State shall also be admitted to the Public Competition, provided they hold a right of residence or a right of permanent residence. Third-country nationals holding

an EU long-term resident permit, refugee status or subsidiary protection status shall also be admitted to the Public Competition.

- e) Enjoyment of political rights.
- f) Physical eligibility.

Candidates with citizenship other than Italian must meet the following requirements:

1. enjoyment of civil and political rights also in the States of citizenship or origin;
2. possession of all the other requirements provided for citizens of the Republic, except Italian citizenship;
3. adequate knowledge of the Italian language.

Candidates must not be admitted to the competitive examination, pursuant to Article 2, paragraph 7, of Presidential Decree no. 487/1994, if they have been deprived of active political voting rights. They must also not be admitted if they have been removed from service or discharged from employment with a Public Administration due to persistent unsatisfactory performance, under sector-specific provisions, or if they have been dismissed for the same reasons or for disciplinary reasons pursuant to the legislation or the collective bargaining provisions in force. Candidates must also not be admitted if they have been declared to have forfeited their appointment or hiring because they obtained such appointment or hiring by submitting documents that are false or affected by incurable nullity, or if they have been convicted by a final judgment of offences that constitute an impediment to employment with a Public Administration.

Candidates shall be admitted to the competitive examination conditionally. Exclusion from the competitive examination due to failure to meet the prescribed requirements may be ordered at any time, including after the tests have been carried out. Ex officio exclusion from the competitive examination due to failure to meet the requirements prescribed by this Notice shall be ordered by the Selection Procedure Manager and communicated directly to the person concerned.

#### Article 4 – Deadlines and Application Procedure

The application to take part in the Public Competition, together with the relevant attachments, must be submitted online using the PICA platform, available at: <https://pica.cineca.it/unipd/tipologia/pta>.

**The application procedure and electronic submission must be completed by the strict deadline of 11 February 2026 at 14:00.**

The date of online submission of the application to take part in the Public Competition shall be certified by the IT system through a receipt, which shall be automatically sent by email. After the submission deadline has expired, the system shall no longer allow access to or submission of the electronic form.

If necessary, within the application submission deadline, candidates may withdraw an application already submitted and submit a new one.

Each application shall be assigned an application ID. In any subsequent communication, the application ID and the competition code indicated in the online application must be stated.

The application must be completed in all its parts, as indicated in the online procedure.

The platform may be accessed via SPID by selecting the entity “University of Padua” from the list of available federations. Alternatively, the online application requires an email address to register with the system.

Candidates must enter all data required to prepare the application and attach, in electronic format, the documents referred to in this Notice.

Up to the application submission deadline, the system allows the application to be saved in “draft” mode.

**Where access is via SPID, no signature is required for submission of the application.**

Where the system is accessed using another method, submission of the application must be finalised as follows:

- by digital signature, using a smart card, USB token or remote signature enabling the holder to sign generic documents using signing software on a PC or a web portal for remote signature made available by the Certification Authority. Candidates who have a smart card or a USB token for digital signature may verify compatibility with the digital signature system integrated into the server. If compatible, the candidate may sign the application directly on the server;
- those who do not have compatible digital signature devices and holders of remote digital signatures who have access to a portal for signing generic documents must save the “.pdf” file generated by the system to their PC and digitally sign it in CAdES format, without modifying it in any way. A file with the “.p7m” extension shall be generated and must then be uploaded to the system again. Any modification to the file before the digital signature is applied shall prevent automatic verification of the correspondence between the content of that document and the original. This shall result in exclusion of the application;
- where it is impossible to use one of the options above, by signing the application manually and uploading a scan of the signed document together with a scan of a valid identification document, under penalty of exclusion from the Public Competition.

The service may be temporarily suspended for technical reasons.

Candidates who are not Italian citizens must submit the application in accordance with the procedures and deadlines set out in this Article, without prejudice to the provisions of Article 5 of this Notice.

For electronic submission of documentation, static, non-editable formats must be used, without macros or executable code, preferably in “.pdf” format. Documents must not exceed 30 MB in size.

The Administration assumes no liability for the loss of communications due to inaccurate contact details or failure to communicate, or late communication, of changes to the address indicated in the application, nor for any disruptions attributable to third parties, fortuitous events or force majeure.

The application is deemed duly submitted only upon completion of the submission step, which automatically generates the email confirming receipt of the application. The procedure cannot be completed after the deadline of this Notice.

#### Article 5 – Application Content

In the application, candidates must state:

- a) surname and first name;
- b) date and place of birth;
- c) tax code;
- d) the competition code of the Public Competition they intend to take part in;
- e) their residence (street, street number, city, province, postal code) or domicile, if different from their residence; a certified email (PEC) address or a digital domicile held by the candidate, to which they intend to receive communications relating to the Public Competition; and a telephone number;
- f) their citizenship;

- g) if an Italian citizen, registration in the electoral rolls, specifying the municipality, or the reasons for non-registration or removal from such rolls; if a foreign citizen, that they enjoy civil and political rights also in the State of citizenship or origin, or the reasons for not enjoying such rights;
- h) possession of the educational qualification required under Article 2 of this Notice, specifying the academic year in which it was obtained and the awarding University. If the educational qualification was obtained abroad, the candidate must follow the instructions set out in the aforementioned Article 2;
- i) possession of professional and/or cultural experience in relation to the type of activity to be carried out: PhD in the field of Education and Training Sciences;
- j) that they have not been removed from service or dismissed from employment with a Public Administration due to persistent unsatisfactory performance, or declared to have forfeited their appointment or hiring due to the submission of documents that are false or affected by incurable nullity, or dismissed pursuant to the legislation or collective bargaining provisions in force;
- k) that they have not been convicted by a final judgment; that they have no pending criminal proceedings or administrative proceedings for the application of security or preventive measures; and that there are no criminal records entries concerning them that may be entered in the Italian Judicial Records Register;
- l) the list of tie-breakers referred to in Article 13 below, held by the deadline for submitting applications to take part in the Public Competition. Such tie-breakers shall be taken into account only if they have been declared in the application, are held by the application submission deadline, and the details of the document required by the Administration for any checks have been provided;
- m) candidates with citizenship other than Italian must also declare that they have adequate knowledge of the Italian language.

The above statements shall be made under the candidates' own responsibility, pursuant to Articles 46 and 47 of Presidential Decree no. 445/2000, by Italian citizens and citizens of the European Union and non-EU citizens lawfully resident in Italy.

Citizens of States outside the European Union who are lawfully resident in Italy may use the above self-declarations only in relation to personal status, personal qualities and facts that can be certified or attested by Italian public bodies. They may also use such self-declarations where they are produced pursuant to international conventions between Italy and the declarant's country of origin; in that case, they must indicate the Convention relied upon and the act by which it has been incorporated into the Italian legal system.

Outside the above cases, candidates shall make, in the application, a simple statement relating to the required personal status, personal qualities and facts. Once the employment relationship has been established, such statements must be substantiated by certification issued by the competent authorities of the foreign State, accompanied by an Italian translation certified by the Italian Consular Authority attesting its conformity with the original, in the manner indicated in Article 3 of Presidential Decree no. 445/2000.

Each candidate may designate, in the application, a special domicile, if desired, for communications from the University Administration.

Pursuant to Article 16 of Law no. 68/1999 and Article 20 of Law no. 104/1992, eligible candidates must make an explicit request for any necessary assistance, as well as any need for additional time to complete the tests. For this purpose, candidates must attach to the application appropriate certification issued by the relevant public medical committee, so as to enable the Administration to arrange in good time the means and tools necessary to ensure proper participation in the Public Competition.



Pursuant to Law no. 170/2010, as amended and supplemented, candidates with specific learning disorders (DSA) may request the Selection Board to replace the written test with an oral examination. They may also request to make use of any technical aids to compensate for difficulties in reading, writing and calculation when taking such test, and to be granted additional time to complete it, not exceeding 50% of the time allocated for the test itself.

The request must be prepared in accordance with the instructions available in the online application procedure. The adoption of the above measures shall be determined at the Selection Board's discretion, on the basis of the documentation provided by the candidate in the application and the objective examination of each specific case, carried out in advance by the relevant Committee for the assessment of requests for assistance and/or additional time in public selection procedures for the recruitment of Technical and Administrative Staff of the University of Padua.

Failure by the candidate to produce documentation suitable to determine the state of necessity, containing all the information necessary for the assessment of the request, is deemed a waiver of the corresponding benefit.

#### Article 6 – Application Attachments

The application to take part in the Public Competition must be accompanied by:

1. a copy of a valid identification document bearing a visible signature, including where the application is signed with a digital signature and where access to the PICA platform is via SPID;
2. certification supporting any request for assistance or additional time to complete the examination tests;
3. an educational and professional curriculum vitae, preferably prepared in Italian or English and in European format.

#### Article 7 – Applications from Candidates with Non-EU Citizenship

Candidates with non-EU citizenship must submit the application in accordance with the procedures and within the deadline set out in the preceding articles.

#### Article 8 – Selection Board

The Selection Board shall be appointed by a subsequent administrative measure issued by the Director General. It shall be composed in accordance with the University Regulation in force for the recruitment and regulation of fixed-term Research Technologists.

#### Article 9 – Scores

The Public Competition is based on qualifications and examinations. The overall score is 90 points and is allocated as follows:

- 30 points for qualifications;
- 60 points for the examination tests: 30 points for the “anonymous” practical test and 30 points for the interview.

#### Article 10 – Examination Tests

The examination tests consist of:

- An “anonymous” practical test, that will focus on the following topics:
  - early childhood pedagogy,

- planning and assessment of educational activities,
  - methodologies and tools of educational research;
  - An interview, that will focus on the following topics:
    - early childhood pedagogy,
    - methodologies and tools of educational research,
    - coordination of work groups.
- Computer skills (Microsoft Office package and processing of graphs from a data matrix) and knowledge of English (reference level B2) shall also be assessed.

The tests are deemed passed with a score of at least 21/30 (equivalent to 7/10) in each of them.

From **2 p.m. on 6 February 2026** onwards, the schedule and the test venues, as well as the procedures for conducting the tests, shall be made available by publishing a specific notice on the [Official University Notice Board](#) (Albo Ufficiale di Ateneo), in the Documents section of the following University webpage: <https://www.unipd.it/selezione-2026S2>.

Publication of the above schedule shall constitute official notice for all purposes.

Female candidates who are unable to comply with the above schedule due to pregnancy or breastfeeding shall be ensured the opportunity to participate in the examination tests, including through the conduct of asynchronous tests and, in any event, the availability of dedicated spaces for breastfeeding.

Where possible, the candidates concerned shall promptly notify the Selection Procedure Manager, so as to enable the Administration to plan in good time the methods and timing necessary to ensure regular participation in the examination tests.

Candidates who have not been notified of their exclusion from the Public Competition must present themselves, without further notice, on the days and at the time that shall be communicated.

A candidate's absence from the examination tests shall be considered a withdrawal from the Public Competition, for any reason.

The duration of each test shall be determined by the Selection Board.

Only candidates who pass the "anonymous" practical test shall be admitted to the interview.

The list of candidates admitted to the interview, indicating the score obtained in the "anonymous" practical test, shall be posted on the notice board at Palazzo Storione, Riviera Tito Livio no. 6 - 35122 Padua, and published on the following University webpage: <https://www.unipd.it/selezione-2026S2>.

At the end of each daily session of interviews, the Selection Board shall draw up the list of candidates examined, indicating the score for those who have passed the test. The list shall be posted on the notice board at Palazzo Storione, Riviera Tito Livio no. 6 - 35122 Padua, and published on the following University webpage: <https://www.unipd.it/selezione-2026S2>.

#### Article 11 – Identification Documents

To be admitted to the examination tests, candidates must have a valid identification document as required by the legislation in force.

### Article 12 – Tie-Break Preference Criteria

The categories of citizens given preference, in the event of equal merit, are:

- a) those awarded a medal for military valour or civil valour, provided they have left service;
- b) persons disabled or invalid due to service in the public and private sectors;
- c) orphans of fallen persons and children of mutilated persons, invalids and persons permanently unfit for work due to service in the public and private sectors, including children of healthcare professionals, social workers and social and healthcare operators who died following SARS-CoV-2 infection contracted in the performance of their duties;
- d) those who have rendered commendable service, in any capacity, for not less than one year in the Administration that announced the Public Competition, provided they do not benefit from another tie-breaker by reason of the service rendered;
- e) those with a greater number of dependent children;
- f) civil invalids and mutilated persons who do not fall within the case referred to in letter b);
- g) volunteer members of the Armed Forces who are discharged without demerit at the end of their term of service or re-enlistment;
- h) athletes who have had sports employment relationships with military sports groups and sports groups of the State civil corps;
- i) those who have completed, with a positive outcome, the additional training period at the ufficio per il processo pursuant to Article 50, Paragraph 1-quater, of Decree-Law of 24 June 2014, no. 90, converted, with amendments, by Law of 11 August 2014, no. 114;
- j) those who have completed, with a positive outcome, the training internship at judicial offices pursuant to Article 37, Paragraph 11, of Decree-Law of 6 July 2011, no. 98, converted, with amendments, by Law of 15 July 2011, no. 111, even if not part of the ufficio per il processo, pursuant to Article 50, Paragraph 1-quinques, of Decree-Law of 24 June 2014, no. 90, converted, with amendments, by Law of 11 August 2014, no. 114;
- k) those who have carried out, with a positive outcome, the stage at judicial offices pursuant to Article 73, Paragraph 14, of Decree-Law of 21 June 2013, no. 69, converted, with amendments, by Law of 9 August 2013, no. 98;
- l) those who hold, or have carried out, collaboration assignments granted by ANPAL Servizi S.p.A., in implementation of the provisions of Article 12, Paragraph 3, of Decree-Law of 28 January 2019, no. 4, converted, with amendments, by Law of 28 March 2019, no. 26;
- m) younger age.

### Article 13 – Drawing up and Ranking List Approval

After the tests have been completed, the Selection Board shall draw up the candidates' merit ranking list in descending order of their overall score. The overall score shall be the sum of the outcome of the assessment of qualifications, the mark obtained in the "anonymous" practical test, and the mark obtained in the interview.

In the event of equal merit, the tie-breaker rules set out in the preceding Article shall apply. The records and documents of the selection procedure, as well as the general merit ranking list, shall be approved by Director General's Decree.

The general merit ranking list shall be published on the Official University Notice Board (Albo Ufficiale dell'Università degli Studi di Padova), subject to the suspensive condition of verification of the requirements for admission to employment.

The time limit for any appeals shall run from the following day.

The merit ranking list shall take effect immediately and shall remain effective for two years from the date on which the records and documents of the selection procedure are approved, unless extended *ex lege*.

No certificates of eligibility shall be issued.

#### Article 14 – Employment Relationship, Remuneration and Welfare System

Under the National Collective Bargaining Agreement currently in force for the “Education and Research” sector, the successful candidate shall be entitled to the gross annual remuneration corresponding to the EP job category, EP1 pay grade. In addition, the successful candidate shall be entitled to the accessory allowance, as specified in the University Regulation for the recruitment and regulation of fixed-term Research Technologists, pursuant to Article 24-bis of Law 30 December 2010, no. 240. These amounts shall be paid exclusively into a bank or postal current account.

If the need, expediency or appropriateness ceases, the Administration may decide not to enter into the contract.

The ranking list may be used for further recruitment of fixed-term Research Technologists, exclusively with reference to the same level and the same profile. All other aspects of the employment relationship shall depend on the University's needs in light of the specific circumstances.

For matters not covered in this Notice, the University Regulation for the recruitment and regulation of fixed-term Research Technologists, pursuant to Article 24-bis of Law 30 December 2010, no. 240, shall apply.

The candidate shall be invited, under penalty of forfeiture, to sign the self-declarations referred to in Presidential Decree no. 445/2000 within 30 days of signing the individual employment contract. Such self-declarations shall attest that the candidate meets the requirements for admission to employment as specified in Article 2 of this Notice, including as at the date on which the contract is signed.

The Administration shall not establish the employment relationship with the successful candidate if the maximum age limit provided for compulsory retirement is exceeded.

The employee shall be paid a **gross annual remuneration of € 34,661.99<sup>1</sup>**, including the 13th monthly salary. An accessory allowance shall be paid in addition to the gross annual remuneration. The amount of such allowance shall be commensurate with the quality of the performance relating to the activities covered by the contract, on the basis of the assessment expressed by the persons responsible for the activities. The other emoluments provided for by the National Collective Bargaining Agreement currently in force shall also be granted.

In particular, the remuneration system mainly consists of the following items:

- basic salary (fundamental remuneration) as provided for by the National Collective Bargaining Agreement currently in force for the relevant pay grade:

PAY GRADE	ANNUAL AMOUNT FOR 12 MONTHS (to which the 13th monthly salary payment must be added)
“Elevate Professionalità”	euro 31,995.68

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<sup>1</sup> The amount indicated is net of the Contractual Interim Allowance (*Indennità di Vacanza Contrattuale - IVC*), which is currently being determined

- accessory allowance commensurate with the quality of the performance relating to the activities covered by the contract, on the basis of the assessment expressed by the persons responsible for the activities, up to a maximum of 20% of the gross annual remuneration, equal to € 6,932.40.

The University of Padua also offers a comprehensive welfare system aimed at improving people's wellbeing and the quality of work. To promote work-life balance, the staff hired may benefit from a range of advantages, including:

- individual University Welfare Account to be used for the purchase of services and products in different areas (2024 range: € 503 / € 1,006 net);
- supplementary healthcare coverage;
- healthcare agreements;
- smart working or remote working;
- meal vouchers;
- public transport concessions;
- benefits and agreements for educational and cultural services;
- health and wellbeing initiatives.

The University of Padua ensures continuous professional development through training courses reserved for internal staff. Employees are also entitled to a reduction in tuition fees for certain degree programmes. For further information, please refer to the following page of the University website: <https://www.unipd.it/pa-110-lode>.

#### Article 15 – Taking Up Service

The candidate shall be hired on probation for one month of actual service. The probationary period may not be extended. Failure to take up service by the deadline set out in the contract, without justified reason, shall result in immediate termination of the employment relationship. Failure to submit the required documentation, submission of incomplete documentation, or failure to regularise such documentation within the prescribed time limit, shall result in immediate termination of the employment relationship.

#### Article 16 – Safeguard Clause or Cross-Reference Provision

For matters not covered in this Notice, the provisions in force on the conduct of public competitions shall apply, insofar as applicable, together with the provisions set out in the National Collective Bargaining Agreement of the "Education and Research" sector currently in force and in the relevant University Regulation.

The Administration reserves the right to verify, at any stage of the procedure, the truthfulness of substitute declarations of certifications or of acts of notoriety made by candidates pursuant to Presidential Decree no. 445/2000. If such checks reveal that the content of the declarations is untruthful, the declarant shall forfeit any benefits that may have resulted from the measure issued on the basis of the untruthful declaration. This is without prejudice to the provisions of Article 76 of Presidential Decree no. 445/2000 regarding the penalties provided for by the Italian Criminal Code and special laws in the matter.

This Decree shall be registered in the General Register of Decrees of the University and shall be made public by:

- publication on the InPA (Public Recruitment Portal), at: [www.InPA.gov.it](http://www.InPA.gov.it);
- publication on the Official University Notice Board (Albo Ufficiale di Ateneo), at: <https://protocollo.unipd.it/albo/viewer>;

- publication on the University website, at: <https://www.unipd.it/selezione-2026S2>.

Against this measure, by way of administrative remedy, an extraordinary administrative appeal to the President of the Republic (Head of State) may be lodged within 120 days from the date of publication. Alternatively, before the courts, a challenge may be filed with the Regional Administrative Court (TAR) within 60 days from the same date.

#### Article 17 – Personal Data Processing

Personal data collected under this Notice shall be processed exclusively for the purposes of all activities connected with the Public Competition. The privacy notice, provided pursuant to Article 13 of Regulation (EU) 2016/679 (General Data Protection Regulation), is available at the following address: <http://www.unipd.it/privacy>.

#### Article 18 – Selection Procedure Manager

Pursuant to Article 5 of Law No. 241 of 7 August 1990 (New provisions on administrative procedure and the right of access to administrative documents) as amended and supplemented, the Selection Procedure Manager is Cristian Poletti - Director of the Technical and Administrative Staff Office, Riviera Tito Livio no. 6, Padua.

#### Article 19 – Contacts

For information, please contact the Technical and Administrative Staff Office during the following hours:

- Monday to Thursday from 09:00 to 13:00 and from 14:30 to 16:30;
- Friday from 09:00 to 13:00;

at the following contact details:

- telephone: 049 827 1562 - 3155;
- e-mail address: [reclutamento.pta@unipd.it](mailto:reclutamento.pta@unipd.it).

To report issues of an exclusively technical nature, please contact support via the [support link](#) indicated at the bottom of the home page of the CINECA PICA portal.