



Codice 21343

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DLPC/SETTORE CONCORSI/MT-FL/MTF/ad

Translation of announcement No. 21343

PUBLIC SELECTION, BASED ON QUALIFICATIONS AND EXAMS, FOR THE RECRUITMENT OF ONE FIRST LEVEL TECHNOLOGIST WITH AN 24 MONTH FIXED-TERM CONTRACT OF EMPLOYMENT AT UNIVERSITÀ DEGLI STUDI DI MILANO - DEPARTMENT OF PATHOPHYSIOLOGY AND TRANSPLANTATION

THE GENERAL MANAGER

- Having regard to Presidential Decree no. 3, of 10 January 1957, containing “General regulations concerning the public civil employees statute”;
- Having regard to law no. 168 dated 9 May 1989, concerning, among other things, the autonomy of Universities;
- Having regard to law no. 241 of 7 August 1990, as amended, and the relative University rules implementing norms regarding administrative procedures and the right to access administrative documents;
- Having regard to law n. 104 of 5 February 1992, which dictates the principles of the law on the rights, social integration and assistance of handicapped persons;
- Having regard to Presidential Decree no. 487 of 9 May 1994, as amended, containing norms on access to jobs in the public administration and competition procedures;
- Having regard to Presidential Decree no. 445 of 28 December 2000, containing the Consolidation Act on legislative and regulatory provisions regarding administrative documents;
- Having regard to Legislative Decree no. 165 of 30 March 2001 containing “General regulations concerning the system of employment in the public administration”;
- Having regard to Legislative Decree of 30 June 2003, n. 196 containing rules on the processing of personal data and the related University regulations in force and its subsequent amendments and additions, as well as EU Regulation no. 679/2016 (General Data Protection Regulation);
- Having regard to Legislative Decree no. 198 of 11 April 2006, containing the code of equal opportunities for men and women, pursuant to art. 6 of Law no. 246 dated 28 November 2005;
- Having regard to Interministerial Decree of 9 July 2009 establishes the equivalence, for the purpose of public competitions, of second cycle degrees awarded prior to Ministerial Decree 509/99 (*vecchio ordinamento*), those awarded (*lauree specialistiche*, LS) in accordance with Ministerial Decree 509/99 and those (*lauree magistrali*, LM) awarded in accordance with Ministerial Decree 270/04;
- Having regard to Law no. 240 of 30 December 2010, as amended, and in particular articles 18 and art. 24 bis;
- Having regard to the University Statute;
- Having regard to Milan University's Code of Ethics and the Code of Conduct for employees of the University of Milan;
- Having regard to Law no. 190 of 6 September 2012 containing “Provisions for the prevention and repression of corruption and illegality in the public administration”;
- Having regard to Legislative Decree no. 33 of 14 March 2013, as modified by Legislative Decree no. 97 of 25 May 2016, containing “Reordering of provisions regarding the obligation to publicize, transparency and diffusion of information by Public Administrations”;



Codice 21343

- Having regard to Law no. 97 of 6 August 2013 containing “Provisions for fulfilling the obligations arising from Italy’s membership of the European Union- European Law 2013” and in particular art. 7, which modifies the provisions in matters pertaining to access to jobs within public administrations;
- Having regard to Law no. 125 of 30 October 2013 di converting into law Legislative Decree 101/2013 containing “Urgent provisions for achieving rationalization objectives in the public administration”;
- Having regard to Legislative Decree no. 81 of 15 June 2015 “Comprehensive law on work contracts and updating of norms relating to duties, pursuant to art. 1, par. 7, of law no. 183 dated 10 December 2014”;
- Having regard to Rector’s Decree no. 26/2016 of 15 December 2016 issuing the University’s regulations concerning the recruitment of fixed term technologists, pursuant to art. 24/bis of Law no. 240 of 30 December 2010;
- Having regard to the collective bargaining agreement (CCNL) for technical-administrative University personnel 2016-2018 three-year period, signed on 19 april 2018;
- Having regard to the Article no. 249 of Legal Decree of 19 May 2020 no. 34, converted into Law of 17 July 2020 no. 77, on which basis the guiding principles and criteria, provided for by Articles 247 and 248, concerning the methods of conducting the competition tests, the activities of the judging committees and those for submitting applications can also be applied to public administrations pursuant to article 1, paragraph 2, of Legislative Decree of 30 March 2001 no. 165;
- Having regard to the 2020/2022 Strategic Plan;
- Having regard to the University’s programmed staffing needs, pursuant to art. 4 of Legislative Decree no. 49 of 29 March 2012;
- Having regard to law no. 178 of 30 December 2020 “State budget for fiscal year 2021 and for the 2021-2023 three-year period”;
- Having regard to the resolution of 20.07.2020 whereby the Biomedical and Clinical Sciences “L. Sacco” Department Council approved the collaboration with the Department of Pathophysiology and Transplantation for cofunding of one position of first level technologist;
- Having regard to the resolution of 26.11.2020 whereby the Pathophysiology and Transplantation Department Council approved the recruitment of n. 1 first level Technologist, category EP and salary scale EP3, as well as 15% bonus based on the Department Director’s evaluation in relation to the objectives achieved and taking into account available resources, with an 24 months fixed term renewable contract of employment, for carrying out technical and administrative support activities in collaboration with the Biomedical and Clinical Sciences “L. Sacco” Department, on the following research projects:
- *Viro-immunological characterization of SARS-CoV-2 infection at a population level (STOP-COVID);*
 - *H2020 Human Brain Project SGA3 (HBP SGA3);*
 - *Tiny Blue Dot Foundation “Measuring consciousness: from Theory to Practice”;*
- Considering that the Physiopathology and Transplantation Department and the Biomedical and Clinical Sciences “L. Sacco” Department have granted the financial coverage of the position of Technologist first level category EP - salary scale EP3, with a fixed-term employment relationship, full time, for a period of 24 months, through the allocation of the cost in the budget of research projects:
- U-GOV CONTR_AMP21MCLERI_01_CLERICI, H20_RIA20MMASS_01 and CONTR_OINT20MMASS_01;



Codice 21343

Having regard to the directive no. 17639 of 23.12.2020, in which the General Manager authorizes the recruitment of one (1) first level technologist, category EP and salary scale EP3, with an 24-month fixed-term, renewable contract of employment at the the Pathophysiology and Transplantation Department, in collaboration with the Department of Biomedical and Clinical Sciences "L. Sacco", to provide the above-said technical and administrative assistance within the framework of the following research project:

- *Viro-immunological characterization of SARS-CoV-2 infection at a population level (STOP-COVID);*
- *H2020 Human Brain Project SGA3 (HBP SGA3);*
- *Tiny Blue Dot Foundation "Measuring consciousness: from Theory to Practice";*

Ascertained the financial coverage will be provided by the funds of the U-GOV projects CONTR_AMP21MCLERI_01_CLERICI, H20_RIA20MMASS_01 and CONTR_OINT20MMASS_01, on the accounts allocated to temporary technical-administrative staff of the 2021 budget - Center of Responsibility Department of Medical-Surgical Pathophysiology and Transplantation and Center of Responsibility Department of Biomedical and Clinical Sciences "L. Sacco";

ANNOUNCES

ART. 1: PUBLIC SELECTION

A public selection procedure, based on qualifications and exams, is hereby announced for the recruitment of one first level Technologist, category EP - salary scale EP3, according to the Article 24-bis of Law 240/2010, with a renewable 24-month fixed-term full-time contract of employment at the Pathophysiology and Transplantation Department in collaboration with the Biomedical and Clinical Sciences "L. Sacco" Department, on the following research projects:

- *Viro-immunological characterization of SARS-CoV-2 infection at a population level (STOP-COVID);*
- *H2020 Human Brain Project SGA3 (HBP SGA3);*
- *Tiny Blue Dot Foundation "Measuring consciousness: from Theory to Practice";*

The technologist, under the directives and coordination of the scientific project manager, will carry out technical and administrative support activities.

PROFESSIONAL ROLE, COMPETENCES AND ACTIVITIES

Professional role

- ✓ Involvement in the technical and administrative management of supporting activities for the design, management and reporting of RIA research projects both national and international.

Professional competences

- ✓ Excellent knowledge of project management practices and research project coordination and control techniques;
- ✓ Deep knowledge of the rules and mechanisms of management and reporting of the major national and international research grants with a focus on EU Funding programmes;
- ✓ Knowledge of the procedures for the management, control and reporting of European Union research projects (and other, national and international, public and private organizations);
- ✓ Experience in the use of Research Project Repositories, in particular the EMDESK software;
- ✓ Experience in managing teams;
- ✓ Problem solving attitude;



Codice 21343

- ✓ Excellent knowledge of English, language used as a working tool;
- ✓ Excellent knowledge of the main Office Automation tools, Internet, e-mail;
- ✓ Capacity to manage relationships in complex organizational environments.

Activities the requested professional figure will be engaged in

- ✓ Planning and management of research projects, also in partnership, funded at both international and national level;
- ✓ Data management: analysis and data entry in the project Repositories (Collab and Emdesk) for scientific and financial reporting;
- ✓ Alignment of results for the English version editing;
- ✓ Drafting, correction and supervision of technical-scientific and administrative reports;
- ✓ Management of relations with institutional and research international partners;
- ✓ Budget management and resources allocation, according to deliverables and milestones;
- ✓ Training courses and scientific dissemination events organization;
- ✓ Lobbying for setting up International Partnerships.

The professional figure will operate in the range of autonomy and responsibility levels ascribable to the contract category, according to what is established by the collective bargaining agreement (CCNL) of technical-administrative University personnel

ART. 2: REQUIREMENTS

For admission to the selection procedure candidates must meet the following requirements:

a) academic qualification:

Second cycle degree (*Diploma di laurea*) completed prior to entry into force of Ministerial Decree no. 509/1999, as amended, or **two-years second cycle degree (*Laurea Specialistica*, LS)** completed in accordance with Ministerial Decree 509/99 or **two-years second cycle degree (*Laurea Magistrale*, LM)** completed in accordance with Ministerial Decree 270/2004 and **and special cultural and professional background to the job to be performed, based on:**

- ✓ previous work experience of at least two years;
- ✓ **Master's degree (min. one-year degree, *Master Universitario*, MU) in EU Financing**

Or:

Three-year first cycle degree (*Laurea triennale*, L) completed in accordance with Ministerial Decree no. 509/1999, as amended, or **three-year first cycle degree (*Laurea triennale*, L)** completed in accordance with Ministerial Decree no. 270/2004 and **cultural and professional special qualification to the activity to be performed, derived from:**

- ✓ previous work experience of at least three years;
- ✓ **Master's degree (min. one-year degree, *Master Universitario*, MU) in EU Financing.**

Candidates who gained their academic qualifications abroad must submit the declaration of equipollence between the qualification obtained abroad and the qualification requested by the announcement, pursuant to the relevant regulations in force, or a declaration of equivalence in compliance with art. 38 of Legislative Decree 165/2001. In absence of these declarations the candidates can take part in the selection, but with reservations, only if they start the equivalence procedure by the announcement deadline and if they attach to the application form a copy of the request of equivalence. The form to require the equivalence of the foreign qualification can be found on the web site: <http://www.funzionepubblica.gov.it/strumenti-e-controlli/modulistica>. Information on equivalence and equipollence is available on the website <http://www.cimea.it/it/servizi/procedure-di-riconoscimento-dei-titoli/riconoscimento-non-accademico.aspx>;

b) be 18 or older;



Codice 21343

- c) be an Italian citizen (Italians who are not resident in the Republic have the same rights as Italian citizens), or a citizen of another Member State of the European Union. Non-EU relatives of EU Country Citizens, holding a Stay Permit or a Permanent Stay Permit, as well as Extra EU Country citizens holding an EC Resident Permit or holding the refugee or subsidiary protection status are admitted to the selection too;
- d) be physically able to carry out job duties. The Administration has the right to request that the winner of the competition undergo a medical check-up, pursuant to current legislation;
- e) those born in 1985 or earlier must have fulfilled military service obligations;
- f) enjoy civil and political rights;
- g) not have been denied the right to vote, nor have been dismissed, removed or fired from a job in a public administration due to persistently inadequate performance, nor have been fired from a civil service job (pursuant to art.127, par. 1, letter d) of Presidential Decree no. 3 dated 10 January 1957 because he/she obtained it through the production of false documents or by fraudulent means.

Citizens of Member States of the European Union or their family members or citizens of Third countries, as indicated in letter c) above, must meet the following requirements:

- 1) hold an academic qualification declared equivalent by the appropriate authorities pursuant to art. 38, par. 3 of Legislative Decree 165/2001. If the candidate has applied for such documents but has not yet received them, he/she can take part in the selection procedure with reservation;
- 2) enjoy civil and political rights even in the State of origin or residence;
- 3) meet all the requirements, with the exception of Italian citizenship, requested of citizens of the Italian Republic;
- 4) have adequate Italian language skills.

The stated requirements, including the declaration of equivalence of any academic qualifications gained abroad, must be in the candidate's possession by the deadline for applying. Candidates are admitted to the competition with reservation.

The failure to meet the prescribed requirements, ascertained during or even after the course of the selection procedure, leads to exclusion from the selection itself and constitutes a cause of termination of the employment relationship, if already established.

Those who have a relationship of consanguinity or affinity, up to and including the fourth degree, with a professor or researcher of the proposing department, with the Rector, the General Manager or a member of the University Council cannot take part in the selection procedure.

The candidates are admitted to the competition with reservation. The University can command, with a motivated provision, at any time, even after the completion of the examination tests, the exclusion from the competition itself.

ART. 3: APPLICATION PROCEDURE AND DEADLINE

The application form, as well as the qualifications and documents useful for the competition, must be submitted, under penalty of exclusion, using the SICON computer application available on the University of Milan website <http://www.unimi.it/> by 12:00 (Italian time) of the fifteenth day after the publication of the call. If the deadline indicated falls on a holiday day, the candidate can complete and send the application by 12:00 (Italian time) on the first working day available.

For the submission of the online application, the candidate must own and indicate an individual and univocal e-mail address.

1. The submission of the application is divided into two phases:
 - a. **Registration**



Codice 21343

The candidate must register on the online application management system by connecting to the UNIMI portal on the page:

https://www.unimi.it/reg_utenti_esterni/registrazione/form.html

The user must:

- fill in the form by inserting a username and a password chosen by the candidate;
- afterwards enter the data and follow the instructions provided by the system.

After the registration, SICON application will send a confirmation e-mail to her e-mail address indicated before, providing the link for activating the credentials. Through the credentials the candidate can access to the SICON application.

The employees of the University of Milan, already in possession of institutional credentials (name.surname@unimi.it + password to access the e-mail) access the SICON procedure using these credentials without needing a new registration.

b. Filling in and submission of the application for participation in the procedure

The candidate connects to the Unimi portal, to the web page <https://www.unimi.it/it/node/587/> and chooses the procedure code through the search engine at the top of the page.

Within the procedure, the candidate clicks on the link "Submit application".

- The candidate authenticates himself/herself with the credentials provided by the UNIMI portal or, if a UNIMI employee, with the credentials in his/her possession.
- The candidate is within the SICON application.
- The candidate fills in the application form for the participation in the competition, following the relative instructions. The form to fill out will be available from the day of the publication of the notice on the Official Gazette.
- Once the procedure has been completed, the candidate must print the application form produced by the system, sign it at the bottom and scan it in .pdf format. Only handwritten and digital signatures are accepted. The application form must be uploaded on SICON application system. The lack of the signature on the application form or the non-handwritten or digital subscription will result in exclusion from the procedure.
- Modifications of the address, telephone number or e-mail address must be communicated as soon as possible to the University at the e-mail address: ufficio.concorsi@unimi.it.
- The candidate, in the same application form, in relation to his/her disability, must specify, if necessary, the aids he/she needs to carry out the selective tests as well as the possible need for additional time (Article 20 of Law 5.2.1992 no. 104).
- The candidates make a self-declaration in the application form relating to the status, qualities, personal qualities and facts required by the announcement. Citizens of states not belonging to the European Union, legally residing in Italy, can self-certify only states, facts and qualities that can be certified or attested by Italian public entities. In case there are in place international conventions between Italy and the country of origin of the declarant, which permit self-certification, the candidate has to indicate in his/her application the convention invoked. At the time of the establishment of the employment relationship, these declarations must be proven by means of a certification issued by the competent authorities of the foreign State, accompanied by an Italian translation authenticated by the Italian consular authority which certifies its conformity with the original, in the manner indicated in Article 3 of the Presidential Decree 445/2000.

In order to complete the procedure, the candidate must upload the application in .pdf or .p7m format and the following documents:

- copy in .pdf format of a valid identification document;
- copy in .pdf format of the Italian social security number;



Codice 21343

- the self-declaration of certification and the deed of notoriety relating to the educational and/or professional qualifications (Annex A) which are intended to be presented for the purposes of their assessment, according to the procedures indicated in art. 5 of this announcement. All the qualifications that the candidate intends to present must be possessed by the deadline date of the call;
- curriculum vitae in .pdf format, not exceeding 3 pages, dated and signed. The curriculum has only cognitive value, only the qualifications listed in the declaration referred to in the previous point will be evaluated;
- any compressed folder in .zip or .rar format containing publications in digital format on .pdf format files collected in compressed folders according to the methods indicated in art. 5 of this notice (it is possible to upload up to 5 compressed folders);
- copy in .pdf format of the receipt of the non-refundable payment of Euro 10.00 credited to the postal current account no. 17755208 assigned to Università degli Studi di Milano or to the bank account BANCA INTESA S.p.A. - Servizio Tesoreria Enti - Via Verdi n. 8 - 20121 Milano - C / C 000000463971 - IBAN: IT 97 G 03069 09400 000000463971 - SWIFT CODE: BCITITMMXXX for payments from abroad - assigned to Università degli Studi di Milano, Via Festa del Perdono 7, indicating the reason: "Contributo per la partecipazione al concorso codice « cd_cnc »code competition". The payment receipt must be attached to the application form under penalty of exclusion from the competition.

The administration will carry out appropriate checks on the accuracy of the requests for participation and on the certificates and certifications produced by the candidate during the procedure, in relation to the provisions of the Presidential Decree n. 445/2000.

The submission of the application is concluded by choosing the "Conferma" option at the bottom of the "Allegato domanda" page. The system will notify the receipt of the taking charge of the application form and attachments by sending an e-mail to the address indicated by the candidate. After confirming the submission of the application, the candidate can insert a new one within the deadline indicated in the notice, in order to modify the contents and the attachments. The application could be modified by entering the section "Cancella domanda" and by inserting the new application and any new attachment. Even if you only want to replace one or more attachments, you must download the application form produced by the system again, sign it at the bottom and scan it in .pdf format (or, alternatively, digitally sign the application again and upload the file). To complete the modification of the application and any attachment, you have to choose the "Conferma" option at the bottom of the "Allegato domanda" page. In case of lack of confirmation, the submission of the application will be cancelled.

2. The online procedure for filling in and sending the application form and the attachments must be completed by 12:00 (Italian time) on the deadline day. The procedure for submitting applications and attachments will be strictly deactivated upon expiry of the deadline and the computer system will no longer allow access to the form or submission of the application.

If the procedure described is unavailable, the University of Milan reserves the right to communicate, through its website, alternative methods for submitting applications to participate in the procedure.

Candidates whose applications have not been sent by the deadline or who have been sent in ways other than those indicated above are not allowed to participate in the procedure

ART. 4: EXAMINING COMMITTEE

The examining committee is nominated by the General Manager after consulting with the Head of the proposing Department and in compliance with applicable provisions.



Codice 21343

ART. 5: ASSESSABLE QUALIFICATIONS

Qualifications will receive a maximum of 40 points. The qualifications that can be assessed, as long as they are relevant to the recruitment profile, and the points attributed, are as follows:

1) academic qualifications and training 15 points:

- a) academic qualifications such as post-graduate specialization, PhD, Master's, university specialization, if not requested by the competition announcement as a requirement for application and not used for this purpose by the candidate (max 10 points);
- b) certificates of training with final evaluation issued after attending professional training courses organized by Public Administrations or Private institutions (max 5 points).

2) professional qualifications, maximum 15 points:

- a) professional experience gained through employment at universities, public or private bodies or through freelance activity/collaborations/self-employment relevant to the recruitment profile. Professional experience must be assessed for the period in excess of that requested in the admission requirements and used for this purpose by the candidate.

3) technical qualifications or specializations, maximum 10 points:

- a) scientific publications: articles published in scientific journals, communications published in conference proceedings, books or contributions to books, patents (max 8 points);
- b) participation as a speaker in conferences, courses and seminars (max 2 points).

The qualifications stated above must be held by the competition deadline and must be certified pursuant to articles 46 and 47 of Presidential Decree 445/2000, using the form in Annex A.

In the self-certification the candidate must specify analytically and precisely all elements useful for assessing qualifications and completion of the necessary checks on the accuracy of data reported in the self-certifications (e.g. duration of employment - dd/mm/yy of start and termination of employment, employer, Training Institution, duration of the training course, any training course assessments or final exams, etc.).

These statements must be signed and uploaded.

Publications must be listed in point 3) of annex A (list max 10 publications), and the candidate may choose to submit at most no. 2 publications in one of the following ways:

- in a certified true copy with a self-drafted affidavit as per annex A;
- if the publication can be accessed online on the editor's website, by indicating the link.

Acts and documents written in a foreign language included among those admissible in the exams must be accompanied by their Italian translation certified by the Italian consular or diplomatic authority, or by an official translator, which guarantee their conformity to the originals. Should publications be in a language other than Italian, French, English, German or Spanish, they must be translated into Italian or English.

Once criteria are established, qualifications are assessed after the written exam but before its correction. The points awarded for qualifications are published along with the results of the written exam on the University website at <https://www.unimi.it/it/node/587/> to the internet page of this procedure code «cd_cnc».



Codice 21343

ART. 6: EXAMS

The selection, which aims to assess the professional preparation of candidates in relation to job duties, includes the following exams:

WRITTEN EXAM ON THEORY AND PRACTICE

The exam will focus on:

Description of the standard scientific, managerial and financial organization related to national and international research projects, with special emphasis on Horizon 2020 Program, also through knowledge of EMDESK software;

Description of the transition phase from H2020 to Horizon Europe.

The test will be conducted in English with support of a personal computer.

ORAL EXAM

The exam will cover:

Organization, management, reporting and accounting methods in national and European partnership projects and interactions with university regulations;

Further assessment of knowledge of the English language.

The oral exam could also be carried out telematically

For the written test candidates will not be allowed to bring books, periodicals, newspapers and other publications, nor dictionaries, nor texts of law. Furthermore, the use of electronic equipment (computers, tablets, mobile phones or PDAs) will not be allowed, under penalty of immediate exclusion from the selection procedure.

The exam schedule will be published on the University's website at <https://www.unimi.it/it/node/587/> on the website of this procedure, **21343** code.

Publication of the above-said exam schedule serves as official notification.

Candidates are required to constantly consult the Università degli Studi di Milano's portal at the address of this competition procedure code 21343 at the link <https://www.unimi.it/it/node/587/> for updates whose publication is worth notifying everyone the effects.

The Committee will determinate exams duration.

Candidates who have not been notified of their exclusion from the selection are required to be present on the days and at the time communicated. The absence of the candidate from the tests will be considered as a renunciation of the selection, whatever the cause.

To be admitted to the exam room, candidates must present one of the following valid identity documents:

- identity card or passport or driving license or boat license;
- identification card issued by the State Administrations to its employees.

Candidates who have achieved a score of at least 21/30 in the written test are admitted to the oral exam.

The list of candidates admitted to the oral exam, with an indication of the scores gained in the qualifications and written tests, will be published on the University website at <https://www.unimi.it/it/node/587/> to the internet page of this procedure code «cd_cnc».

The oral exam is failed if the candidate does not obtain at least a score of 21/30.



Codice 21343

ART. 7: PREFERENCE AMONG APPLICANTS OF EQUAL MERIT

Among applicants of equal merit, preference will be given to the following candidates, in accordance with art. 5, par. 4 of Presidential Decree no. 487 dated 9 May 1994, as amended:

- a) those decorated with a medal for military valour;
- b) mutilated or disabled servicemen/women;
- c) those mutilated/disabled as a consequence of war;
- d) those mutilated or disabled while serving in the public or private sector;
- e) war orphans;
- f) orphans of people who died as a consequence of war;
- g) orphans of people who died while serving in the public or private sector;
- h) those wounded in action;
- i) those decorated with a war cross (distinguished service) or other special award for merit in war, as well as heads of large families
- j) the children of mutilated or disabled servicemen/women;
- k) the children of those mutilated or disabled as a consequence of war;
- l) the children of those mutilated or disabled while serving in the public or private sector;
- m) widow or widower parents who have not remarried, spouses who have not remarried and the widow, widower or unmarried siblings of those who died in action;
- n) widow or widower parents who have not remarried, spouses who have not remarried and the widow, widower or unmarried siblings of those who died as a consequence of war;
- o) widow or widower parents who have not remarried, spouses who have not remarried and the widow, widower or unmarried siblings of those who died while serving in the public or private sector;
- p) those who have served as combatants;
- q) those who have served with merit, in any way and for no less than a year, in the administration that issued the call for applications;
- r) married or unmarried parents, according to the number of dependent children;
- s) disabled or mutilated persons;
- t) voluntary servicemen of the Armed Forces discharged without demerit at the end of their term of service or re-enlistment.

Among candidates of equal merit who fall in the same preference category, priority is given to the candidate who:

- a) has a greater number of dependent children, irrespective of whether the candidate is married or not;
- b) has served commendably in a public administration;
- c) is younger.

In the application candidates must declare whether they meet any of the preference criteria stated above.

ART. 8: APPROVAL OF THE MERIT RANKING

At the end of the selection procedure the Committee draws up the final ranking based on overall marks, from the highest to the lowest, considering preferences among applicants of equal merit, according to Article 7 of this call. Candidates who are placed in the merit ranking based on the score reported in the exam tests and in the evaluation of qualifications within the limits of the places available for the competition, are declared winners. The final score is given by the sum of the mark obtained in the first test and the mark obtained in the oral test, to which is added the score of the evaluation of qualifications. The merit ranking is approved by a provision of the General Manager and is formulated by summing the outcome of qualifications assessment with exam results.

The publication of the merit ranking has the value of notification for all legal purposes and from that date begins the deadline for any appeals.



Codice 21343

The ranking is posted on the Università degli Studi di Milano's website at <https://www.unimi.it/it/node/587/> and remains valid for two years from the date of publication, pursuant to current legislation.

ART. 9: STIPULATION OF THE INDIVIDUAL CONTRACT OF EMPLOYMENT AND TAKING UP DUTY

The successful candidate will be hired on probation with an individual fixed-term full time contract of employment as a first level Technologist, category EP, salary scale EP3 of the current collective bargaining agreement (CCNL) for technical-administrative University personnel, to which is added an accessory treatment equal to 15% of the total treatment based on the assessment carried out annually by the Director of the Department in relation to the objectives achieved and taking into account the available resources, under research referred to in Article 1 of this announcement.

On taking up duty, the employee must confirm, pursuant to Presidential Decree no. 445 of 28 December 2000, by self-certification, that he/she meets the requirements for employment as specified in art. 2 of this announcement. The statement that they meet citizenship requirements and enjoy political rights must refer to the competition deadline. The administration will complete appropriate checks on the accuracy of self-drafted affidavits, pursuant to art. 71 of Presidential Decree no. 445 of 28 December 2000. Should checks reveal false statements, the candidate will lose all benefits resulting from the false information provided, without prejudice to the provisions of art. 76 of Presidential Decree no. 445 dated 28 December 2000 on criminal penalties.

The responsible doctor of the University of Milan will ascertain that the candidate is physically able to carry out job duties.

In no case whatsoever can employment exceed the duration set by law, nor can it be transformed into a contract of permanent employment and, pursuant to art. 24 bis, par. 5 of law 240/2010, it cannot confer rights for access to positions in the University's academic staff or technical-administrative personnel.

The contract of employment is not compatible with other employment contracts and/or self-employment in the public or private sector, nor with similar contracts with Università degli Studi di Milano or other universities or with private scientific institutions, nor with doctoral research programmes, research grants, or other forms of post-graduate training. Employment as a fixed-term technologist is not compatible with work in commerce or industry; full-time occupation is not compatible with freelance activity.

The employee will be subject to a test period of one month. This trial period may not be renewed or extended upon expiration.

For any other aspect relating to the discipline of the employment relationship, the provisions of the University Regulations for the recruitment of fixed-term Technologists, issued with D.R. n. 26 of 15.12.2016 and the collective bargaining agreement (CCNL) for technical-administrative University personnel 2016-2018 Education and Research Section, signed on 19.4.2018.

ART. 10: HANDLING OF PERSONAL DATA

In accordance with Legislative Decree 196/2003, Code on Personal Data Protection, and its subsequent amendments and additions, as well as the European Regulation on the protection of personal data on data protection (EU 679/2016), we inform you that the University undertakes to respect the confidential nature of the information provided by the candidate: all data provided will be processed only for the institutional purposes connected and instrumental to the competition and to the possible stipulation and management of the employment contract, in compliance with the provisions in force. Complete information on candidates for the selective procedures of technical-administrative staff is published at:

<https://www.unimi.it/node/605>

ART. 11: PERSON RESPONSIBLE FOR THE PROCEDURE AND OPENING HOURS

Pursuant to Law no. 241 of 7 August 1990, the person responsible for this selection procedure is Dott. Ferdinando Lacanna, the contact person for the procedure is Dott.ssa Maria Teresa Fiumanò - Università degli Studi di Milano - Via S. Antonio no. 12 - Milan. For informations: Direzione Legale e Procedure



UNIVERSITÀ DEGLI STUDI DI MILANO
DIREZIONE LEGALE E PROCEDURE CONCORSUALI
PERSONALE DIPENDENTE

Codice 21343

Concorsi Personale Dipendente - Settore Procedure Concorsuali Personale Docente e TAB - Ufficio Concorsi PTAB: ufficio.concorsi@unimi.it.

ART. 12: REFERENCE LAWS

For anything not provided for in this call for applications and in the University Regulations for the recruitment of Technologists on fixed-term contracts, issued by Rectoral Decree no. 26 of 15.12.2016, please refer to the rules on public sector employee's recruitment, insofar as they are compatible.

ART. 13: PUBLICATION

This announcement is published on the University's website and has been sent to the MIUR and the European Union for publication in both Italian and English on their respective websites.

General Manager
Roberto Bruno Conte

SELF-DRAFTED AFFIDAVIT PURSUANT TO ARTICLES 46 AND 47 OF PRESIDENTIAL DECREE NO. 445 OF 28 DECEMBER 2000

With reference to the application for admission to the public selection, based on qualifications and exams, for the recruitment of one first level Technologist with an 24 month fixed term contract of employment at the at the Pathophysiology and Transplantation Department in collaboration with the Biomedical and Clinical Sciences "L. Sacco" Department, published on..... code 21343

I, the undersigned,

born inOn

and resident in (full address)

aware that making false statements or submitting false documents is a crime punishable by law, pursuant to art. 76 of Presidential Decree 445 of 28 December 2000,

DECLARE:

that I hold the following assessable qualifications, pursuant to art. 5 of the competition announcement and that the attached copies conform to the originals:

1) Academic qualification:

a) Postgraduate specialization, PhD, Master, University specialization:					
Qualification	Programme	University/Public institution	from dd/mm/yy	to dd/mm/yy	Indicate whether a copy of the act/document is attached (e.g. annex no. ...)
Postgraduate specialization					
PhD					
Master					
University specialization					

b) Certificates of training with final exams issued at the end of professional training courses organized by Public Administrations or Private institutes:					
Course title	Awarding Institution (complete name and address)	Final assessment/marks	Course duration		Indicate whether a copy of the act/document is attached (e.g. annex no. ...)
			from dd/mm/yy	to dd/mm/yy	

2) Professional qualifications

a) professional experience gained through jobs in universities, public or private bodies or through freelance work/collaborations/self-employment relevant to the job profile:					
Structure	Category/employment level/area	Description of activities	from dd/mm/yy	to dd/mm/yy	Indicate whether a copy of the act/document is attached (e.g. annex no. ...)

3) Technical qualification or specialization

a) scientific publications: articles published in scientific journals, communications in conference proceedings, books or contributions to books, patents: <i>N.B.: List the publications (max 10) and attach maximum 2, as set out in art. 5 of the competition announcement.</i>					
Title (books, journal articles, conference proceedings)	Journal/conference	Authors	Editor	Date and place of publication	Indicate whether a copy of the act/document is attached (e.g. annex no. ...)

b) participation, as a speaker, conferences, courses and seminars:					
Type and role	Title	Location	from dd/mm/yy	to dd/mm/yy	Indicate whether a copy of the act/document is attached (e.g. annex no. ...)

date

Signature

.....

Notice pursuant to art.13 of Legislative Decree 196/2003 and Regulation UE no. 679/2016 ("RGDP") :
the data above are required by legislative provisions for the purposes of the procedure and will be used solely for that purpose.

The statement, pursuant to the law above may be made by Italian citizens, by citizens of the European 'Union and by citizens of States not members of the European 'Union who are authorized to stay or regularly reside in Italy, with the limitations set out in art. 3 of Presidential Decree 445/2000.