



Code no.22173

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

Translation of announcement No. 22173

**PUBLIC SELECTION, BASED ON QUALIFICATIONS AND EXAMS, FOR THE RECRUITMENT OF 1 FIRST-LEVEL TECHNOLOGIST UNDER A 24-MONTH FIXED-TERM CONTRACT OF EMPLOYMENT AT THE UNIVERSITY OF MILAN - ICT DIVISION, TO IMPLEMENT THE NATIONAL RECOVERY AND RESILIENCE PLAN (PNRR)**

**THE GENERAL DIRECTOR**

- HAVING REGARD TO Presidential Decree no. 3/1957, of 10 January 1957, providing for “General regulations concerning the public civil employees’ statute”;
- HAVING REGARD TO Law no. 168/1989 of 9 May 1989, concerning, among other things, the autonomy of Universities;
- HAVING REGARD TO Law no. 241/1990 of 7 August 1990, and subsequent amendments and additions thereto, and the related University regulations implementing norms regarding administrative procedures and the right to access administrative documents;
- HAVING REGARD TO Law n. 104/1992 of 5 February 1992, which dictates the principles of law on the rights, social integration and assistance of disabled people;
- HAVING REGARD TO Presidential Decree no. 487/1994 of 9 May 1994, and subsequent amendments and additions thereto, providing for norms on access to jobs in the public administration and competition procedures;
- HAVING REGARD TO Presidential Decree no. 445/2000 of 28 December 2000, providing for the “Consolidated Act on legislative and regulatory provisions regarding administrative documents”;
- HAVING REGARD TO Legislative Decree no. 165/2001 of 30 June 2001 providing for “General regulations concerning the system of employment in the public administration”;
- HAVING REGARD TO Legislative Decree no. 196/2003 of 30 June 2003 providing for norms on personal data protection and applicable University regulations, and subsequent amendments and additions thereto, as well as the EU Regulation no.679/2016 (i.e., General Data Protection Regulation);
- HAVING REGARD TO Legislative Decree no. 198/2006 of 11 April 2006, providing for the “Code of equal opportunities for men and women”, pursuant to art. 6 of Law no.246/2005 of 28 November 2005;
- HAVING REGARD TO Interministerial Decree of 9 July 2009 which laid down the equivalence, for the purpose of participating in public competitions, among second cycle degrees awarded prior to Ministerial Decree no.509/1999 (*Italian: vecchio ordinamento*), those awarded in accordance with Ministerial Decree no.509/99 (*Italian: lauree specialistiche, LS*) and those awarded in accordance with Ministerial Decree no.270/04 (*Italian: lauree magistrali, LM*);
- HAVING REGARD TO Law no. 240/2010 of 30 December 2010, and subsequent amendments and additions thereto, with specific regard to articles 18 and art. 24-bis;
- HAVING REGARD TO the University Charter;
- HAVING REGARD TO the University of Milan Code of Ethics and the Code of Conduct for employees of the University of Milan;
- HAVING REGARD TO Law no. 190/2012 of 6 September 2012 laying down “Provisions for the prevention and repression of corruption and illegality in the public administration”;
- HAVING REGARD TO Legislative Decree no. 33/2013 of 14 March 2013, as modified by Legislative Decree no. 92016 of 25 May 2016, laying down the “Reordering of provisions regarding the obligation of announcement, transparency and dissemination of information by Public Administrations”;
- HAVING REGARD TO Law no. 97/2013 of 6 August 2013 laying down “Provisions for fulfilling the obligations arising from Italy being a member of the European Union- 2013 European Law”, with specific regard to art. 7, which modifies the provisions in matters pertaining access to jobs within public administrations;



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- HAVING REGARD TO Law no. 125/2013 of 30 October 2013 converting Legislative Decree no.101/2013 into law laying down “Urgent provisions for achieving rationalization objectives in the public administration”;
- HAVING REGARD TO Legislative Decree no. 81/2015 of 15 June 2015 laying down the “Comprehensive law on work contracts and updating of norms relating to duties, pursuant to art. 1, par. 7, of Law no. 183/2014 dated 10 December 2014”;
- HAVING REGARD TO Rector’s Decree no. 26/2016 of 15 December 2016 issuing the University regulations concerning the recruitment of fixed-term technologists, pursuant to art. 24/bis of Law no. 240/2010 of 30 December 2010;
- HAVING REGARD TO the 2016-2018 triennial collective bargaining agreement (CCNL) for technical-administrative University personnel, signed on 19 April 2018;
- HAVING REGARD TO Legislative Decree no.44/2021 of 1 April 2021 bearing “Urgent Measures for the COVID-19 pandemic containment, in matters of anti-SARS-CoV-2 vaccine, justice and public selections”;
- HAVING REGARD TO Legislative Decree no.52/2021 of 22 April 2021, amended and converted into Law no.87/2021 of 17 June 2021, providing for “Urgent measures for the gradual recovery of economic and social activities in respect of the need to limit the diffusion of the COVID-19 pandemic”;
- HAVING REGARD TO Legislative Decree no.80/2021 of 9 June 2021, amended and converted into Law no.113/2021 of 6 August 2021, providing for “Urgent measures for the enhancing of administrative capacity at public administrations for the purpose of implementing the National Recovery and Resilience Plan (PNRR) and for the effectiveness of the justice system”;
- HAVING REGARD TO Law no. 234/2021 of 30 December 2021 concerning the “State’s budget of forecast for fiscal year 2022 and for the 2022-2024 three-year period”;
- HAVING REGARD TO Legislative Decree No.24/2022 of 24 March 2022 providing for “Urgent measures to overcome those measures to prevent the diffusion of the COVID-19 pandemic, as a result of the termination of the state of emergency;
- HAVING REGARD TO Leg.Dec. No.36/2022 of 30 April 2022 providing for “Urgent measures to implement the National Recovery and Resilience Plan (PNRR)”;
- HAVING REGARD TO the 2022/2024 University Strategic Plan;
- HAVING REGARD TO the University’s programmed staffing needs, pursuant to art. 4 of Legislative Decree no. 49/2012 of 29 March 2012;
- HAVING REGARD TO the deliberation of 14 December 2021 by which the Board of Directors approved the activation of a recruitment procedure for 9 posts as first-level Technologist, (Italian category EP - EP3 salary scale), under a 24-month fixed-term full-time contract of employment each, which may be renewed, and for 8 posts as second-level Technologist (Italian category D - D3 salary scale) under a 24-month fixed-term full-time contract of employment each, which may be renewed, for the purpose of supporting the activities included within the projects aimed at implementing the National Recovery and Resilience Plan (PNRR);
- HAVING REGARD TO the deliberation of 28 April 2022 by which the Board of Directors, under art.1, paragraph 4, of the aforementioned Leg.Dec.No.80/2021, approved the terms for selection procedures to recruit fixed-term researchers and technical-administrative-library personnel in order to accelerate the procedures for the recruitment of fixed-term personnel to carry out projects aimed at implementing the PNRR, notwithstanding the provisions laid down in the Regulations for the recruitment of fixed-term researchers, in the University Regulations for entering into fixed-term working agreements and in the University Regulations for the recruitment of fixed-term Technologists;
- HAVING REGARD TO Director’s Decree no. 17062 of 10 May 2022 by which the General Director, having collected and rationalised the needs for expertise in order to manage PNRR projects, redistributed the number of technologist posts approved by the aforementioned deliberation by the Board of Directors on 14 December 2021 and assigned to the



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University facilities involved 7 first-level Technologist posts (Italian category EP - EP3 salary scale), under a 24-month fixed-term full-time contract of employment each, which may be renewed, and 10 second-level Technologist posts (Italian category D - D3 salary scale) under a 24-month fixed-term full-time contract of employment each, which may be renewed, of which 2 first-level Technologist posts (Italian category EP - EP3 salary scale) to the ICT Division;

WHEREAS

the financial coverage for the aforementioned 17 Technologist posts shall weigh upon the resources available within the funding laid down in Ministerial Decree no.737/2021 of 25 June 2021;

### NOW THEREFORE DETERMINES AS FOLLOWS

#### ART. 1: PUBLIC SELECTION

A public selection procedure, based on qualifications and exams, is hereby announced for the recruitment of 1 first-level Technologist (Italian category EP - EP3 salary scale), according to article 24-bis of Law no.240/2010, under a 24-month fixed-term full-time contract of employment each, which may be renewed, at the ICT Division for the purpose of supporting the activities included within the projects aimed at implementing the National Recovery and Resilience Plan (PNRR).

The Technologist, under the direction and coordination by the scientific project Supervisor, shall carry out technical and administrative support activities.

#### PROFESSIONAL ROLE, COMPETENCES AND ACTIVITIES

##### ROLE

Professional specialised in needs analysis of ICT goods and purchasing strategies.

##### Required professional expertise

- ✓ Ability to define and implement purchasing strategies by identifying priorities and actions for good/service suppliers in order to find new possibilities of overall purchasing cost improvement and reduction;
- ✓ Skills of process analysis and organisation, preferably with reference to IT asset lifecycle and the corresponding management and optimisation systems;
- ✓ Knowledge of the provisions in force to purchase goods and/or services through public tenders (refer to Leg.Decree no.50/2016 and subsequent amendments and additions thereto), of supply procedures through purchasing and negotiation tools set by Consip S.p.A. and of supply modalities through tenders above the EC threshold;
- ✓ Knowledge of the fundamental GPP and CAM (i.e., minimum environmental criteria) principles for good purchase in the ICT sector in order to pursue environmental, social and circular economy goals;
- ✓ Ability of market investigation and analysis in the IT sector in order to identify categories of products responding to needs and economic operators to involve in competition;
- ✓ Basic English language proficiency (A2 level);
- ✓ Computer skills necessary to carry out an analytical comparison among ICT products - ICDL level of reference: ICDL Standard together with at least one of the following modules, i.e. 'Online collaboration', 'Presentation', 'Project Planning') and on programmes for resource planning.

##### Activities to be performed by the candidate

The professional shall:

- Collect data regarding the need for ICT goods/services and, based on that, carry out periodic analysis of the stakeholders' needs;
- Promote purchasing strategies in accordance with the legislation in force on sustainability and circular economy based on the priorities resulting from the analysis and respect of spending reduction principles;



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- Collaborate with the relevant Sector Manager and Supervisor for the implementation of such policies and the definition of the necessary budget;
- Carry out market analysis and identify the best purchasing solutions;
- Collaborate with the Sector Supervisor in the management of relationships with ICT good and service suppliers;
- Plan, under the supervision of the relevant Manager, below and over threshold purchasing strategies;
- Monitor the progress of purchasing processes until their conclusion;
- Monitor supply phases by contributing to the update of asset management systems;
- Constantly monitor internal supply requests for goods/services with a view to updating the needs of ICT goods.

The professional shall operate within the autonomy and responsibility range ascribable to the contract category, as provided for by the collective bargaining agreement (CCNL) in force for the Education and Research Sector.

**ART. 2: REQUIREMENTS**

To be admitted to the selection procedure, candidates must meet the following requirements:

a) degree:

**all Degrees in Economy and the Degree in Management Engineering** earned according to modalities prior to Ministerial Decree no. 509/1999, and subsequent amendments and additions thereto, or **second-level Degree in Economy or in Management Engineering (Italian: classe 34/S)** earned according to Ministerial Decree no.509/1999 or **Master's Degree in Economy or in Management Engineering (Italian: classe LM-31)** earned according to Ministerial Decree no.270/2004 integrated by **specific cultural and professional qualification** in regard to the activities to be performed and which may be proved by at least two years of working experience, according to the job profile specified in the present notice;

or:

**Bachelor's degree in Economy or in Management Engineering (Italian: classe 10-Industrial Engineering)** earned according to Ministerial Decree no.509/1999, and subsequent amendments and additions thereto, or **Bachelor's degree in Economy or in Management Engineering (Italian: classe L-9-Industrial Engineering)** earned according to Ministerial Decree no.270/2004 integrated by **specific cultural and professional qualification** in regard to the activities to be performed and which may be proved by at least three years of working experience.

Candidates who earned their academic qualifications abroad must submit the declaration of equipollence between the qualification earned 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, paragraph 3, of Legislative Decree no.165/2001. If in default of these declarations, the candidate can take part in the selection, but with reserve, provided that they undertake to start the equivalence procedure by the announcement deadline and attach to the application form a copy of the request for equivalence.

Such declaration of equivalence must be submitted upon being hired, under penalty of not entering into a contract

The form for the request for equivalence of the foreign qualification can be found on the following website: <http://www.funzionepubblica.gov.it/strumenti-e-controlli/modulistica>. Information on equivalence and equipollence is available on the following website: <http://www.cimea.it/it/servizi/procedure-di-riconoscimento-dei-titoli/riconoscimento-non-accademico.aspx>;

- b) Professional qualification to work as an architect or engineer;
- c) be 18 years old or older;
- d) 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





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holding an EC Resident Permit or holding the refugee or subsidiary protection status are also admitted to the selection;

- e) fitness for work. The Administration has the right to request that the winner of the competition undergoes a medical check-up, pursuant to the legislation in force;
- f) those born in 1985 or earlier must have fulfilled military service obligations;
- g) enjoy civil and political rights;
- h) not to have been denied the right to vote, nor been dismissed, removed or fired from a job in a public administration due to persistently inadequate performance, nor been fired from a civil service job (pursuant to art.127, par. 1.d) of Presidential Decree no. 3/1957 of 10 January 1957 because they obtained it through the submission 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 requested by the present article and submit it according to the modalities provided for by paragraph 1.a;
- 2) enjoy civil and political rights in the State of origin or residence as well;
- 3) meet all the requirements, with the exception of Italian citizenship, requested of citizens of the Italian Republic;
- 4) have adequate Italian language proficiency.

The stated requirements must be in the candidate's possession upon the deadline for applying.

The failure to meet the prescribed requirements, ascertained during or even after the course of the selection procedure, leads to being excluded from the selection itself and represents a cause of termination of the employment relationship, if already entered into.

Those who are within the fourth degree of kinship, up to and including the fourth degree, with a professor or researcher attached to the proposing Department, with the Rector, the General Director or a member of the University Board of Directors cannot take part in the selection procedure.

Candidates are admitted to the competition with reserve. The University may order, by motivated provision, at any time, even after the completion of the examination, the exclusion from the competition itself.

**ART. 3: APPLICATION PROCEDURE AND DEADLINE**

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

To submit the online application, the candidate must own and report a personal and univocal email address.

1. The submission of the application is divided into two phases:

**a. Registration**

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

[https://www.unimi.it/reg\\_utenti\\_esterni/registrazione/form.html](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;
- enter the data and follow the instructions provided by the system.

After the registration, the SICON application will send a confirmation email to the email address indicated before, providing the link for activating the credentials. Thanks to these credentials, the candidate can access the SICON application.



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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 the need of a new registration.

**b. Filling in and submission of the application for participating in the procedure**

The candidate connects to the Unimi website at <https://www.unimi.it/it/node/576/> 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 logs in with the credentials provided by the UNIMI website or, if a UNIMI employee, with the credentials in their possession.
- The candidate has logged into the SICON application.
- The candidate fills in the application form to participate in the competition, following the related instructions. The form to fill out will be available from the day of publication of the notice in the Official Gazette.
- Once the procedure has been completed, the candidate must print the application form produced by the system, undersign it and scan it in .pdf format, or e-sign it and upload it. Unsigned application forms or signatures other than handwritten or digital signatures will result in being excluded from the procedure.
- Modifications of the address, telephone number or email address must be communicated as soon as possible to the University at email address [ufficio.concorsi@unimi.it](mailto:ufficio.concorsi@unimi.it).
- Disabled candidates, in the application form itself, must specify, if necessary, the special arrangements they need to carry out the selective tests as well as the potential need for additional time (Article 20 of Law no. 104/1992 5.2.1992).
- Citizens of States which are not members of the European Union, legally residing in Italy, can self-certify only states, facts and qualities which can be certified or attested by Italian public entities. Should international conventions between Italy and the country of origin of the declarant be in place, the candidate has to specify in their application the convention they are appealing for and the Italian act by which this was adopted into the Italian legislation. 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 no.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 tax code;
- 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 submitted 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 upon the deadline of the call;
- curriculum vitae in .pdf format, not exceeding 3 pages, dated and signed. The curriculum vitae has informative value only; 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



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following reason: “Contributo per la partecipazione al concorso codice 22173”. 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 no. 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 content and attachments. The application could be modified by entering the section “*Annulla domanda*” and by inserting the new application and any new attachments. Should candidates wish to replace just one or more attachment(s), they still 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 noon (Italian time) on the deadline. 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 been sent after the deadline or 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 Director in compliance with applicable provisions. The Committee may hold remote meetings.

**ART. 5: ASSESSABLE QUALIFICATIONS**

Qualifications will receive a maximum of 40 points. The qualifications which can be assessed, as long as they are relevant to the activities to be carried out by the profile announced, and the corresponding points, are as follows:

- 1) **Academic qualifications and training - up to 15 points:**
  - a) Academic qualifications such as post-graduate specialization diploma, PhD, vocational master, university advanced courses, if not requested by the competition announcement as a requirement for application and not used for this purpose by the candidate (up to 10 points);
  - b) statements of training with final evaluation issued after attending professional training courses organized by Public Administrations or Private institutions (up to 5 points).
- 2) **Professional qualifications - up to 15 points:**
  - a) professional experience gained through employment at universities, public or private bodies or through freelance activity/collaborations/self-employment relevant to the profile announced. 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 specialisations - up to 10 points:**



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

The qualifications stated above must be held upon the competition deadline and must be certified pursuant to articles 46 and 47 of Presidential Decree no. 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 the data reported in the self-certifications (e.g., duration of employment - dd/mm/yy of start and termination of employment-, employer, Training Institution, duration in days of the training course, any training course assessments or final exams, etc.).

These statements must be signed and uploaded together with the application.

Publications must be listed in point 3) of annex A (list up to 10 publications), and the candidate may choose to submit up to 2 publications in one of the following ways:

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

Acts and documents written in a foreign language other than that requested for the exam must be accompanied by their Italian translation certified by the Italian consular or diplomatic authority, or by an official translator, which guarantees 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/576/> on the webpage dedicated to the present procedure - code no.22173.

**ART. 6: EXAMINATION**

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

**WRITTEN EXAM**

The exam will be computer-based and on topics concerning the field of expertise required for the present professional under art.1 of the present notice.

**ORAL EXAM**

The oral exam will cover topics under art.1 of the present notice, as well as will assess the level of English proficiency.

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

The exam calendar will be published on the University website at <https://www.unimi.it/it/node/576/> on the webpage dedicated to this procedure - code no. 22173. The publication of the exam calendar is valid as notification in all respects.

Candidates are requested to constantly monitor the internet page of this procedure for updates, the publication of which is valid as notification in all respects.





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The Committee will determine the duration of each exam.

Candidates who have not been notified of their exclusion from the selection are required to be present, without notice, on the days and at the time communicated. Being absent will be considered as the candidate's wish to forgo participating in the selection, whatever the cause.

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

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

Candidates who have achieved a score of at least 21/30 in the written exam 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 exam, will be published on the University website at <https://www.unimi.it/it/node/576/> on the webpage dedicated to this procedure - code no. 22171.

Exam failure occurs if the candidate does not obtain a score of at least 21/30.

**ART. 7: APPROVAL OF THE MERIT RANKING**

The merit ranking shall be listed in descending order based on the score allocated to each candidate; should candidates be of equal merit in accordance with the legislation in force, priority shall be given to the younger candidate.

Candidates who are placed in the merit ranking based on the score gained in the exams and in the evaluation of qualifications within the number of posts available for the competition are declared winners. The final score is the result of the sum of the mark obtained in the first exam and the mark obtained in the oral exam, to which is added the score of the evaluation of qualifications.

The merit ranking is approved by a resolution of the General Director and published at this link <https://www.unimi.it/it/node/576/> on the webpage dedicated to the present procedure - code no.22170.

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.

The ranking shall remain valid for the duration established by the legislation in force, i.e. two years from the date of publication, save as amended ex-lege.

**ART. 8: ENTERING INTO THE INDIVIDUAL CONTRACT OF EMPLOYMENT AND TAKING UP DUTIES**

The successful candidate and the University of Milan will enter into a private law 24-month fixed-term full time contract of subordinate employment, which may be renewed, as a first-level Technologist, (Italian: category EP - EP3 salary scale) according to the current collective bargaining agreement (CCNL) for University technical-administrative personnel, to which a variable pay equal to 15% of the total emoluments is added on the basis of the assessment carried out annually by the Director of the Department in relation to the objectives achieved and taking into account the available resources.

When taking up duties, the employee must confirm, pursuant to Presidential Decree no. 445/2000 of 28 December 2000, by self-certification, that they meet the requirements for employment as specified in art. 2 of this announcement. The administration will complete appropriate checks on the accuracy of self-drafted affidavits, pursuant to art. 71 of Presidential Decree no. 445/2000 of 28 December 2000. Should checks reveal false statements, the candidate will lose all benefits as a result of the false information provided, without prejudice to the provisions of art. 76 of Presidential Decree no.445/2000 dated 28 December 2000 on criminal penalties.

The responsible occupational physician of the University of Milan will ascertain the candidate's fitness for work.

In no case whatsoever can employment exceed the duration set by law, nor can it be transformed into a contract of open-ended employment and, pursuant to art. 24 bis, par. 5 of Law no.240/2010, it cannot confer rights to access positions in the University 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 the University of Milan or other universities



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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 nor with freelance activity.

There is a one-month probationary period. This period cannot be renewed or extended.

For any other aspects relating to the discipline of the employment relationship, the provisions of the University Regulations for the recruitment of fixed-term Technologists, issued by Rector's Decree no.26/2016 of 15 December 2016 and the 2016-2018 collective bargaining agreement (CCNL) for University technical-administrative personnel of the Education and Research Section, signed on 19 April 2018 shall apply.

**ART. 9: PERSONAL DATA PROCESSING**

In accordance with Legislative Decree no.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), please be informed that the University undertakes to respect the confidentiality 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 entering into and management of the employment contract, in compliance with the provisions in force. Complete information for candidates for the selective procedures of technical-administrative staff is published at:

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

**ART. 10: PROCEDURE SUPERVISOR**

Pursuant to Law no. 241/1990 of 7 August 1990, the supervisor responsible for this selection procedure is Ferdinando Lacanna; the contact person for the procedure is Maria Teresa Fiumanò - Università degli Studi di Milano - 12, Sant'Antonio street - Milan. For further information: Legal Affairs and Employee Competitive Hiring Division - Teaching and Technical, Administrative & Library Staff Competitive Hiring Sector-Technical, Administrative and Library Staff Recruitment Office: [ufficio.concorsi@unimi.it](mailto:ufficio.concorsi@unimi.it).

**ART. 11: REFERENCE LAWS**

What is not expressly laid down in the present notice nor in the University Regulations for the recruitment of fixed-term Technologists, issued by Rector's Decree no.26/2016 of 15 December 2016, shall remain with, where applicable, the provisions in force governing competitions, as compatible.

**ART. 12: PUBLICATION**

This announcement is published on the University website and has been sent to the Italian Minister of Education, University and Research and to the European Union for publication in both Italian and English on their respective websites.

General Director  
Roberto Bruno Conte

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

With reference to the application for admission, based on qualifications and exams, the present public selection procedure is hereby announced for the recruitment of two first-level Technologists (Italian: category EP - salary scale EP3), according to Article 24-bis of Law No.240/2010, under a renewable 24-month each, fixed-term full-time contract of employment at the University of Milan, ICT Division for the purpose of supporting the activities included within the projects aimed at implementing the National Recovery and Resilience Plan (PNRR), published on ..... code 22173

I, the undersigned, .....

born in ..... on .....

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 no.445/2000 of 28 December 2000,

**HEREBY 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 qualifications:**

<b>a) Postgraduate specialisation, PhD, vocational master, University specialisation:</b>					
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 specialisation					
PhD					
Vocational master					
University specialisation					

<b>b) Certificates of training with final exams issued at the end of professional training courses organized by Public Administrations or Private institutes:</b>					
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 at 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 qualifications or specialisation

**a) scientific publications: articles published in scientific journals, communications in conference proceedings, books or contributions to books, patents:**  
***N.B.: List the publications (up to 10) and attach up to 2, as laid down in art. 5 of the competition announcement.***

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, in 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 no.196/2003 and Regulation UE no. 679/2016 (GDPR):**  
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 which are not members of the European Union, who are authorized to stay or regularly reside in Italy, with the limitations laid down by art. 3 of Presidential Decree no.445/2000.