



Code no.22205

SETTORE CONCORSI/DF-FL/nc

Translation of announcement No. 22205

**PUBLIC SELECTION, BASED ON QUALIFICATIONS AND EXAMS, FOR THE RECRUITMENT OF 1 FIRST-LEVEL TECHNOLOGIST UNDER A 36-MONTH FIXED-TERM CONTRACT OF EMPLOYMENT AT THE UNIVERSITY OF MILAN - DEPARTMENT OF ECONOMICS, MANAGEMENT AND QUANTITATIVE METHODS, TO IMPLEMENT THE RESEARCH AND INNOVATION PROGRAMME NAMED MUSA - MULTILAYERED URBAN SUSTAINABILITY ACTION (ID CODE NO. ECS00000037) WITHIN THE FRAMEWORK OF 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”;



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- 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;
- 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 the National Recovery and Resilience Plan (PNRR), submitted to the European Commission on 30 April 2021 under art.18 of the EU Regulation no.241/2021 and approved by resolution of the ECOFIN Committee on 13 July 2021 with notification no. LT161/21 of 14 July 2021 sent by the Council General Secretariat to Italy;
- 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 enhancement 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 the decree by the Ministry of Economics and Finance of 6 August 2021, and subsequent amendment of 23 November 2021, providing for the ‘Allocation of the financial resources reserved to the implementation of actions within the National Recovery and Resilience Plan (PNRR) and distribution of achievements and objectives based on six-month deadlines for reporting’;
- HAVING REGARD TO Note no.4/2022 of 18 January 2022 by the Ministry of Economics and Finance concerning the ‘National Recovery and Resilience Plan (PNRR) - article 1, paragraph 1, of Legislative Decree no.80/2021 - implementation provisions’;
- HAVING REGARD TO the deliberation of 28 April 2022 by which the Board of Directors approved specific procedural provisions limited to the selection procedures for the recruitment of personnel to be employed for the implementation of the National Recovery and Resilience Plan (PNRR);
- HAVING REGARD TO Leg.Dec. No.36/2022 of 30 April 2022, converted into Law no.79/2022 of 29 June 2022, providing for “Further urgent measures to implement the National Recovery and Resilience Plan (PNRR)”;
- HAVING REGARD TO the deliberation of 20 July 2022 by which the Department of Economics, Management and Quantitative Methods proposed the recruitment of one first-level Technologist, to implement the research and innovation programme named *MUSA - Multilayered Urban Sustainability Action* (ID code no. ECS00000037) within the framework of the national recovery and resilience plan (PNRR);
- HAVING REGARD TO the deliberation of 26 July 2022 by which the Board of Directors approved the aforementioned recruitment procedure provided that the relevant funding will be granted;
- ACKNOWLEDGED THAT by deliberation of 26 July 2022 the Board of Directors ruled to waive article 9 of the University Regulation for the recruitment of fixed-term Technologists to support projects or funds within the PNRR as regards the section which lays down that previous working experience should be a prerequisite to apply;
- HAVING REGARD TO Director’s Decree no.1055/2022 of 23 June 2022 by the Ministry of University and Research admitting the *MUSA - Multilayered Urban Sustainability Action* Innovation



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Ecosystem to funding - cluster no.5, 5. Climate, Energy and Sustainable Mobility -, application with ID code no. ECS00000037, to implement the Research and Innovation Programme named *MUSA - Multilayered Urban Sustainability Action*;

HAVING REGARD TO the obligation and acceptance act by the decree allocating grants for the Research and Innovation Programme named *MUSA - Multilayered Urban Sustainability Action* signed on 6 September 2022;

### 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 - Project Manager -, under a 36-month fixed-term full-time contract of employment, at the Department of Economics, Management and Quantitative Methods to carry out activities of the project named *MHEO - Milan Higher Education Observatory - Osservatorio metropolitano di Milano sull'istruzione terziaria di MUSA* (Scientific Supervisor: Prof Matteo Turri) concerning Spoke 6 - Innovation for Sustainability (P.I.: Prof Maria Elisa D'Amico - Prof Matteo Turri) within the National Recovery and Resilience Plan (*PNRR*).

#### PROFESSIONAL ROLE, COMPETENCES AND ACTIVITIES

##### ROLE

Expert to carry out activities pertaining to the City Observatory for Higher Education.

##### Required professional expertise

- ✓ Experience in writing research reports and materials for scientific communication;
- ✓ Good knowledge of project management techniques;
- ✓ Knowledge of the university system and of higher education;
- ✓ Knowledge of the job market;
- ✓ Experience in the creation and management of collaboration networks with other universities, research institutions or companies, both locally and nationally;
- ✓ Knowledge of methodologies to analyse application and development potential of research innovative results to contribute to the implementation of partnerships;
- ✓ Ability to interact and communicate with local institutions and companies, also as regards the use of the internet and social media;
- ✓ Ability to maintain relationships with the press and with communication agencies;
- ✓ Ability to maintain relationships with the university offices and knowledge of the principles of administrative procedures which characterise the public administration;
- ✓ Skills of problem solving and of managing complex organisational environments;
- ✓ Inclination to working in a team and ability to coordinate multidisciplinary work groups;
- ✓ Good English language proficiency;
- ✓ Good knowledge of the most widespread application softwares (Office tools).

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

The professional shall manage the coordination of the main activities of intellectual property protection and result enhancement of projects funded by the *PNRR*, with specific focus on activities of technology transfer and of university-company relationships.

Specifically, the professional shall:

- ✓ Manage relationships with local and national partners, with specific regard to topics concerning higher education and its connections with non-tertiary education and the job market in order to support the development of the Observatory and facilitate the creation of strategic relationships to promote innovative research and the joint development and/or enhancement of results from funded projects;



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- ✓ Plan and coordinate, as instructed by the Scientific Supervisor, the activities aimed at identifying results by the Observatory and so identify protection, communication, advertising and development techniques by coordinating with partners at the Observatory and with University divisions;
- ✓ Support researchers in research and result dissemination activities, including writing research reports and newsletters and multimedia content;
- ✓ Manage and identify further funding sources, both nationally and internationally, aimed at supporting the Observatory;
- ✓ Implement open innovation and match-making initiatives, also in collaboration with partners external to the University in order to increase the number of activities in collaboration with institutions and companies as well as to improve the ability to transfer and enhance academic results;
- ✓ Support researchers when planning highly-competitive research projects to identify the impact and innovation degree of the project;
- ✓ Manage research projects, also in partnership, funded at national and international level;
- ✓ Promptly collect and manage the needs of the Principal Investigator concerning project implementation and result enhancement;
- ✓ Support budget management and resource allocation based on deliverables and milestones and write reports on the project aimed at periodic and final report;
- ✓ Organise courses, meetings and events for training and scientific dissemination;
- ✓ Coordinate and support administrative activities connected to the functioning of the Observatory.

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:

Degree earned according to modalities prior to Ministerial Decree no. 509/1999 or Bachelor's degree or second-level Degree (*Italian: laurea specialistica*) earned according to Ministerial Decree no.509/1999 or Bachelor's or Master's Degree earned according to Ministerial Decree no.270/2004. 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 and the sending receipt via certified email to the Department of Public Function.

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) be 18 years old or older;

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 also admitted to the selection;

d) 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;





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- e) those born in 1985 or earlier must have fulfilled military service obligations;
- f) enjoy civil and political rights;
- g) 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.

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



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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 following reason: "Contributo per la partecipazione al concorso codice 22205". The payment receipt must be attached to the application form under penalty of exclusion from the competition.



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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 "*Annula 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:**
  - 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).



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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.22205.

#### **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 ON THEORY AND PRACTICE**

The exam will be computer-based and aimed at assessing the skills and inclination of candidates to analyse and provide technical, operational, organisational and management solutions to problems, in relation to the expertise and to the activities the professional shall carry out as per art.1 of the present notice.

##### **ORAL EXAM**

The oral exam will cover topics as provided for by article 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. 22205. 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.

The Committee will determinate the duration of each exam.





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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. 22205.

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.22205.

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 36-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 or with private scientific institutions, nor with doctoral research programmes, research grants, or other



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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: Organisational Development and Hr 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 one first-level Technologist (Italian: category EP - EP3 salary scale), according to Article 24-bis of Law No.240/2010, under a 36-month fixed-term full-time contract of employment at the University of Milan - Department of Economics, Management and Quantitative Methods, to implement the research and innovation programme named *MUSA - Multilayered Urban Sustainability Action* (ID code no. ECS00000037) within the framework of the National Recovery and Resilience Plan (*PNRR*) published on ..... code 22205

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: <i>N.B.: List the publications (up to 10) and attach up to 2, as laid down 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, 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.