



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

Area
Risorse Umane

Gestione carriere
e concorsi
PTA, Dirigenti e CEL

MANAGING DIRECTOR DECREE

Data inferable from the protocol entry:
Repertory Number, Protocol Number, Title,
Class File Attachments and References

Subject: Public selection, based on qualifications and interviews, for the recruitment of n. 3 technologists on a fixed-term, full-time basis, to be hired with a 3-year employment contract, in cat. D, economic position D3.

PICA CODE 22TR001

THE MANAGING DIRECTOR

HAVING REGARD TO Law no. 241 of 7 August 1990 "*New rules on administrative procedures and the right of access to administrative documents*" and subsequent amendments and additions;

HAVING REGARD TO Prime Ministerial Decree no. 174 of 7 February 1994, "*Rules on access by citizens of European Union member states to jobs in public administrations*" and subsequent amendments and additions;

HAVING REGARD TO Presidential Decree no. 487 of May 9, 1994, "*Rules on access to employment in public administrations and competition procedures*" amended by Presidential Decree no. 693 of October 30, 1996;

HAVING REGARD TO Law no. 127 of May 15, 1997, "*Urgent measures for the streamlining of administrative activity and decision-making and control procedures*" and subsequent amendments and additions;

HAVING REGARD TO Presidential Decree no. 445 of 28 December 2000, "*Consolidated Law on Administrative Documentation*" and subsequent amendments and additions;

HAVING REGARD TO Legislative Decree no. 165 of March 30, 2001, "*Consolidated Law on Public Employment*" and subsequent amendments and additions;

HAVING REGARD TO Law no. 266 of 23 December 2005 (2006 Finance Act) and subsequent amendments and additions, and in particular art. 1, paragraph 188 which provides that "*(omissis) within universities (omissis) exception is made, however, for fixed-term hiring and for the stipulation of Continuous and Coordinated Collaboration agreements to implement research and technological innovation projects or projects aimed at improving services, including educational services for students, whose costs are not charged to the institutions' budgets or to the Institutions financing Fund or the Fund for ordinary financing of universities*";

HAVING REGARD TO Legislative Decree no. 78 of May 31, 2010, converted with amendments by Law no. 122 of July 30, 2010 (Measures relating to financial stability and economic competitiveness) and subsequent amendments and additions;

HAVING REGARD TO Law no. 240 of 30 December 2010, "*Regulations governing the organization of universities, academic staff and recruitment, as well as Government mandate to boost the quality and efficiency of the university system*", in particular art. 24-bis;

HAVING REGARD TO Legislative Decree no. 81 of 15 June 2015 "*Organic law for employment contracts and revision of job assignment regulations, according to article 1, paragraph 7, of Law no. 183 of 10 December 2014*";

HAVING REGARD TO the European Parliament and Council Regulation (EU) 2016/679, of 27 April 2016, on the protection of individuals with regard to the processing of personal data and the free circulation of such data, and repealing Directive 95/46/EC (General Data Protection Regulation- GDPR);



HAVING REGARD TO Legislative Decree no. 75 of May 25, 2017 (Amendments and supplements to Legislative Decree no. 165, in accordance with articles 16, paragraphs 1, letter a), and 2, letters b), c), d) and e) and 17, paragraph 1, letters a), c), e), f), g), h), l) m), n), o), q), r), s) and z), of Law no. 124 of August 7, 2015, regarding the reorganization of public administrations);

HAVING REGARD TO Decree-Law No. 34 of May 19, 2020, converted by Law No. 77 of July 17, 2020 (Urgent measures regarding health, support to economy and employment, and social policies related to COVID-19 epidemic emergency);

HAVING REGARD to Decree-Law No. 44 of April 1, 2021 (Urgent measures for containment of the COVID-19 epidemic, regarding SARS-CoV-2 vaccinations, justice and competitions);

HAVING REGARD to the "*Protocol for the conduct of public competitions*" issued by the Department of Civil Service on April 15, 2021;

HAVING REGARD TO the National Collective Labor Agreement for the University Sector for the legal period 2006-2009, signed on 16 October 2008, with regard to the parts still in force;

HAVING REGARD to the National Collective Labor Agreement for the Education and Research Sector, legal period 2016-2018, signed on April 19, 2018;

HAVING REGARD TO the University of Bergamo Statute, issued by R.D. Rep. 92/2012 of 16.2.2012, published in the Official Gazette no. 55 of 6 March 2012;

HAVING REGARD to the Code of Ethics issued by R.D. prot. no. 14405/I/003 of 07/19/2018 and amended by R.D. Rep. no. 262/2018, prot. no. 60030/I/3 of 12/04/2018;

HAVING CONSIDERED functional to the pursuit of strategic objectives, to recruit three units of staff in accordance with Article 24bis of Law 240/2010, to be employed in the University to develop and implement promotion and fundraising activities for competitive research, as well as some aspects of international promotion;

HAVING CONSIDERED that there are no recruitment lists available, and that it is necessary to proceed with the recruitment of the above-mentioned professional profiles through new selection procedures;

RECALLING the resolution of the Board of Directors, meeting of December 21, 2021, item 03.01 - "*Approval of the 2022 Annual and 2022-2024 Three-Year University Single Budget.*"

HAVING ASCERTAINED budget availability for operating unit "*Research and Third Mission Service*", Project "*PRO.PO.R.S.I. (PRomozione POLitiche per la Ricerca, lo Sviluppo e l'Innovazione)*" account 06.60.01 "*Costs for projects*", established with D.R. Rep. n. 259/2022 prot. N. 53874 of March 9, 2022;

NOTING that the recruitment referred to in this procedure meets the requirement of impermanence established by art. 36, paragraph 2, of Legislative Decree 165/2001 and the provisions of art. 24-bis of Law 240/2010;

HAVING REGARD TO the Regulations governing offices and services, issued by R.D. prot. no. 2191/I/003 of 19.2.2002 - Amended by R.D. Rep. no. 13/2021 prot. no. 1627/I/003 of 12.1.2020

CONSIDERING the "*University Regulations for the management of technologists on fixed-term contracts according to art. 24-bis of Law 240/2010*" issued by DR Rep. 11/2022 of 17.1.2022;

HAVING REGARD TO legislative decree no. 66 of March 15, 2010 and subsequent amendments and additions, and in particular articles 678 and 1014, paragraph 1, relating to the reservation of posts for auxiliary officers and volunteers of the armed forces;

AKNOWLEDGING THAT according to art. 1014, paragraph 4 and art. 678, paragraph 9 of Legislative Decree no. 66/2010, this competition determines a portion of reserve in favor of volunteers of the Armed Forces, which will be accumulated with other portions already originated or that may be determined in the next recruitments;



HEREBY DECREES

Article 1 **Announcement and required profile**

The University of Bergamo is announcing a public selection process, based on qualifications and interviews, for the recruitment of **3 fixed-term**, full-time, level II **technologists**.

Successful candidates will be assigned the job tasks of technologist on a temporary basis, as provided for by art. 24-bis of Law 30.12.2010 n. 240, namely: "performing technical and administrative support to research activities". This involves promotion and fundraising activities for competitive research on national and international level, support in the scouting of research funding opportunities, contributing in the preparation of proposals, support in monitoring and reporting activities for funded projects. The described activities may refer to all scientific areas of the University of Bergamo, with an interdisciplinary approach.

Specifically, the planned activities are:

- Manage and monitor financial planning of ongoing projects and related reporting.
- Support the creation, consolidation, and management of partnerships.
- Representing the research groups at European networking events and public consultations.
- Facilitating the match between the skills available within research groups and available funding opportunities.
- Support in drafting project proposals, particularly with regard to the project structure, management and impact, and the correspondence between the proposal and specific requirements and themes mentioned in the call.
- Monitoring and preparing strategic plans for ongoing project activities. - Coordination of project activities involving the research team and other partners.
- Taking care of relations with project coordinators and with the European Commission, during project review.

The University of Bergamo guarantees equality and equal opportunities between men and women in access to employment and treatment at work, according to art. 7 paragraph 1 of Legislative Decree 165/2001.

For the purpose of this selection, the following knowledge and skills are required of applicants:

- Knowledge of the National Recovery and Resilience Plan (NRP) and legislation related to its implementation, with particular reference to Mission 4;
- Knowledge of university *fundraising* techniques;
- Knowledge of submission, management and reporting procedures for European and international research projects;
- Excellent knowledge of the English language.

The following skills and experience are also required:

- Project management skills: monitoring and strategic planning for the project in progress, coordination of the different partners' activities, taking care of relations between partners and the European Commission, and reporting;
- Experience in writing scientific reports related to projects, monitoring project deadlines, organizing *time-sheets*;
- Good interpersonal skills and disposition to teamwork.



Article 2 Selection admission Requirements

For admission to this selection the following are required, under penalty of exclusion:

- a) **Qualifications:** old system university degree or Bachelor's degree (L), Master's degree (LS) obtained in accordance with Ministerial Decree 509/99, or Master's degree (LM) obtained in accordance with Ministerial Decree 270/04.

Applicants who have obtained their qualification abroad must express in application details of their qualification recognition.

For qualifications obtained abroad and not recognized as valid in Italy, a declaration of equivalence is required, or the start of a request for equivalence of one's own qualification to the qualification required by the application call, in accordance with procedures as by art. 38 of Legislative Decree no. 165/2001 and art. 2 of Presidential Decree no. 189 of 30.07.2009 (see website <http://www.funzionepubblica.gov.it/strumenti-e-controlli/modulistica>). Applicants with a qualification obtained abroad who, at the time of application, are not yet in possession of the above certification must mention in the application form that the request for equivalence has been sent to the Department of Civil Service by the deadline of this call. According to current legislation, applicants will be admitted to the selection process subject to the outcome of said procedure, it being understood that equivalence of qualification must be possessed at the time of recruitment.

- b) Italian citizenship (Italians outside the Republic are treated as State citizens) or citizenship of another European Union Member State; in addition, in accordance with the provisions of art. 38 of Legislative Decree no. 165/2001 as amended and supplemented by art. 7 of Law no. 97/2013, citizens of one of the European Union Member States or their family members who do not have citizenship of a Member State, who are entitled to residence permit or permanent residence, as well as third-country nationals who hold a EU long term residence permit or who are entitled to refugee status or subsidiary protection status, may also be admitted to the selection process;
- c) no less than 18 years of age;
- d) physical suitability for the job to which the selection refers; the Administration has the right, in accordance with current legislation, to subject competition winners to a medical check-up, when summoned to sign the employment contract;
- e) enjoyment of civil and political rights;
- f) being in a regular position with regard to military service (only for Italian male citizens born before 1985);
- g) not having been convicted of any criminal offence which, under current legislation, may prevent an employment relationship.

Anyone who has been excluded from the active political electorate, or has been dismissed or dispensed from public employment for persistent inadequate performance, or has been declared fallen from State employment, according to art. 127, first paragraph, letter d) of the Consolidated text of provisions concerning the status of civil State employees, approved by Presidential Decree no. 3 of January 10, 1957, cannot access the selection process.

Candidates who do not hold Italian citizenship and are admitted to the competition as indicated above must also meet the following requirements:

- a) enjoy civil and political rights also in their States of origin or belonging;
- b) be in possession, with the exception of Italian citizenship, of all other requirements for citizens of the Republic;
- c) possess adequate knowledge of the Italian language (this will be verified during the selection tests).

The above requirements must be possessed on the deadline date for submission of application to this selection admission.

This Administration guarantees equality and equal opportunity between men and women in access to employment and treatment at work.



Article 3 Exclusion from selection

The following are grounds for exclusion:

- lack of signature on the application form;
- Failure in meeting the admission requirements provided in Article 2;
- failure in respect of application delivery deadline and submitting procedures as per art. 4 below.

In declarations relating to titles, lack of an attached document copy will determine invalidity of the declarations made; therefore, titles declared by the applicant will not be taken into consideration.

All applicants are admitted to the competition under reserve. In case an additional investigation should be necessary, applicants are required to regularize their position within the deadline peremptorily assigned.

Exclusion from the selection, for lack of one of the requirements provided for in this announcement, may be ordered at any time, by reasoned decision of the Managing Director.

Article 4 How and when to apply

Applications to selection admission, as well as relevant documents for the competition, must be, **under penalty of exclusion, submitted electronically**, using the dedicated digital application on the following page:

<https://pica.cineca.it/unibg/>

Applicants can register and access the platform using the Public Digital Identity System (SPID - security level 2). If an applicant does not have it, he/she can request it following procedures indicated on the website www.spid.gov.it. Alternatively, applicants can register and access using credentials issued directly by the PICA platform. The digital application will necessarily require possession of an e-mail address, in order to carry out self-registration to the system.

Applicants must enter all required data to generate the application, and attach all documents in electronic PDF format.

No other procedures are permitted to submit applications or relevant documentation to participate in the selection.

Before application deadline, the system allows saving in draft mode, which can then be modified by applicants up to the indicated deadline.

The date of the application's telematic submission will be certified by the computer system through a receipt, automatically sent by e-mail.

Applicants have the possibility to withdraw an already submitted application, through a specific application function, and to submit a new one, within the deadline.

The application must be completed and sent electronically no later than 12:00 noon (Italian time) on the thirtieth day following the day of publication of the call for applications on the University's official electronic notice board. In the event that the deadline falls on a public holiday, the deadline is postponed to 12:00 noon (Italian time) on the first subsequent working day.

After the submission deadline has passed, the system will no longer allow you to access and submit the electronic form.

Each application will be assigned an identification number which, together with the competition code indicated in the information application, must be specified for any subsequent communication.

In case of access with SPID to submit the application form, it will not be necessary to sign it as it will be automatically acquired by the procedure. The presentation of applications not submitted through the Public Digital Identity System (SPID - security level 2) must be completed and concluded, under penalty of exclusion, in the following manner:



- **hand signature:** to sign the document by hand you need to download the PDF file generated by the system on your computer, and, without modifying it in any way, print it, sign the last page of the document, scan it into a PDF file and upload it into the system;

- **digital signature on ConFirma server:** to digitally sign the document it is necessary to have specific hardware equipment (e.g. smart card or USB device with digital certificate of signature issued by an accredited certifier) compatible with ConFirma service; after signing it will be possible to download the signed PDF;

- **digital computer signature:** to digitally sign the document it is necessary to have hardware (for example smart card or USB device with digital certificate of signature issued by an accredited Certifying Authority) and digital signature software with which to generate, based on the PDF file document downloaded from the site, a signed file in pdf.p7m format to be reloaded on the site itself.

The application, under penalty of exclusion, must contain all data required in the online procedure and must be signed and accompanied by applicant's valid identification document.

For any technical problem, please contact support service via the link at the bottom of the page <https://pica.cineca.it/unibg/>.

Article 5 Admission Application

In the application form, applicants must declare their name and surname, date and place of birth, tax code and residence; they must also indicate their elected address for the purpose of the procedure, as well as a telephone number, e-mail address and possible PEC.

Applicants must also declare the following, under their own responsibility in compliance with Presidential Decree 445/2000 and subsequent amendments and additions.:

- a) possession of Italian or other European Union Member State citizenship, or being a family member of a European Union Member State citizen, without citizenship of a Member State, and entitled to residence permit or permanent residence, or being citizen of a third country holding a EU long term residence permit, or entitled to refugee or subsidiary protection status;
- b) if Italian citizen: to be enrolled in the electoral lists, specifying the Municipality and if necessary indicating the reasons for non-enrolment or cancellation from the same; if foreign citizen (citizens of European Union member states, or their family members or citizens of third countries referred to in the previous letter): to enjoy civil and political rights in the countries of belonging or origin or the reasons for non-enjoyment;
- c) possession of qualifications referred to in the above art. 2, indicating the date on which it was obtained and the institute that issued it; candidates with qualifications obtained abroad must declare that they have obtained recognition of this, indicating in the application details of the measure or that they have activated recognition procedure at the Department of Civil Service within the announcement deadline (see art. 2);
- d) possession of any other requirements referred to in Article 2;
- e) enjoyment of civil and political rights;
- f) to be physically fit for continuous and unconditional service in the job which the selection refers to;
- g) not having been excluded from the active political electorate;
- h) not having been dismissed from employment in a public administration for persistent inadequate performance and not having been declared fallen from State employment, in accordance with art. 127 letter d) of Presidential Decree 10.01.1957, no. 3;
- i) not having been convicted of any criminal offence, or if convicted, indicating the details of the relevant sentences, and any pending criminal proceedings;
- j) position regarding military obligations, only for Italian male citizens born before 1985;
- k) possession of any preferential or precedence titles, as per art. 5 of D.P.R. no. 487/94 and subsequent amendments and additions, which will be taken into consideration in the event of equal merit with other candidates;
- l) possible previous public employment and causes of termination of previous employment relationships;



- m) any evaluable title;
- n) to possess adequate computer knowledge of the most common application software, even acquired through specific courses or work experience;
- o) knowledge of English language.

Candidates with citizenship other than Italian must also declare to have an adequate knowledge of the Italian language.

According to Law no. 104 of February 5, 1992, candidates with disabilities must specify, in their application, whether they require assistance in relation to their disability, as well as any additional time needed for the interview, and must attach a medical certificate issued by a public health authority.

The following must be attached to all applications

- Photocopy of a valid identification document;

- a **brief educational and professional curriculum**, signed, and in European format;
- the **list of attached elements**, dated and signed;
- qualifications that the candidate considers useful for the purposes of the evaluation;
- for the concerned candidates, appropriate medical certification supporting the request for auxiliary tools and/or additional time.

Any change in the provided contact information must be promptly communicated to the PTA, Managers and CEL Service at the email address: concorsi.mobilita@unibg.it.

In accordance with Law 183/2011, it is not possible to accept or request certificates, but only declarations in lieu of certification or affidavit produced in place of the certificates themselves, signed by the interested party and presented together with a non-authenticated photocopy of the signer's valid identity document.

In the competition application, citizens of non-EU countries regularly resident in Italy may use substitutive declarations as per articles 46 and 47 of Presidential Decree no. 445/2000, limited to the status, personal qualities and facts certifiable or attestable by Italian public bodies, while they must attach certificates or statements issued by the foreign State's competent authorities, accompanied by a translation into Italian authenticated by the Italian consular authority, to certify conformity to the original, according to procedures indicated in art. 3 of D.P.R. 445/2000.

The Administration reserves the right to carry out appropriate checks on the declarations' truthful content, in accordance with Presidential Decree 445/2000.

Titles, produced on plain paper, must be possessed at the moment of the announcement's deadline date.

Certificates issued by the competent authorities of the State of which the foreigner is a citizen must comply with regulations in force in that State and must also be legalized by the competent Italian consular authorities. Acts and documents drawn up in a foreign language must be accompanied by a translation into Italian, certified as conforming to the foreign text and authenticated by the competent Italian diplomatic or consular representative.

Article 6 Selection Committee

The competition selection panel is appointed by the Managing Director according to procedures included in the University Regulations for fixed-term technologists according to art. 24-bis of Law 240/2010 in force.

Article 7 Selection Procedure

The selection procedure is based on qualifications and an interview. The overall score, calculated on a 1-100 base, is determined by adding the score achieved in the interview to the points assigned through assessment of qualifications.

The selection consists in an assessment of the qualifications listed in art. 8 of this announcement, and an interview, aimed at verifying knowledge of the exam topics listed in art. 1.



The overall score is 100 points, broken down as follows:

- a) titles: 30 points
- b) interview: 70 points

The interview will be open to candidates who have obtained, in the qualification assessment, a score of no less than 18/30. To be eligible, candidates must then obtain in the interview a score of at least 42/70.

Article 8 Qualifications

Qualifications must be submitted according to the procedures provided in Article 4 of this announcement.

Only qualifications inherent to and qualifying for the position applied for will be evaluated.

- a) **educational and academic qualifications:** max 5 points:
 - 3 points for PhD title
 - 1 point for a first-level master's degree or specialization diploma of at least one year's duration;
 - 2 points for second-level master's degree;
- b) **service qualifications:** activities performed, even not continuously, through a contract with Italian and foreign Universities, or other Italian or foreign, public or private Institutions and Research Institutes or other private companies, in particular: project management tasks, research grants/post-doc fellowships, experience in evaluating project proposals for competitive bids, WP coordination in European projects, Co-authoring of deliverables in European projects, will all be considered, up to a maximum of 15 points, calculated as follows:
 - 2 points per term, for activities carried out in Italian and foreign universities;
 - 1 point per term, for activities carried out in public research organizations and institutes;
 - 1 point per term, for activities carried out in private Research Institutes or other private companies;
- c) **other qualifications:** up to a maximum of 10 points, calculated as follows:
 - Publications: up to a maximum of 5 points;
 - Post-graduate courses: up to a maximum of 3 points;
 - Other qualifications (teaching contracts, speeches in conferences and congresses, attendance in training courses related to the knowledge and skills required for the profile): up to a maximum of 2 points.

Article 9 Interview

The selection includes an interview, totally or partially in English, on the following subjects:

- University fundraising techniques;
- Project management;
- Knowledge of the main university funding opportunities, particularly in the European context (Horizon Europe), and in the national context (PNRR);
- Research projects writing, managing and reporting.

The interview may also include the solution of practical cases on the subjects listed above, in order to verify the applicants' ability to perform the functions described in Article 1 of this announcement.

Computer skills assessment, under penalty of unsuitability, will concern the use of a personal computer and the most common software applications, and will take place on the date set for the oral test. The result of this assessment will not add up to determine the oral test score.

The oral test may be held by videoconference, as established by the Commission, providing the adoption of technical solutions that assure its publicity, identification of participants, security



of communications and their traceability. Candidates are required to provide a personal e-mail address at which they may be contacted by the Commission.

Applicants will be required to show valid identification to attend the interview.

Article 10 Selection result

Results of the qualifications assessment will be published on the University of Bergamo website www.unibg.it in the section *Competitions and selections* (<https://www.unibg.it/ateneo/amministrazione/concorsi-e-selezioni/personale-dipendente/personale-dirigenziale-e-tecnico>) on the page dedicated to the competition.

On the same page will be published the test agenda and how to conduct the interview. Failure to attend the interview must be considered as renunciation of the competition for all purposes.

Interview results will be published on the institutional website on the page dedicated to this procedure.

Any changes to the calendar as well as any other information related to this selection process will be communicated through publication of a notice on the University website www.unibg.it in the section *Competitions and selections*, with value of notification to all effects. It is the responsibility of each candidate to monitor the site periodically by consulting the notice page relating to this procedure.

Article 11 Preferential titles in case of equal merit

The categories of citizens who are entitled to preference in public competitions in case of equal merit are:

- 1) military decoration recipients;
- 2) maimed and invalid war veterans;
- 3) maimed and invalid due to war events;
- 4) maimed and invalid for service in public and private sectors;
- 5) war orphans;
- 6) the orphans of those deceased in war events;
- 7) orphans of those killed in service in the public and private sectors;
- 8) the wounded in fighting;
- 9) the recipients of war crosses or other special war merit certificates, as well as who heads large households;
- 10) the children of maimed and invalid war veterans;
- 11) the children of the maimed and invalid due to war events;
- 12) the children of maimed and invalid for service in public and private sectors;
- 13) widowed non remarried parents, non-remarried spouses, and widowed or unmarried sisters and brothers of those killed in the war;
- 14) widowed non remarried parents, non-remarried spouses, and widowed or unmarried sisters and brothers of those deceased in war events;
- 15) widowed non remarried parents, non-remarried spouses, and widowed or unmarried sisters and brothers of those killed in service in the public and private sectors;
- 16) those who have served and fought in the army;
- 17) those who have served with distinction in any capacity for not less than one year in the administration announcing the competition;
- 18) married and unmarried persons with regard to the number of dependent children
- 19) maimed and invalid civilians;
- 20) military volunteers of the Armed Forces discharged without demerit at the end of a standard or prolonged draft.

In the event of equal merit and qualifications, preference is determined:

- a) by the number of dependent children, whether or not the applicant is married;
- b) having served with distinction in public administration;
- c) younger age.



Titles for preference must be must be possessed at the moment of the announcement's deadline date. In the event of equal merit, candidates who hold preferential titles must declare in their application the possession of title(s) at the date of the announcement's deadline, indicating the elements necessary for the Administration to carry out any possible controls.

Only the titles declared in the application will be taken into consideration, and any statements in lieu or documentation relating to these titles sent after the deadline for application submission will not be considered.

Article 12 **Ranking**

The Managing Director's decree approves the acts relating to the selection and ranking list, drawn up in descending order as results from the overall score referred to in art. 7, with observance, in the event of equal points, of preferential titles listed in art. 11 of this announcement.

The merit list will be published on the *Albo informatico* and on University of Bergamo's institutional website www.unibg.it in the section *Concorsi e selezioni* (<https://www.unibg.it/ateneo/amministrazione/concorsi-e-selezioni/personale-dipendente/personale-dirigenziale-e-tecnico>) on the page dedicated to the competition.

The possibility for any appeal becomes effective from the day after publication of the ranking .

The ranking list shall remain effective for a term of two years from the date of approval, subject to extensions according to subsequent rules.

Article 13 **Stipulation of employment contract and employment relationship**

The University will proceed with the stipulation of a fixed-term technologist employment contract, on a full-time basis, for a duration of 3 years, with the right to economic and normative treatment provided for by the current National Collective Agreement for Cat. D staff, economic position D3.

The probationary period and employment relationship are regulated by the C.C.N.L. (National Collective Labor Agreement) for the Education and Research sector and by the contents of the individual contract stipulated at the time of recruitment. For any other aspect relating to the employment relationship regulation, please refer to the provisions of the National Collective Agreements of the sector.

Place of employment is at the University of Bergamo.

Employees, during the course of employment, may not have other public employment relationships nor find themselves in any of the incompatibility situations referred to in Article 53 of Legislative Decree 165/2001.

The involved party may not carry out activities in conflict with the institutional activities of the University of Bergamo.

Article 14 **Submission of Documentation for Employment**

For the purposes of recruitment, competition winners are required to prove, according to art. 46 of Presidential Decree no. 445 of 28.12.2000, by means of a declaration in lieu of certification, possession of the requirements for admission to employment, as specified in art. 2 of this notice.

The Administration will carry out appropriate controls on the truthfulness of *in lieu* declarations, according to art. 71 of Presidential Decree no. 445 of December 28, 2000.

Physical fitness for employment will be ascertained by the physician appointed by the University of Bergamo.



Article 15 Processing of personal data

The processing of personal data provided by candidates for the above described purposes, is in compliance with the EU Regulation - cd. GDPR (General Data Protection Regulation). Data controller is the University of Bergamo, with registered office in Bergamo - Via Salvecchio, 19, PEC address: protocollo@unibg.legalmail.it.

Contact for the Data Protection Officer (cd DPO/DPO) is: dpo@unibg.it.

In accordance with regulations for public competitions and selections, conferment and collection of personal data is necessary for the initiation, instruction, conclusion and execution of the selection procedures, under penalty of exclusion from the tests.

In case of treatment of sensitive and/or judicial data, or in any case with a high risk profile for the freedom of people, these will be treated through adequate guarantees and security measures - manual and/or electronic - in order to ensure data protection and confidentiality.

Personal data will be processed by internal staff specifically authorized for this purpose, and by public and private third parties who have access to said data by virtue of contractual or administrative regulations. In particular, the processing will also be carried out by Cineca (Inter-University Consortium), as external manager, and by the Manager of the PTA, Managers and CEL Service, as internal manager, on the basis of documented instructions received from the data controller.

Processing may involve automated decision-making processes.

The personal data collected will be kept for a period of time not exceeding the achievement of the pursued purposes, or according to the deadlines established by specific law provisions.

The involved parties are guaranteed the right to file complaints to the Italian Data Protection Authority (www.garanteprivacy.it), as well as to exercise towards the Data Controller or the DPO the following rights and prerogatives (right of access, rectification, cancellation, limitation, opposition and portability of personal data). They may also take legal action in accordance with art. 79 of the Regulation.

Article 16 Advertisement

This announcement, in Italian and English, is published on the Official Register of the University, on the MIUR website at <http://bandi.miur.it> and on the website of the European Union at <http://ec.europa.eu/euraxess>.

The call is published on the Integrated Universities Competitions Platform (PICA) at the link <https://pica.cineca.it/unibg/> from which it will be possible to send the application online.

The full notice of competition is published on the University website www.unibg.it in the section *Competitions and Selections* (<https://www.unibg.it/ateneo/amministrazione/concorsi-e-selezioni/personale-dipendente/personale-dirigenziale-e-tecnico>).

Further information may be requested at the PTA, Managers and CEL Service of the Human Resources Area, Via dei Caniana, 2 - 24127 Bergamo, e-mail concorsi.mobilita@unibg.it - tel. 035 2052 583-185 - PEC address: protocollo@unibg.legalmail.it.

Article 17 Responsible for the procedure

The person in charge of the selection procedure described in this announcement is Ms. Catia Cuccui, PTA, Managers and CEL Service - in Via dei Caniana, 2 - 24127 Bergamo, tel. 035 2052 583-185, email address: concorsi.mobilita@unibg.it - PEC address: protocollo@unibg.legalmail.it



**UNIVERSITÀ
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Article 18 Final rules

For any matters not covered by this announcement, the norms established by current legislation and, in particular, by the Presidential Decree no. 487/1994 and subsequent amendments and additions, and the regulations included in the CCNL for University staff, in force on the subject of employment relationships, apply.

Bergamo, *date of protocol*

**THE MANAGING DIRECTOR
(Dr. Michela Pilot)**

Digitally signed document
According to art. 24 of Legislative Decree 82/2005