Codice 21611

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

PUBLIC SELECTION, BASED ON QUALIFICATIONS AND EXAMS, FOR THE RECRUITMENT OF ONE SECOND LEVEL TECHNOLOGIST FULL TIME AND 28 MONTH FIXED-TERM CONTRACT OF EMPLOYMENT AT UNIVERSITA' DEGLI STUDI DI MILANO – DEPARTMENT OF ECONOMY, MANAGEMENT AND QUANTITATIVE METHODS

THE GENERAL MANAGER

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

SISTEMA DI GESTIONE
QUALITÀ CERTIFICATO

CQY
CERTIQUALITY

UNI EN ISO **9001:2015**

Codice 21611

Having regard to	Law no. 125 of 30 October 2013 di converting into law Legislative Decree 101/2013 containing "Urgent provisions for achieving rationalization objectives in the public administration";
Having regard to	Legislative Decree no. 81 of 15 June 2015 "Comprehensive law on work contracts and updating of norms relating to duties, pursuant to art. 1, par. 7, of law no. 183 dated 10 December 2014";
Having regard to	Rector's Decree no. 26 of 15 December 2016 issuing the University's regulations concerning the recruitment of fixed term technologists, pursuant to art. 24/bis of Law no. 240 of 30 December 2010;
Having regard to	the collective bargaining agreement (CCNL) for technical-administrative University personnel 2016-2018 three-year period, signed on 19 april 2018;
Having regard to	the Article no. 249 of Legal Decree of 19 May 2020 no. 34, converted into Law no. 77 of 17 July 2020, on which basis the guiding principles and criteria, provided for by Articles 247 and 248, concerning the methods of conducting the competition tests, the judging committees activities and those for submitting applications can also be applied to public administrations pursuant to article 1, paragraph 2, of Legislative Decree of 30 March 2001 no. 165;
Having regard to	the 2020/2022 Strategic Plan;
Having regard to	the University's programmed staffing needs, pursuant to art. 4 of Legislative Decree no. 49 of 29 March 2012;
Having regard to	law no. 178 of 30 December 2020 "State budget for fiscal year 2021 and for the 2021-2023 three-year period";
Having regard to	Legislative Decree of 1.4.2021 n. 44 bearing Urgent Measures for COVID-19 pandemic containment, in matters of anti-SARS-CoV-2 vaccine, justice and public selections.
Having regard to	the resolution of April, 8 2021 in which the Department of Economy, Management and Quantitative Methods approved the recruitment of 1 second-level Technologist, category D - salary scale D3, with a full time and 28-month fixed-term, renewable contract of employment for providing technical and administrative assistance within the framework of the research project 2018-2022 Departments of Excellence that stand out for an empirical approach, with peaks of excellence in microeconometric analysis and policy evaluation;
Having regard to	directive no. 7148 of May, 3 2021, in which the General Manager authorizes the recruitment of 1 second-level technologist, category D- salary scale D3, with a full time and 28-month fixed-term, renewable contract of employment at the Department of Economy, Management and Quantitative Methods, to provide the above-said technical and administrative assistance within the framework of the research project 2018-2022 Departments of Excellence that stand out for an empirical approach, with peaks of excellence in microeconometric analysis and policy evaluation;
Ascertained	the financial coverage: Project U-GOV, code DECC18_006_AC called Departments of Excellence, on the sums allocated for fixed-term technical-administrative personnel in the 2021 Budget – Responsible centre: Department of Economy, Management and Quantitative Methods;

<div align="center">

ANNOUNCES

</div>

ART. 1: PUBLIC SELECTION
A public selection procedure, based on qualifications and exams, is hereby announced for the recruitment of 1 second level Technologist category D - salary scale D3, according to the Article 24-bis of Law 240/2010, with a full time and 28-month fixed-term renewable contract of employment at the Department

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

SISTEMA DI GESTIONE
QUALITÀ CERTIFICATO

CQY
CERTIQUALITY

UNI EN ISO **9001:2015**

Codice 21611

of Economy, Management and Quantitative Methods, for technical and administrative support within the framework of the research project 2018-2022 Departments of Excellence that stand out for an empirical approach, with peaks of excellence in microeconometric analysis and policy evaluation.

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

PROFESSIONAL ROLE, COMPETENCES AND ACTIVITIES

Role

Participation in the preparation and management of datasets for the statistical and econometric retrieval and analysis of data and big data, as part of the 2018-2022 Departments of Excellence Project.

Professional skills required
- ✓ Advanced knowledge of R software.
- ✓ Advanced knowledge of the construction and management of websites.
- ✓ Intermediate knowledge of the main graphic visualization tools, in particular the Shiny web app of R and data visualization tools in Python.
- ✓ Advanced knowledge of data formats and in particular of json data format.
- ✓ Advanced knowledge of the creation and maintenance of Github sites.
- ✓ Intermediate knowledge of Python software with particular reference to classification, clustering, text mining, sentiment analysis and social network analysis packages.
- ✓ Intermediate knowledge of the main statistical and machine learning models with particular reference to regression, classification, clustering, historical series, statistical simulation, neural and Bayesian networks.
- ✓ Intermediate knowledge of the main relational and non-relational data base techniques (MongoDB, SQL).
- ✓ Basic knowledge of the main techniques of client-server architecture and cloud computing.
- ✓ Intermediate knowledge of the main schedule scripting techniques in both Windows and Linux.
- ✓ Intermediate knowledge of Microsoft Visual Studio.
- ✓ Basic knowledge of current legislation on privacy and data protection (in particular the GDPR of the European Union).
- ✓ Basic knowledge of State and Matlab software.
- ✓ Basic knowledge of university regulations, in particular of university regulations and statutes.

Activities the figure will be involved in
- ✓ Organization of databases and relationships with central university IT structures.
- ✓ Control over the quality of the data and the quality of the information collected in the databases.
- ✓ Creation and maintenance of websites.
- ✓ Support for the purchase and implementation of for big data analysis systems.
- ✓ Support on data analysis to members of the Department of Economics, Management and Quantitative Methods.
- ✓ Support on the implementation and maintenance of experimental and educational laboratories related to data science.
- ✓ Support for the management of relations with institutional actors and bodies of the structure.
- ✓ The professional figure will operate in the range of authonomy and resposability levels ascribable to the contract cathegory, according to what is established by the collective bargaining agreement (CCNL) of technical-administrative University personnel.

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

SISTEMA DI GESTIONE
QUALITÀ CERTIFICATO
CQY
CERTIQUALITY
UNI EN ISO 9001:2015

Codice 21611

ART. 2: REQUIREMENTS

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

a) academic qualification:

second cycle degree (Diploma di laurea) completed prior to entry into force of Ministerial Decree no. 509/1999, as amended, D.M. 509/99 and of D.M. n. 270/2004:	or a second cycle degree (Laurea Specialistica, LS) completed in accordance with Ministerial Decree 509/99 of classes:	or a second cycle degree (Laurea Magistrale, LM) completed in accordance with D.M. 270/04 of classes:
Institutional Economics and Financial Markets	64/S Economic Sciences	LM-56 Economic Sciences
	19/S Finance	LM-16 Finance
Physics	20/S Physics	LM-17 Physics
	50/S Mathematical-Physical modeling for Engineering	LM-44 Mathematical-Physical modeling for Engineering
	66/S Universe Sciences	LM-58 Universe Sciences
Computer Science	23/S Computer Sciences	LM-18 Computer Sciences LM-66 Computer Science Security
	100/S Techniques and Methods for the Information Society	LM-91 Techniques and Methods for the Information Society
Management Engineering	34/S Management Engineering	LM-31 Management Engineering
Computer Engineering	35/S Computer Engineering	LM-32 Ingegneria informatica
Electronics Engineering Electrical Engineering	29/S Automation Engineering	LM-25 Automation Engineering
Mathematics	45/S Mathematics	LM-40 Mathematics
Political Sciences	64/S Economic Sciences	LM-56 Economic Sciences
	70/S Political Sciences	LM-62 Political Sciences
	89/S Sociology	LM-88 Sociology and Social Research
Marketing	84/S Management Studies	LM-77 Management Studies
Social Demographic and Statistical Sciences	90/S Social Statistics and demography	LM-82 -Statistical Sciences
Statistical and Actuarial Sciences	91/S Actuarial, Financial and Economic Statistics	LM-16 Finance LM-82 Statistical Sciences LM-83 Actuarial, Financial and Economic Statistics
Statistical and Economic Sciences	91/S Actuarial, Financial and Economic Statistics	LM-82 Statistical Sciences LM-83 Actuarial, Financial and Economic Statistics
Psychology	58/S Psychology	LM-51 Psychology
		LM-55 Cognitive Sciences

and particular cultural and professional qualifications relevant to the requested candidate profile, obtained through at least <u>one</u> year of work experience in the public or private sector.

SISTEMA DI GESTIONE
QUALITÀ CERTIFICATO

CQY
CERTIQUALITY

UNI EN ISO **9001:2015**

Codice 21611

Or:

a three-year first cycle degree (Laurea triennale, L) completed in accordance with D.M. 509/99 of classes:	or three-year first cycle degree (Laurea triennale, L) completed in accordance with D.M. 270/04 of classes:
09 Information Engineering	L-08 Information Engineering
17 Economics and Business Management Sciences	L-18 Economics and Business Management Sciences
25 Physical Sciences and Technologies	L-30 Physical Sciences and Technologies
26 Computer Sciences and Technologies	L-31 Computer Sciences and Technologies
28 Economics	L-33 Economics
32 Sciences Mathematics	L-35 Sciences Mathematics
37 Statistics	L-41 Statistics
14 Communication Sciences	L-20 Communication Sciences
15 Political Sciences and International Relations	L-36 Political sciences and international relations
36 Sociological Sciences	L-40 Sociology

and particular professional qualifications relevant to the requested candidate profile, obtained through at least two years of work experience in the public or private sector.

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

b) be 18 or older;
c) be an Italian citizen (Italians who are not resident in the Republic have the same rights as Italian citizens), or a citizen of another Member State of the European Union. Non EU relatives of EU Country Citizens, holding a Stay Permit or a Permanent Stay Permit, as well as Extra EU Country citizens holding an EC Resident Permit or holding the refugee or subsidiary protection status are admitted to the selection too;
d) be physically able to carry out job duties. The Administration has the right to request that the winner of the competition undergo a medical check-up, pursuant to current legislation;
e) those born in 1985 or earlier must have fulfilled military service obligations;
f) enjoy civil and political rights;
g) not have been denied the right to vote, nor have been dismissed, removed or fired from a job in a public administration due to persistently inadequate performance, nor have been fired from a civil service job (pursuant to art.127, par. 1, letter d) of Presidential Decree no. 3 dated 10 January 1957 because he/she obtained it through the production of false documents or by fraudulent means.

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

Codice 21611

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

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

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

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

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

ART. 3: APPLICATION PROCEDURE AND DEADLINE

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

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

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

 a. Registration

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

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

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

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

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

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

 The candidate connects to the Unimi portal, to the web page https://www.unimi.it/it/node/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".

Codice 21611

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

In order to complete the procedure, the candidate must upload the application in .pdf or .p7m format and the following documents:
• copy in .pdf format of a valid identification document;
• copy in .pdf format of the Italian social security number;
• the self-declaration of certification and the deed of notoriety relating to the educational and/or professional qualifications (Annex A) which are intended to be presented for the purposes of their assessment, according to the procedures indicated in art. 5 of this announcement. All the qualifications that the candidate intends to present must be possessed by the deadline date of the call;
• curriculum vitae in .pdf format, not exceeding 3 pages, dated and signed. The curriculum has only cognitive value, only the qualifications listed in the declaration referred to in the previous point will be evaluated;
• any compressed folder in .zip or .rar format containing publications in digital format on .pdf format files collected in compressed folders according to the methods indicated in art. 5 of this notice (it is possible to upload up to 5 compressed folders);
• copy in .pdf format of the receipt of the non-refundable payment of Euro 10.00 credited to the postal current account no. 17755208 assigned to Università degli Studi di Milano or to the bank account BANCA INTESA S.p.A. – Servizio Tesoreria Enti - Via Verdi n. 8 - 20121 Milano - C / C 000000463971 - IBAN: IT 97 G 03069 09400 000000463971 - SWIFT CODE: BCITITMMXXX for payments from abroad – assigned to Università degli Studi di Milano, Via Festa del Perdono 7,

Codice 21611

indicating the reason: "Contributo per la partecipazione al concorso codice 21611". The payment receipt must be attached to the application form under penalty of exclusion from the competition.

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

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

2. The online procedure for filling in and sending the application form and the attachments must be completed by 12:00 (Italian time) on the deadline day. The procedure for submitting applications and attachments will be strictly deactivated upon expiry of the deadline and the computer system will no longer allow access to the form or submission of the application.
   If the procedure described is unavailable, the University of Milan reserves the right to communicate, through its website, alternative methods for submitting applications to participate in the procedure.

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

ART. 4: EXAMINING COMMITTEE
The examining committee is nominated by the General Manger after consulting with the Head of the proposing Department and in compliance with applicable provisions.

ART. 5: ASSESSABLE QUALIFICATIONS
Qualifications will receive a maximum of 40 points. The qualifications that can be assessed, as long as **they are relevant to the recruitment profile**, and the points attributed, are as follows:

1) **academic qualifications and training 15 points:**
   a) academic qualifications such as post-graduate specialization, PhD, Master's, university specialization, if not requested by the competition announcement as a requirement for application and not used for this purpose by the candidate (max 10 points);
   b) certificates of training with final evaluation issued after attending professional training courses organized by Public Administrations or Private institutions (max 5 points).

2) **professional qualifications, maximum 15 points**:
   a) professional experience gained through employment at universities, public or private bodies or through freelance activity/collaborations/self-employment relevant to the recruitment

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

SISTEMA DI GESTIONE
QUALITÀ CERTIFICATO
CQY
CERTIQUALITY
UNI EN ISO 9001:2015

Codice 21611

profile. Professional experience must be assessed for the period in excess of that requested in the admission requirements and used for this purpose by the candidate.

3) **technical qualifications or specializations, maximum 10 points**:
   a) scientific publications: articles published in scientific journals, communications published in conference proceedings, books or contributions to books, patents (max 8 points);
   b) participation as a speaker in conferences, courses and seminars (max 2 points).

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

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

Publications must be listed in point 3) of annex A (list max 10 publications), and the candidate may choose to submit at most no. 2 publications in one of the following ways:
- in a certified true copy with a self-drafted affidavit as per annex A;
- if the publication can be accessed online on the editor's website, by indicating the link.

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

Once criteria are established, qualifications are assessed after the written exam but before its correction. The points awarded for qualifications are published along with the results of the written exam on the University website at https://www.unimi.it/it/node/576/ to the internet page of this procedure code 21611.

ART. 6: EXAMS
The selection, which aims to assess the professional preparation of candidates in relation to job duties, includes the following exams:

WRITTEN EXAM
The test will focus on the knowledge of the main data management tools for SQL and noSQL databases and on the main scripting language and statistical to the computing package, with particular reference to the ability to create and manage data in research contexts at university level.

ORAL EXAM
The oral exam will focus on the subjects covered by the written exam and will be aimed at ascertaining the ability to organize the work of data managers in complex work contexts and knowledge of the English language.
The oral exam could also be carried out telematically.

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

SISTEMA DI GESTIONE
QUALITÀ CERTIFICATO

CQY
CERTIQUALITY

UNI EN ISO **9001:2015**

Codice 21611

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

The exam schedule will be published on the University's website at https://www.unimi.it/it/node/576/ on the website of this procedure, 21611 code.
The publication of the exam schedule is valid as notification in all respects.
Candidates are required to constantly consult the internet page of this procedure for updates, the publication of which is valid as notification for all purposes.

Publication of the above-said exam schedule serves as official notification.
Candidates are required to constantly consult the Università degli Studi di Milano's portal at the address of this competition procedure code 21611 at the link https://www.unimi.it/it/node/576/ for updates whose publication is worth notifying everyone the effects.

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

To be admitted to the exam room, candidates must present one of the following valid identity documents:
•   identity card or passport or driving license or boat license;
•   identification card issued by the State Administrations to its employees.

Candidates who have achieved a score of at least 21/30 in the written test are admitted to the oral exam. The list of candidates admitted to the oral exam, with an indication of the scores gained in the qualifications and written tests, will be published on the University website at https://www.unimi.it/it/node/576/ to the internet page of this procedure code 21611.
The oral exam is failed if the candidate does not obtain at least a score of 21/30.

ART. 7: PREFERENCE AMONG APPLICANTS OF EQUAL MERIT
Among applicants of equal merit, preference will be given to the following candidates, in accordance with art. 5, par. 4 of Presidential Decree no. 487 dated 9 May 1994, as amended:
   a)   those decorated with a medal for military valour;
   b)   mutilated or disabled servicemen/women;
   c)   those mutilated/disabled as a consequence of war;
   d)   those mutilated or disabled while serving in the public or private sector;
   e)   war orphans;
   f)   orphans of people who died as a consequence of war;
   g)   orphans of people who died while serving in the public or private sector;
   h)   those wounded in action;
   i)   those decorated with a war cross (distinguished service) or other special award for merit in war, as well as heads of large families
   j)   the children of mutilated or disabled servicemen/women;
   k)   the children of those mutilated or disabled as a consequence of war;
   l)   the children of those mutilated or disabled while serving in the public or private sector;
   m) widow or widower parents who have not remarried, spouses who have not remarried and the widow, widower or unmarried siblings of those who died in action;

n) widow or widower parents who have not remarried, spouses who have not remarried and the widow, widower or unmarried siblings of those who died as a consequence of war;

o) widow or widower parents who have not remarried, spouses who have not remarried and the widow, widower or unmarried siblings of those who died while serving in the public or private sector;

p) those who have served as combatants;

q) those who have served with merit, in any way and for no less than a year, in the administration that issued the call for applications;

r) married or unmarried parents, according to the number of dependent children;

s) disabled or mutilated persons;

t) voluntary servicemen of the Armed Forces discharged without demerit at the end of their term of service or re-enlistment.

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

u) has a greater number of dependent children, irrespective of whether the candidate is married or not;

v) has served commendably in a public administration;

w) is younger.

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

ART. 8: APPROVAL OF THE MERIT RANKING

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

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

The ranking is posted on the Università degli Studi di Milano's website at https://www.unimi.it/it/node/576/ on this procedure's page code 21611, and remains valid for two years from the date of publication, pursuant to current legislation.

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

The successful candidate will be hired on probation with an individual fixed-term, 28 mounths, full time contract of employment as a second level Technologist, category D, salary scale D3 -of the current collective bargaining agreement (CCNL) for technical-administrative University personnel, to which is added an accessory treatment equal to 15% of the total treatment based on the assessment carried out annually by the Director of the Department in relation to the objectives achieved and taking into account the available resources, under research referred to in Article 1 of this announcement.

On taking up duty, the employee must confirm, pursuant to Presidential Decree no. 445 of 28 December 2000, by self-certification, that he/she meets the requirements for employment as specified in art. 2 of this announcement. The statement that they meet citizenship requirements and enjoy political rights must refer to the competition deadline. The administration will complete appropriate checks on the accuracy of self-drafted affidavits, pursuant to art. 71 of Presidential Decree no. 445 of 28 December 2000. Should checks reveal false statements, the candidate will lose all benefits resulting from the false information

provided, without prejudice to the provisions of art. 76 of Presidential Decree no. 445 dated 28 December 2000 on criminal penalties.

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

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

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

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

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

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

ART. 10: HANDLING OF PERSONAL DATA
In accordance with Legislative Decree 196/2003, Code on Personal Data Protection, and its subsequent amendments and additions, as well as the European Regulation on the protection of personal data on data protection (EU 679/2016), we inform you that the University undertakes to respect the confidential nature of the information provided by the candidate: all data provided will be processed only for the institutional purposes connected and instrumental to the competition and to the possible stipulation and management of the employment contract, in compliance with the provisions in force. Complete information on candidates for the selective procedures of technical-administrative staff is published at: https://ww.unimi.it/node/605

ART. 11: PERSON RESPONSIBLE FOR THE PROCEDURE AND OPENING HOURS
Pursuant to Law no. 241 of 7 August 1990, the person responsible for this selection procedure is Dott. Ferdinando Lacanna, the contact person for the procedure is Dott.ssa Maria Teresa Fiumanò – Università degli Studi di Milano - Via S. Antonio no. 12 – Milan. For informations: Direzione Legale e Procedure Concorsuali Personale Dipendente – Ufficio Concorso PTAB: ufficio.concorsi@unimi.it.

ART. 12: REFERENCE LAWS
Any items for which no specific provision has been made in this call for applications shall be regulated, where applicable, by the provisions governing competitions in accordance with Italian legislation and regulations in Consolidation Act no. 3 of 10 January 1957, in Presidential Decree no. 686 of 3 May 1957, as amended, in Presidential Decree no. 487 of 9 May 1994, as amended, and in the University Regulations concerning the recruitment of Technologist with fixed-term contract issued by Rector's Decree no. 26 of 15 December 2016, as amended.

ART. 13: PUBLICATION
This announcement is published on the University's website and has been sent to the MIUR and the European Union for publication in both Italian and English on their respective websites.

Codice 21611

General Manager
Roberto Bruno Conte

SELF-DRAFTED AFFIDAVIT PURSUANT TO ARTICLES 46 AND 47 OF PRESIDENTIAL DECREE NO. 445 OF 28 DECEMBER 2000
With reference to the application for admission to public selection procedure, based on qualifications and exams, is hereby announced for the recruitment of 1 second level Technologist category D - salary scale D3, according to the Article 24-bis of Law 240/2010, with a full time and 28-month fixed-term renewable contract of employment t at the Università degli Studi di Milano - Department of Economy, Management and Quantitative Methods, for technical and administrative support within the framework of the research project 2018-2022 Departments of Excellence, published on…………………… code 21611

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 445 of 28 December 2000,

DECLARE:

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

1) Academic qualification:

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

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

2) Professional qualifications

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

3) Technical qualification or specialization

a) scientific publications: articles published in scientific journals, communications in conference proceedings, books or contributions to books, patents: N.B.: List the publications (max 10) and attach maximum 2, as set out 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, 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

………………………………………………………….