



Selection Code: 85/2024

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SELECTION PROCEDURE, BASED ON QUALIFICATIONS AND SELECTIVE TESTS, FOR THE RECRUITMENT OF 1 TECHNOLOGIST – PURSUANT TO ARTICLE 24 BIS OF LAW N. 240 OF 30TH DECEMBER 2010 – ON FULL-TIME FIXED-TERM CONTRACT FOR 24 MONTHS, POSSIBLY RENEWABLE UP TO A MAXIMUM OF ADDITIONAL 36 MONTHS, IN THE CATEGORY D, FINANCIAL POSITION D3, IN THE TECHNICAL, TECHNICAL/SCIENTIFIC AND DATA PROCESSING AREA, AT THE COMPUTATIONAL METAGENOMICS LABORATORY OF THE DEPARTMENT OF CELLULAR, COMPUTATIONAL AND INTEGRATIVE BIOLOGY (CIBIO) OF THE UNIVERSITY OF TRENTO AND FINANCED THROUGH THE FUNDS MICROTOUCH CUP E63C22001400006, DOMINO CUP E63C22003040006, CODIET CUP E63C22002240006, PROSPECT (CANCER GRAND CHALLENGES UK), UE H2020 CSA IHMCSA CUP E65F21000050006 AND OTHER EVENTUAL FUNDS

THE HUMAN RESOURCES AND ORGANIZATION DEPARTMENT DIRECTOR

- Having regard to the law no. 590 of 14th August 1982, and in particular the TITLE III regarding the institution of Trento University;
- Having regard to the presidential decree no. 445 of 28th December 2000, as amended and supplemented, concerning provisions in the field of administrative documentation;
- Having regard to the law no. 241 of 7th August 1990, as amended and supplemented, concerning new regulations on administrative intervention and the right to access administrative documents;
- Having regard to the Legislative Decree no. 165 of 30th March 2001, as amended and supplemented, concerning general labour regulations for employees of public administrations;
- Having regard to the Legislative decree no. 198 of 11th April 2006, the “Equal opportunities between men and women Code”;
- Having regard to the Regulation UE 2016/679 “Regulation on the protection of personal data”;
- Having regard to the Legislative decree no. 196 of 30th June 2003, “Personal Data Protection Code” as amended by the Legislative decree no. 101 of 10th August 2018;
- Having regard to the Legislative decree no. 82 of 7th March 2005, as amended and supplemented, and in particular the article no. 65;



- Having regard to the Law no. 104 of 5th February 1992 “Framework Law for the Care, Social Integration and Rights of persons with disabilities”, and in particular the article no. 20 “Exam tests in public competitions and for professional qualifications”;
- Having regard to the article no. 3, paragraph 4-bis of the Legislative Decree no. 80 of 9th June 2021, converted with amendments by Law no. 113 of 6th August 2021 and the Ministerial Decree of 12th November 2021, regarding the methods of implementation of the written competition tests for subjects with specific learning disorder (SLD);
- Having regard to the Presidential Decree no. 487 of 9th May 1994, as amended and supplemented, concerning the “Regulation containing rules on access to public administration employment and methods of implementation of selection procedures, open competitions, and other forms of hiring in the public sector” as applicable given the paragraph 13 of the article no. 70 of the Legislative decree no. 165 of 30th March 2001;
- Having regard to the Council of Ministers Presidential Decree no. 174 of 7th February 1994 “Regulation setting out laws on the access of EU member state citizens to employment in the Public Administration”;
- Having regard to the Legislative Decree no. 81 of 15th June 2015 “Organic regulation of employment contracts and revision of the legislation on the subject of duties pursuant to article 1, paragraph 7, of the law n. 183 of 10th December 2014 and, in particular, the chapter III “fixed-term employment”;
- Having regard to the Legislative Decree no. 101 of 31st August 2013, converted with amendments by Law no. 125 of 30th October 2013 having as object “Urgent provisions for the realization of the Public Administrations rationalization”;
- Having regard to the Law no. 240 of 30th December 2010 on the “Regulations on the Universities organization, academic staff and recruiting, as well as the delegation to the Government to incentivize the quality and efficiency of the university system” and in particular the article no. 24 bis introduced in the Legislative decree no. 5 of 9th February 2012, converted into law no. 35 of 4th April 2012 relative to “Urgent provisions on simplification and development”;
- Having regard to the National Labour Collective Agreement of 19th April 2018 of the Education and Research sector 2016-2018 and of 18th January 2024 of the Education and Research sector 2019-2021;



- Having regard to the Charter of the University of Trento enacted with the Rectoral Decree no. 5 of 8th January 2024;
- Considering the Regulation for the establishment of fixed-term employment relationships, approved and emanated with Rectoral Decree no. 527 of 22nd July 2016 and in particular under section III “Particular provisions pertinent to the figure of the technologist”;
- Considering the decree of the Director General no. 75 of 15th May 2012 regarding the introduction of an application fee for fixed-term employment selections;
- Considering the implementation laws approved with the Legislative decree no. 142 of 18th July 2011, regarding the delegation to the Autonomous Province of Trento for what concerns the University;
- Considering the deliberation of the Provincial Council no. 1706 of 22nd September 2023 regarding the approval of the “Guidelines for university and research 2023 – 2025” for Trento University and the allocation of resources for the 2023 financial year (article 2 Provincial Law no. 29 of 2nd November 1993) and, in particular, the annex no. 5 “Measures to contribute to the pursuit of public finance objectives”;
- Considering the decree of the General Director no. 3 of 13th February 2024 with which the number of technical and administrative staff positions, with fixed-term and permanent contracts, and the related assignment structures were identified, in reference to the second hiring manoeuvre for the year 2024;
- Considering that the selection referred to in this notice is aimed at covering no. 1 position of technologist, with a fixed-term contract at full time in the category D, economic position D3, in the technical, technical/scientific and data processing area, in order to support the implementation of various experimental metagenomics projects at the Computational Metagenomics Laboratory of the Department of Cellular, Computational and Integrated Biology (CIBIO);
- Having ascertained the relative financial availability on the estimated budget for the current year and the nature of external financing of the resources through which to bear the costs related to the recruitment, financed through the funds MICROTOUCH CUP E63C22001400006, DOMINO CUP E63C22003040006, CODIET CUP E63C22002240006, PROSPECT (CANCER GRAND CHALLENGES UK), UE H2020 CSA IHMCSA CUP E65F21000050006 and other eventual funds;
- Considering that the Administration has verified that the position cannot be efficaciously filled through the scrolling of current ranking list of previous competitions and/or selections as none of the currently



valid ranking lists contemplates the professional skills compatible with those to be sought with this selection;

ORDERS

ART. 1 – SELECTION PROCEDURE

The University of Trento is organizing a selection procedure, based on qualifications and selective tests, for the recruitment of 1 technologist – following article 24 bis of Law n. 240 of 30th December 2010 – on full-time fixed-term contract for 24 months, possibly renewable-based on the availability of funds, up to a maximum of additional 36 months, in the category D, financial position D3, in the technical, technical/scientific and data processing area, at the Computational Metagenomics Laboratory of the Department of Cellular, Computational and Integrative Biology (CIBIO) and financed through the funds MICROTOUCH CUP E63C22001400006, DOMINO CUP E63C22003040006, CODIET CUP E63C22002240006, PROSPECT (CANCER GRAND CHALLENGES UK), UE H2020 CSA IHMCSA CUP E65F21000050006 and other eventual funds.

Description of the job activities:

The technologist will work at the Computational Metagenomics Laboratory of the Department of Cellular, Computational and Integrative Biology (CIBIO) and will offer organizational and functional support within the projects funded by the European Community, Cancer Research UK and the National Institutes of Health of USA (NIH). In particular, the selected figure will manage the following activities:

- processing of samples, both of human origin (fecal, salivary, skin) from clinical studies and of food origin (foods of different origins): this activity includes storage, extraction of genetic material, preparation of libraries for the sequencing and the sequencing itself on very high-throughput machines available at the department core facilities;
- implementation of extraction and metagenomic sequencing protocols for samples with low microbial biomass, high contamination of human genetic material and in the presence of inhibitory substances;
- management of the experimental part and metagenomic projects, also in collaboration with academic and clinical collaborators in the context of H2020 and Horizon Europe projects;
- implementation of DNA and RNA sequencing protocols on bacterial isolates;
- support for the administrative and scientific management of the experimental metagenomics projects;



- organization of all logistical aspects at the experimental laboratories of the Department (division of available space, arrangement of instruments, maintenance of their inventory);
- purchase, storage and distribution of consumables for the laboratory;
- management of laboratory waste disposal;
- management of biological samples according to the rules of the GDPR - Regulation (EU) 2016/679;
- management of purchases of laboratory materials and IT tools as part of H2020 and Horizon Europe projects.

Required knowledge and skills:

- extraction of genetic material (DNA and RNA) from human and environmental biological samples and preparation of genetic material for sequencing on very high-throughput sequencing platforms;
- knowledge of PCR and qPCR techniques and quantification of genetic material with instruments considered state of the art;
- quality control measures of genetic material, preparation of sequencing libraries, amplification of genetic material, cultivation of microorganisms also aerobically, conservation/storage/cataloguing of samples;
- management skills and experimental work skills in Biosafety Level 1 (BSL-1) and Biosafety Level 2 (BSL-2) laboratories;
- excellent organizational and activity planning skills;
- logistics management and reporting skills for European projects;
- knowledge of the regulations of the University of Trento (Statute and organization of the technical and administrative structure of the University of Trento);
- excellent knowledge of Microsoft applications and Office package, Internet and e-mail;
- fluency in English.

ART. 2 – REQUIREMENTS FOR ADMISSION TO THE SELECTION

In order to be eligible for admission to the selection referred to in the previous art. 1, the candidates must possess the following requirements:

a) Educational qualification and particular professional qualification:

A first-cycle Italian degree (*Laurea triennale*) in one of the classes of Laurea mentioned below:

L-2 Biotechnology (*Biotecnologie*);



L-13 Biological sciences (*Scienze biologiche*);

L-29 Pharmaceutical sciences and technologies (*Scienze e tecnologie farmaceutiche*);

or

A second-cycle Italian degree (*Laurea magistrale*) in one of the classes of Laurea Magistrale mentioned below:

LM-6 Biology (*Biologia*);

LM-7 Agricultural biology (*Biologie agrarie*);

LM-8 Industrial biotechnologies (*Bioteχνologie industriali*);

LM-9 Medical, veterinary and pharmaceutical biotechnologies (*Bioteχνologie mediche, veterinarie e farmaceutiche*);

LM-13 Pharmacy and industrial pharmacy (*Farmacia e farmacia industriale*);

or

A first-cycle (*Laurea triennale*) or a second-cycle Italian degree (*Laurea magistrale/Specialistica/a ciclo unico*) or an Italian degree – awarded pursuant to legislation in force before the coming into force of Ministerial decree 509/1999 – equivalent to the classes of Laurea Magistrale indicated above under the Ministerial Decree of 9th July 2009, as described in the equivalency tables that can be found at the following link: <https://lavoraconnoi.unitn.it/pta-concorsi>.

or

A foreign degree recognized as equipollent to the aforementioned, according to international agreements or current legislation. In this case, the candidate must submit the University deed that declared the equipollence of the qualification obtained abroad or, only for cases of equipollence provided for by specific international agreements, cite the details of the latter;

or

A foreign degree recognized as equivalent to the aforementioned, for the sole purpose of this selection. In this case, A self-certification must be attached to the participation application, in which the candidate declares to have started the procedure for obtaining the Declaration of equivalence *Dichiarazione di equivalenza* issued by the Department of Public Administration *Dipartimento della Funzione Pubblica*. The candidates who follows this procedure will be provisionally admitted to participate in the selection. The presentation of the Declaration of



equivalence *Dichiarazione di equivalenza* is in any case essential for any possible recruitment. Alternatively, the candidate may present the equipollence decree.

Please be aware that pursuant to art. 2 of the Interministerial Decree of 9 July 2009 - Published in the Official Journal of 7 October 2009 n. 233 "The correspondence (...) between a degree awarded according to the regulations not yet reformulated pursuant to ministerial decree 3 November 1999 no. 509 with multiple classes of specialist degrees pursuant to the ministerial decrees of 28 November 2000, 2 April 2001 and 12 April 2001 and with multiple classes of master degrees pursuant to the ministerial decrees of 16 March 2007 and 8 January 2009, must be understood only in a strictly alternative manner. Therefore, considering the division of the degrees of the previous system into several independent paths, if one of the aforementioned degrees corresponds to more than one class of specialist or master degrees, it will be the responsibility of the University that awarded the degree to issue a certificate certifying which individual class the qualification held is equivalent to; this certificate must be attached to the application together with the degree certificate".

Together with

Professional and/or research experience of at least two years in the areas described in the art. 1 of this announcement following the achievement of the first-cycle Italian degree or professional and/or research experience of at least one year or research doctorate in the same fields following the achievement of the second-cycle Italian degree.

- b) Italian citizenship (citizens of the Republic of San Marino are equated to Italian citizens pursuant to art. 4 of Law no. 1320/1939) or possession of the requirements set out in article 38, paragraphs 1 and 3-bis, of the Legislative Decree no. 165 of 30th March 2001, which are to be (alternatively):
- citizens of EU Member States (art. 38, paragraph 1, of the Legislative Decree no. 165 of 30th March 2001);
 - relatives of the citizens of EU Member States, who are not citizens of an EU Member States, as long as they are holders of the right of residence or the right of permanent residence (art. 38, paragraph 1, of the Legislative Decree no. 165 of 30th March 2001);
 - citizens of other States (non-EU), who hold an EC residence permit for long-term residents (art. 38, paragraph 3-bis, of the Legislative Decree no. 165 of 30th March 2001);



- holders of refugee status or subsidiary protection status (art. 38, paragraph 3-bis, of the Legislative Decree no. 165 of 30th March 2001).
- c) not being less than 18 years of age;
- d) full enjoyment of Civil and Political Rights;
- e) meet any obligations under national laws on military service for citizens who are subject to military service.

Candidates will not be allowed to participate in the selection procedure if they have been excluded from the active political electorate, as well as removed or discharged from a position in Public Administration due to persistent low performance, pursuant to sector regulations, or dismissed for the same reasons or for disciplinary reasons pursuant to current legal or contractual regulations, or have lost the right to hold a public position because it was achieved through the presentation of false documents or vitiated due to an incurable invalidity, as well as those who have been convicted with a final sentence for crimes that constitute an impediment to employment in a public administration. Candidates having ongoing criminal proceedings, administrative proceedings for the application of security or prevention measures or criminal records against them that can be registered in the criminal record, pursuant to article 3 of the decree of the President of the Republic of 14 November 2002, n. 313, notice such information at the time of candidacy, specifying the date of the provision and the judicial authority that issued it or the authority in front of which any criminal proceedings are pending. Candidates may not participate in the competition if they have been dismissed or lost rights in accordance with article 1, comma 61, of Law n. 662 of 23rd December 1996.

Those who, at the time of submitting the application, are spouses, or have a degree of kinship within the fourth degree of consanguinity or affinity (included), with the Rector, with the Director General or a member of the Board of Directors of UniTrento cannot participate in the selection.

Foreign citizens must meet the following requirements:

- enjoyment of political rights in their citizenship's country;
- be in possession, with the exception of the ownership of Italian citizenship, of all the other requisites prescribed for citizens of the Italian Republic;
- have an adequate knowledge of the Italian language; said knowledge will be evaluated through the examinations.

The aforementioned requirements must be held by the deadline for the presentation of the application for admission to the selection and at the time of signing the employment contract.



The Administration may order, at any moment, by means of a justified decree, the exclusion of a candidate from the selection due to a lack of fulfilment of the previously stated requirements.

ART. 3 – APPLICATION GUIDELINES

The application for admission to the selection must be submitted by accessing the internet and using exclusively the online compilation and submission method that UniTrento makes available to candidates. In order to access the online application form, candidates are invited to go to the University website www.unitn.it and click on the following links:

Ateneo → Work with us → Recruitment and Selection procedures → Administrative and Technical Staff and Language Experts → Open Positions.

Once the candidate has reached the webpage with the desired call for applications, accessed by clicking on the link with the relative selection, he or she will be able to access the online application system.

Please note that candidates will be requested to send a copy in PDF or JPG of a valid form of identity document as well as any other documentation that they intend to attach to the application.

Applicants must provide all the declarations required in the application form, under their own responsibility and in accordance with articles 46 and 47 of the Presidential Decree no. 445 of 28th December 2000, aware of the forfeiture of any eventual benefits obtained and of the penal sanctions provided respectively by articles 75 and 76 of the aforementioned decree, for the hypotheses of untruthful declarations, of formation or use of false documents.

Candidates must pay a non-refundable fee amounting to € 10.00 by means of:

1. Bank transfer to the account of the University Treasury c/o Banca Popolare di Sondrio – Piazza Centa, 14 – Trento

| Banking Coordinates - IBAN | SWIFT |
|-----------------------------|----------|
| IT44P0569601800000003106X58 | POSOIT22 |

2. Through payment made at one of the branches of Banca Popolare di Sondrio

Please note that the following must be indicated as the reason for payment:

Surname / Name / 85/2024/ "contributo per la partecipazione"



The candidate is also required to attach, in the online application system, a copy (in PDF or JPG format) of the receipt of the bank transfer or cash payment.

The date of submission of the application will be certified by the computerized system. The system will not allow for the submission of applications after the final submission deadline.

It is necessary that the candidate monitor the email account utilized during the application period and ensure that it remains active for the purposes of receiving any communications relating to the selection.

For any information about the contents to be included in the online application or about the technical operation of the application form, the candidate may make use of the online support available within the application procedure, and/or the support of the Ufficio Concorsi e Selezioni (Competitions and Selections Office) of UniTrento.

The Competitions and Selections Office, located in Via Verdi, 6 - 38122 Trento, is open to the public during the following times: from Monday to Friday 9.00 – 12.00. It is also possible to make an appointment by phone or email to go to the office at a different time.

To contact the Office, you can refer to the following telephone numbers: 0461 28 35 50, 0461 28 28 08 and 0461 28 31 09, the following e-mail address: concorsi@unitn.it and the following PEC mailbox of the University: ateneo@pec.unitn.it.

Until the deadline for the submission of the application, if the candidate needs to modify and/or integrate his/her application, he/she may contact the Office by writing to the email addressed as indicated above. If occurs a malfunction, ascertained by the Administration, which prevents the use of the platform for the submission of applications, an extension of the deadline for submitting the application corresponding to the duration of the malfunction is provided. Information about such extension is noticed on the institutional website, on the webpage dedicated to the procedure.

The Administration declines all responsibility for the loss of any communication due to the candidate having provided incorrect contact information or due to a lack, or delay, in the communication of a change in address (home or email) from the address indicated in the application or for any problems relating to the post or telephone or in any way due to third parties, unforeseen circumstances or force majeure.

ART. 4 – ATTACHMENTS TO THE APPLICATION AND INSTRUCTIONS FOR SUBMISSION OF QUALIFICATIONS

The commission will proceed with the evaluation of the qualifications attached or declared by the candidates themselves in the application form.



For the purpose of assessing the qualifications, the candidate must submit the documents certifying possession of the qualifications, scanned in PDF or JPG format.

In lieu of submitting the aforementioned documents and in compliance with current legislation, the candidate may submit:

- a substitutive declaration of certification and/or (art. 46 of Presidential Decree n.445/2000);
- a substitutive declaration of the deed of notoriety (art. 47 of Presidential Decree n.445/2000);

by filling in the appropriate electronic form and considering that they can:

- self-certified (as a substitutive declaration of certification) the following qualifications: educational qualification or professional qualification held; exams taken; title of specialization, qualification, training, updating and technical qualification, registration in Registers, in lists kept by Public Administrations, membership in professional orders;
- declared (as a declaration in lieu of a notarial deed) all other personal qualities, situations and facts of which the declarant is aware and which are not included in the documents that can be subject to self-certification.

The candidate is invited to punctually fill in the spaces provided in the electronic form to document the experiences and / or qualifications in relation to the profile of this selection call. **Please note that any attached curriculum vitae will not be taken into consideration**

Simply referencing documents and publications previously submitted to the University is not permitted.

The aforementioned declarations must be written out analytically so that the Commission can easily evaluate the qualifications that they reference.

The Administration will carry out checks, even on a random basis, on the veracity of the declarations that have been made; criminal penalties are foreseen in article 76 of the Presidential Decree no. 445 of 28th December 2000 for alleged falsification of documents and fraudulent statements.

Regarding the final mark of the degree, required for admission to the selection procedure, the final mark declared in the space provided on the online application form will be accepted as valid.

A copy in PDF or JPG of a valid form of identification (front and back side) must be attached to the application. This should preferably be the same with which the candidate will present himself during the exam.



If the candidate intends to attach to the application scientific publications and/or original works, he/she must indicate in the electronic form the exact wording of the document/s and attach them in electronic format; in the event that such documents are not available in electronic format (therefore not attributable as file), the candidate must indicate in the electronic form the exact wording of the document/s and expressly commit to submit them at the Competition and Selection Office of the University of Trento strictly within 5 days from the expiry date of the application, also by registered letter with return receipt. The date of acquisition of the documents by the competent office will be considered relevant for the deadline. Publications or works mentioned in the electronic form will not be assessed if not delivered within the useful deadline; eventually, will not be accepted publications or paper works received but not previously mentioned in the electronic form of the application.

Pursuant to Law no. 104/1992, art. 20, as well as Law no. 68/1999, art. 16 paragraph 1, candidates with disabilities and/or suffering from specific learning disorders (SLD), in relation to their condition, can submit an explicit request in the application for aids and additional time, by providing suitable medical/health certification.

ART. 5 – ELIGIBLE QUALIFICATIONS

The categories of eligible qualifications and relative maximum point value are:

- A. Educational qualification (with consideration given to the final mark / grade point average);
up to a maximum of 4 points
- B. Professional experience (subordinate or subcontracted employment) in the public sector, private sector, or experience in the professional, entrepreneurial, craft, or commercial sectors carried out as a freelance in accordance with the regulations for the aforementioned activities;
up to a maximum of 9 points
- C. Positions of responsibility held within the relationships referred to in point B;
up to a maximum of 3 points
- D. Scientific publications and/or original works;
up to a maximum of 8 points
- E. Qualification and/or specialization certificates issued following attendance at professional training courses organized by public administrations or private organisations;
up to a maximum of 3 points



F. Professional and cultural qualifications which differ from those in the previous letters, but from which it is in any case possible to deduce professional aptitudes in relation to the job position of this announcement (for example teaching or attendance at conferences and study seminars, other qualifications different from those requested for access to the category, additional PhD to the one declared for admission purposes, specialization etc.);

up to a maximum of 3 points.

1/3 of the total points will be assigned to qualifications; as there are 90 total points, 30 are reserved for qualifications.

The evaluation of the pertinence of the qualifications to the required profile, referred to in the above categories B, C, D, E and F will be determined using the following multiplication factors: 100%, 50%, 25%, 0%, also taking into consideration how up-to-date the qualifications are.

The Commission, in the first meeting, will establish the evaluation criteria of the qualifications for the attribution of points.

The Commission will not proceed with the evaluation of the qualifications if all the elements and data necessary for their evaluation are not indicated, such as for example the start date and the date of termination of the employment relationships.

The evaluation of qualifications will be carried out after the written examination and before the oral examination.

ART. 6 – EXAMINATIONS AND EXAMINATION CALENDAR

The selective examinations, aimed at ascertaining the candidate's degree of specific aptitude in relation to the job position object of this announcement, consist of a **written examination** and an **oral examination**.

The **written examination**, will focus on one or more of the following topics:

- sample preparation procedures for sequencing on very high-throughput platforms (from the arrival of the sample to loading on the sequencer);
- management of samples for very high-throughput sequencing that present specific critical issues (for example, low concentration, potential contamination);
- protocols for the management and conservation of human biological samples according to the European requirements of the GDPR - Regulation (EU) 2016/679;
- DNA extraction procedures with various protocols and from various types of biological matrices;



- experimental procedures in the field of metagenomics;
- organizational and administrative procedures for biotechnology research laboratories.

Candidates must be able to carry out the aforementioned written examination using a personal computer provided by University (using the applications Word and/or Excel for Windows); it is the faculty of the Examining Commission to have the exam carried out with the use of the aforementioned IT tools.

In order to access the oral examination, the candidate must have achieved a pass in the written examination (**at least 21/30**).

The **oral examination** will focus on one or more of the topics listed above for the written examination.

During the oral examination, in addition, the following will also be assessed:

- the knowledge of English language;
- the knowledge of the statutory regulations “*Statuto dell'Università degli Studi di Trento*” and the organization of the University of Trento;
- if the written examination is not computerized, the IT knowledge of Office application softwares and/or e-mail clients.

The Commission will also proceed to verify the aptitudes and professional maturity of the candidate in relation to the position to be filled.

The oral examination is considered passed with a grade equal to or greater than **21/30**.

THE CALENDAR OF THE EXAMINATIONS AND THE RELATIVE VENUES WILL BE PUBLISHED FROM THE DAY 7TH MARCH 2024 THROUGH PUBLICATION ON THE UNIVERSITY PORTAL, IN THE WEBPAGE OF THE SELECTION AT THE LINK DESCRIBED IN ART. 3.

The examinations may possibly take place electronically, online; this assessment will be carried out by the Commission according to the legislation.

It should also be noted that at the telephone numbers **0461 28 28 08**, **0461 28 31 09** and **0461 28 35 50** and at the address <http://www.unitn.it> as stated in art. 3, candidates will be able to check for any publication of notices regarding the selection in question, as well as the results of the examinations.

To access the oral examination, the candidates must have achieved a pass in the written examination (score equal to or greater than 21/30) and can verify their admission to the oral examination at the address <http://www.unitn.it> and by calling the following telephone numbers 0461 28 28 08, 0461 28 31 09 and 0461 28 35 50.



The publication of the calendar of the examinations, in the manner indicated above, has the value of notification to all effects, for all purposes.

The absence of the candidate from one of the two examinations will be considered as a renunciation of the selection whatever the cause might be.

In order to be admitted to the examinations, candidates must have a valid form of identification in their possession. In order to expedite the identification process, that form of identification should preferably be the same that was attached to the application as a copy and should be exhibited when asked.

The following documents are considered valid, in accordance with Presidential decree no. 445 of 28th December 2000: national I.D. card, passport, driver's license, nautical license, pension booklet, license to run heating plants, gun permit, I.D cards issued by a Government Administration if containing a photograph and official stamp or equivalent marking.

The Commission has 60 points for the evaluation of the written and the oral examination: 30 points for the written examination and 30 points for the oral examination. The examinations are considered passed should the candidate receive a final score that is **not less than 21/30 in each of them**.

The Judging Commission sessions are open to the public while the oral examination is in progress.

At the end of each session dedicated to the oral examination, the Judging Commission will form a list of the examined candidates and assign a score to each one.

Pursuant to art. 20 of Law 104/1992, the person with a disability takes the examinations with the use of the necessary aids and in the additional time that may be necessary in relation to the specific handicap. Pursuant to art. 3, paragraph 4-bis of the Legislative Decree n. 80 of 9th June 2021, converted with amendments by Law no. 113 of 6th August 2021, and the Ministerial Decree of 12th November 2021, the person with specific learning disorder (SLD) can take advantage of the compensatory measures provided for by the legislation.

Without any prejudice is ensured the participation to the examinations in the candidates, who are unable to comply with the calendar provided for by the announcement due to the state of pregnancy or breastfeeding, also through the performance of asynchronous tests and, in any case, the availability of special spaces to allow breastfeeding. Such candidates are invited to a report in their application their state of pregnancy or breastfeeding and to communicate these conditions to the Office using the contact details available in art. 3, in order to allow the adoption of the necessary organizational specific measures.



ART. 7 – FORMULATION AND APPROVAL OF THE RANKING LIST

The ranking of qualified candidates is formulated, in compliance with the provisions of the law, in descending order, resulting from the sum of the total points received for the qualifications and the marks received in the written and oral examination.

In the event that candidates receive the same amount of total points, the younger candidate will move ahead on the list.

The official documentation resulting from the examinations and the merit ranking list of qualified candidates will be approved by determination of the Director of the Department of Human Resources and Organization.

The merit ranking list will be publicly announced on the University website, at the address indicated above and published in the Official Register of the University.

The time limit for appeals dates from the publication in the Official Register of the University.

ART. 8 – DOCUMENTATION REQUIRED IN ORDER TO ESTABLISH AN EMPLOYMENT RELATIONSHIP

The decision by the University to establish a fixed-term employment relationship will be formally communicated to the interested party.

In the event that the selected candidate does not present his or herself for service within 5 days of the date indicated on the official notice, the University will remove the candidate's name from the list. The contract, even if already signed, will be automatically considered null and void. The establishment of a fixed-term employment relationship is contingent on the verification of the possession of the aforementioned requirements.

For hiring purposes, non-EU citizens are required to possess a residence permit for work or a permit convertible into a residence permit for work. For citizens of third countries is mandatory the presentation, before hiring, of the documents proving all the declarations, in the manner referred to in Article 3, paragraph 4, of the decree of the President of the Republic 28 December 2000, n. 445, without prejudice to the protection granted to refugees and holders of subsidiary protection.

At the time of the individual contract signing, the Administration will invite the selected candidate to sign the substitutive declarations of certification, attesting to the possession of the requirements necessary for job eligibility.



The Administration reserves the right to submit the selected candidate to a medical examination on the basis of the legislation in force.

ART. 9 – ESTABLISHMENT OF A FIXED-TERM WORK RELATIONSHIP

Personnel hired on fixed-term contracts will be paid the salary due for the D category/Area of Officers, economic position D3 pursuant to the 2016-2018 CCNL, without prejudice to contractual updates, integrated with the ancillary elements envisaged by the supplementary employment contracts pursuant to Legislative Decree 142/2011.

The full-time working schedule is on average 36 hours per week, with the possibility, subject to a specific assessment of compatibility with organizational needs, of benefiting from the provisions envisaged aimed at guaranteeing a greater working flexibility and a better work-life balance.

The employment relationship will automatically terminate, without the right to forewarning, at the end of the time period indicated in the individual contract or in the event of any cause that may determine the termination of service, if prior to the date indicated in the contract.

In no case can the fixed-term employment relationship become a permanent employment.

Pursuant to article 5 of Law no. 241 of 7th August 1990, the person responsible for the proceedings is Mr. Leonardo Facchini, of the Department of Human Resources and Organization, University of Trento, Via Verdi 6 – 38122 Trento, Phone number: 0461 28 35 50; e-mail: concorsi@unitn.it.

Candidates will have to recover the documentation, and any publications, delivered or sent to the University at their own expense, within six months of the publication of the merit ranking list in the University Official Register, barring ongoing disputes; after this deadline, the University will dispose of the material according to its needs, without any liability.

For information purposes, it is noted that the gender representation of the staff serving in the specific category, calculated as of 31 December of last year is equal to: 35% female, 65% male.

ART. 10 – REFERRAL TO LAWS IN FORCE FOR THE COMPLETION OF THE SELECTION

The provisions of all relevant laws and regulations in force shall apply for anything not already provided for in this call for applications.



Dott. Mario Depaoli

This document, if transmitted in paper form, constitutes a copy of the original electronic document, digitally signed, prepared and stored at this Administration in compliance with the technical rules (art. 3 bis and 71 of the legislative decree no. 82/05). The handwritten signature is replaced by the stamping of the name of the person in charge (art. 3 legislative decree no. 39/1993)



Attachment 1

Information on the processing of personal data in the context of competitive and selection procedures.

Regulation (EU) 2016/679, the "General Regulation on the protection of personal data" (hereinafter "GDPR") provides that everyone has the right to the protection of personal data concerning him or her.

In compliance with articles 13 and 14 of the GDPR, the University of Trento provides applicants on competitive/ selection procedures held by the University (hereinafter "data subjects") with the information below.

Specifically, all calls for tender aimed at recruiting technical-administrative, teaching and research staff, both temporary and permanent, are included, as well as selections of contract professors, research fellows, scholarship holders and collaborators.

1. Data Controller

The Controller is the University of Trento, via Calepina n. 14, 38122 Trento (TN); email: ateneo@pec.unitn.it; ateneo@unitn.it.

2. Contact details of the Data Protection Officer

The Data Protection Officer can be contacted to request information on personal data at the following email address: dpo@unitn.it.

3. Purpose of the processing and legal basis

The University of Trento processes personal data, including special categories of data and judicial data, for the performance of its public interest tasks and for the fulfilment of legal obligations to which the Data controller is subject, exclusively for the following purposes:

- to manage the competitive/selection procedures (article 6 (1), let. e) GDPR);
- to manage aids and extra time during the tests (article 9 (2), let. g) GDPR);
- to check the truthfulness of self-declarations written in accordance with DPR 445/2000 (article 6 (1), let. c) and article 10 GDPR);
- to complete the recruitment procedure, with related mandatory communications;



- to establish, exercise or defence of legal claims (art. 9 (2), let. f) GDPR; articles 6, par. 1, let. e) and 10 GDPR).

4. Categories of personal data concerned

Personal data: name and surname, date and place of birth, tax code, nationality and citizenship, Municipality of registration in the electoral roll, contact details (phone number, residential and/or domicile addresses, email address), qualifications, data suitable for detecting knowledge, skills, abilities in the training and professional field; special categories of personal data: health data of the participant and/or of participant's family members, also inferable from any preference titles, personal data relating to criminal convictions and offences.

5. Data source

Personal data are collected both from the data subjects and from other sources, i.e. public administrations, criminal records.

6. Nature of the provision of data

The provision of personal data is essential for the admission to the competitive/selection procedure and failure in providing it precludes participation in them. The provision of personal data to benefit from additional aids and time during the tests is optional and failure in providing it makes it impossible for the Administration to guarantee them.

7. Data processing methods

The processing of personal data shall be carried out manually and by automated means by authorised staff, according to their tasks. Personal data shall be processed lawfully, fairly and transparently, confidentially, in a manner that is adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (GDPR, article 5(1)). No profiling is carried out, and decisions are not taken by automated means.

8. Categories of recipients

In addition to the university staff acting for the abovementioned purposes, personal data can be disclosed to

other public and private third parties to correctly fulfil the mentioned purposes.

While providing services necessary to the fulfilment of the abovementioned purposes, any body/entity



processing personal data on behalf of the University will be appointed as Data Processor as per article 28 of GDPR.

To this end, the company Anthesi S.r.l., with headquarters in via Segantini 23, 38122 Trento (TN), has been appointed as Data Processor for the online management of registrations for the competitive/selective procedure through elixForms online-platform.

Apart from these cases, personal data may be disclosed to third parties only in compliance with a legal obligation and/or a provision of the Judicial Authorities.

Some personal data may be published on the relevant section of the University website in compliance with legal obligations established by the sectoral legislation.

If, for the aforementioned purposes, personal data have to be transferred to non-EU countries, the data transfer will be carried out within the limits and under the conditions defined in articles 44 et seq. of the GDPR, or according to an adequacy decision of the European Commission and, in its absence, adequate guarantees.

9. Data retention period

Personal data are stored for the time necessary to fulfil the abovementioned purposes, and in any case, as long as it is mandatory by law. In any case, data will be stored for the time required by the current legislation and/or by the University regulation for the management and conservation of the documentation arising from the performance by the University of its institutional activity.

10. Rights of the data subjects

The data subject shall exercise the rights referred to in article 15 et seq. of the GDPR at any time. In particular, data subjects have the following rights:

- **right of access** to his/her own personal data and to other information as mentioned in article 15 of GDPR;
- **right to rectification** of his/her own personal data when inaccurate and/or their **integration** when incomplete according to article 16 of the GDPR;
- **right to erasure** of his/her own personal data, except when the University is obliged to data storage to comply with article 17 (3) of the GDPR;
- **right to restriction of processing** as per article 18 of GDPR;



- **object to processing** of personal data concerning him or her when allowed according to article 21 of the GDPR.

To exercise their rights, data subjects can use the form available on the University web page "[Privacy and data protection](#)" and send it to the Data Controller (see contact details above).

In case there is an infringement of the GDPR on the processing of personal data, data subjects have the right to lodge a complaint with the Italian data protection authority or to engage in legal proceedings by virtue of article 77 of the GDPR.