



Selection code: 447/2023

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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 18 MONTHS, EVENTUALLY EXTENDABLE UP TO 36 MONTHS, IN THE CATEGORY EP, FINANCIAL POSITION EP1, IN THE TECHNICAL, TECHNICAL/SCIENTIFIC AND DATA PROCESSING AREA, AT THE DEPARTMENT OF ECONOMICS AND MANAGEMENT OF THE UNIVERSITY OF TRENTO AND PARTLY FINANCED THROUGH THE CARITRO PROJECT – FUND 40103990 AND PARTLY UNDER THE MINISTERIAL DECREE N.737/2021 AZIONE B, CUP N. E65F21004160001 – FUND 40103914

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, regarding 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, the National Labour Collective Agreement of the University sector 2006/2009 of 16th October 2009 and the 2-year fiscal period 2008/2009 of 12th March 2009 and the National Labour Collective Agreement of 6th December 2022 on the main aspects of the remuneration of staff in the Education and Research sector - Three-year fiscal period 2019-2021;
- Having regard to the Charter of the University of Trento enacted with the Rectoral Decree no. 167 of 23rd April 2012;



- 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. 968 of 27th May 2022 regarding the stability pact between the University of Trento and the Autonomous Province of Trento;
- Considering the decree of the General Director no. 2 of 15th February 2023 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 2023;
- 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;
- 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 EP, economic position EP1, in the technical, technical/scientific and data processing area, financed by third parties under the regulation in force, in relation to the University's strategic project, the Interdepartmental Database Laboratory (SeDaSS), for which the recruitment of a technologist is envisaged, who will oversee the activities of the laboratory and provide support to the teaching and research staff;
- Considering that the notice for the search for the professional figure indicated above was published, for the first time, with the determination of the human resources and organization department director no. 102 of 21st February 2023, and that the procedure ended without the formation of a ranking, given the renunciation, communicated on August 3rd 2023, of the only suitable candidate;
- Considering that the selection referred to in this notice falls within the positions envisaged by the funding obtained by the University of Trento, under the PNR-MUR, pursuant to Ministerial Decree n. 737 Azione B “Iniziative di ricerca propedeutiche alla presentazione di progetti di ricerca nell’ambito



del primo pilastro del Programma Quadro per la Ricerca Horizon Europe” CUP n. E65F21004160001 – fund 40103914;

- 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 no currently valid ranking list contemplates 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 – pursuant to article 24 bis of law n. 240 of 30th December 2010 – on full-time fixed-term contract for 18 months, eventually extendable up to 36 months, depending on the availability of funding, in the category EP, financial position EP1, in the technical, technical/scientific and data processing area, at the Department of Economics and Management of the University of Trento and partly financed through the Caritro project – fund 40103990 and partly under the ministerial decree n.737/2021 Azione B, CUP n. E65F21004160001 – fund 40103914.

Description of the activities:

The selection aims at the recruitment of a technologist figure, to provide specialized support for the management and construction of the University of Trento's strategic project called "SeDaSS: Servizio dati condiviso per le Scienze sociali" (Shared data service for social sciences), within the nascent inter-departmental Database Laboratory of the University of Trento.

The expected tasks for the figure that will be selected are:

- manage the access procedures to the datasets and maintain relations with the producers of the related data;
- select potential new datasets in order to gather the interest of researchers for a possible purchase and implementation;
- manage the hardware and software necessary for data storage and provide the necessary security and data protection guarantees;



- perform the preliminary operations necessary to make the datasets usable for researchers, including the preparation of codes for data cleansing, for the construction of joint datasets and for use in various applications;
- collaboration with researchers in the preparation and management of data for writing scientific articles;
- seminar activity for the presentation of the various datasets and the relative ways to access and use them.

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:

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 in equivalent degree programs under the Ministerial Decree of 9th July 2009 as described in the equivalency table that can be found at the following link <https://www.unitn.it/ateneo/411/area-staff-tecnico-amministrativo-e-dirigente>

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.

Together with

A PhD title in the field of economics and social sciences and/or statistics and/or computer science, awarded by an Italian university, or an equivalent / equipollent recognized qualification obtained abroad.

- 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).

- b) not being less than 18 years of age;
- c) full enjoyment of Civil and Political Rights;
- d) meet any obligations under national laws on military service for citizens who are subject to military service.

Those who have been excluded from the active political electorate cannot be admitted to the selection, as well as those who have been dismissed or exempted from employment in a public administration due to persistent insufficient performance, pursuant to sector regulations, or dismissed for the same reasons or for disciplinary reasons pursuant to current legal or contractual regulations, or declared forfeited for having obtained the appointment or hiring through the production of false documents or documents tainted



by irremediable nullity, as well as those who have been convicted with a final sentence for crimes that constitute an impediment to employment in a public administration.

Those who have ongoing criminal proceedings, administrative proceedings for the application of security or prevention measures or previous criminal charges against them that can be registered in the criminal record, pursuant to art. 3 of the decree of the President of the Republic n. 313 of 14th November 2002, must give notice at the time of candidacy, specifying the date of the provision and the judicial authority that issued it or the one before which any criminal proceedings are pending. Furthermore, those who have been dismissed or declared terminated pursuant to art. 1, paragraph 61, of the Law no. 662 of 23rd December 1996, cannot be admitted to the selection.

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 home country or country of origin;
- Fulfilment of all obligations, with the exception of possession of Italian citizenship, that are required for Italian citizens;
- Have an adequate knowledge of the Italian language; said knowledge will be evaluated through the examinations.

The aforementioned requirements must be held both on the expiry date of the deadline for submitting the application for admission to the competition 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 UNITN 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:

Work with us → Recruitment and selection procedures → Administrative and technical staff and language experts → Open positions → New.



Once the candidate has reached the webpage with the desired call for applications, accessed by clicking on the link with the relative code number, 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.

Candidates will also be required to furnish all declarations required in the application form, taking personal responsibility for and in accordance with articles 46 and 47 of the Presidential Decree no. 445 of 28th December 2000, aware of the loss of any eventual benefits obtained and of the sanctions foreseen in articles 75 and 76 of the aforementioned decree in the event of false declarations or qualifications or the forgery of documentation.

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	POS0IT22

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 / 447/2023/2023/ "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 UNITN.

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 13, the following e-mail address: concorsi@unitn.it and the following PEC mailbox of the University: ateneo@pec.unitn.it

Whereas, up to the expiry date of the announcement, the candidate needs to modify and/or integrate the previously sent participation application, he or she is invited to contact the Competitions and Selections Office using the email addresses indicated above.

Whereas a malfunction occurs, ascertained by the Administration, which prevents the use of the platform for submitting the applications, an extension of the deadline, corresponding to the duration of the malfunction is envisaged; information about this extension is given by means of a notice on the institutional website, on the page 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, 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. It is not necessary to include a copy of the applicant's diploma.

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 publications and/or original works to the application, he or she must indicate the exact wording of the document(s) in the electronic form and attach it/them in electronic format; in the event that the document(s) is/are not available in electronic format (therefore it/they cannot be attached as files), the candidate must indicate the exact wording of the document(s) in the electronic form, expressly committing to the presentation of the same at the Competitions and Selections Office of the University of Trento, strictly within 5 days of the expiry date of the announcement, also by registered letter with return receipt. The date of acquisition of the publications by the competent office will prevail. Publications or works mentioned in the online form and not delivered within the deadline will not be evaluated; furthermore, publications or paper works received but not already mentioned when registering for the selection in the online form will not be accepted.

Pursuant to art. 20 of Law no. 104/1992 as amended and supplemented, as well as art. 16 of Law no. 68/1999, candidates with disabilities and/or suffering from specific learning disorders (SLD) will be able to make, in relation to their condition, an explicit request in the application for admission to the selection, for aids and additional time that may be necessary to be able to take the tests, by attaching 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 10 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 10 points

- C. Scientific publications and/or original works.
up to a maximum of 10 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) and C) 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 will establish the evaluation criteria for the attribution of point values during their first meeting.

The Commission will not evaluate qualifications wherein all elements and data necessary for their evaluation are not indicated, for example the start or end dates of employment.

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

ART. 6 – EVENTUAL PRE-SELECTION TEST

In the event that more than 20 applications are received, the Commission will evaluate the opportunity to carry out a pre-selection test aimed at defining the list of those admitted to the subsequent written examination. Those who will take the pre-selection test will be placed on a ranking list, in descending order of score obtained. Candidates identified on the basis of the aforementioned list, placed in the first 10 positions, will be admitted to take the written examination – including those who should be equal in tenth position – provided that they have a minimum score of 21/30 or equivalent.

The score obtained in the pre-selection test does not contribute to the formation of the final grade.

The eventual pre-selection test will consist in ascertaining the knowledge of the basic concepts related to database management and data cleaning, with particular reference to the skills and knowledge required for the profile.

Pursuant to art. 20 of Law n. 104/1992 as amended and supplemented by Decree Law n. 90 of 24th June 2014, the person affected by a disability equal to or greater than 80% is not required to take the pre-selective examination, if any; candidates who meet this requirement must present appropriate certification together with the application form.

The absence of the candidate in the aforementioned pre-selection test will result in exclusion from the selection whatever the cause might be.



Candidates will have to check whether or not the pre-selection test will be held, the date and location of the same, which will be notified through an announcement published on the University portal, as well as through communication via e-mail to individual candidates. The check can be done by consulting the announcement published on the University website www.unitn.it (on the page that can be reached by following the path indicated above in article 3 from the Home page).

The publication on the website has the value of notification to all effects, for all purposes, on the implementation of a pre-selection test.

The notification about whether or not the pre-selection test will be held and the related calendar, if any, will be published from the day 17TH October 2023.

In order to be admitted to the exam, 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 list containing the names of the candidates who have passed the pre-selection test, if it is carried out, will be posted at the headquarters of the Human Resources and Organization Department in Via Verdi, 6 38122 Trento and published on the University website www.unitn.it at the path indicated above in art. 3.

ART. 7 – 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**, aimed at ascertaining the possession of the degree of preparation and aptitude of the candidate in relation to the professional profile indicated in the announcement, will focus on two or more of the following topics:

- knowledge of the main databases used in the social sciences;
- knowledge of the main softwares used for data management and analysis in the social sciences;



- procedures for the management and cleansing of longitudinal data for use on various applications.

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 two or more of the following topics:

- in-depth study of one or more topics indicated above for the written examination;
- basic notions of data storage and of privileged access management for personal and commercial databases.

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

- The good knowledge of the English language;
- The knowledge of the statutory regulations “Statuto dell'Università degli Studi di Trento” and the organization of the University of Trento.

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**.

IN THE EVENT OF NONEXECUTION OF A PRE-SELECTION TEST, THE CALENDAR OF THE EXAMINATIONS AND THE RELATIVE VENUES WILL BE PUBLISHED FROM THE DAY 17TH OCTOBER 2023 THROUGH PUBLICATION ON THE UNIVERSITY PORTAL.

The results (written examination and oral examination, evaluation of qualifications, final ranking) and any notices will be published on the web page dedicated to the selection, which can be found by following the path indicated in art.3. Such publications are considered official notifications, to all effects, for all purposes.

The tests may possibly take place electronically, online; this assessment will be carried out on the basis of the progress of the ongoing epidemiological situation and the progress of the legislation in force, aimed at containing it.



N.B.: It should also be noted that at the telephone numbers **0461 28 28 08**, **0461 28 31 13** and **0461 28 35 50** and at the address <http://www.unitn.it> , candidates will be able to check for any publication of notices regarding the selection in question, as well as the results of the tests.

N.B 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 13 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 exam, 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 exam and 30 points for the oral exam. The exam is 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 exams are 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 examination tests 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.



Participation in the tests is guaranteed, without any prejudice, to candidates who are unable to comply with the calendar set out in the announcement due to pregnancy or breastfeeding, also through the conduct of asynchronous examinations and, in any case, the availability of appropriate spaces to allow breastfeeding.

Interested candidates are invited to report their pregnancy status or breastfeeding needs in the online form or by communicating these conditions to the Competitions and Selections Office via the contact details set out in art. 3, in order to allow the adoption of the necessary specific organizational measures.

ART. 8 – FORMULATION AND APPROVAL OF THE RANKING LIST

According with the current legislation, the ranking of qualified candidates will be in descending order, resulting from the sum of the total points received for qualifications and the scores 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 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. 9 – 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, before hiring, the



presentation of the documents proving all the declarations presented (in the manner referred to in article 3, paragraph 4, of the decree of the President of the Republic no. 445 of 28 December 2000) is mandatory, 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 candidate selected to a medical examination in accordance with current laws.

ART. 10 – ESTABLISHMENT OF A FIXED-TERM WORK RELATIONSHIP

Personnel hired on fixed-term contracts will be paid the initial salary envisaged by the National Collective Labor Agreement, signed on 19 April 2018, due for the EP category economic position EP1, without prejudice to contractual updates both at national and local level. In addition, the ameliorative legal and economic treatment is applied to the worker, with respect to the provisions of the CCNL, governed by the supplementary collective agreements in force at the time.

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 contract.

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; fax: 0461 28 70 09; 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's 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 percentages of staff in service, calculated as of December 31st 2022, belonging to the reserved categories referred to in art. 5, paragraph 2 of the Presidential Decree no. 487/1994 are the following: 5% belonging to the categories referred to in Law no. 68 of 12th March 1999 (or equivalent categories), 0% belonging to the categories referred to in articles 1014 and 678 of the Military Code, referred to in Legislative Decree no. 66 of 15th March 2010. Likewise, it is noted that the gender representation of the staff serving in the competitive category is equal to: 35% female, 65% male.

ART. 11 – 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.