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Competitive Exams Office
Provision of the General Manager
Classification VII/1
No. annexes: 2

Public selection procedure, based on qualifications and exams, for the recruitment of 1 (one) fixed-term Technologist (24 months), pursuant to art. 24-bis Law no. 240/2010, equivalent to former category D3 Administrator area, “MNA-CNR PEA2017-2022 Agreement, for research support activities and sorting center”, University of Siena, at “Felice Ippolito” National Museum of Antarctica in Siena (MNA)

THE GENERAL MANAGER

- Having regard to Law no. 168 of 9 May 1989, in particular art. 6, on university autonomy;
- having regard to the Statute of the University of Siena issued through Rectoral Decree no. 1521/2024 of 8 August 2024;
- having regard to Law no. 241 of 7 August 1990, as subsequently amended, setting out the rules on administrative procedures, and the relevant Siena University implementing regulations adopted by Rector's Decree no. 1037 of 30 May 2007;
- having regard to the Decree of the President of the Council of Ministers no. 174 of 7 February 1994, setting out rules on the access of European Union (EU) nationals to jobs in the public administration;
- having regard to the Decree of the President of the Republic no. 487 of 9 May 1994 as subsequently amended, setting out the rules on access to public administration jobs and the procedures for conducting competitions, single competitions, and other forms of recruitment in public administrations;
- having regard to Decree of the President of the Republic no. 445 of 28 December 2000, containing the “Consolidated text of the legislative and regulatory provisions on administrative documentation” as subsequently amended and supplemented;
- having regard to Legislative Decree No 165 of 30 March 2001 setting out the general rules on the organisation of employment in public administrations, as amended and supplemented;
- having regard to Legislative Decree no. 198 of 11 April 2006, which issued the Code of Equal Opportunities for Men and Women, pursuant to Article 6 of Law no. 246 of 28 November 2005;
- having regard to Legislative Decree no. 150 of 27 October 2009 “Implementation of Law no. 15 of 4 March 2009 on optimization of public-sector productivity, and effectiveness and transparency of public administrations;
- having regard to Law no. 104 of 5 February 1992 as subsequently amended, on assistance, social integration and the rights of persons with disabilities, as well as Law no. 68 of 12 March 1999 on “Rules for the right to work of the disabled”;



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- having regard to Decree of the President of the Republic no. 184 of 12 April 2006 as subsequently amended, concerning “Regulations governing access to administrative documents”;
- having regard to Legislative Decree no. 82 of 7 March 2005, "Digital Administration Code" as subsequently supplemented and amended;
- having regard to Law no. 240 of 30 December 2010 concerning "Rules on the organisation of universities, academic staff and recruitment, as well as delegation to the Government to enhance the quality and efficiency of the university system", and in particular article 24-bis concerning "Fixed-Term Technologists”;
- having regard to Legislative Decree no. 5 of 9 February 2012 “Urgent provisions on simplification and development” converted into Law no. 35 of 4 April 2012, and in particular, art. 8 on simplification of procedures for taking part in competitive exams and selections;
- having regard to Legislative Decree no. 33 of 14 March 2013 on "Reorganization of rules and regulations concerning obligations of publicity, transparency and dissemination of information by public administrations”;
- having regard to Interministerial Decree of 9 July 2009 on the equivalence between degrees (*diplomi di laurea*) under the University system prior to Ministerial Decree 509/99), master's degrees (*laurea specialistica*, LS) pursuant to Ministerial Decree 509/99 and master's degrees (*laurea magistrale*, LM) pursuant to Ministerial Decree 270/04 for the purposes of participation in public competitions;
- having regard to Decree of the President of the Republic no. 189 of 30 July 2009, "Regulations concerning the recognition of academic qualifications”;
- having regard to Directive no. 3 of 24 April 2018 of the Ministry of Simplification and Public Administration on the “Guidelines for public competitions”;
- having regard to Legislative Decree no. 39 of 8 April 2013, “Provisions on the non-transferability and incompatibility of assignments at public administrations and private bodies under public control, pursuant to Article 1, paragraphs 49 and 50, Law no. 190 of 6 November 2012”;
- having regard to Law no. 190 of 6 November 2012 as subsequently amended, on “Provisions to prevent and curb corruption and illegality in the public administration”;
- having regard to Legislative Decree no. 97 of 25 May 2016 “Revision and simplification of the provisions on the prevention of corruption, publicity and transparency, corrective to Law no. 190 of 6 November 2012 and Legislative Decree no. 33 of 14 March 2013, pursuant to Article 7 of Law no. 124 of 7 August 2015 on the reorganisation of public administrations”;
- having regard to the National Collective Labour Contract on the main aspects of staff in the Education and Research sector treatment signed on 6 December 2022 and referring to the period 2019/2021;
- having regard to the National Collective Labour Contract of technical-administrative staff in the Education and Research sector signed on 18 January 2024 and referring to the period 2019/2021;
- having regard to the Code of Ethics of the Siena University Community, issued by Rector's Decree no. 1381 of 28 July 2011;



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- having regard to the University Regulations on fixed-term technologists, pursuant to art. 24-bis of Law no. 240/2010 issued by Rector's Decree no. 915 of 27 June 2013, as subsequently supplemented and amended, as far as compatible with the regulations in force;
- having regard to the University Regulations governing the procedures for the recruitment of permanent and fixed-term technical and administrative staff, issued by Rectoral Decree rep. no. 2584/2023 prot. no. 238742 of 27.12.2023, in force as of 12.01.2024 and, in particular, article 28 "Transitional provisions";
- having regard to the "Regulations on processing of personal data implementing Regulation (EU) 2016/679 and Legislative Decree 196/2003" issued by Rector's Decree no. 56/2022 prot. no. 14879 of 13/01/2022;
- having regard to the resolution of the Board of Directors no. 221 prot. no. 128923 of 04.07.2023 and the opinion expressed by the Academic Senate (no. 151 prot. no. 137215 of 12.07.2023) which raised to € 20.00 (€ twenty/00) the financial contribution of candidates participating in selection procedures announced by the University of Siena;
- having regard to Law no. 69 of 9 May 2025 on the conversion of the Decree-Law of 14 March 2025, n. 25, on "Urgent provisions concerning recruitment and functioning of public administrations";
- having regard to Law no. 213 of 30 December 2023 'State Budget for the Financial Year 2023 and Multiannual Budget for the Three-Year Period 2024-2026';
- having regard to Law no. 207 of 29 December 2024 'State Budget for the Financial Year 2024 and Multiannual Budget for the Three-Year Period 2023-2025';
- having regard to the resolution of the National Museum of Antarctica in Siena (MNA) (prot. no. 241017 of 05/12/2024), which proposed the activation of 1 fixed-term Technologist position pursuant to art. 24 bis of law no. 240/2010, equivalent to former category D3 Administrator area, with a 24-month contract at National Museum of Antarctica in Siena (MNA), to provide technical-administrative support for the "MNA-CNR PEA2017-2022 Agreement, for research support activities and sorting center", CUP: D97G23000100001;
- having regard to the decision of the Council of 20/12/2024 (prot. no. 253523 of 23/12/2024), which authorised the public selection procedure for the recruitment of n. 1 staff unit, as described;
- Having regard to the letter of the National Museum of Antarctica, Section Earth Sciences prot. no. 11873 of 23/01/2025;
- having regard to D.D.G. prot. no. 89488 of 30 April 2024 concerning "Framework of the technical, administrative and library staff of the University of Siena in the new professional classification system pursuant to the the National Collective Labour Contract of staff in the Education and Research sector 2019-2021 signed on 18 January 2024";
- having verified that there are no useful rankings from which to draw for filling the advertised positions;
- the relevant structures having ascertained that there is financial coverage for the contracts;



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HEREBY ANNOUNCES

ART. 1 – SUBJECT OF THE NOTICE

1. One selection procedure is hereby announced for the recruitment of **1** (one) fixed-term technologist pursuant to art. 24-bis of Law no. 240 of 30.12.2010 at University of Siena, described as below:

Rif.	Economic position	Position	Duration	Structure	Project	CUP
MNA	D3	1	24 months	National Museum of Antarctica in Siena (MNA)	MNA-CNR PEA2017-2022 Agreement, for research support activities and sorting center	D97G23000100001

2. For the position under this selection notice, detailed information regarding the specific requirements and anything else regarding the selection is contained in the factsheet in **Annex A**, which is an integral of this notice.
3. The percentage of gender representation in the University's roles for technologists, calculated on 31 December 2024, is 61% for females and 39% for males. Therefore, since the difference between the genders is less than 30%, in the case of equal qualifications and merit, no preference under Article 5, paragraph 4, letter o) of Presidential Decree 487/94 will be accorded to the less represented gender.

ART. 2 – REQUIREMENTS

1. For admission to the selection procedure, in addition to the requirements provided for in the relevant fact sheet in **Annex A**, an integral part of this notice, applicants must:

- a. hold a degree and particular professional qualifications and professional experience, as specified in Annex A.

Qualifications obtained abroad are valid for participation if they have academic recognition (*equipollenza*).

Declarations of Value issued by the Italian Diplomatic Missions abroad do not correspond to the *equipollenza* or *equivalenza* and, therefore, are not admissible.

Applicants who have a qualification obtained abroad as an entry requirement are eligible to participate in this selection subject to conditions.

According to art. 38, paragraph 3, of the D.Lgs. 165/2001 and s.m.i.: "[...] *Department for Public Administration concludes the recognition procedure [...] only with regard to the winners of the selection procedure, who have the obligation, under penalty of revocation, to submit an application for recognition within fifteen (15) days from the publication of the final ranking, the Ministry of Universities and Research or the Ministry of Education and Merit*".

The equivalence, as a finalised recognition, is only valid for the procedure for which it has been requested.



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Information is available on the website: <https://www.cimea.it> and on MUR website: <https://www.mur.gov.it/it/aree-tematiche/universita/equipollenze-equivalenza-ed-equiparazioni-tra-titoli-di-studio/titoli>

The form is available on MUR website: <https://www.funzionepubblica.gov.it/it/il-dipartimento/documentazione/moduli-equivalenza-titoli-di-studio/>

- b. be at least 18 years old;
- c. hold Italian citizenship. Italians who do not reside in Italy or citizens of another EU Member State have the same status as Italian citizens. Pursuant to art 7 of Law 97/2013, participation is also open to family members of EU citizens who are not citizens of a EU Member State provided that they hold a residence permit or permanent residence permit as well as nationals of non-EU countries who hold a EU long-term residence permit or have refugee status or subsidiary protection status.

Citizens of EU Member States or their family members or nationals of non-EU countries, for the purposes of access to public administration positions, must meet the following requirements:

- i. enjoy civil and political rights also in the states of nationality or origin;
 - ii. meet, with the exception of Italian citizenship, all other requirements provided for Italian citizens;
 - iii. have adequate knowledge of Italian.
- d. enjoy civil and political rights;
- e. be physically fit for the job (the Administration has the right to require that successful candidates undergo a medical check-up in accordance with the regulations in force);

The following individuals cannot take part in the selection procedure:

- f. those who have been dismissed or discharged from their employment with a public administration for persistent inadequate performance or must not have been declared disqualified from a state job, pursuant to Article 127, first paragraph, letter d), of the Consolidated Text of the provisions concerning the status of civil employees of the State, approved by D.P.R no. 3 of 10.1.1957, pursuant to the corresponding provisions of the law and the national collective labour agreements relating to the personnel of the various sectors; and those who have been dismissed for having obtained employment by producing false documents or in any case by fraudulent means;
- g. those who have been excluded from the active political electorate;
- h. those who have been convicted of any criminal offence, no longer subject to appeal, involving disqualification from holding public office;
- i. those who have a degree of kinship or affinity up to and including the fourth degree with a professor from the proposing Structure, with the Rector, the Director General, a member of the



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Council of the University. Also excluded are those who have ongoing and significant business ties with any of these persons.

2. The prescribed requirements must be met on the date of expiry of the deadline for submitting the application.
3. The procedure is also open to technical-administrative personnel employed by the University of Siena who, in the event of successful placement in the ranking, will be placed on unpaid leave without seniority accrual for the entire duration of the contract.
4. Candidates are admitted to the competition conditionally. The Administration may at any time, by reasoned notice, exclude candidates from the competition for failure to meet the requirements, even after the selection has been completed. The applicant will be notified of this decision by means of the PEC or email address provided in the application.

ART. 3 – APPLICATION AND DEADLINE

1. The application for admission to the selection must be submitted exclusively electronically via the PICA platform <https://pica.cineca.it/unisi/> within the peremptory deadline of **15 (fifteen) days** starting from the day following the date of publication of the notice on the 'InPA' Single Recruitment Portal, accessible at <https://www.inpa.gov.it/>. If the deadline falls on a public holiday, it is postponed to 11:59 p.m. (Italian time) on the first working day thereafter.
2. Other methods of presentation/submission of the application are not permitted, under penalty of exclusion from the selection. Additions/modifications to the application are not permitted after the deadline of the call for applications.
3. Applicants are advised to consult the "Guidelines" on the dedicated pages of the University portal (<https://www.unisi.it/ateneo/concorsi-gare-e-appalti/concorsi-personale/concorsi-personale-tecnicoamministrativo>). They should also access the PICA platform well in advance in order to avoid system overloads that may not allow the procedure to be completed in time.
4. Applicants may access the PICA platform in one of the following ways:
 - a) via digital identity (SPID level 2), selecting the University of Siena among the available federations. Information on the Public Digital Identity System (SPID) can be found at <https://www.spid.gov.it/> and <https://www.agid.gov.it/it/piattaforme/spid>
 - b) using the credentials issued by the PICA platform itself
 - c) via one's own LOGINMIUR account.

For both (b) and (c), applicants must complete the application by affixing their signature.

5. The application form must be completed in full. The application and attachments must be in pdf format, and each document must be no larger than **30 MB**. Before the application deadline, the system allows the application to be saved in draft mode for possible changes before submission.



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6. The date of submission of the application is certified by the computer system, which automatically sends an e-mail containing the application ID that will identify the candidate throughout the competition procedure.

Once the submission deadline has expired, the system will no longer allow access and submission of the electronic form.

7. A competition fee of €20.00 (twenty/00 euros) must be paid to cover the costs of organizing and carrying out the competition procedure. The payment must be made following the indications on the platform. There is no refund of the fee paid following withdrawal or exclusion from the competition procedure. Should candidates - within the deadline set by the competition notice - wish to resubmit their application, the payment already made may be associated with the last application submitted. The PICA platform allows you to transfer the payment present in the withdrawn application by attaching the receipt of the same to the new application.

8. For any technical problems applicants can contact the CINECA team using the 'support' button at the bottom of each page.

9. The following must be attached to the application:

- a) **curriculum vitae, dated and signed**, clearly indicating that the candidate holds the qualifications for admission to the procedure and reporting any additional qualifications for the purposes of their assessment, ensuring that the statements contained in the CV and in the application contain all the elements necessary for evaluation. Applicants are advised to provide detailed information, specifying - for work experience - the type of contract, the organisation and/or company where the work was carried out, details of the activities carried out and the date of beginning and end of employment (in the form dd/mm/yyyy); for cultural qualifications - the name, organisation and date of completion (in the form dd/mm/yyyy). In the absence of the relevant details and necessary clarifications, the qualifications - indicated in the CV and/or application - may not be assessed.
- b) **acts and documents** that candidates wish to submit for the Board's evaluation, including any publications. Note that the career and service titles pertaining to the profile requested, pursuant to Presidential Decree 445/2000 and subsequent amendments and additions, may be self-certified and/or attached to the application. Documents not attached must be submitted at the request of the office.
- c) copy of a valid **identity document**.

10. When filling in the application form, candidates with disabilities, in order to determine the adoption of compensatory measures, must enclose, in the appropriate section, the medical certificate showing the type and percentage of disability they have.

Candidates with specific learning disabilities (SLD) may request the replacement of the written test with an interview or the use of compensatory aids for reading, writing and calculation difficulties, as well as extra time to complete the tests.



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In case of serious and documented dysgraphia and dysorthographia, subjects with DSA may request the replacement of the written test with an interview. The adoption of the aforementioned measures will be determined at the sole discretion of the Examining Commission on the basis of the documentation.

Failure to indicate the necessary aids in the application shall exempt the University Administration from any obligation in this regard.

11. Pursuant to art. 7 of Presidential Decree no. 487, as supplemented and amended, candidates who are pregnant or breastfeeding must indicate this condition in their application to allow the appropriate organisational measures and prior notification to be made. Should applicants find themselves in the above-mentioned condition after the application deadline, they must notify the new condition by promptly sending an email to concorsi@unisi.it.
12. Candidates who hold any preferential qualifications on the closing date for the submission of applications for admission to the competition must explicitly mention them in their applications. Failure to expressly state the preferential qualification when submitting the application will not allow the title to be used even if possessed. The preferential qualifications provided for by Article 5 of Presidential Decree no. 487/94 and subsequent amendments and additions are specified in **Annex B**, which forms an integral part of this document.
13. The acts and documents attached to the application and drafted in languages other than Italian, English, French, German or Spanish must be accompanied by an Italian translation, certified as conforming to the foreign text, drafted by the competent diplomatic or consular representation or by an official translator.
14. For works printed abroad, the date and place of publication or, alternatively, the ISBN code or other equivalent must be indicated. For works published in Italy, before 2 September 2006, the obligations must be fulfilled according to the forms provided for by art. 1 of the Lieutenant Decree of 31 August 1945, n. 660; starting from 2 September 2006, the obligations must be fulfilled according to the forms provided for by Law 15 April 2004, n. 106 and the related regulation issued with Presidential Decree 3 May 2006, n. 252, by the expiry date of the selection notice.

The texts or articles accepted for publication, by the deadline of the call, must be submitted together with the publisher's acceptance document.

15. Publications must be submitted in the original language which, if different from Italian, English, French, German or Spanish, requires translation into one of these languages. Translated texts must be submitted as true copies of the original in accordance with the regulations in force.
16. The Administration accepts no responsibility for dispersion of communication due to the inaccurate indication of the address on the part of the candidates or due to failure or delay in communicating any change in the email/pec address indicated in the application, nor for any misunderstandings through no fault of the Administration itself.
17. The Administration reserves the right to carry out appropriate checks on the truthfulness of the content of self-certifications and affidavits. Should the above-mentioned check reveal untrue



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declarations, the declarant shall forfeit any benefits deriving from the measure issued based on the false declaration (without prejudice to the provisions of art. 76 of Presidential Decree no. 445/2000 concerning the sanctions provided for by the Criminal Code and the special laws on the subject).

ART. 4 – BOARD OF EXAMINERS

1. A Board of Examiners (hereinafter the “Board”) will be appointed for each of the selection procedures, if possible, in compliance with the principle of equal opportunities, by provision of the Director General, upon proposal of the structure that requested the stipulation of the contract. This provision will be published on the University’s online noticeboard, on the Single Recruitment Portal (InPA) and on the web pages dedicated to the competition, serving as notification for all purposes. The Board is responsible for completing all the steps in the selection procedure, including drawing up the final ranking of merit.
2. Pursuant to art. 35/bis of Legislative Decree 195/2001, those who *"... have been convicted, even with a sentence that has not become final, for the crimes provided for in chapter I of title II of book two of the Criminal Code..."* cannot be members of the Board.
3. Within 7 (seven) days of the day following the publication date of the provision for appointing the Board on the University's on-line noticeboard, candidates may send a PEC (rettore@pec.unisipec.it) addressed to the General Manager, to object to the members of the Board. The decision of the General Manager shall be promptly communicated to the interested party.
4. Once the Board has been appointed, all candidates, pursuant to art. 7 of the Code of Ethics of the University Community, are required to submit the declaration that is available at the page <https://www.unisi.it/ateneo/concorsi-gare-e-appalti/concorsi-personale/concorsi-personale-tecnico-amministrativo-0>. The declaration must be sent to the Ufficio Concorsi (Competitive Exams Office, concorsi@unisi.it) together with a copy of a valid identity document or else digitally signed.
5. During its first meeting the Board declares not to find themselves in situations of incompatibility as per art. 51 and 52 of the Code of Civil Procedure and in particular that they do not have a relationship of kinship or affinity, until the fourth degree included, among them. At the same meeting the Board, in order to ensure administrative transparency, determine the general assessment criteria and the end date of selection procedures, which must be within six months of the completion of written exams.
6. Having seen the list of participants, the Board subsequently declares not to find itself in situations of incompatibility as per art. 51 and 52 of the Code of Civil Procedure and in particular in relationships of kinship or affinity, up to and including the fourth degree, with the candidates. As per art. 7 of the Code of Ethics of the university community, members of competitive exam boards, even those outside the University, shall step down from the board, as soon as they discover that their spouse or cohabiting individual, relatives or next of kin up to the fourth degree, or people with whom they have business relations are among the candidates.
7. The Board of Examiners will preside over the competitive exams and proceeds with their evaluation.
8. The Board will check that the qualifications submitted by candidates correspond to the professional qualification required for the specific profile advertised.



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9. At the end of each day's meeting, the Board shall draw up a special report on all the exam procedures and the decisions taken, which shall be signed by all members.
10. The work of the Board shall be carried out collectively, even by electronic means or other forms of remote communication.

ART. 5 – EXAMS CALENDAR

1. The calendar of exams is made known to the candidates with at least 15 (fifteen) days notice with a notice that can be consulted exclusively on the PICA platform, in accordance with the procedures set out in art. 8. Any postponement due to organizational reasons will be published in the same way.
2. It is possible to derogate from the notice period if all candidates admitted express their explicit written consent to renounce it. The "*waiver of notice*" form can be found in editable version at: <https://www.unisi.it/ateneo/concorsi-gare-e-appalti/concorsi-personale/concorsi-personale-tecnico-amministrativo-0> and must be sent to the address concorsi@unisi.it together with a copy of a valid identity document, or digitally signed.
3. The University guarantees exams participation to candidates who, due to pregnancy or breastfeeding, are unable to respect the planned calendar. To allow specific organisational measures to be taken, interested candidates must email the Competitions Office in advance at concorsi@unisi.it.
4. In case of withdrawal from participation, it is possible to fill out the form "*withdrawal from participation*" available in editable version at: <https://www.unisi.it/ateneo/concorsi-gare-appalti/concorsi-personale/concorsi-personale-tecnico-amministrativo-0> as well as on the web page dedicated to the competition procedure and send it to concorsi@unisi.it together with a copy of a valid identity document, or digitally signed.

ART. 6 – EXAMS

1. The selection procedure includes a written test, an interview conducted partly in English and assessment of the curriculum vitae and qualifications, according to criteria predetermined by the Board. The exam topics are indicated in the fact sheets contained in **Annex A**.
2. Those who have not received personal communication of exclusion from the selection must present at the venue, on the day and at the time indicated below, with a valid identity document. EU citizens must present their passport or an identity document issued by their country of origin. Those from countries outside the European Union must present their passport.

The absence of the candidate from the tests will be considered as renouncement to this selection, whatever the cause.

3. The list of admitted candidates will be made known to candidates with a notice that can only be consulted on the PICA platform, in accordance with the procedures laid down in art. 8.
4. In case of cancellation of a test, the call for the new date will be made only for those present at the cancelled test, whatever the cause.



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5. Depending on the number of applications received, the Administration reserves the right to provide for a pre-selection test, which may also be entrusted to a specialised external company or body. The pre-selection may also be conducted by means of multiple-choice questions aimed at detecting logical ability, aptitude for problem-solving, comprehension of texts and knowledge of the subjects listed in Annex A.

The score obtained in the pre-selection test does not count towards the final merit ranking.

Disabled persons with a disability equal to or greater than 80% are exempt from sitting any pre-selection test.

Candidates who obtain a mark of at least 21/30 and are among the first 30 candidates in the pre-selection ranking will be admitted to the test. Candidates of equal merit who are suitably placed in the ranking will also be admitted.

6. The **written exam**, with theoretical-practical content, will focus on topics related to the activities to be carried out within the framework of the Project, as indicated in Annex A.

The written exam is processed digitally by means of the equipment provided to take the exam.

The maximum mark for the written exam is 30 points, the pass mark is 21/30.

The Board prepares three possible essay topics. These topics are secret, drawn up digitally, and their disclosure is prohibited. At least two candidates at a time select essay topics by drawing lots.

For the written exam, candidates are not permitted to bring into the examination room any writing paper, handwritten notes, books or publications of any kind. Only dictionaries and law books authorised by the Board may be consulted. Candidates cannot bring mobile phones or other mobile devices suitable for storing or transmitting data or carrying out mathematical calculations. During the test candidates may not communicate with each other or with the outside world in any way, on pain of immediate exclusion from the competition. In the event of any breach of these provisions, the board of examiners will order immediate exclusion from the selection procedure.

7. The list of candidates admitted and not admitted to the interview and the marks obtained will be made known with a notice that can only be consulted on the PICA platform, in accordance with the procedures laid down in art. 8.

8. The **interview**, conducted partially in English, is public and will be conducted, in accordance with the procedure established by the Board of Examiners, online or in a classroom open to the public with a capacity suitable to ensure maximum participation of those interested in attending the exam. In the case of online interview, appropriate arrangements will be made to ensure the identification of participants, the regularity and integrity of the exam, the security of communications and their traceability.

Should the interview be conducted online, candidates are responsible for the quality and continuity of the signal coming from their workstation. The Board may at any time order the exclusion of a candidate due to problems that make it impossible to test and control the environment in which the test is held.

The interview, conducted partly in English, will focus on the topics indicated in Annex A.



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The interview will also assess the candidates' proficiency in English, knowledge of the main IT tools used and personal aptitudes. For candidates with non-Italian citizenship, the interview will also be aimed at ascertaining adequate command and knowledge of the Italian language.

Before the beginning of each session of the oral test, the Board determines the questions to be put to the individual candidates by drawing lots.

The maximum mark for the interview is 30 points, the pass mark is 21/30.

At the end of each session devoted to the interview, the Board draws up a list of the candidates examined with the evaluation of the interview. This list is posted on the door of the examination venue, where it remains published until the end of the day and it can be consulted on the PICA platform, with the modalities referred to in the following art. 8.

8. The **assessment of qualifications** is carried out after the interviews, within 30 (thirty) days of the last session of interviews. The total value of the qualifications is set at a maximum of 18 points. The qualifications that can be assessed are indicated in the attached factsheet (Annex A).

Only the qualifications presented in accordance with the procedures indicated in art. 3 of this notice will be assessed.

For each applicant, the Board of Examiners draws up a summary sheet, which is an integral part of the minutes, in which the qualifications for the specific categories are mentioned analytically with the corresponding marks awarded and the final score. Should the sum of the marks attributable to an individual category of qualifications be higher than the maximum, the maximum mark for the specific category is awarded.

ART. 7 – MERIT RANKING

1. At the end of the examination, the Commission shall draw up a provisional merit ranking on the basis of the results of the examinations.
2. At the end of the assessment of qualifications, the Commission shall draw up a ranking in which the scores awarded are applied.
3. Finally, the Commission draws up a final ranking based on the possible application of the priority and preference titles.
4. In order to ensure the transparency of the competition procedure, the merit ranking, the ranking resulting from the assessment of qualifications and the final ranking are published simultaneously and exclusively on the PICA platform, according to the procedures set out in art. 8.
5. At the request of the Office and within the peremptory deadline indicated therein, the candidates must send digital documentation attesting to the possession of the reserve, preference and priority titles already indicated in the application, under penalty of failure to apply the relevant benefit in the formation of the general ranking of merit.
6. Those awarded the contract referred to in art. 9 below, in order to verify the qualifications and curriculum vitae declared in the application, must produce the documents requested by the



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Administration, within 15 (fifteen) days from the request of the competent Office. Should they fail to do so, the Administration will automatically adjust the ranking.

7. The acts are approved by order of the Director General after verifying the correctness of the procedure and they will be made known to candidates with a notice that can only be consulted on the PICA platform, in accordance with the procedures set out in art. 8. The ranking shall be effective from the day after the date of publication; the terms for any appeal will start from this same day.

ART. 8 – METHOD OF PUBLICATION

1. The call for applications is published on the Single Recruitment Portal 'InPA', accessible at <https://www.inpa.gov.it/> and also on the University's portal at <https://www.unisi.it/ateneo/concorsi-gare-e-appalti/concorsi-personale/concorsi-personale-tecnico-amministrativo>.
2. This call for applications is also published in Italian and English on the website of the Ministry of Universities and Research at <https://bandi.miur.it/> and on the portal of the European Union at: <https://euraxess.ec.europa.eu/>.
3. The decision appointing the examining board, the minutes defining the criteria, the traces of the written test and the questions of the interview, as well as the provision approving the acts of this selection are published in the Albo online of the University, on the recruitment portal "inPA" and on the web page dedicated to the competition procedure, with notification value for all purposes.
4. The schedule of tests, notices relating to this procedure and provisional intermediate rankings will be available exclusively on the PICA platform (<https://pica.cineca.it/unisi/>), with access reserved for candidates, after authentication, serving as a official notification for all purposes of the information contained therein, including summons to trials. There will be no email communications.
5. In the notices published on the PICA platform, the identification of the candidates will be done exclusively through the application ID, ensuring the minimization of personal data. The details of the winner or eligibles will be made clear only in the approval provision of the acts.
6. Candidates are required to consult the dedicated section on the PICA platform, accessible as follows: the user must log in with his credentials, access the My PICA section and finally select the call for which he has submitted his application.

The candidate is invited to contact the Competition Office in case of an error in the display of documents.

ART. 9 – RECRUITMENT

1. Based on the order of the ranking, the winner will be offered an employment contract as indicated in art. 1.
2. Within 30 (thirty) days of the effective date of employment or formal request, to verify the requirements for employment, the recruited staff is required, under penalty of forfeiture of their employment, to prove, as provided for under the regulations in force, that they meet the requirements for employment.



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3. Non-EU nationals must submit, before recruitment, documents proving all the declarations they have made, as set out in art. 3, par. 4 of the Consolidated Text of the President of the Republic's Decree No. 445 of 28 December 2000, without prejudice to the protection granted to refugees and persons accorded subsidiary protection.
4. The employment relationship is regulated by the provisions in force regarding subordinate work, also with regard to tax, welfare, and social security treatment, provided for employees' salaries.
5. The remuneration corresponds to the remuneration of the Administrator Area provided for by the current National Collective Labour Contracts (C.C.N.L.) of the Education and Research sector.
6. The employment contract does not entitle candidates to access to permanent positions of the academic or technical-administrative staff at the University of Siena.
7. The holder of the contract is subject to the evaluation procedures provided for by the current National Collective and Supplementary Contracts.
8. Should the employee fail, without a valid reason, to start working within the term provided for by this Administration, the employment contract will immediately come to an end.
9. Should the selected candidate start working, for a valid reason, after the expected start date, the legal and economic effects will run from the day the employee begins working.
10. The contract will in any case be terminated, without need for prior notice, if the selection procedure is annulled, given that said selection procedure is a prerequisite for stipulating the contract.

ART. 10 – PERSONAL DATA PROCESSING, SELECTION PROCEDURE MANAGER

1. The processing of personal data, present in the request to participate in this call or communicated with additional documents of the request, will take place in compliance with EU Regulation (EU) 2016/679 on data protection, Legislative Decree no. 196/2003 as subsequently amended on "*General Data Protection Regulation*" according to the principles of lawfulness, correctness, transparency, adequacy, relevance, accuracy, minimisation of processing, limitation of storage, etc. referred to in art. 5, paragraph 1 of the GDPR.
2. The Data Controller is the University of Siena, legally represented by the Rector; pursuant to the University Regulation on the processing of personal data, the Data Designated person is the manager of the Personnel Area. The personal data provided by applicants will be processed for the management of the procedure, for the possible conferral of the assignment or hiring, for the management of the rankings (where provided for in the notice) exclusively for the purpose of fulfilling the legal requirements, including the publication obligations provided for by current legislation in force.
3. The provision of personal data is to be considered mandatory. Any refusal of providing them will result in the impossibility to take part in the selection procedure.
4. The information relating to the processing of data, in the management of competitive examinations proceedings, drawn up in accordance with the provisions of art. 13 of EU Regulation (EU) 2016/679, is published on the University portal at the web page <https://www.unisi.it/ateneo/adempimenti/privacy>.



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5. For the purposes envisaged by Law 241/1990 and subsequent amendments and additions thereto, the procedure manager for this selection is the Head of the Competitive Exams Office of this University (concorsi@unisi.it).

ART. 11 – FINAL PROVISIONS

1. For all matters not covered by this call, applicants should refer to the provisions of applicable laws mentioned in the premise and other applicable laws and regulations.

Siena, date of the digital signature

The General Manager
Beatrice Sassi

Annexes:

no. 1 - Annex A - Factsheet

no. 2 - Annex B - Preferential Qualifications