



D.D.G. 777
25/05/2017

Notice of public selection process, by examination, to fill 1 Technologist post, pursuant to art. 24 bis of Law 240/2010, with full time fixed-term contract for a duration of 3 years, at the Technology Transfer and Industrial Relations Unit of this Polytechnic.

code 5/TD

The General Manager

IN VIEW of law 241 dated 7/08/1990 as amended;
IN VIEW of the National Collective Labour Agreements for staff of the University sector signed on 16/10/2008 and 12/03/2009;
IN VIEW of the Consolidating Act of the legislative and regulatory provisions on administrative documentation issued with Presidential Decree 445 dated 28/12/2000;
IN VIEW of Leg. Dec. 165 dated 30/03/2001 as amended;
IN VIEW of law 240 dated 30/12/2010 concerning rules in the field of the reorganization of Universities and improvement in the quality and efficiency of the university system and, in particular, art. 24 bis which introduces the figure of the technologist on a fixed-term basis;
IN VIEW of Legislative Decree 49 dated 29/03/2012, concerning rules on the matter of programming, monitoring and assessing budgetary and recruitment policies of Universities;
IN VIEW of Law 190 dated 6/11/2012, on the matter of "Regulations for the prevention and suppression of corruption and crime in the Public Administration";
IN VIEW of Leg. Dec. 81 dated 15/06/2015 on the matter of "Rules for employment contracts and revision of the regulations in terms of duties, according to article 1, paragraph 7, of law 183 dated 10 December 2014";
IN VIEW of the "Regulation relating to the procedures for selection, recruitment and management of the employment relationship of technologists on fixed-term contracts at the Turin polytechnic", issued with Regional Decree dated 1/3/2017;
IN VIEW of the note dated 25/05/2017 from the Head of the Technology Transfer and Industrial Relations Unit concerning the request to activate a public selection process to fill 1 full time fixed term contract Technologist post, to realize the project "Creation and operation of Interdepartmental Centres";
CONSIDERED the professionalism required to realise the project above in terms of the competencies connected with the specific profile;
HAVING CERTIFIED that the financial coverage of the relevant expense is guaranteed by the IAM Interdepartmental Centre Fund (project U-Gov. no.1_TRIN_CI_IAM);



HAVING VERIFIED the absence of rankings in force at this University to recruit Technologists required for this process;

ORDERS

Art. 1

Number of posts – Professional profile

A public selection process, by examination, has been announced by the Polytechnic of Turin to fill a Technologist post according to art. 24 bis of law 240/2010 with a full time fixed term contract, for a duration of three years, at the Technology Transfer and Industrial Relations Unit of this Polytechnic, to carry out technical and administrative functions within the scope of activities connected with implementing the project "Creation and operation of Interdepartmental Centres". The figure required shall carry out the activities within the service of the Management of Interdepartmental Centres (Technology Transfer and Industrial Relations Unit) responsible for the administration and accounting management at the Interdepartmental Centres set up by the University.

The duties entrusted to the technologist may include technical and administrative support within the scope of the research carried out by the Interdepartmental Centres. The profile being sought identifies a hybrid figure suited to covering the operational and/or managerial roles whereby an in-depth understanding of the underlying technical subjects is required.

The activities shall deal with:

- supporting the organisation and operation of all the management and financial activities connected with the centres and assistance to the relevant project managers;
- identification of the workflow for each administrative procedure within the project and preparation of the support modules;
- monitoring the planning and temporal implementation of the activities at the centres and relevant support in acquiring the necessary human and instrumental resources;
- operational control and compliance with budgetary constraints;
- administrative organisation and conduction of research group meetings;
- maintenance of information and updating of centre presentation websites;
- support to drafting periodic scientific reports related to the activities carried out by the centres and preparation of corresponding economic reports;
- support to protecting and using the results of research carried out in the centres and assistance in managing and solving issues connected with intellectual property;
- management and/or coordination with the support of the competent administration Areas of all issues connected with the operation of the Centres.

This notice will be published on the Official Gazette of the Politecnico di Torino, on the website of the Polytechnic of Turin at www.swas.polito.it/services/concorsi/persta.asp, as well as on the site of the Ministry of Education, 'University and Research (MIUR), at <http://bandi.miur.it> and on the website of the European Union, at <http://ec.europa.eu/euraxess>.



Art. 2

Admission requirements

To be admitted to the selection process the following is required:

a) academic title:

Second-cycle degree of the educational system in conformity with Min. Dec. 270/2004 in the following classes: LM-17 (Physics); LM-18 (Computer science); LM-20 (Aerospace and Astronautical Engineering); LM-21 (Biomedical Engineering); LM-22 (Chemical Engineering); LM-23 (Civil Engineering); LM-24 (Building Systems Engineering); LM-25 (Automation Engineering); LM-27 (Telecommunications Engineering); LM-28 (Electrical Engineering); LM-29 (Electronic Engineering); LM-30 (Energy and Nuclear Engineering); LM-31 (Management Engineering); LM-32 (Computer Engineering); LM-33 (Mechanical Engineering); LM-35 (Environmental and Territorial Engineering); LM-36 (Asian and African languages and literature); LM-37 (Modern American and European languages and literature); LM-38 (Modern Languages for Communication and International Cooperation); LM-39 (Linguistics); LM-40 (Mathematics); LM-44 (Mathematical-Physical Modelling for Engineering); LM-48 (Urban, Territorial and Environmental Planning); LM-53 (Materials science and engineering); LM-54 (Chemical Sciences); LM-56 (Economic Sciences); LM-77 (Economic and Business science); LM-82 (Statistical Science); LM-94 (Specialist translation and interpreting); LMG/01 (Law) or in academic titles equivalent, by law, to the degrees of the old educational system.

The Interministerial Regulation 9/7/2009 related to the equivalence between degrees of the previous academic system, specialist degrees and second-cycle degrees is available on the link below: <http://attiministeriali.miur.it/UserFiles/3160.pd>

Applicants who have attained their academic title outside Italy must attach the degree translated and authenticated by the competent diplomatic or Italian consular representative, indicating that the equivalence with one of those indicated above has occurred. The equivalence, solely for admission to the selection process, between the degree attained outside Italy and the professionalism connected with the selection itself is certified, on request of the applicant, by a dedicated commission of experts appointed by the General Manager.

- b) capacity to exercise civil and political rights;
- c) absence of criminal convictions which may impede the entering of an employment contract because of the regulations in force;
- d) they must not have been excluded from active political electorate, or made redundant on disciplinary grounds or deprived of or dismissed from employment at a public administration for ongoing underperformance or have attained the employment through false declarations or production of false documents or flawed by invalidity which is not remediable;
- e) they must not have been declared disqualified from state employment, according to art. 127 paragraph one, lett. d) of the consolidating act of the provisions concerning the statute of civil servants, approved by Presidential Decree no. 3 dated 10.1.1957;
- f) they must not be related up to the fourth degree of consanguinity or affinity, or have a relationship of marriage or registered partnership between people of the same sex or living together as if married, with a professor belonging to the Department who has proposed the activation of the contract, or the Rector, the General Manager, a component of the Board of Administration according to art. 18 paragraph 1 letter c) of Law 240/2010.



Foreign citizens, for the purposes of accessing public administration posts, must be capable of exercising their civil and political rights in the country of nationality or origin, be in possession, with the exception of the ownership of Italian citizenship, of all the other requirements for the citizens of the Republic, have suitable knowledge of the Italian language.

Applicants must be in possession of the above mentioned requirements at the date of expiry of the deadline for presentation of the application for admission to the selection process. Those who have attained their academic title outside Italy and requested but have not yet obtained the recognition of equivalence within the expiry term set out above, will be admitted to the selection process under reserve.

For needs connected with the organization of the work and in compliance with principles of timeliness, effectiveness, efficiency and cost-effectiveness of the administrative action, all applicants will be admitted to the selection process under reserve; hence, this Administration reserves the right to control only the applications of those who will have sat the written exam; therefore, exclusion from the competition, due to lack of the admission requirements set out above, may be ordered at any time, for any justified reason.

This Administration guarantees fairness and equal opportunities for men and women to access the job and treatment at work, according to art. 7 of Leg. Dec. 165/2001.

Art. 3

Applications and deadline to submit applications

The application for admission to the selection process should be presented on paper not subject to stamp duty to Area Risorse Umane e Organizzazione – Ufficio Personale Tecnico-Amministrativo (Human Resources and Organization Area – Technical-Administrative Personnel Office), using the form set out in annex “A”, of this notice, by the date **05/06/2017**. Applications arrived after the abovementioned deadline shall not be considered valid.

The applications must be submitted in one of the following ways:

- by registered letter with return receipt to the following address: Politecnico di Torino – Area Risorse Umane e Organizzazione – Ufficio Personale Tecnico Amministrativo –C.so Duca degli Abruzzi, 24 – 10129 Turin. For this purpose the stamp and date of the accepting post office shall be proof of dispatch;
- direct delivery to the Ufficio Personale Tecnico Amministrativo (Technical – Administrative Personnel Office), C.so Duca degli Abruzzi, 24 – Torino – I floor (tel. 011.0907955 – 6201 - 6119) at the following times: from Monday to Friday from 9am to 12pm and from 2pm to 4pm;
- by PEC (certified email address), sending an email from one's own personal PEC address to politecnicoditorino@pec.polito.it containing the application of participation duly compiled and signed and any other document required, in PDF format, together with the scan of a valid identity document. The subject of the email must show the following wording “PEC DOMANDA DI CONCORSO TD. COD. 5/17/TD” [“PEC APPLICATION FOR SELECTION PROCESS TD. COD. 5/17/TD”];
- by fax, to no.0110906043, attaching copy of a valid identity document.

All applicants must state, under their own responsibility:

1. their surname, name, date and place of birth;
2. their citizenship;



3. the municipality in whose electoral rolls they are registered, or the reasons for non-registration or cancellation from the same rolls;
4. to have no previous or current criminal record (even if amnesty, remission, pardon or judicial pardon has been granted) and pending proceedings against him;
5. to be in possession of the required academic title;
6. their position held as regards military obligations;
7. any services provided at Public Administrations and causes of termination of preceding relationships;
8. that they have not been deprived of or dismissed from employment according to art. 127 d) of the Consolidating act approved by Presidential Decree no. 3 dated 10/1/1957, or made redundant from employment at a Public Administration;
9. that they are not related up to the fourth degree of consanguinity or affinity, or have a relationship of marriage or registered partnership between people of the same sex or living together as if married, with a professor belonging to the Department who has proposed the activation of the contract, or the Rector, the General Manager, a component of the Board of Administration according to art. 18 paragraph 1 letter c) of Law 240/2010.
10. whether they are in possession of any preferential rights , as set out in annex B.

The application must be accompanied by the European style curriculum vitae (annex C) containing a detailed description regarding the studies and professional experience gained, as well as any other information which the applicant considers useful for assessment purposes, in relation to the professional profile required; the Curriculum vitae must be produced by personal sworn declaration pursuant to art. 47 of Pres. Dec. 445 dated 28.12.2000.

The applicants, recognized as disabled according to law 104/1992, must make explicit request for the necessary aid, as well as any need for additional time to carry out the tests, depending on their handicap.

According to art.13 of the "Code regarding the protection of personal data" issued with Leg. Dec. 196 dated 30/6/2003, all data provided by the applicants by application shall be processed respecting the aforementioned regulations and the obligations of confidentiality, to fulfil the obligations connected with the selection procedure.

The application form to participate in the selection process and the curriculum vitae format are distributed in the Office mentioned above and available on the website of the University at the following address: www.swas.polito.it/services/concorsi.

The bottom of the application must be signed; the signature requires no authentication pursuant to art. 39 of Pres. Dec. 445 dated 28/12/2000, under penalty of exclusion from the selection process.

Art. 4 Selection committee

The Selection Committee, appointed with a subsequent order of the General Manager, will be composed by experts on the subjects regarding the professionalism required, the type and scientific-disciplinary area of the research project, as well as the organisation and/or selection of staff.



Art. 5 Examinations

The examinations will involve a written test and an interview.

The Committee will decide on the duration of the same depending on the type of tests.

The **written test**, with theoretical-practical content, will be aimed at verifying general knowledge of the national rules on university legislation, organization of the university systems and European and international research; public procurement for the acquisition of services and goods. Specific knowledge on the subject of scientific collaborations, the ability to manage administrative procedures provided for by the University Regulations as well as knowledge of the procedures to manage projects, including their financial side, will be verified. Finally, economic-managerial competencies may also be verified with particular reference to drafting a budget and aggregation of projects within the university context. The test will be aimed at verifying the analytical capabilities as well as critical reflection finalized at problem solving. The ability to use programs in a Windows environment (Word, Excel, Power Point, Access) will also be verified.

The **interview** will be aimed at investigating and expanding on issues which are the topics of the written test, giving particular space to any work experience in the sector already gained by the applicant and resulting from the curriculum vitae. The applicants will also be interviewed to assess their psychological, relational and motivational characteristics required by the job description.

The exam tests (in both or only during the written or only during the interview) will also verify the knowledge of English (excellent knowledge both written and spoken is required) and of the most widely used equipment and computer applications.

The written test and the oral test shall be considered passed if the applicant has obtained a score of at least 7/10 or equivalent in each of them.

The overall vote is established by the sum of the vote for the written test and the vote attained in the interview.

The sessions of the Committee, during the interview, are public.

At the end of each session dedicated to the interview the Committee will draw up a list of the candidates examined with the indication of the vote attained by each and display it at the venue of the examination.

Art. 6 Calendar of examinations

The written test will take place on 13/06/2017 at 12,00 at LAIB 1 of this Polytechnic – C.so Duca degli Abruzzi, 24 – Turin.

The list of those admitted to the interview will be published on 14/06/2017 by 16,00 on the web page of the Polytechnic of Turin at the address www.swas.polito.it/services/concorsi.

The interview will be held on 15/06/2017 at 10,00 in Saletta B of the Rector's Office of this Polytechnic - C.so Duca degli Abruzzi, 24 - Turin.

Applicants are required to be on the premises at the time and on the days mentioned above to sit the examinations. They must be in possession of a valid identity document.



Art. 7

Formulation and approval of ranking

Having performed the tests for the selection process, the Committee draws up the merit ranking in descending order of the overall vote based on the results of the tests.

Applicants who have passed the final test and intend to exercise their preferential rights as set out at paragraph 4 of art. 5, Presidential Decree no. 487 dated 9.5.1994 (annex B) are required to show the relevant original documents, or authenticated copy thereof, within the deadline of 15 days. This term starts from the day following that on which individual applicants have passed the final test.

By Decree of the General Manager, the merit ranking will be approved and the successful candidates will be declared, on condition that it is verified that they are in possession of the requirements to be admitted to the job.

The final ranking will be published on the Administration web page at the address: www.swas.polito.it/services/concorsi.

Art. 8

Entering into the contract

A full time fixed-term employment contract for a duration of three years will be entered into with the candidate who is declared successful. A probationary period of work as Technologist is envisaged, with the right to the remuneration provided for by the rules in force for technical administrative staff for Category D, Economic Position D4.

The annual overall gross remuneration due to the employee is €29,375.74 which will be paid on a monthly basis. An additional annual amount of €2,000.00 is envisaged in the form of a lump sum payment according to the achievement of the targets which are annually defined.

The employment relationship is governed by the individual contract and by the employment provisions in force which also include the taxation, welfare and social security envisaged for employee income. As regards the rights and duties of the employee, reference is made to the principles established by the National Collective Labour Agreement - University Sector and to the regulations in force on public sector employment.

The candidate who has successfully completed the selection process is required to submit all documents which will be requested from this Polytechnic within thirty days from recruitment, under penalty of dismissal.

The probationary period will last for three months and cannot be renewed or extended. Once this period has been completed without termination of the employment relationship by one of the parties, the employees will be considered as being confirmed in service and their length of service will be calculated in every respect as of the day of recruitment.

Art. 9

Referral to the performance of the selection process

For all that is not provided for in this selection process notification, reference shall be made to the rules laid down in the Regulation on the selection, recruitment and management process of the fixed-term employment relationship of the Technologists as set out in the introduction, and - as far as compatible - to the Regulation concerning the selection processes for recruiting permanent



technical-administrative staff at the Polytechnic of Turin, issued with Regional Decree no. 339 dated 31/05/2002, and to the provisions in force on the procedures for public selection processes.

Turin, 26/05/2017

THE GENERAL MANAGER
(Dr. Aldo TOMMASIN)
for A. Tommasin
signed G. Biscant