

PROCEDURE OF COMPARATIVE EVALUATION BY QUALIFICATION AND EXAMS IS CALLED FOR THE RECRUITMENT OF NO. 1 FIRST LEVEL "TECHNOLOGIST", CATEGORY EP, ECONOMIC POSITION EP1, COMPETITION SECTOR 14/C1 - GENERAL, LEGAL AND POLITICAL SOCIOLOGY, SDS SPS/07, WITH A FIXED-TERM EMPLOYMENT CONTRACT FOR 18 MONTHS FOR THE REQUIREMENTS OF THE DEPARTMENT OF SOCIOLOGY AND SOCIAL RESEARCH, WITHIN THE RESEARCH PROJECT "ARCHIVAL PROCEDURES AND DOCUMENTATION OF RESEARCH DATA FROM THE "EXCELLENCE DEPARTMENT" PROJECT OF THE DEPARTMENT OF SOCIOLOGY AND SOCIAL RESEARCH.

THE DIRECTOR GENERAL  
on the proposal of the manager of the Personnel Area

- Whereas the Law 23.8.1988, no. 370, which abolishes the stamp duty on application forms for public examinations (procedures of comparative evaluation by qualification and exams) and recruitment ;
- Whereas the D.P.C.M.30.3.1989, no. 127, concerning fixed-term employment relationships in the public sector;
- Whereas the Law 9.5.1989, n. 168;
- Whereas the Law 7.8.1990, no. 241, and further modifications and additions, concerning administrative proceedings and the right of access to administrative documents; and the relevant University of Milano-Bicocca's Regulations;
- Whereas the Decree of the President of the Council of Ministers 7.2.1994, No. 174 on the rules of access of nationals of Member States of the European Union to employment in public administration;
- Whereas the D.P.R. 9.5.1994, no. 487, and further modifications and additions, governing the access to Public-Sector positions and the ways and means of selection;
- Whereas the Law 21.6.1995, no. 236, concerning urgent provisions of law on University's operations and organization;
- Whereas the Law 15.5.1997, no. 127, and further modifications and additions, concerning urgent provisions of law on the streamlining of the administrative activities and the proceedings of decision-making and control;
- Whereas the Law 16.6.1998, no. 191, concerning, amongst other things, modifications and additions to the aforementioned Law 15.5.1997, no. 127;
- Whereas the D.P.R. 28.12.2000, no. 445 and further modifications and additions;
- Whereas the Legislative Decree 30.3.2001, no. 165, concerning labour regulations for employees of public administrations;
- Whereas the Legislative Decree 30.6.2003, no. 196 and the Regulation UE 2016/679, concerning personal data protection;
- Whereas the Decree Law 10.1.2006, no. 4, concerning urgent provisions of law on the Public Administration operations and organization;
- Whereas the Legislative Decree 11.4.2006, no. 198, governing the code of equal opportunities for Women and Men, in accordance with the Law 28.11.2005, no. 246, Article 6;
- Whereas the Inter-Ministerial Decree 9.7.2009, on levelling of University degree obtained under the education system prior to Ministerial Decree of 3 November, 1999, n. 509, with laurea specialistiche (LS) ex D.M. 509/99 and laurea magistrali (LM) ex D.M. 270/04, with regard to participation in public competitive examinations;
- Whereas the Legislative Decree 15.3.2010, no. 66, concerning the "Code of Military Law"
- Whereas the Law 30.12.2010, no. 240, and further amendments and additions, with particular regard to Article 24 bis;
- Whereas the Law 6.11.2012, no. 190, indicating the "Provisions of law for preventing and fighting corruption and illegal conduct within Public Administration";
- Whereas the Legislative Decree 14.3.2013, no. 33, regarding the "Reorganization of the regulation concerning the obligation of publicity, transparency, disclosure of public interest information for the Public Administration" and further amendments and additions;

- Whereas the Law 6.8.2013, n. 97, concerning "Provisions of law for complying to the obligations deriving from Italy's membership of the European Union" – European Law 2013, Art. 7 amending the regulations of access to Public-Sector positions;
- Whereas The Director General Decree 19.2.2014, no.446/2014, establishing a fee of 10.00 euros for postal and general expenses, for participating in open competitions based on qualifications and tests, for recruiting administrative and management staff;
- Whereas the Law 30.12.2018, no. 145 (Italian Legge di Bilancio 2019);
- Whereas the Legislative Decree 15.6.2015, no. 81, on the "Organic regulation on employment contracts and the Revised legislation on job assignments, in accordance to the Law 10.12.2014, no.183, Art. 1, section 7";
- Whereas the current (CCNL) National Collective Labour Agreement for the University Sector – Three years 2016/2018;
- Whereas the current Official Notice Board regulations of the University of Milano – Bicocca;
- Whereas The current Regulations of the University of Milano-Bicocca concerning the institution of a fixed-term Technologist, in accordance with Art. 24 bis, Law no. 240 of 30.12.2010;
- Taken note of what the manager reports:
- that the resolution of the Board of the Department of Sociology and Social Research of 20.03.2019 concerning the recruitment of no. 1 first level "technologist", category EP, economic position EP1, plus a bonus of 15% subject to the annually carried out fulfillment of all objectives as evaluated by the Director of the Department, competition sector 14/C1
  - General, Legal and Political Sociology, SDS SPS/07, with a fixed-term employment contract for 18 months for the requirements of the Department of Sociology and Social Research, within the research project "Archival procedures and documentation of research data from the "Excellence Department" project of the Department of Sociology and Social Research"
  - that the Board (CdA) has approved the establishment of the aforementioned post by resolution of 26.03.2019;
- Expected that the proposing manager attests the regularity and legitimacy of the present provision;

## ORDAINS

For the reasons indicated in the introduction of this provision and which are here fully understood:

### **ART. 1**

#### **Number of positions**

A procedure of comparative evaluation by qualification and exams is called for the recruitment of no. 1 first level "technologist", category EP, economic position EP1, competition sector 14/C1 - General, Legal and Political Sociology, SDS SPS/07, with a fixed-term employment contract for 18 months for the requirements of the Department of Sociology and Social Research, within the research project "Archival procedures and documentation of research data from the "Excellence Department" project of the Department of Sociology and Social Research".

The research activity is located within the "Excellence Department" project of the Department of Sociology and Social Research, that involves the development of a detailed longitudinal research, both quantitative and qualitative, which requires, from its inception, a planning of the activities necessary for the archiving of the collected data and for the documentation of the research activity.

To this end, the candidate is asked to identify the best strategies for preserving and distributing longitudinal research data, as well as to document the entire data life cycle, from the initial stages to the data cleaning and anonymization procedures in view of its distribution.

In his activity the candidate must refer to the archival procedures and standards promoted by the Consortium of European Social Science Data Archives (CESSDA).

### **ART. 2**

#### **Admission requirements**

The selection is open to candidates in possession of the following:

- a) qualifications:



University Degree in Sociology (Laurea ante D.M. 509/99), or LM-88 (Laurea Magistrale – D.M. 270/04) or equivalent according to Italian law, as well as particular professional qualification in the management of data processing and storage for social research of at least five years.

Foreign academic qualifications should be officially recognized equivalent to an Italian degree pursuant to the Laws currently in force (website: <http://www.funzionepubblica.gov.it/strumenti-e-controlli/modulistica>) or a declaration of the initiation of the legal proceeding for the request of equivalence in accordance to Art. 38 of the Legislative Decree no. 165/2001.

- b) applicants should be 18 years of age or over;
- c) Italian citizenship (Italian citizens and Italians not belonging to the Republic - citizens of Italian nationality residing abroad- shall be treated in all respects in the same way), and/or nationality of a Member State of the European Union.

Pursuant to Art. 7 of the Law no. 97/2013 (in the Recitals above), applications are also open to:

- family members who are not nationals of a Member State, accompanying or joining the Union citizen in the host Member State, holding the right of residence or the right of permanent residence,
- third-country Nationals who are either holders of EU residence permit for long-term residents, or refugee status, or subsidiary protection status;

- d) full enjoyment of Civil and Political Rights;
- e) physical fitness requirements for recruitment. The Administration has the power to require the successful candidates to undergo a medical examination, in accordance with the current regulations;
- f) meet any obligations under national laws on military service (for candidates who were born before 1985). Access to the public administration is not permitted either to those who have been deprived of their right to vote, or those who have been dismissed or removed from the public service for consistently inadequate performance, or those who have been removed from public sector jobs, pursuant to the D.P.R. 10.1.1957, n. 3, Art. 127, paragraph 1, letter d), or those who have been dismissed for producing false documents at the time of appointment.

The beneficiaries of convicted sentences, including judgments pronounced after plea bargaining, or irrevocable criminal convictions for crimes against the Public Administration will not be admitted to the procedure.

Citizens of a Member State of the EU or their family members or third-countries Nationals should meet all the following requirements:

- 1) enjoy full citizenship rights in the State of origin;
- 2) meet all mandatory requirements for Italian citizen, with the exception of the Italian citizenship;
- 3) fluent Italian and English.

Candidates must be in possession of the above-mentioned requirements within the application deadline, along with the declaration of the equivalence to an Italian degree of any foreign academic qualifications, or a declaration of the initiation of the legal proceeding for the request of equivalence. Candidates are provisionally admitted subject to the selection procedure.

The administration office reserves the right, at any time and with motivated provision, to exclude candidates who do not meet the established requirements.

Pursuant to Art. 18, paragraph 1, letters b) and c) of Law 240/2010, applicants related up to fourth degree relations to teaching staff from the department that is proposing to offer the contract, the Dean, the Director General, or members of the University Administration Board, are excluded from the selection procedure.

### **ART. 3**

#### **Applications and deadlines**

Under penalty of exclusion applications for participation in the competition, along with the relevant qualifications held and the relevant scientific publications, shall be submitted online through the following online application procedure: <https://pica.cineca.it/unimib/19pta018/>

It is of utmost importance to provide a valid email address in order to enable the registration process on the electronic procedure. Applicants shall upload all personal and professional data as requested by the application procedure; all documents must be uploaded in PDF format (.pdf).

All fields in the online application form must be filled out. Under penalty of exclusion, the application must contain: valid ID of the candidate; bank receipt proving the payment of 10 euro.

Failure to comply with the online application procedure will result in exclusion of the applicant.



Prior to final submission, and within the given deadline for applications submission, the online application procedure allows to modify and save the inserted information in a draft copy. Confirmation of final submission date will be certified by an automatic notification email.

Submissions after the given deadlines will not be accepted by the system, as the online application procedure won't be accessible. Each application will be given a registration number. For all further communications, the registration number shall be quoted along with the code of the competition.

The online application and submission procedure shall be completed by **Wednesday, May 29<sup>th</sup>, 2019**.

The submission of the online application must be completed and finalized:

- with the digital signature of the candidate, by means of smart card, USB token or remote digital signature, for digitally signing electronic documents with a software using a PC or a web portal for Remote Signature provided by a Certification Service Provider (CSP). Candidates with a smart card or an USB token for digital signature should check the compatibility with the Digital Signature system embedded in our server. In case of compatibility, candidates shall sign the application on the server (i.e. ConFirma);
- holders of server-incompatible Digital Signature and holders of Remote Digital Signature who can access a web portal for digitally signing electronic documents, shall save the PDF file generated by the system on their PC; the PDF file shall not be modified in any way, and it shall be digitally signed in CAdES format: the system will generate a file with .p7m extension. The candidate shall upload the .p7m file on the system. No changes are to be made to the file by the candidates before the Digital Signature, on pain of exclusion from the competition;
- in case the two above-mentioned options do not apply, candidates shall save the PDF file generated by the system on their PC. The PDF file shall not be modified in any way, on pain of exclusion from the competition. The PDF shall then be printed out, signed on the last page, scanned in PDF format and uploaded on the system.

The University will verify that all the statements made in the application and accompanying documentation comply with the provisions of Presidential Decree n. 445/2000.

In the application form, pursuant to current regulations and upon penalty of exclusion, candidates should declare under their sole responsibility:

- a) last name and first name;
- b) date and place of birth;
- c) they have either Italian nationality or nationality of a Member State of the European Union, or they are family members of a EU citizen, holding the right of residence or the right of permanent residence, or they are third-country Nationals who are either holders of EU residence permit for long-term residents, or refugee status, or subsidiary protection status;
- d) for Italian citizen: that they are either registered on the electoral roll in the city of residence, or no longer registered (please enlist the reasons of removal from the register/ failure to register);
- e) they have/have not been convicted or found guilty of a criminal offence, and there are/ aren't criminal proceedings pending against them, if so, specify the crime, if the sentence has become final, if the criminal proceedings are in progress and if accessory penalties have been imposed and which.
- f) they meet the full requirements as in Art. 2, letter a) of the present call for applications;
- g) they meet any obligations under national laws on military service (for candidates who were born before 1985);
- h) they have/have not worked in the public service and (if applicable) the reason for terminating the employment;
- i) they have neither been dismissed/removed from the public service for consistently inadequate performance, nor have been removed from public sector jobs, pursuant to the D.P.R. 10.1.1957, n. 3, Art. 127, paragraph 1, letter d), nor have been dismissed for producing false documents at the time of appointment;
- j) Citizens of a Member State of the EU or their family members or third-countries Nationals should also declare they enjoy full citizenship rights in the State of origin (if applicable: the reason for not enjoying full citizenship rights in the State of origin), fluent Italian;
- k) qualifications deemed useful for the purposes of the evaluation;
- l) residence and contact address (including postcode), plus email address;
- m) bank receipt proving the payment of 10 euro on the current account in the name of Università degli Studi di Milano – Bicocca, held in Banca Popolare di Sondrio, Agenzia di Milano – ag. N. 29 – Bicocca, P.zza



della Trivulziana 6, 20126 Milano – IBAN code IT87 K056 9601 6280 0000 0200 X71; participation fee is non-refundable;

n) they are not related up to fourth degree relations to teaching staff from the department that is proposing to offer the contract, the Dean, the Director General, or members of the University Administration Board.

In the purpose of the payment field (“causale del versamento”) candidates must write: “contributo per la partecipazione alla selezione codice 19PTA018” (participation fee, code of procedure of selection no.19PTA018).

Applications lacking the signature of the candidates will be excluded from the selection process.

Disabled candidates should make a specific request in their application for any necessary assistance and, if required, for extra time to complete the performance of the exams, according to art. 20 of the law 5th February 1992, no. 104.

#### **ART. 4**

##### **Evaluation Board**

The Evaluation Board is appointed by the Director General on proposal of the structure concerned, in accordance with current regulations.

#### **ART. 5**

##### **Qualifications assessment and exams**

The selection procedure consists of practical theoretical written exam and an oral exam on the following topics:

##### Practical theoretical written exam:

*Data life cycle and digital preservation models; metadata standards; quantitative and qualitative data archival procedures in the social sciences; data privacy regulation; data anonymization procedures; copyright and licensing applied to research data; ethics in research; data management tools for research data.*

##### Oral exam:

*Will focus on the topics covered by the Practical theoretical written exam. Main web development tools (CMS, PHP, JavaScript) and data science programming languages (R, Python) and on the assessment of the knowledge of the English language.*

Exams will take place according to the following timetable:

Practical theoretical written exam	05.06.2019, from 10.30 (Rome time)	University of Milano – Bicocca, Department of Sociology and Social Research, Building U7, aula Pagani, third floor, Via Bicocca degli Arcimboldi 8, Milano (Italy)
Oral exam	12.06.2019, from 10.30 (Rome time)	University of Milano – Bicocca, Department of Sociology and Social Research, Building U7, aula Pagani, third floor, Via Bicocca degli Arcimboldi 8, Milano (Italy)

The abovementioned exams schedule, is equivalent to a notification to applicants.

The University of Milan - Bicocca reserves the right to modify, wholly or in part, the abovementioned examination timetable in the event of circumstances which preclude its normal course. Of this eventual change will be given notice of full effect on the University's official website and on the website [www.unimib.it/concorsi](http://www.unimib.it/concorsi) in compliance with art. 6 of DPR 09.05.1994, n.487 and subsequent amendments and additions. No other form of communication will be used. It is incumbent upon each candidate to consult the official website of the University and / or the website [www.unimib.it/concorsi](http://www.unimib.it/concorsi).

On the day of the tests, upon penalty of exclusion, candidates will be asked to present a valid identity document:

- ID card, passport, driving licence;
- ID card issued by Central Administrations of the Republic of Italy to their employees (D.P.R. 28.7.67, no. 851, art. 12).

The Examining Board can assign up to 100 points as detailed here below:

written exam: 30 points

oral exam: 30 points

qualifications: 40 points

Candidates who have passed the theoretical written exam with a score of 21 points or more are admitted to the oral exam. Admission to the oral exam will be notified to candidates along with the written exam's score.

Oral exam is successfully passed with a score of 21 points or more.

Qualifications deemed useful for the purposes of the evaluation for this competition, assessed for a maximum score of 40 points, are:

- qualifications, master's degrees and post-graduate specialization courses: up to 5 points
- doctoral thesis, marks awarded and relation to the PhD project and/or post-graduate school in medicine: up to 5 points
- publications: up to 20 points
- other qualifications related to job assignments the candidates have carried out in national or international Research Bodies under contract, scholarships, and certified with the duration of the assignments: up to 10 points.

Qualifications enlisted as mandatory for accessing the call for applications will not be taken into account within the "qualifications deemed useful for the purposes of the evaluation for this competition" and will therefore not be assigned points. Titles must be declared on the online application procedure within the above deadline.

It is not allowed to refer to qualifications produced in other Calls for applications of this or other University Administrations; it is not allowed to refer to documents enclosed to applications to other calls for applications of this or other University Administrations.

Candidates who have (or have had) employment relationships with this University may request the Administration HR office to use copies of qualifications ("qualifications deemed useful for the purposes of the evaluation for this competition") held in their personal folders.

Document written in a foreign language must be translated into Italian and legally validated and certified by the competent Italian diplomatic representative (or an official translator).

The examining board will draw up a report of the evaluation criteria; qualifications will be assessed after the written examination has taken place, before the marking of the candidates' written exams.

The score of the qualifications' evaluation will be made known to the candidates before the oral examination.

## **ART. 6**

### **Preference in case of ex-quo**

Candidates should attest on the online application the possession of preferential titles, to be considered in case of equal score. Otherwise within 15 days after passing the oral examination, the candidates should submit to the Director General of the University of Milano-Bicocca, Piazza dell'Ateneo Nuovo n. 1, 20126 Milano, a declaration on plain paper to attest the possession of preferential titles, to be considered in case of equal score.

As provided by the law, these documents may be replaced with a statement in lieu of affidavit.

The documents can be sent as registered letter with acknowledgement of receipt, and the postmark will bear witness to mail acceptance date within the competition deadline.

In case of parity, precedence is given to the following categories of citizens:

- 1) The awarded the medal for bravery;
- 2) The maimed and disabled war veterans;
- 3) The maimed and disabled for war events;
- 4) The maimed and disabled for service in the public and private sectors;
- 5) War orphans;
- 6) The orphans of the fallen for war events;
- 7) The orphans of the fallen for service in the private and public sectors;
- 8) The wounded in combat;
- 9) The awarded the Military Cross or other special certificate of merit of war, and the head of household of large families;
- 10) The childrens of amputees and veterans war invalids;
- 11) The childrens of amputees and invalids for war events;
- 12) The childrens of amputees and invalids for service in the private and public sectors;
- 13) Widowed parents who have not remarried, spouses who have not remarried, widowed or unmarried siblings of the fallen in war;
- 14) Widowed parents who have not remarried, spouses who have not remarried, widowed or unmarried siblings of the fallen for war events;



- 15) Widowed parents who have not remarried, spouses who have not remarried, widowed or unmarried siblings of the fallen for service in the public and private sectors;
- 16) Those who have served in the Army as combatants;
- 17) Those who have rendered commendable service in any capacity, for not less than one year, in the administration that has issued this notice of competition;
- 18) Married and unmarried with regard to the number of dependent children;
- 19) The handicapped and maimed civilians;
- 20) The military volunteers of the Army, dismissed without demerita at the end of their military conscription.

In case of merits and titles parity, preference is given considering:

- 1) The number of dependent children, regardless of whether the candidate is married or not;
- 2) In case of commendable service rendered in public administration;
- 3) The younger candidate.

The preference securities must be held on the application deadline.

#### **ART. 7**

##### **Approval of the ranking**

The final ranking is drawn up in descending order of the candidates' overall marks; in case of ex equo, the indications referred to in Art. 6 would apply.

The merit ranking is approved by means of the Director General's decree and is the result of the marks obtained during the exams and the assessment of titles and qualifications. The final ranking will be posted at the University Official notice board and from that moment it is possible to appeal. The ranking has a 36 month validity.

#### **ART. 8**

##### **General conditions of the employment contract and take up**

The successful candidate will be recruited for a probation period and with a fixed-term dependent individual contract of 18 months, as a first level Technologist, category EP, economic position EP1. At the employment take up, the candidate is required to prove the possession of the requirements established in Art. 2 of the present notice of competition, by means of a statutory declaration of certification as provided for by Art. 46 Presidential Decree 28.12.2000 no 445. The statement related to citizenship and political rights must indicate the possession of the requirements within the competition deadline. The Administration will verify the truthfulness of the self-certifications, pursuant to Art. 71 of the Italian Presidential Decree DPR 28.12.2000, no. 445. In case the verification shows that the content of the declaration does not correspond to the truth, the applicant shall forfeit any benefit resulting from the provisions made on the basis of a false declaration, without prejudice to the provisions of art. 76 of the Italian Presidential Decree DPR 28.12.2000, no. 445 on criminal penalties. If the person concerned does not wish or is unable to present a self-declaration, the certificates related to conditions, facts, or personal qualities resulting from registers or public records kept or stored by a public administration can be acquired ex officio by this University upon the candidate's indication of the administration that maintains the register or the documents. The candidate's physical suitability will be determined by a doctor appointed by the University. The salary for the recruited candidate is indicated in the resolution of the Board (CdA) of 26.03.2019, as stated in the forewords of this notice of competition. The average working time corresponds to 36 hours per week in a quarter. The probation period is established for the duration of one month and cannot be renewed or extended. The contract referred to in this competition may not be combined either with similar contracts with other universities or private scientific facilities, or with doctoral grants or post-graduate fellowships. The position of Technologist is incompatible with the exercise of trade and industry, and - if full-time - with private professional activity, in the framework of obligations concerning incompatibility as set forth under art. 53 Legislative Decree 165/2001.

#### **ART. 9**

##### **Personal Data Handling**

Pursuant to Legislative Decree 196/2003 and to the Regulation UE 2016/679 concerning the protection of personal data, the University is committed to respecting the confidentiality of the information provided by the applicant: personal data collected for the present proceeding will be processed for the sole purposes

connected with and instrumental to the selection procedure and the eventual management of the job contact, in conformity with the current provisions. The Data Controller is Università degli Studi di Milano – Bicocca, in the person of the Rector, Legal representative, based in P.zza dell'Ateneo Nuovo 1, Milano.

**ART. 10**

**Head of Procedures**

Pursuant to the Law no. 241 of August 7, 1990, the head of the procedures contained in this notice of competition is Dott. Cava Alessandro, Personnel Department, Recruitment Sector, P.zza dell'Ateneo Nuovo 1, 2016 Milano.

**ART. 11**

**Referring Provisions**

For anything that is not expressly covered in the present notice of competition reference shall be made, where applicable, to the norms cited in the Consolidated Act of 01.10.1957 no. 3, in the Presidential Decree 05.03.1957 no. 686 and further modifications, and in the Presidential Decree 09.05.1994 no. 487 and further modifications and any related laws in force.

**ART. 12**

**Advertising**

This Notice of Competition shall be published and posted to the Official Notice Board of the University of Milano-Bicocca, sent to the Italian Ministry of Education (MIUR) and to the European Community for the publication in Italian and English on their websites, and will be available on the University website (<http://www.unimib.it/concorsi>) and University Registry.



THE DIRECTOR GENERAL  
Loredana Luzzi

UOR: Personnel Area – Manager Elena La Torre

Head of procedures: Alessandro Cava

Practice treated by: Recruitment Sector – Competitions Office – Paolo Spogli