

Il Direttore Generale

GIVEN Law No. 241 of August 7, 1990, "New provisions on administrative procedure and the right of access to administrative documents," and subsequent amended and supplemented;

GIVEN Law No. 104 of February 5, 1992, "*Framework Law for the Assistance, Social Integration, and Rights of Persons with Disabilities*";

GIVEN law of 12 March 1999, n. 68, "*Regulations for the right to work of people with disabilities*" and the relative implementing regulation issued with Presidential Decree 10 October 2000, no. 333;

GIVEN the legislative decree of 30 March 2001, n. 165 "General rules on the organization of work employed by public administrations" and subsequent amendments and additions;

GIVEN the legislative decree of 30 June 2003, n. 196 "*Code regarding the protection of personal data*" and subsequent amendments and additions, and the legislative decree dated 10 August 2018, n. 101 "*Provisions for the adaptation of national legislation to the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, relating to the protection of individuals with regard to the processing of personal data, as well as the free movement of such data and repealing Directive 95/46 / EC (General Data Protection Regulation)*";

GIVEN the legislative decree of 7 March 2005, no. 82 "*Digital Administration Code*" and subsequent amendments and additions;

GIVEN the legislative decree of 1st April 2006, no. 198 "*Code of equal opportunities between men and women, in accordance with Article 6 of Law no. 246*";

GIVEN law of 30 December 2010, no. 240 and subsequent amendments "*Rules on the organization of universities, academic staff and recruitment, as well as delegation to the Government to encourage the quality and efficiency of the university system*" and, in particular, art. 24bis;

HAVING REGARD to law of 12 November 2011, no. 183 "*Provisions for the formation of the annual and multi-year state budget*" (stability law 2012) and in particular art. 15, containing rules on certificates and substitutive declarations;

GIVEN the Legislative Decree of 14 March 2013, no. 33 containing "*Reorganization of the regulations concerning publicity, transparency and information spreading obligations by Public Administrations*";

GIVEN law of 6 August 2013, no. 97 "*Provisions for the fulfilment of the obligations deriving from the belonging of Italy to the European Union - European Law 2013*" and in particular art. 7 amending the rules on access to employment for foreigners in public administrations;

HAVING REGARD to Legislative Decree of 15 June 2015, no. 81 "*Organic Regulation of Employment Contracts and Revision of Regulations on Duties, pursuant to Article 1, paragraph 7, of Law 10 December 2014 no. 183*" and in particular Chapter III, "*Fixed-term Employment Contracts*";

GIVEN Law of 19 June 2019, no. 56 regarding "*Interventions for the concreteness of the actions of public administrations and the prevention of absenteeism*";

GIVEN the National Recovery and Resilience Plan (PNRR), presented to the European Commission on 30 April 2021 pursuant to art. 18 of Regulation (EU) no. 2021/241 and approved by the ECOFIN Council on 13 July 2021, and notified to Italy by the General Secretariat of the Council with note LT161/21 of 14 July 2021;

GIVEN the Decree-Law of 31 May 2021, n. 77, converted with amendments by law 29 July 2021, n. 108, containing "*Governance of the National Recovery and Resilience Plan and first measures to strengthen the administrative structures and to speed up and streamline procedures*";

HAVING REGARD to Decree-Law No. 80 of June 9, 2021, converted with amendments by Law No. 113 of August 6, 2021, containing "*Urgent measures for strengthening the administrative capacity of public administrations functional to the implementation of the National Recovery and Resilience Plan (PNRR) and for the efficiency of justice*";

GIVEN the Presidential Decree dated 9 May 1994, n. 487 "*Regulation laying down rules on access to employment in public administrations and the methods of conducting competitions, single competitions and other forms of recruitment in public employment*" and subsequent amendments and additions;

CONSIDERING the Decree of the President of the Republic of 31 August 1999, n. 394, concerning the "*Regulation containing implementation rules of the consolidated text of the provisions concerning the discipline of immigration and rules on the condition of the foreigner, pursuant to art. 1, paragraph 6, of Legislative Decree 25 July 1998, n. 286*";

GIVEN the Presidential Decree 28 December 2000, n. 445 "Consolidated text of legislative and regulatory provisions on administrative documentation" and subsequent amendments and additions;

GIVEN the Decree of the President of the Republic dated 11 February 2005, no. 82 "*Regulation containing provisions for the use of certified electronic mail, pursuant to art. 27 of the law of 16 January 2003 n. 3*";

CONSIDERING the Decree of the President of the Republic dated 30 July 2009, no. 189 "*Recognition of foreign qualifications for access to public competitions*" and in particular the art. 2;

GIVEN the Interministerial Decree of 9 July 2009 for the equivalence between the diplomas of old legal system degrees, specialist degrees (LS) pursuant to D.M. 509/99 and master's degrees (LM) ex D.M. 270/04 for the purposes of participation in public competitions;

HAVING REGARD to the National Collective Labour Agreement (CCNL) for the University sector for the 2006-2009 regulatory period, signed on October 16, 2008, and the National Collective Labour Agreement (CCNL) for personnel in the Education and Research sector for the 2019-2021 period, signed on January 18, 2024;

GIVEN the D.R. of 16 January 2024 ratified by the Academic Senate and the Board of Directors in their respective sessions of 30 and 31 January 2024, with which the adherence to the Next Education Italia (EDUNEXT) project proposal of the University of Modena and Reggio Emilia was approved for participation in the public notice for the creation of three Digital Education Hubs, announced with Decree of the General Directorate of Higher Education and the Right to Education no. 2100 of 15/12/2023 and the signing of all consequent documents;

GIVEN the Directorial Decree of 5 July 2024, no. 1005 with which the MUR approved the rankings of the procedure referred to above;

GIVEN the Directorial Decree no. 1152 of 31 July 2024 for the granting of funding – Public notice for the submission of project proposals for the "Creation of three Digital Education Hubs (DEH)" D.D. 2100/2023;

GIVEN the Obligation Act signed on 20 November 2024 by the lead institution University of Modena and Reggio Emilia with the MUR;

CONSIDERING that in the context of the above-mentioned project it is necessary to proceed with the recruitment, among other things, of technologists pursuant to art. 24bis of Law 30 December 2010, no. 240 (in the text in force before the entry into force of Law 29 June 2022, no. 79 of “Conversion into law, with amendments, of Decree Law 30 April 2022, no. 36”);

HAVING REGARD to the Statute of the University of Tuscia, issued by Rector's Decree No. 480 of June 8, 2012, and subsequent amendments and integrations, lastly, with the rectorial decree of 5 December 2024, n. 609;

HAVING REGARD to the Code of Ethics of the University of Tuscia, issued by Rector's Decree No. 19 of October 31, 2019;

HAVING REGARD to the Regulation on employment access and mobility for managerial and technical-administrative staff, issued by Rector's Decree No. 40 of January 13, 2003, and in particular, Title II, Chapter V;

DECREES

Article 1 - Announcement of the Public Selection Procedure

The following public selection procedures are announced for the recruitment of two second-level technologists, under fixed-term contracts, funded on the resources of the DEH2023-00003 CUP Project is E83C23003480007, using the PNRR Mission 4 Component 1 Investment 3.4 funds, financed by the European Union – “DIGITAL EDUCATION HUBS (DEH)”:

Sheet n. 1

Media Producer Manager for Digital Education	
Department of Economics, Engineering, Society and Business Organization	
Number of positions	1
Salary Category:	Level D3
Work Commitment:	Full-time
Contract Duration:	18 months
Scientific Project:	Rome Technopole
Activities planned in relation to the objectives of the EduNext Project	<p>The technologist employed in this area will have to be a strategic and versatile figure, with a crucial role in supporting digital teaching activities. In particular, in the design of a blended training path and in the creation of multimedia content associated with it. A hybrid figure capable of integrating knowledge of video making and computer science. The main objective will be to collaborate in the creation of multimedia materials, design and create original graphic materials and manage and publish such content on the University teaching platform (Moodle, H5P). This professional figure will be called upon to:</p> <ul style="list-style-type: none"> - Create and manage a work schedule for the creation of content within production need

Key Knowledge, Skills, and Competences (one or more)

- Collaborate with teachers and researchers to optimize the clarity and usability of teaching content
- Collaborate with teachers and researchers for the management of the Multiverse Laboratory for innovative and inclusive teaching
- The technologist will contribute to the creation of teaching content from pre-production, to audio and video shooting and editing
- Knowledge and ability to use professional video and audio recording equipment
- Knowledge of professional video editing software (e.g. Adobe Premiere Pro, DaVinci Resolve, Final Cut Pro)
- Skill in solving any technical issues in the production and post-production phases
- Experience in using professional graphic design software (e.g. Adobe Photoshop, Adobe Illustrator, Affinity Photo, Affinity Designer)
- Experience in using virtual and/or virtual reality scenario design software (e.g. Unity)

Specific admission requirements

- Master's degree or Single-cycle degree
- Proficiency in English and any other foreign languages

Sheet n. 2

Communication Manager for Digital Education

Central Administration

Number of positions	1
Salary Category:	Level D3
Work Commitment:	Part-time 70%
Contract Duration:	18 months
Scientific Project:	Rome Technopole

Activities planned in relation to the objectives of the EduNext Project

The Communications Manager for Digital Education in this context will have a strategic and multifaceted role, with skills ranging from the management of digital communication to the production of multimedia educational content in the form of video, audio, podcasts, etc. This figure will have to actively collaborate in the design and implementation of blended training courses, coordinating with teachers, researchers and other professionals in the sector in line with the aims of the Edunext project. In addition to the creation and management of training content, the Manager will have the task of promoting educational initiatives through diversified communication channels, including social platforms, radio and other digital media, optimizing their impact and involvement. This professional figure will have to:

- Provide assistance to students in the use of digital systems and platforms and support to teachers by configuring virtual environments and LMS, managing audio-video-IT equipment installed in the University classrooms, specific software for screen recording and videoconferencing activities, managing applications (including

cloud) for the needs of multimedia production of training and dissemination content

- Collaborate with teachers and researchers to create clear, accessible and innovative educational content, optimizing its usability on various devices and digital platforms

- Manage innovative learning environments, including virtual laboratories and inclusive teaching spaces, and promote the adoption of cutting-edge technologies in the educational field.

- Produce multimedia content, including graphic materials, videos, audio and texts, from the initial concept to the final realization, ensuring quality and educational effectiveness.

- Also exploit University communication channels such as radio, creating specific content for the dissemination of news and events related to digital education, involving the academic community and the external public.

- Monitor and analyze the effectiveness of communication campaigns, collecting feedback and optimizing communication strategies through the use of performance and interaction metrics on various digital channels

- In-depth understanding of digital communication techniques, including social media, email marketing, SEO, SEM and content marketing.

- Advanced knowledge in defining communication strategies on digital platforms and social media, to promote educational projects and to engage different audiences (students, teachers, stakeholders).

- Excellent writing and verbal communication skills, with the ability to adapt the message according to the target audience (students, teachers, public bodies, partners).

- Ability to manage communication in multidisciplinary environments and to collaborate with different professional figures

- Familiarity with digital radio platforms, including podcasts, live web broadcasts and online radio, which can be used to reach a wider audience in an innovative way.

- Aptitude for creating original content and adopting innovative approaches to engage users, using new technological and educational tools

**Key Knowledge, Skills,
and Competences (one or
more)**

**Specific admission
requirements**

- Master's degree or Single-cycle degree
- Proficiency in English and any other foreign languages

1. For each of the profiles listed in sheets no. 1, and no. 2, a public selection procedure is announced. The provisions contained in this announcement apply to each of the public selection procedures announced.

Art. 2 – Professional Profile

1. The second-level technologist, within the guidelines provided, carries out tasks of review, analysis, and technical collaboration related to the research and innovation program, assuming responsibility for the technical accuracy of the adopted solutions.
2. In particular, the sought figure must carry out the activities specifically identified in the previous Article 1, paragraph 1, sheets no. 1, and no. 2, under the section "Activities to be carried out," depending on the procedure of interest.
3. The knowledge and skills (advanced level) specifically identified in the previous Article 1, paragraph 1, sheets no. 1, and no. 2, under the section "Required knowledge and skills," are required, depending on the procedure of interest.

Article 3 - Admission Requirements

1. The following requirements are necessary to be admitted to the public selection procedure outlined in the previous Article 1:

1) Possession of the qualification (first requirement) as specifically identified in the previous Article 1, paragraph 1, sheets no. 1 and no. 2, under the section "Specific admission requirements," depending on the procedure of interest.

For degrees obtained abroad, candidates are required to submit the document confirming the legal recognition of the foreign qualification (equivalence) with the Italian diploma, issued by the competent authorities.

For more information regarding the procedure for recognizing the legal value of foreign qualifications in Italy, candidates are invited to consult the following links:

<https://www.miur.gov.it/web/guest/titoli-accademici-esteri>

<http://www.funzionepubblica.gov.it/strumenti-e-controlli/modulistica>

<http://www.cimea.it/it/servizi/procedure-di-riconoscimento-dei-titoli.aspx>

If, at the time of submitting the application, the procedure for obtaining the legal recognition of the foreign qualification (equivalence) is still ongoing, candidates are required to provide the receipt confirming they have submitted the request. However, it remains mandatory—under penalty of forfeiture—to submit the relevant decision when signing the contract.

The absence of the decision confirming the legal recognition of the foreign qualification (equivalence) or the receipt of the application submission will result in the exclusion from participation in the public selection procedures or the inability to establish an employment relationship.

It is emphasized that only the "Declarations of Value" of the qualification are not sufficient for this purpose.

2) Applicants must hold Italian citizenship or citizenship from another European Union member state. Additionally, in accordance with Article 38, paragraphs 1 and 3 bis of Legislative Decree No. 165 of 2001 and subsequent amendments, the following individuals may also access the selection process: Family members of a citizen from one of the EU member states, who do not hold the citizenship of an EU

member state but are holders of the right of residence or permanent residence; Third-country nationals who hold a CE residence permit for long-term residents or who have refugee status or subsidiary protection status; Individuals who hold one of the residence permits provided by the current immigration regulations, allowing to sign subordinate employment contracts with public administrations.

3) Enjoy civil and political rights (foreign citizens must declare that they enjoy civil and political rights in their country of origin or state of residence, or provide reasons for any lack of these rights).

4) Not have been convicted of any criminal offenses or subjected to other measures that would exclude them from being hired or would cause dismissal from employment in public administrations.

5) having complied military service obligations (this requirement applies only to male Italian citizens born before 1985).

6) not have been excluded from active political voting rights.

7) not have been dismissed or discharged from employment in a public administration due to persistent and insufficient performance and not have been declared to have forfeited a state job under Article 127, letter d), of the Presidential Decree No. 3 of 1957.

8) have physical healthy condition for continuous and unconditional service for the position related to the selection procedure (this requirement is not applicable to people with disabilities).

9) not to be underage, and not older than the state age limit for retirement.

10) have adequate knowledge of the Italian language (this requirement applies only to foreign citizens).

11) Not being related by kinship up to the fourth degree with a professor from the proposing department, the Rector, the Director General, or a member of the Board of Directors of the University of Tuscia.

2. All prescribed requirements must be met, under penalty of exclusion, by the deadline for submitting applications. Candidates are required to promptly notify any changes related to their eligibility for admission.

Art. 4 - Applications for Admission - Terms and Procedures

1. To participate in the procedure, candidates must complete the application form according to the template published, along with this decree, on the University of Tuscia's online noticeboard and website.

2. Candidates are required to submit the signed application, along with the attachments specified in paragraphs 8 and 9 of this decree, under penalty of exclusion, by the mandatory deadline of the fifteenth day following the publication of the call on the Official Noticeboard of the University.

3. The application and its attachments must be sent in PDF format via certified email (PEC) to the address protocollo@pec.unitus.it, with the subject: "Application for Technologist D3 _____".

4. In the application, candidates must declare under their own responsibility, pursuant to Articles 46 and 47 of the D.P.R. No. 445 of 2000 and subsequent amendments:

- 1) their full name and surname (married women must also indicate their maiden surname);
- 2) the place and date of birth, residential address, phone number, PEC address, email address, and tax code;
- 3) the profile of interest selected from those listed in Article 1, paragraph 1, sheets n. 1 and n. 2;
- 4) possession of Italian citizenship or that of another EU Member State, or being a family member of a citizen of an EU Member State who, although not holding the citizenship of a Member State, is entitled to the right of residence or permanent residence, or being a citizen of a Third Country holding a long-term EU residence permit, or being a refugee or holder of subsidiary protection status;
- 5) possession of the first and second requirements as specified in Article 1, paragraph 1, sheet n. 1 and n. 2 under "Specific participation requirements";
- 6) any qualifications to be evaluated as per Article 10 of this notice, deemed useful for the procedure of interest (these qualifications will be considered only if they are specifically and clearly listed in the corresponding list to be drawn up using Annex B to this decree);
- 7) any preferential qualifications in case of equal merit as provided by Article 11 of this notice (these qualifications will be considered only if declared in the application);
- 8) enjoyment of civil and political rights (foreign citizens must declare whether they enjoy civil and political rights in their country of origin or provide reasons for the lack thereof);
- 9) the municipality in which they are registered in the electoral rolls or reasons for non-registration or cancellation from the electoral rolls;
- 10) absence of criminal convictions or any criminal convictions incurred (even if amnesty, pardon, judicial forgiveness, or plea bargaining has been granted), and any pending or ongoing criminal proceedings;
- 11) services rendered in public administrations and the causes for termination of previous public employment relationships (this declaration must be presented even if negative);
- 12) current position regarding military service obligations (this declaration is required only for male Italian citizens born before 1985);
- 13) physical fitness for continuous and unconditional service related to the employment for which the selection procedure applies (this declaration is not required for candidates with disabilities);
- 14) (for candidates recognized as disabled under Law No. 104 of 1992) a request for necessary assistance and/or potential need for additional time during the exams, in accordance with current legislation, supported by a certificate issued by the relevant public health authority;

15) (for candidates with specific learning disabilities) a request for necessary assistance (including the use of compensatory tools for reading, writing, and calculation difficulties, as well as replacing the written test with an oral interview) and/or the potential need for additional time during the exams, in accordance with current legislation, supported by a certificate issued by the relevant public health authority;

16) to have adequate knowledge of the Italian language (this declaration must be made only by foreign citizens);

17) not to have been excluded from the active electoral roll;

18) not to have been dismissed or relieved from employment in a public administration for persistent insufficient performance and not to have been declared dismissed from state employment pursuant to Article 127, first paragraph, letter d) of the D.P.R. No. 3 of January 10, 1957;

19) Not being related by kinship up to the fourth degree with a professor belonging to the proposing structure, with the Rector, with the Director General, or with a member of the Board of Directors of the University of Tuscia.

6. Any change in residence and/or domicile, PEC and email address, as well as phone contact information selected by candidates for this procedure, must be promptly communicated by sending a specific notice via certified email (PEC) to protocollo@pec.unitus.it.

7. The Administration disclaims any responsibility in the case of communication failure due to incorrect contact details provided by the candidate in the application form or due to failure to notify any change in contact details after submission of the application, as well as any postal, telegraphic, or unreadable file issues transmitted via PEC not attributable to the Administration's fault or to third-party actions, force majeure, or accident.

8. Candidates must attach the following documents to the application:

a) Curriculum vitae, written in Italian (and, optionally, also in English), digitally signed or dated and signed by hand at the bottom, with an explicit statement that all information provided is true, in accordance with Articles 46 and 47 of D.P.R. No. 445 of 2000;

b) A list of evaluable qualifications according to Article 9 of the decree that launched the selection procedure, signed by hand at the bottom (to be compiled using Annex B of this decree);

c) A copy (front and back) of the identity document;

d) A copy (front and back) of the tax code;

e) A certificate issued by the relevant public health authority (only required if the candidate is recognized as disabled under Law No. 104 of 1992 or, according to Law No. 170 of 2010, has specific learning disabilities and requests necessary assistance and/or additional time for the exams);



- f) (only for non-EU citizens) a copy of the valid residence permit;
- g) A certificate of the legal recognition of the value of the foreign degree (equivalence), or if this is not available, the receipt of the submitted request for such recognition.
9. Candidates must also attach to the application, under penalty of exclusion, the receipt of payment of € 25.00 to the University of Tuscia for the non-refundable contribution to the organization of the competition. The payment must be made through the PagoPA system by accessing the following link and selecting the "Contributo concorsi" option: <https://easyweb.unitus.it/Easypagamenti/Default.aspx>, It is additionally specified that this contribution is valid exclusively for the profile for which the application is submitted, and it will not be refunded under any circumstances. Failure to pay the contribution or failure to submit proof of payment with the application will result in the exclusion from the competition.
10. Applications submitted after the deadline set in this article will not be considered.
11. Failure to sign the application or missing essential elements of the application will result in exclusion from the procedure.

Art. 5 - Exclusion from the selection procedure

1. Candidates are admitted to the procedure with reservation.
2. Exclusion from the procedure may be decided at any time by the Director General, with a notification to the excluded candidate.

Art. 6 - Examination Committee

1. The examination committee for each public selection procedure is appointed by a decree of the Director General and is made public on the University's online board and website.
2. The examination committee is composed of three members, experts in the subjects of the selection procedure. The committee may be assisted by experts to assess linguistic and/or IT skills, whose opinions will be considered by the committee in assigning scores. A secretary, chosen from the university's technical-administrative staff, will participate in the committee's work and perform the role of minute taker.
3. The committee is required to complete its work within three months from its establishment.
4. If the work is not completed within the aforementioned period, the Director General may grant an extension, after evaluating the reasons for the request from the committee chair. Alternatively, with a reasoned decision, the Director General may initiate the process for replacing the members responsible for the delay, establishing a new and appropriate deadline for completing the work.
5. The committee carried out its work when all members are present, makes decisions by absolute majority, and uses electronic tools for collaborative work.

Art. 7 - Examination Tests

1. The examination tests consist of a written test – which may include both theoretical and practical content – and an oral test. These tests are designed to assess the knowledge, skills, and professional qualifications necessary to ensure the correct performance of the required duties. For foreign candidates, the examination tests will also assess their knowledge of the Italian language.
2. The examination committee has at its disposal a total of 90 points, of which 30 points are allocated to the written test, 30 points to the oral test, and 30 points to the evaluation of qualifications.
3. Candidates who score at least 21/30 in the written test will be admitted to the oral test.
4. The oral test will cover the subjects listed in Article 1, paragraph 1, schedules n. 1 and n. 2 under the section “Required Knowledge and Skills,” paragraphs 1 and 2 of this call for applications. The oral test will be considered passed if the candidate scores at least 21/30.
5. The sessions of the examination committee during the oral test will be public and will ensure maximum participation.
6. At the end of the oral test or of each session of the oral test, the committee will fill out a list of the examined candidates, noting the grades awarded, that will then be posted at the examination venue.
7. The final score for each candidate will be the sum of the grade obtained in the written test, the score achieved in the oral test, and the grade received in the evaluation of qualifications, as outlined in the following Article 9.

Art. 8 - Exam Schedule

1. The written test will take place on March 27, 2025.
2. The oral test will take place on April 2, 2025.
3. The above notifications are considered as official notice for all legal purposes. The location and times of the tests will be communicated later by order of the General Director.
4. To be admitted to the exam, candidates must present a valid identification document and proof of the submission of the application, which may be requested if necessary.
5. Failure to attend any of the exams will be considered as a definitive indication of the candidate's intent to withdraw from the procedure, regardless of the reason.

Art. 9 – Qualifications to be evaluated

1. Only qualifications relevant to the activities outlined in the call will be evaluated.
2. The following qualifications are evaluable, up to a maximum of 30 points:

- a) University degrees that do not fulfil the minimum participation requirements;
 - b) PhD or equivalent title. A PhD is a preferential title in case of equal scores;
 - c) Publications or works accepted for publication according to current regulations, including essays included in collective works and articles published in printed or digital journals, excluding internal notes or departmental reports;
 - d) Qualification and/or specialization certificates awarded upon completion of professional training courses organized by public administrations or private entities;
 - e) Contracts as research fellows or temporary researchers;
 - f) Employment in a subordinate relationship at universities, public or private entities;
 - g) Professional assignments or special services performed;
 - i) Services performed under coordinated and collaboration contracts and/or project contracts with a total duration, including fragmented periods, of at least one year.
3. Qualifications that are already considered as admission requirements under Article 1, paragraph 1, schedules n. 1, and n. 2 under the "Specific Participation Requirements" section (referenced in Article 3, paragraph 1, n. 1) will not be evaluated.
 4. The evaluation of qualifications, after defining the criteria, will be carried out after the written test and before the correction of the papers.
 5. Qualifications must be held by the date of submission of the application for the procedure in question.
 6. Candidates must prepare a list of qualifications deemed useful for the procedure, using the attached form B) to this call. The list must specify in detail each element useful for the evaluation of qualifications and for the necessary checks on the truthfulness of self-certified data (for example, duration of the employment relationship – start and end dates, employer, training entity, duration of the training course, final evaluation or examination of the training course, etc.).
 7. Qualifications listed in the aforementioned list, for which a copy is considered necessary, must be accompanied by a self-certification in accordance with Article 19 of D.P.R. 28 December 2000, n. 445.
 8. Regarding publications, only publications or texts accepted for publication, along with the publisher's confirmation letter, in accordance with current regulations, as well as essays included in collective works and articles published in printed or digital journals will be evaluated, excluding internal notes or departmental reports if they lack an international ISSN or ISBN code.

9. For publications published abroad, the following details must be provided: the date, the place of publication, or, alternatively, the ISBN code or another equivalent.

10. For publications published in Italy before 2 September 2006, the obligations under Article 1 of Decree-Law 31 August 1945, n. 660 must be met; after 2 September 2006, the obligations under Law 15 April 2004, n. 106 and the relevant regulations issued by D.P.R. 3 May 2006, n. 252 must be met.

11. Publications and titles must be presented in their original language, accompanied by a certified translation in Italian or English, certified as conforming to the original text, either by the relevant diplomatic or consular representative or by an official translator, or prepared by the candidate and declared as conforming to the original text through a substitute declaration in accordance with Article 47 of D.P.R. 445/2000.

12. The Administration reserves the right to carry out appropriate checks on the truthfulness of the self-certifications. If the check reveals the falsity of the declaration, the declarant will lose any benefits gained based on the false declaration, without prejudice to the provisions of Article 76 of D.P.R. 28 December 2000, n. 445 and subsequent amendments regarding criminal sanctions.

13. The qualifications declared by candidates must be presented upon request for instructive purposes at any stage of the procedure within the deadline set by the Administration.

Art. 10 – Preferences in Case of Equal Merit

1. In case of equal qualifications and merit, and in the absence of other benefits provided by special laws, the order of preference for titles is as follows:

- a) possession of a PhD or equivalent title;
- b) individuals awarded a military or civil valour medal, if discharged from service
- c) the disabled and the wounded in service in the public and private sectors;
- d) the orphans of those who died in service and the children of the disabled, the injured, and those permanently unable to work due to service in the public and private sectors, including the children of healthcare professionals, social workers, and healthcare workers who died from COVID-19 contracted during their work;
- e) those who have provided commendable service for at least one year in the administration that issued the competition, where they do not benefit from another preferential title for the service rendered;
- f) the greatest number of dependent children;
- g) the disabled and wounded civilians not falling under letter b);
- h) military volunteers discharged from the Armed Forces without demerit at the end of their service;
- i) athletes who have had a professional sports relationship with military sports groups and civil service bodies;



- l) having successfully completed the additional training period at the court office, according to Article 50, paragraph 1-quater, of Decree-Law 24 June 2014, n. 90, converted by Law 11 August 2014, n. 114;
 - m) having successfully completed the internship at judicial offices as per Article 37, paragraph 11, of Decree-Law 6 July 2011, n. 98, converted by Law 15 July 2011, n. 111, even if not part of the court office, according to Article 50, paragraph 1-quinques, of Decree-Law 24 June 2014, n. 90, converted by Law 11 August 2014, n. 114;
 - n) having successfully completed the stage at judicial offices as per Article 73, paragraph 14, of Decree-Law 21 June 2013, n. 69, converted by Law 9 August 2013, n. 98;
 - o) having held or currently holding collaboration positions with ANPAL Servizi S.p.A., in accordance with Article 12, paragraph 3, of Decree-Law 28 January 2019, n. 4, converted by Law 28 March 2019, n. 26;
 - p) belonging to the less represented gender in the administration issuing the procedure for the position for which the candidate applies;
 - q) younger age.
2. The preferential titles must be possessed by the deadline for submitting the application for participation in the procedure.
 3. The preferential titles in case of equal merit will only be taken into consideration if declared by the candidate in the application form, specifying the category they belong to.

Art. 11 - Formation and Approval of the Merit List

1. The merit list is formed according to the descending order of the total score obtained by each candidate, observing, in case of a tie, the preferential titles declared in the application as specified in the previous Article 10.
2. The candidate who is placed in the merit list within the limits of the available position, subject to the verification of the required admission qualifications, is declared the winner.
3. After verifying the formal correctness of the documents, the merit list, along with the winner's declaration, is approved by the Director General with an official decree.
4. The decree, which is immediately effective, is published within 30 days from the oral exam date on the University of Tuscia website.
5. From the date of publication of the decree, the deadline for any challenges begins.

Art. 12 - Establishment of the Employment Contract

1. The winner signs a fixed-term employment contract for 10 months with the University of Tuscia as a second-level technologist, according to the specifications in Article 1, paragraphs 1, 2, and 3.
2. The winner must take up service by the date indicated in the summons; failure to do so without a justified reason will result in the forfeiture of the right to sign the contract. If the winner takes up service late for a justified reason, the legal and economic effects will start from the actual service start date.
3. The fixed-term contract is signed by the Director General.
4. The employment relationship is regulated by the individual contract and by the applicable provisions on subordinate labour, including tax, welfare, and pension matters.
5. The technologist is entitled to the economic treatment corresponding to the category specified in the previous Article 1, paragraphs 1, 2, and 3, "category of reference."
6. The technologist is subject to a probationary period of one month, which cannot be renewed or extended. After half of the probation period, either party may terminate the relationship at any time without notice or compensation for notice. The termination by the Administration side must be justified.
7. After the probation period, without the relationship being terminated, the technologist is confirmed in service, with recognition of seniority from the day of hiring on probation.
8. The employment relationship ends upon the expiration of the term, or after the probation period if one of the parties terminates it due to a cause, according to Article 2119 of the Civil Code, which prevents the continuation of the relationship.
9. In case of termination, the salary is paid until the last day of service, including the pro-rata of the thirteenth month and compensation for unused vacation days.
10. The contract is automatically terminated without notice if the public selection procedure, which is the basis for the contract, is annulled.
11. The contract does not lead to rights regarding access to the academic or technical-administrative staff roles of the University, nor can it be converted into a permanent contract.

Art. 13 - Personal Data Treatment

1. In accordance with the General Data Protection Regulation (GDPR) 679/2016 on the protection of personal data, the University of Tuscia commits to respecting the confidentiality of the information provided by the candidate. All data will be collected and processed for the purposes of managing the selection procedure and any subsequent employment process.
2. This information may only be communicated to public administrations directly involved with the candidate's legal and economic position.

3. the Head of the Personnel Office, Dr. Antonio Landi (tel. 0761357922 – email: antonio.landì@unitus.it), is responsible for any compliance with this procedure that is not under the jurisdiction of the judging committee.

Art. 14 - Final Provision

For anything not provided for in this announcement, the applicable regulations shall apply, as far as compatible. This announcement is posted on the online notice board of the University.

Dr. Alessandra MOSCATELLI
Director General

Scheme to Follow for Completing the Application

To the Director General of the University of Tuscia

I, the undersigned	<i>(Insert first name and surname; married women must indicate their maiden surname)</i>
Born in	
On	
Residing in	<i>(Insert city, postal code, street/avenue/square, building number)</i>
Domiciled in	<i>(Insert city, postal code, street/avenue/square, building number)</i>
personal identification code (fiscal code)	
Email address	
PEC address	
Telephone number	

REQUESTS

to be admitted to participate in the "Public selection procedures for the hiring of 3 second-level technologists, with a fixed-term contract, funded by the Project ECS 000024 Rome Technopole CUP B83C22002820006, through PNRR Mission 4 Component 2 Investment 1.5 funds, financed by the European Union – NextGenerationEU."

for the profile referred to in sheet no.	
at the Department of	
announced by the Director's Decree	
Reference	

For this purpose, aware of the criminal penalties in case of false statements or the use of false documents, pursuant to Article 76 of the Presidential Decree No. 445 of 2000 and subsequent amendments, the undersigned

DECLARES (1)

1) to be:

- an Italian citizen **or**
- citizen of the following European Union Member State: _____ **or**
- family member of a citizen of one of the European Union Member States, holder of the right of residence or the permanent right of residence, **or**
- citizen of a Third Country holding a long-term residence permit or holder of refugee status, **or**
- holder of subsidiary protection status, **or**
- in possession of the following residence title: _____ *(Note: indicate one of those provided by the current immigration regulations, which allow the signing of employment contracts of a subordinate nature with public administration);*

2. to possess the following educational qualification required in Article 1, paragraph 1, sheets no. 1 and no. 2, under "Specific participation requirements" of the directive decree of the procedure announcement:

_____ in

_____ issued by

_____ on:

_____ with grade:

(1) *When filling out the application form, it is recommended to:*

- *Pay attention to the completeness and accuracy of the statements made;*
- *In the presence of multiple alternative options, mark the declaration to be made with an X;*
- *Only include in the list of attachments (at the bottom of the application) what is actually attached to the application;*
- *Delete from the application form and from the list of attachments anything that is not relevant and subject to declaration or submission.*

only for degrees obtained abroad:

as well as the recognition decision (equivalence/equivalency) of the legal value of the aforementioned qualification:

issued by:

on:

3. to possess (additional) qualifications assessable pursuant to and for the effects of Article 9 of the directive decree of the procedure announcement, as detailed in the list in Annex B, which is expressly referenced;
4. to possess the following preferential qualifications in the event of equal merit, as per Article 10 of the Director decree of the procedure announcement:
5. to enjoy civil and political rights (*Note: candidates of non-Italian nationality must also have civil and political rights in their country of origin or residence to participate in the procedure*);
6. regarding registration in the electoral rolls:
 - to be registered in the electoral rolls of the Municipality of _____ (prov. ____)
 - or
 - not to be registered for the following reasons: _____ (*Note: Foreign citizens must declare the administrative body – Municipality or other administrative entity – where they are registered, or specify the reason for non-registration or removal from the electoral rolls*);
7. regarding criminal convictions and pending criminal proceedings:
 - to have no criminal convictions, disqualifications, or other measures preventing access to public administration employment under current law, nor any pending criminal proceedings, or
 - to have the following criminal convictions: _____ (*Note: The candidate must indicate whether they have or have not been convicted, including convictions not yet final; the date of the ruling _____ and the judicial authority that issued it _____*);
 - to have the following pending criminal proceedings: _____ (*Note: The candidate must indicate whether they are under any criminal proceedings*);
8. regarding services rendered in public administrations:
 - to have rendered service/services in public administrations, **or**
 - to have never rendered service in a public administration;
9. (*only for male candidates of Italian nationality*) regarding military obligations:

to have fulfilled military service obligations, **or**

to enjoy the suspension from compulsory military service under Law No. 226 of August 23, 2004: "Early suspension of compulsory military service and discipline of non-commissioned officers in permanent service, as well as delegation to the government for coordination with sectoral regulations";

10. to not have been excluded from active political voting rights;

11. to not have been dismissed or removed from a public administration position due to persistent inadequate performance;

12. to not have been declared dismissed from a state job for having obtained it through the submission of false or invalid documents, as per Article 127, paragraph 1, letter d) of D.P.R. No. 3 of January 10, 1957;

13. *(This declaration is not required for candidates with disabilities)* to be fit for continuous and unconditional service in the employment related to this selection procedure;

14. to require the following aids and/or additional time as per Article 20 of Law No. 104 of 1992: as indicated in the attached certification;

15. *(only for candidates of foreign citizenship)* to have adequate knowledge of the Italian language;

16. Not being related by kinship up to the fourth degree with the Rector, Director General, or a member of the Board of Directors of the University of Rome "Tor Vergata".

The undersigned declares the following contact details:

Address	Street _____ city _____ prov. _____ Zip code _____
Email Address	_____
PEC Address	_____
Phone Number	_____

committing to promptly notify any changes to these details.

The undersigned also declares, under their own responsibility, that all of the above declarations are truthful and agrees to prove this through the presentation of appropriate documentation.

The undersigned **attaches** to this application:

1. Curriculum Vitae, written in Italian *(and, if applicable, also in English)*, digitally signed or dated, initialled on each page and signed at the end, explicitly stating that all information provided is true, pursuant to Articles 46 and 47 of D.P.R. No. 445 of 2000;

2. List of assessable qualifications pursuant to and for the effects of Article 10 of the directive decree of the procedure announcement, digitally signed or dated, initialled on each page and signed at the end ***(to be completed using Annex B of this decree)***;
3. Copy (front and back) of the identity document;
4. Copy (front and back) of the tax code;
5. Certificate issued by the competent public health authority *(the candidate must include this point only if recognized as a person with disabilities under Law No. 104 of February 5, 1992, and subsequent amendments or, under Law No. 170 of 2010, has specific learning disabilities and requests the necessary aids and/or additional time for the examination)*;
6. *(only for non-EU citizens)* a copy of the valid residence permit;
7. *(only for candidates who obtained their degree abroad)* the decision recognizing the legal value of the foreign qualification (equivalence/equivalency), or if such a decision is not available, the receipt of the application for recognition.

(Note: It is recommended to include only the documents actually attached to the application and to delete anything irrelevant.)

Date: _____

(Signature in full and legible)

(²)

The undersigned declares having read and fully accepts the provisions of the directive decree of the procedure announcement (Ref ____), including Article 13 "Personal Data Processing - Information" and acknowledges the purposes and methods of data processing.

Date: _____

(Signature in full and legible) (²)

(2)According to the current regulations, the authentication of the signature at the bottom of the application is not required.

List of Evaluable Titles

Pursuant to and for the effects of Article 9 of the Director's Decree initiating the procedure
(Sheet no. ____ - Ref _____)

I, the undersigned	<i>(Insert first name and surname; married women must indicate their maiden surname)</i>
Email address	
PEC address	

Under their own responsibility and with full awareness and knowledge of the criminal penalties in the case of false declarations, the formation or use of false documents, as referred to in Article 76 of Presidential Decree No. 445 of December 28, 2000, as well as the forfeiture of any benefits possibly resulting from the decision issued if the Administration, following a check, finds the falsehood of the content of the aforementioned declaration, referred to in Article 75 of Presidential Decree No. 445 of December 28, 2000, THE UNDERSIGNED

DECLARES:

(a) Regarding academic qualifications *(not required by the call as an access requirement and not used for this purpose by the candidate)*, that they hold the following:

Title/Type:

(for example: postgraduate diploma(s), doctoral degree, master's degree, university specialization course, etc.)

in

issued by:

on:

with grade:

(b) Regarding certificates of training activities with final evaluation, issued following the attendance of professional training courses organized by public administrations or private entities, that they hold the following:

Title/Type:

(for example: postgraduate diploma(s), doctoral degree, master's degree, university specialization course, as long as not required by the call as an access requirement and not used for this purpose by the candidate)

in

issued by:

on:

with grade:

(c) Regarding professional experience relevant to the required profile (*exceeding the period required as an access requirement and used for that purpose by the candidate*) gained at the University of Tuscia or other public universities, that they have carried out:

With a **permanent employment contract** the following activity:

(please specify all relevant details for the exact identification of the activity carried out – for example: institution, position, period (from dd/mm/yy to dd/mm/yy) – as well as the reasons for termination, if applicable)

With a **fixed-term employment contract** the following activity:

(please specify all relevant details for the exact identification of the activity carried out – for example: institution, position, period (from dd/mm/yy to dd/mm/yy) – as well as the reasons for termination, if applicable)

With a **self-employed contract** the following activity:

(please specify all relevant details for the exact identification of the activity carried out – for example: institution, position, period (from dd/mm/yy to dd/mm/yy) – as well as the reasons for termination, if applicable)

(d) Regarding professional experience relevant to the required profile (*exceeding the period required as an access requirement and used for that purpose by the candidate*) gained at **other public administrations**, that they have carried out:

With a **permanent employment contract** the following activity:

(please specify all relevant details for the exact identification of the activity carried out – for example: institution, position, period (from dd/mm/yy to dd/mm/yy) – as well as the reasons for termination, if applicable)

With a **fixed-term employment contract** the following activity:

(please specify all relevant details for the exact identification of the activity carried out – for example: institution, position, period (from dd/mm/yy to dd/mm/yy) – as well as the reasons for termination, if applicable)

With a **self-employed contract** the following activity:

(please specify all relevant details for the exact identification of the activity carried out – for example: institution, position, period (from dd/mm/yy to dd/mm/yy) – as well as the reasons for termination, if applicable)

(e) Regarding **professional experience** relevant to the required profile (*exceeding the period required as an access requirement and used for that purpose by the candidate*) gained at **private organizations**, that they have carried out:

With a **permanent employment contract** the following activity:

(please specify all relevant details for the exact identification of the activity carried out – for example: institution, position, period (from dd/mm/yy to dd/mm/yy) – as well as the reasons for termination, if applicable)

With a **fixed-term employment contract** the following activity:

(please specify all relevant details for the exact identification of the activity carried out – for example: institution, position, period (from dd/mm/yy to dd/mm/yy) – as well as the reasons for termination, if applicable)

With a **self-employed contract** the following activity:

(please specify all relevant details for the exact identification of the activity carried out – for example: institution, position, period (from dd/mm/yy to dd/mm/yy) – as well as the reasons for termination, if applicable)

(f) Regarding **technical or specialist qualifications** and specifically **publications**:

Type (*for example: articles published in scientific journals, communications published in conference proceedings, books or book contributions, patents*):

Title: _____

Publisher: _____

number of pages authored: _____

(g) Regarding **professional assignments or special services carried out**:

Type

Activities: _____

Location: _____

(h) Regarding **services rendered under contracts for coordinated and continuous collaboration and/or project-based work with a total duration, considering also fractional periods, of at least one year**:

Service Type



Finanziato
dall'Unione europea
NextGenerationEU



Ministero
dell'Università
e della Ricerca



Italiadomani
PIANO NAZIONALE
DI RIPRESA E RESILIENZA



EDUNEXT
Italian Universities Digital Education Hub

Contract type:

Client:

Total activity duration:

Note: It is recommended to only include relevant items in the above list, removing what is not filled out.

The undersigned also declares, under their own responsibility, that all the information provided above is true and agrees to provide proof through the submission of appropriate and valid documentation.

Place and date

The declarant
(Signature in full and legible)



ATTACHMENT C)

**SUBSTITUTE DECLARATION OF CONFORMITY TO THE ORIGINAL COPY
(pursuant to Article 19 of Presidential Decree No. 445 of December 28, 2000)**

I, the undersigned	<i>(Insert first name and surname; married women must indicate their maiden surname)</i>
Born in	
On	
Residing in	<i>(Insert city, postal code, street/avenue/square, building number)</i>
Domiciled in	<i>(Insert city, postal code, street/avenue/square, building number)</i>
personal identification code (fiscal code)	
Email address	
PEC address	

Under their own responsibility and with full awareness and knowledge of the criminal sanctions in the case of false declarations, the formation or use of false documents, referred to in Article 76 of Presidential Decree No. 445 of December 28, 2000, as well as the forfeiture of any benefits resulting from the issued measure if the Administration, following a check, finds the falsity of the content of the aforementioned declaration, pursuant to Article 75 of Presidential Decree No. 445 of December 28, 2000,

DECLARE

The undersigned attaches a copy of a valid identity document.

Read, confirmed and signed.

Place and date

The declarant
(signature in full and legible)

The undersigned declares to have read the Privacy Notice, pursuant to Article 13 of the decree of the procedure (Ref ____), and to be aware and informed of the purposes and methods of processing their personal data.

Read, confirmed and signed.

Place and date

The declarant
(signature in full and legible)

Explanatory Note to Annex C

Substitute Declarations of Conformity to the Original Copy Governed by Article 19 of Presidential Decree No. 445 of December 20, 2000

Substitute declarations of conformity to the original copy, regulated by Article 19 of Presidential Decree No. 445/2000, certify the conformity of a copy of a document issued by a public administration, a publication, or an educational qualification to the original document.

These substitute declarations of conformity can be replaced by a conformity declaration written at the bottom of the document's copy.

Documents or publications for which conformity to the original is certified can be included in a single substitute declaration, provided they are specifically and analytically listed. General expressions such as "all documents/publications attached to the application are conforming to the original" are insufficient for this purpose.

As an example, the following formulations can be used in the facsimile of a substitute declaration of conformity to the original copy:

The copy of the following publication titled _____, listed as no. ___ in the "publications" section attached to the application, published by _____, reproduced in full or excerpted from page ___ to page ___ and consisting of ___ pages, conforms to the original.

The copy of the following document/act _____, held/issued by the following public administration _____, consisting of ___ pages, conforms to the original.