



Istituto Nazionale di Astrofisica
OSSERVATORIO ASTRONOMIC
DI BRERA



D.D. n. 16/13

Selection procedure based on qualification and possible interview for the awarding of one research fellowship entitled: “EXPLOITATION OF THE HARPS-ESO SPECTRA COLLECTED IN THE CoRoT GROUND BASED ACTIVITIES” (Assegno di Ricerca Tipologia A POST-DOC, in accordance with Article 22, Law 240/2010)

THE DIRECTOR OF
INAF- OSSERVATORIO ASTRONOMIC DI BRERA

- Taking into account** the “Decreto Legislativo 4 giugno 2003, n. 138 - Riordino dell’Istituto nazionale di astrofisica (INAF)” published on Gazzetta Ufficiale n.140, June 19th, 2003;
- Taking into account** the Statute of the Istituto Nazionale di Astrofisica (INAF), adopted by INAF Administrative Council on 7 March 2011 and entered into force on 1 May 2011;
- Taking into account** the “Disciplinare di Organizzazione e Funzionamento” approved by INAF Administrative Council on June 21nd, 2012, Resolution n. 44/2012 and entered into force on July 23rd, 2012;
- In accordance with** Italian Law n. 240 dated 30 December 2010, Article 22;
- Having seen** INAF Regulations for the awarding of research fellowships approved by INAF Administrative Council on June 22nd, 2011, Resolution n. 06/11 and subsequent modifications and integrations;
- In accordance with** the Grant Agreement no 312844 for the implementation of the project “*SPACEINN-Exploitation of Space Data for Innovative Helio- and Asteroseismology*”, stating the start date of INAF participation on January 1st, 2013;
- Having seen** the request for an open competition for the assignment of one research fellowship, submitted by the INAF scientific coordinator of the project Dr. Ennio Poretti in accordance with the above mentioned Grant Agreement;
- Given** the availability of funding on CRAM 1.05.02.85 “FP7 SPACEINN” of the 2013 INAF budget;

DECREES

Art. 1 – Research project

A selection based on qualifications, possibly integrated by an interview, is open to award one research fellowship, funded under the project “*SPACEINN-Exploitation of Space Data for Innovative Helio- and Asteroseismology*” (hereinafter referred to as “SPACEINN”), Grant Agreement no 312844 and entitled “EXPLOITATION OF THE HARPS-ESO SPECTRA COLLECTED IN THE CoRoT GROUND BASED ACTIVITIES”, category Post-Doc.

Art. 2 – Requirements

Applicants must fulfil the following requirements, on pain of exclusion, in order to participate in the selection:

I.N.A.F. - Istituto Nazionale di Astrofisica
Sede Legale - Viale del Parco Mellini, 84 00136 ROMA - Codice Fiscale 97220210583 P.Iva 06895721006
Osservatorio Astronomico di Brera
Via Brera, 28 - 20121 MILANO -Telefono +39 02 723201 - Fax +39 02 72001600
Via E. Bianchi, 46 - 23807 MERATE -Telefono +39 039 5971100 - Fax +39 039 5971001

- PhD degree in Astronomy or Physics or Engineer awarded by an Italian university or by a foreign university;
- or
- Degree in Astronomy or Physics or Engineer's degree which would formally entitle for the admission to a doctorate course, awarded by an Italian university or by a foreign university, together with at least three years of documented experience in scientific or technological activities.

The research project is aimed at setting up an online archive where the spectra acquired in the framework of the CoRoT ground-based asteroseismic observations could be retrieved together with other parameters. Therefore, the following knowledge, skills and experience will be considered as preferential qualifications:

- Reduction of high-resolution echelle spectra: wavelength calibration, continuum normalisation
- Analysis of stellar spectra: determination of physical parameters, indicators of binarity and/or activity, determination of the mean profiles
- Analysis of CoRoT photometric timeseries
- Familiarity with the Virtual Observatory environment
- Design and realization of a web query interface form

A good command of the English language, written and spoken, is required.

Art. 3 – Application procedure

Applications must be submitted in English, signed and sent in electronic form (PDF attachments) to the attention of Dr. Ennio Poretti and Mr. Luca Ciarfaglia at the addresses ennio.poretti@brera.inaf.it and luca.ciarfaglia@brera.inaf.it. Only applications received by April 10, 2013 will be taken into full consideration. Late submissions will not be considered. Please quote reference “SPACEINN PhD Fellowship” and the family name of the applicant as the subject of the application and of all correspondence.

A printed copy of the application, properly signed, shall also be sent by hand delivery or by express courier or by registered letter with acknowledgement of receipt to the following address:

Ufficio Concorsi e Selezioni – INAF OA Brera – Via Brera 28 – 20121 Milano (Italy).

Applicant's name, family name, address and the label “SPACEINN PhD Fellowship” must be clearly quoted on the envelope.

Applications which are not consistent with the attached forms (Annexes 1,2) or without the applicant's signatures will be excluded from the selection procedure.

The applicant must state clearly and precisely in the application, under his/her own responsibility:

- name(s) and surname, date and place of birth, nationality, place of residence and address for correspondence;
- that s/he satisfies all the requirements described in article 2 of this Call;
- that s/he is aware of and is not ineligible under any of the restrictions described in article 4 of this Call.

The lack of any of the above mentioned declarations will determine the exclusion from the selection procedure for incomplete application.

The following documents have to be submitted:

- Annex 1 “Application form”;
- Annex 2 “Curriculum vitae”, **signed and dated** by the applicant, providing evidence of possession of the titles and the skills required to carry out the research and including a list, if applicable, of grants and fellowships held in the past;
- copy of a valid identity document (ID card or passport);

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- copy of the Degree which would formally entitle to embark on a doctorate;
- copy of the PhD certificate or of the equivalent foreign academic qualification
- list of publications;
- any other qualification, working task, research activity at public and private institutions and publications that the applicant deems appropriate to submit.

INAF accepts no responsibility for lost applications or documents where this is due to the applicant having provided incorrect contact details or having failed or delayed in notifying any changes to these changes to these details, or where this is due to problems with postal delivery not due to INAF.

Art. 4 – Ineligibility and incompatibility with other funding

The Research fellowship cannot be held by INAF employees holding both permanent and non-permanent contracts and by regular employees of Institutes listed in article 22, paragraph 1 of Italian Law n. 240/2010. The grant cannot be held contemporarily with attendance at academic courses, “*laurea specialistica*” academic courses, and “*laurea magistrale*” academic courses, as well as with attendance at PhD courses with fellowship. For employees of the Italian Public Administration compulsory unpaid leave of absence is foreseen.

The grant cannot be held contemporarily with other fellowships of whatever kind, except those awarded with the aim of integrating the training or research activity of the fellowship holder through a period spent abroad. Aggregation of income from working activities, also part-time, carried out continuously is not accepted. Instead, limited self-employed occasional work is compatible with the grant, only if this is not prejudicial to the research activity carried out for INAF. This must be authorized in advance by the Director of INAF-Osservatorio Astronomico Brera where most part of the research activity of the grant is carried out. When formally accepting the grant, the successful candidate will issue a declaration of absence of inadmissible cumulating of grants/fellowships.

Retired persons are not eligible for Research fellowship.

Those who have carried out Research fellowships under article 22 of Italian Law 240/2010 for a total period exceeding four years¹, including extensions period, are excluded from participation.

Art. 5 – Duration of the Research fellowship

The Research fellowship is awarded for 12 months. The Research fellowship is expected to begin on June 1st, 2013. The exact initial date could be reasonably delayed if requested by the completion of administrative procedures and/or for the cases mentioned in the art. 10 of this call. An extension up to 24 months may be possible depending primarily on funding availability and supported by a favourable opinion of the scientific coordinator of the SPACEINN activities, Dr. Ennio Poretti.

In accordance with Italian Law n. 240/2011 the duration of the fellowship, inclusive of possible renewal, will not exceed four years, excluding periods of maternity leave or sick leave, in accordance with current legislation.

Art. 6 – Host Institution

The fellow will carry out the research at INAF-Osservatorio Astronomico di Brera, at the Merate branch (Via E. Bianchi 46, Merate, Italy).

Art. 7 – Salary amount

The gross annual salary will be 28.000,00 (Twenty-eight-thousand/00) Euro. This amount, paid in different monthly installments, is net of the provisions at charge of INAF for all compulsory deductions under national applicable legislation, social charges and health coverage.

Applicable fiscal rules are the provisions of art. 4 of the Italian law n. 476/1984 and subsequent modifications and integrations. Applicable social security rules are provided by art. n. 2, paragraph 26 and following paragraphs of the Italian Law n. 335/1995 and subsequent modifications and integrations.

¹ excluding the periods in which the grant has been held in coincidence with doctoral studies up to the maximum legal time limit of the course and excluding periods of maternity leave or sick leave, in accordance with current legislation

Applicable rules for obligatory maternity leave are provided in the Decree of the Italian Ministry of Labour and Social Security dated 12 July 2007, published in the “Gazzetta Ufficiale” n. 247 dated 23 October 2007. Applicable rules for sick leave are provided by art. 1, paragraph n. 788 of the Italian law n. 296 dated 27 December 2006 and subsequent modifications.

During the period of obligatory maternity leave the allowance paid by INPS (Italian National Institute for Social Security) is supplemented by INAF up to the total amount of the grant. The period of obligatory maternity leave will not contribute to the duration of the grant foreseen by the contract.

The INAF-Osservatorio Astronomico Brera provides accidents and civil liability insurance cover.

Art. 8 – Selection Committee and selection procedure

The selection will be performed by a Selection Committee appointed by the Director of INAF-Osservatorio Astronomico di Brera and is composed of three members, including the INAF scientific coordinator of the project, dr. Ennio Poretti.

The selection is based on qualifications possibly integrated by an interview, either in person or via teleconference. The Selection Committee can establish a short list of the eligible applicants to be interviewed, on the basis of qualifications and documented experience in scientific or technological activities on the specific subject of the research fellowship. All the stages of the selection procedure (e.g. meetings of the Selection Committee, interviews and so on) can be performed also using electronic devices for the communications.

Applicants selected for the interview will be summoned with 15 days notice by e-mail with acknowledgement of receipt, containing the individual score for qualifications.

The total ranking score is 100 points, of which 60 points is the maximum score for qualifications and 40 points is the maximum score for the interview.

At the conclusion of the selection procedure the Selection Committee will draw up the ranked list.

The approval decree of the selection procedure and the ranked list will be published on the following website: <http://www.brera.inaf.it>.

Art. 9 – Awarding of the fellowship

The highest ranked candidate will receive written notification of award of the research fellowship.

Within 10 days from receipt of the formal notification of the award she/he must provide a formal declaration of acceptance of the research grant. The declaration will also state that she/he is not subject to any of the exclusion conditions listed in article 4 of this Call.

If the candidate does not provide declaration of acceptance within a time limit of 10 days, she/he will surrender his/her entitlement to the research fellowship and it can be awarded to the next ranked candidate.

Under no circumstances the signing of the contract starts a subordinate employment relationship or ensures any rights to access to permanent INAF staff positions.

Art. 10 – Fellowship obligations

The holder of the fellowship:

- will start the research activity at the date due as for the contract at INAF-Osservatorio Astronomico di Brera, unless prevented by force majeure or exceptional circumstances, of which the Director of INAF-Osservatorio Astronomico di Brera must be timely informed;
- will carry out her/his research activities under the supervision of the scientist in charge of the INAF coordinator of the SPACEINN project, dr. Ennio Poretti, who will also monitor the fellow's progress;
- is required to issue periodical activity reports as established in Annex 3. The activity reports will be subject to approval from the scientist in charge of the project and will be transmitted to the Director of INAF-Osservatorio Astronomico di Brera. Approval failing, duly reasoned by the scientist in charge, will give INAF-Osservatorio Astronomico di Brera the right to terminate the contract;

- is required to send a written note in case of withdrawal, with at least 30 days notice, otherwise the INAF- Osservatorio Astronomico di Brera is entitled to retain or request the reimbursement of the salary amount corresponding to the notice time-span she/he has failed to send.

The holder of the fellowship who does not carry out her/his research activity regularly without producing justified reasons or lacks repeatedly to fulfil requirements or, according to the evaluation of the INAF coordinator of the SPACEINN activities, dr. Ennio Poretti, eventually shows evident lack of skills at the planned research activities, will incur the termination of the contract.

Temporary suspensions of the research fellowship are due in case of obligatory maternity leave or in case of illness which lasts longer than one month or to any other serious reason. The reasons for suspending the research fellowship must be proved and certified, and promptly sent to the Director of INAF - Osservatorio Astronomico di Brera.

Art. 11 – Personal Data

In accordance with art. 13, paragraph 1 of the Italian Legislative Decree n. 196/2003 and subsequent modifications, personal data provided by the candidates will be used exclusively for the purposes of this selection. Candidates wishing to obtain further information or to exercise their rights under art.7 of the above mentioned Legislative Decree, may contact Luca Ciarfaglia at luca.ciarfaglia@brera.inaf.it

Art. 12 – Proceeding Responsible

The Responsible of this Call processing is Luca Ciarfaglia (email: luca.ciarfaglia@brera.inaf.it).

Art. 13 – Applicable regulation

The INAF- Osservatorio Astronomico di Brera shall abide by provisions in force promoting equal opportunities for women and men, non-discrimination and respect of privacy in processing personal data.

For what not explicitly mentioned in this announcement, the INAF- Osservatorio Astronomico di Brera shall act in compliance with the regulations in force concerning Italian public selection procedures, when applicable by analogy.

Milano, 18.3.2013.

THE DIRECTOR
Dr. Giovanni Pareschi

ANNEX 1 APPLICATION FORM

INAF Osservatorio Astronomico di Brera
Ufficio Concorsi e Selezioni
Via Brera 28
20121 Milano

I, THE UNDERSIGNED,

(Forename(s)) (Surname).....

Place of birth (Town/State)

Date of birth (dd/mm/yy)

Nationality

Gender

Permanent residence address (number/street/town/postal code/Country:

.....

Email address:

agree to the processing of my personal data, in accordance with Italian Leg. Decree n. 196/2003, for the purposes of the present selection procedure.

I, THE UNDERSIGNED,

having read the Call for applications D.D..... for the appointment of one research fellowship entitled: “EXPLOITATION OF THE HARPS-ESO SPECTRA COLLECTED IN THE CoRoT GROUND BASED ACTIVITIES”

REQUEST

to apply for the above mentioned fellowship, and to this end, aware that false declarations are punishable by law under art. 76 of Italian Presidential Decree n. 445/2000 and that this Administration will carry out random checks on the accuracy of the declarations made by candidates,

DECLARE

under my own responsibility and in accordance with articles 46 and 47 of Italian Presidential Decree 445/2000,

- ☐ that I hold the following Research Doctorate (PhD) awarded by..... on date..... Title of thesis
- ☐ that I hold the following educational qualifications; awarded by, Date
- ☐ that I have a professional level of knowledge of English language;
- ☐ that I have years of documented experience in scientific or technological activities;
- ☐ that I am aware of the restrictions described in Article 4, of the Call for applications for this research fellowship;
- ☐ that I have never received a research award as per art. 22, Italian Law 240/2010;

- ☐ that I have previously received a research awards as per art. 22, Italian Law 240/2010 and, in particular I have been the recipient of²:
- a research fellowship entitled
at (name of the institution).....
beginning.....ending.....total months
 - a research fellowship entitled
at (name of the institution).....
beginning.....ending.....total months
 - a research fellowship entitled
at (name of the institution).....
beginning.....ending.....total months
- ☐ that I am not a retired person;
- ☐ that I am aware that, under art. 22 Italian Law 240/2010, the research fellowship:
- cannot be held contemporarily with attendance at academic courses, “laurea specialistica” academic courses, and “laurea magistrale” academic courses, as well as with attendance at PhD courses with fellowship;
 - cannot be held contemporarily with other fellowships of whatever kind, except those awarded with the aim of integrating the training or research activity of the fellowship holder through a period spent abroad;
 - cannot permit aggregation of income from working activities, also part-time, carried out continuously.
- ☐ that I wish to receive any communication relating to the selection at the following address and that I will give due notice of any change of address:
Address (number/street/town/postal code/Country):
.....
Email address:

To be attached to this form:

- Attachment 2 “Curriculum vitae”, **signed and dated** by the applicant, providing evidence of possession of the skills required to carry out the research and including a list, if applicable of grants and fellowships hold in the past;
- copy of a valid identity document (ID card or passport);
- list of publications;
- any other qualification, working task, research activity at public and private institutions and publications that the applicant deems appropriate to submit;
- copy of the PhD certificate or of the equivalent foreign academic qualification.

Date

Signature

²

Indicate the number of months for which the award was used and the name of the institution granting the award, e.g. INAF-Observatory of Turin, please provide details of each award, for example, if you have had two awards of 24 months each at the same institution indicate these as two separate awards on two different lines.

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ANNEX 2
CURRICULUM VITAE

I, THE UNDERSIGNED,

aware that false declarations are punishable by law under Article 76 of Presidential Decree no. 445 of 28th December 2000, and that this Administration will carry out random checks on the accuracy of the declarations made by candidates

DECLARE UNDER MY OWN RESPONSIBILITY

and in accordance with Articles 46-47 of Presidential Decree no. 445 of 28th December 2000 (“SELF-EXECUTED CERTIFICATE AND SELF-EXECUTED AFFIDAVIT”)

THAT THE CONTENT OF THE ATTACHED “CURRICULUM VITAE” IS TRUE

Date

Signature
