



Bando 2016-15-AR

D.D. n. 92 del 27/09/2016

Subject: Selection procedure by qualifications and possible interview for the assignment of one research grant entitled: “Spectral measurements and analysis of samples analogues of planetary surface” in the project Dawn and Exomars-Mamiss.

**NATIONAL INSTITUTE FOR ASTROPHYSICS
INSTITUTE FOR SPACE ASTROPHYSICS AND PLANETOLOGY**

The Director

- **In accordance with** Law n. 240 dated 30 December 2010 and its art. 22 in particular;
- **In accordance with** the Provisions for the assignment of research grants approved by INAF Administrative Council on June 22nd 2011;
- **In accordance with** the request by dr. M.Cristina De Sanctis, P.I. of the Dawn VIR and Exomars-Mamiss projects;
- **Ascertained** that financial coverage with the funds of DAWN and EXOMARS C.R.A.1.05.04.23.04 allocated in balance sheet 2016 on chapter 1.05.08 – Scholarship and research grant

DECREES

Art. 1- Research Project

A call is open for a selection procedure on the basis of candidates' qualifications, possibly integrated by an interview, for the assignment of one “Post-Doc” research grant of the duration of one year entitled: “**Spectral measurements and analysis of samples analogues of planetary surface**”.

Research will be carried at INAF-Institute for Space Astrophysics and Planetology. The successful candidate will work in collaboration with staff of the project.

Description of the activities:

Preparation of the samples, spectral measurements of the samples in the IAPS Laboratories, spectral analysis of the laboratory data and of the remote sensing data relevant to the projects.

Further questions on the scientific project can be addressed to M.Cristina De Sanctis (e-mail: mariacristina.desanctis@iaps.inaf.it).

Art. 2 – Requirements for participation

Participation to the selection is reserved to Italian and foreign citizens holding the following minimum requirements:

- Ph.D. degree either in Physics or Astronomy, or Geology, or Engineering, or equivalent degree, issued by an Italian (or foreign) Advanced Studies Institute or University.

Or

- degree either in Physics or Astronomy, or Geology, or Engineering issued according to the previous or actual Italian University regulations which would formally entitle to the admission to a doctorate awarded by an Italian university or by a foreign university, together with at least three years of documented experience in scientific or technological activities after the degree;
- Good knowledge of English language, both written and spoken;

Applicants are required substantial experience in the field of planetary science, as additional assets will be considered:

- knowledge of spectroscopy
- knowledge of composition of solar system bodies
- knowledge of spectral analysis methods

Art. 3 – Application

1 - Applications must be submitted in English by means of:

- hand-delivery to the IAPS 'area concorsi' which will acknowledge the receipt date.
- From certified e-mail, including all the required documents in PDF format, sent to inafiaps@pcert.postecert.it by 20/10/2016 – 23:59 CEST.
- registered mail with acknowledgement receipt or express courier. The applications need to arrive by 20/10/2016– 23:59 CEST (**postmark** date **will not** suffice).

Applications are to be received by and not after 23:59 (CEST) on 20/10/2016 Late submissions will not be considered.

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

The applications must be delivered reporting on the envelope or in the e-mail subject the following sentence: **“Application selection 2016-15 -AR”**.

Aware that false declarations are punishable by law and that the Administration will carry out random checks on their accuracy, 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.

For selection purposes the applicants:

- shall directly state any academic qualifications in the application form (Annex 1)

In addition

- non-EU citizens residing outside Italy, if successful, must produce originals or suitably certified copies of academic qualifications obtained outside Italy.

2 - The following documents have to be submitted:

1. Annex 1 “Application form”;
2. Annex 2 “Certification - Declaration in lieu of affidavit (Art. 19 - 46-47 the DPR 28th December 2000, n. 445)”;
3. “Curriculum vitae”, **signed and dated** by the applicant including a list, if applicable, of grants and fellowships held in the past or in progress;
4. copy of a valid identity document (ID card or passport);
5. list of publications;
6. any other qualification, working task, research activity for public and private institutions and publications that the applicant deems appropriate to submit;
7. The list of all documents submitted;
8. Annex 3 “Interview Request In Video Conference”. For applicants residing abroad: you can support the possible interview remotely using the instrument of the conference call audio and video (e.g. Skype or similar). The candidate who decides to use this modality must indicate this in the application and make an explicit request by filling out the appropriate form (request interview Videoconference) and attach it to the application form , together with the copy of the front / back of an identity document valid that it is readable .

3 - Applicants are admitted to the selection with reserve and may – at any time – be notified of exclusion from the selection procedure for the following reasons:

- submission of the application after the deadline;
- incomplete and/or unsigned application form;
- unsigned curriculum vitae;
- lack of the copy of a valid identity document;
- lack of the requirements indicated in paragraph 2.

Should the reasons for exclusion be ascertained after completion of the selection procedure, the applicant will lose any right deriving from participation in the selection procedure; the same will apply to applicants providing any false statement or document.

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 details.

Art. 4 – Ineligibility and incompatibility with other funding

Full professors, associate professors and researchers employed in Italian universities and employees of Italian research public institutions are all excluded from the competition.

The grant cannot be held at the same time with attendance at academic courses as those that formally give access to a PhD, as well as with attendance at PhD courses with grant. For employees of the Italian Public Administration (Italian State) compulsory unpaid leave of absence is foreseen.

The grant cannot be held contemporary with other grants of whatever kind, except those awarded with the aim of integrating the training or research activity of the grant 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-Institute for Space Astrophysics and Planetology .

Retired persons are not eligible for Research grant.

Also excluded from participation are any applicants who have already carried out Research grants under article 22 of Italian Law 240/2010 and integrative for a total period indicated in the current law, including extensions, but excluding the periods in which the grant was 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. When formally accepting the grant, the successful candidate will issue a declaration of absence of inadmissible cumulating of grants/fellowships.

Art. 5 – Duration of the Research grant

The Research grant is expected to begin in November 2016. The grant is for one year with possible extension of one year depending on the favourable opinion of the scientific leader of the project and on funding availability and in any case within the limits of Article 22 paragraph 3 of Law 240/2010.

Art. 6 – Host Institution

The host institution of the grant is INAF-Institute for Space Astrophysics and Planetology. The successful candidate will have to travel on duty abroad.

Art. 7 – Salary amount

The worth of the grant is 30,000.00 (thirty-thousand) Euros gross for year. This amount is net of burdens to be charged to INAF-Institute for Space Astrophysics and Planetology and will be paid in deferred monthly instalments.

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

Applicable rules for obligatory maternity leave are provided in the Decree of the 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. n. 1, paragraph n. 788 of 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) according to art. n. 5 of the above Decree dated 12 July 2007 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 grant holder must draw up at his/her expenses an insurance policy against accidents at work.

Art. 8 – Selection Committee and selection procedure

The selection of candidates will be performed by a Selection Committee appointed by the Director of INAF-Institute for Space Astrophysics and Planetology.

The Selection Committee is composed of three members from both Italian and foreign research staff, including also University staff, with expertise in the research field of the position offered in this announcement, and will include the principal investigator of the project. According to the law in force, the composition of the Selection Committee should comply, when possible, with gender balance. The president of the Selection Committee is nominated in the appointment decree and is chosen between the Committee members. In the decree the Selection Committee Secretary is also appointed.

The selection is based on qualifications possibly integrated by an interview. To be admitted to the interview, candidates must exhibit their identity documents.

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 grant. 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 informed with 15 days' notice by Registered letter with proof of delivery or mail with return receipt, e-mail with acknowledgement of receipt, containing the individual score for qualifications.

The candidates called who are not present at the interview will be declared not deprived of the contest.

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 the minimum score in order to access the possible interview is 42/60.

At the end of the selection process the selection board will draw up the merit list in the order of the final score obtained by each candidate based on the sum of the scores achieved in the evaluation of the qualifications and the interview.

A favorite is about equal to the younger candidate.

The list will be approved by the Director dell'IAPS and will be posted on the site www.iaps.inaf.it.

Art. 9 – Awarding of the grant

Following the publication of the list, the Director of IAPS notify the winner the award of, summoning them for signing the contract.

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

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 the declaration of acceptance within a time limit of 10 days, she/he will lose his/her entitlement to the research grant, which 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 – Grant obligations

The holder of the grant is obliged to:

- start the research activity at the date due as per the contract at INAF-Institute for Space Astrophysics and Planetology, unless prevented by *force majeure* or exceptional circumstances, of which the Director of INAF-IAPS must be timely informed;
- carry out her/his research activity under the supervision of the project manager, dr. Maria Cristina De Sanctis, who will also monitor the grant's progress;
- issue an activity report every twelve months. The activity report will be subject to approval from the scientific advisor and will be transmitted to the Director of INAF-IAPS. Approval failing, duly reasoned by the scientific advisor, will give INAF-IAPS the right to terminate the contract;
- send a written note in case of withdrawal, with at least 30 days' notice, otherwise INAF-Institute for Space Astrophysics and Planetology is entitled to retain or request the reimbursement of the salary amount corresponding to the period of not notified.

The holder of the grant 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 supervisor, dr. Maria Cristina De Sanctis, eventually shows evident lack of skills at the planned research activities, will incur the termination of the contract.

Temporary suspensions of the research grant 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 grant must be proved and certified, and promptly sent to the Director of INAF-IAPS.

Art. 11 - Proceedings Responsible

In accordance with Art. 8, paragraph 3 of INAF Provisions on the assignment of research grants, Daniela Segatori is the responsible of the competition proceedings relevant to this competition announcement (e-mail: daniela.segatori[at]iaps.inaf.it).

Art. 12 – Applicable regulation

The IAPS 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 IAPS shall act in compliance with the regulations in force concerning public selection procedures, when applicable by analogy.

THE DIRECTOR OF THE INAF-IAPS
Dr. Fabrizio Capaccioni



ANNEX 1
APPLICATION FORM

To the Director of INAF-Institute for Space Astrophysics and Planetology
Via Fosso del Cavaliere 100
00133 ROMA - Italy

I, THE UNDERSIGNED,
(Forename(s))..... Surname).....
Place of birth (City/State/Country)
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 grant entitled: “.....”

request

to apply for the above mentioned grant, and to this end, aware that false declarations are punishable by law and that this Administration will carry out random checks on the accuracy of the declarations made by candidates,

declare

under my own responsibility

- ☐ 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 professional knowledge of the 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 grant;
- ☐ 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 of¹:
 - a research grant entitled, at (name of the institution)....., beginning.....ending.....total months
 - a research grant entitled, at (name of the institution)....., beginning.....ending.....total months
 - a research grant entitled, at (name of the institution).....,

¹ Indicate the number of months for which the award was used and the name of the institution granting the award. 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.

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 grant:

- cannot be held contemporary with attendance at academic courses, “laurea specialistica” academic courses, and “laurea magistrale” academic courses, as well as with attendance at Ph.D courses with grant;
- cannot be held contemporary with other grants of whatever kind, except those awarded with the aim of integrating the training or research activity of the grant 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/city /postal code/Country):

Email address:

I attach to this form:

1. Annex 2 “Certification - Declaration in lieu of affidavit (Art. 19 - 46-47 the DPR 28th December 2000, n. 445)”;
2. “Curriculum vitae”, **signed and dated** by the applicant including a list, if applicable, of grants and fellowships held in the past or in progress;
3. Annex 3 “Videoconference”;
4. copy of a valid identity document (ID card or passport);
5. list of publications;
6. any other qualification, working task, research activity for public and private institutions and publications that the applicant deems appropriate to submit;
7. The list of all documents submitted.

Done at Date.....

Signature (not authenticated)

ANNEX 2

**Certification and Self-Declaration in lieu of affidavit
(Art. 19 - 46-47 the DPR 28th December 2000, n. 445)**

**DICHIARAZIONE SOSTITUTIVA DI CERTIFICAZIONE
DICHIARAZIONE SOSTITUTIVA DI ATTO DI NOTORETÀ
(Art. 19 – 46 – 47 del D.P.R. 28 Dicembre 2000, n. 445)**

I, the undersigned,

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

Place of birth (City/State/Country)

Date of birth (dd/mm/yy)

Nationality

Gender

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

.....

Email address:

aware that false declarations are punishable by law and that this Administration will carry out random checks on the accuracy of the declarations made by candidates

self-declare

- that the content of the attached “curriculum vitae” is true
- That the documentation produced in copy: of the original

Done at Date.....

Signature (not authenticated)*

** the photocopy of a valid identity document of the signer must be attached*

ANNEX 3
INTERVIEW REQUEST IN VIDEO CONFERENCE

I, the undersigned / a (name)
(last name)
Place of birth
Birth date
Nationality
Place of residence (country, town, postcode, street, n.),
.....
E mail

request

to be admitted to the oral exam provided by the call “Spectral measurements and analysis of samples analogues of planetary surface” in the project Dawn and Exomars-Mamiss.
through videoconference procedures for this purpose communicate the following data:

1 - platform used to connect via the web

2 - address for the connection

(Place and Date)

(Signature, not authenticate) *

** the photocopy of a valid identity document of the signer must be attached*