

Istituto Nazionale di Astrofisica
OSSERVATORIO ASTROFISICO DI ARCETRI
 Firenze

Decreto n. 11
Anno 2014

Selection procedure based on qualification and possible interview for the awarding of one research fellowship entitled: “Support to the development, implementation and test of a natural guide star wave-front sensor for the Adaptive Optics of the VLT instrument ERIS”, Category: A/Post-Doc (in accordance with Article 22, Law 240/2010) CUP C81J12000320001

THE DIRECTOR OF INAF ASTROPHYSICAL OBSERVATORY OF ARCETRI

- Having seen** 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;
- in accordance with** Italian Law n. 240 dated 30 December 2010, Article 22;
- having seen** the INAF Regulations for the awarding of research fellowships approved by INAF Administrative Council on 22 June 2011, Resolution n. 06/11 and subsequent modifications and integrations;
- considering** it appropriate to issue an announcement of competition for the award of a research fellowship;
- given** the availability of finance from fund CRAM 1.05.06.02.11, Premiale VLT – ERIS 2012, CUP C81J12000320001 chapter 1.05.08, of the 2013 INAF budget;

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 “Design, manufacturing, assembly, integration and test of the natural guide star Pyramid Wave-Front Sensor for the l’Enhanced Resolution Imager and Spectrograph (ERIS)” (hereinafter referred to as “ERIS-PWFS”), and entitled “**Support to the development, implementation and test of a natural guide star wave-front sensor for the Adaptive Optics of the VLT instrument ERIS**”, category A/Post-Doc.

The awarded fellow will carry out the following activities:

- Research activity on one or more of the following topics: support to the activities of System Engineering, assembly, integration and test of the pyramid of the wave-front sensor for ERIS.

Art. 2 – Requirements

In order to participate in the selection, applicants must possess, under penalty of exclusion:

PhD degree in Physics, Astronomy or Engineering awarded by an Italian university or by a foreign university, by the deadline for application of the present position

or

Degree in Astronomy, Physics or Engineering which would formally entitle for 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 research activities on topics related to the ones of relevance for this project.

The following knowledge, skills and experience will be considered as preferential qualifications:

- Graduate studies on topics related to the Adaptive Optics techniques, scientific instrumentation, development and/or test of high precision opto-mechanical systems;
- Previous research experience on Adaptive Optics systems or astronomical instrumentation (in particular for large telescopes), design, development and/or test of high precision opto-mechanical systems.

Art. 3 – Application procedure

Applications must be submitted in English as closed envelope by “Raccomandata A/R”, authorized carrier (ex. DHL, FedEx, UPS, etc.) or, in person, at the Office Protocol to the address INAF-Osservatorio Astrofisico di Arcetri, Largo Enrico Fermi 5, 50125 Firenze (ITALY). Alternatively, the application can be submitted using PEC (Posta Elettronica Certificata: **no** ordinary e-mail) to the following PEC address: inafoarcetri@pcert.postecert.it

Applications are to be submitted by and not after **13:00 (UT) of May 15, 2014**.

Late submissions will not be considered.

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 application must be delivered reporting on the envelope or the PEC (Posta Elettronica Certificata) subject **“Application for Postdoctoral position at INAF-Osservatorio Astrofisico di Arcetri, DD n. 11/2014”**.

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, in particular the holding of the degrees;
- 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 cause the exclusion from the selection procedure due to 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.

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 and a statement of research interests;
- copy of a valid identity document (ID card or passport);
- list of publications;
- any other qualification, working task, research activity for public and private institutions and publications that the applicant deems appropriate to submit;

Applicant should also arrange for two signed letters of reference by persons familiar with her/his work who shall send them directly and within the deadline by e-mail with acknowledgement of receipt to the following address: riccardi@arcetri.inaf.it

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

- submission of the application after the deadline;
- failure to complete and sign the application form;
- failure to sign the 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; similar loss will be applied 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 “ricercatori” in Italian universities and employees of Italian research public institutions are all excluded from entering the competition.

The grant cannot be held at the same time with attendance at academic courses as those that formally give access to a doctorate, as well as with attendance at PhD courses with fellowship.

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 Astrofisico di Arcetri. Retired persons are not eligible for Research fellowship.

Also excluded from participation are any person who has carried out Research fellowships under article 22 of Italian Law 240/2010 for a total period exceeding four years, including extensions, but

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.

Art. 5 – Duration of the Research fellowship

The Research fellowship is expected to begin as soon as possible and has a duration of one year, possibly renewable. The exact initial date could be reasonably delayed (but not later than July 2014) if requested by the completion of administrative procedures and/or for the cases mentioned in the art. 10 of this call.

An extension of one year is possible depending on performance and following years on funding availability.

In accordance with Italian Law n. 240/2010 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 Astrofisico di Arcetri - Largo Enrico Fermi, 5 – 50125 Firenze (Italy).

Art. 7 – Salary amount

The gross annual salary will be **31,000 Euro**. This amount is net of burdens to be charged to INAF-Osservatorio Astrofisico di Arcetri, social charges and health coverage and will be paid in monthly instalments.

This amount, paid in different monthly instalments, includes the provisions for all compulsory deductions under national applicable legislation, social charges and health coverage.).

The fellow will be requested to have a personal accidents insurance for the duration of the fellowship.

Italian fiscal and social security rules will be applied.

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.

Art. 8 – Selection Committee and selection procedure

The selection will be performed by a Selection Committee appointed by the Director of INAF-Osservatorio Astrofisico di Arcetri and composed of 3 members, including the scientist in charge of the project, Dr. Armando Riccardi.

The selection is based on qualifications possibly integrated by an interview. 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 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 70 points is the maximum score for qualifications and 30 points is the maximum score for the interview.

At the end 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.arcetri.astro.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 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 Astrofisico di Arcetri, unless prevented by force majeure or exceptional circumstances, of which the Director of INAF-Osservatorio Astrofisico di Arcetri must be timely informed;
- will carry out her/his research activities under the supervision of the System Engineer in charge of the project, Dr. Armando Riccardi who will monitor the fellow's progress.
- is required to issue an activity report every 12 months. 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 Astrofisico di Arcetri. Approval failing, duly reasoned by the scientist in charge, will give INAF-Osservatorio Astrofisico di Arcetri 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 Astrofisico di Arcetri 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 System Engineer, Dr Armando Riccardi, 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 Astrofisico di Arcetri.

Art. 11 – Proceeding Responsible

The Responsible of this Call proceedings is Dr. Serena Donati (email: donati@arcetri.inaf.it).

Art. 12 – Applicable regulation

The INAF- Osservatorio Astrofisico di Arcetri 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 Astrofisico di Arcetri shall act in compliance with the regulations in force concerning Italian public selection procedures, when applicable by analogy.

Firenze, February 24th, 2014

Dr. Filippo Mannucci

**ANNEX 1
APPLICATION FORM**

To
the Director of INAF-.....

I, THE UNDERSIGNED,

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

Place of birth (Town/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. n. 11/2014** for the appointment of one research fellowship entitled: **“Support to the development, implementation and test of a natural guide star wave-front sensor for the Adaptive Optics of the VLT instrument ERIS”**.

REQUEST

to apply for the above mentioned fellowship, 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 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 of¹:
- 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/city/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;

Date

Signature

¹ 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.

**ANNEX 2
CURRICULUM VITAE**

I, THE UNDERSIGNED,

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 THE CONTENT OF THE ATTACHED "CURRICULUM VITAE" IS TRUE

Date

Signature
