



ISTITUTO NAZIONALE DI ASTROFISICA
NATIONAL INSTITUTE FOR ASTROPHYSICS

OSSERVATORIO ASTROFISICO DI CATANIA

Selection procedure based on qualification and possible interview for the awarding of one research fellowship entitled: “Global Architecture of Planetary Systems” Category: Post-DOC (D.D. 25/14)

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 “Premiali HARPS-N” (hereinafter referred to as “Pre-HARPS-N”), Grant Agreement n. CRAM 1.05.06.02.02 and entitled “Global Architecture of Planetary Systems”, category Post-Doc.

The awarded fellow is expected to carry out the following activities:

- Analysis of spectroscopic and photometric data;
- Preparation and execution of photometric and spectroscopic observations;
- Characterization of the level of stellar activity;
- Characterization of stellar parameters
- Derivation of parameters of exoplanetary systems

Art. 2 – Requirements

In order to participate in the selection, applicants must possess, on pain of exclusion, the following requirements:

- PhD degree in Astronomy or Physics or equivalent degree awarded by an Italian university or by a foreign university);
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The following knowledge, skills and experience will be considered as preferential qualifications:

1. Proven experience in high-resolution spectroscopy;
2. Research experience in the field of exoplanets.

Art. 3 – Application procedure

Applications can be submitted in English, by e-mail with acknowledgement of receipt to the following email address: **infaocatania@pcert.postecert.it**

Applications are to be submitted by and not after **midday (UT) on 24 march 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 in the e-mail subject “Application for GAPS Project position at INAF-OACT.”.

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;



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- 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.

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 addresses: isabella.pagano@inaf.it and nla@oact.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.



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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 Catania.

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 on 1 april 2014, for 12 months. 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. The extantion of the fellowship will be possible depending on performance and on funding availability.

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 Astrofisico di Catania

Art. 7 – Salary

The gross annual salary will be 29.360,37 Euro. This amount is net of burdens to be charged to INAF-Osservatorio Astrofisico di Catani, social charges and health coverage and will be paid in deferred monthly instalments . Travel expenses are not included and will be covered by INAF- Osservatorio Astrofisico di Catania on availability). 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 Catania and is composed of 3 members, including the local coordinators of the activities, Dr. Isabella Pagano and Dr. Antonino F. Lanza.



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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 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 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.oact.inaf.it/weboac/concorsi_it.html

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 per the contract at INAF- Osservatorio Astrofisico di Catania, unless prevented by force majeure or exceptional circumstances, of which the Director of INAF- Osservatorio Astrofisico di Catania must be timely informed;
- will carry out her/his research activities under the supervision of the scientists in charge of the GAPS project, Dr. Isabella Pagano and Dr. Antonino F. Lanza, who will also monitor the fellow's progress;
- is required to send a written note in case of withdrawal, with at least 30 days notice, otherwise

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 local coordinator of the GAPS activities, Dr. Isabella Pagano and Dr. Antonino F. Lanza,



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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 Catania

Art. 11 – Proceeding Responsible

The Responsible of this Call proceedings is Daniela Recupero (email: drecupero@oact.inaf.it)

Art. 12 – Applicable regulation

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

Catania, 20/02/2014

[The Director]
Dr. Grazia Maria Umana